



ITI LIMITED

Palakkad Plant, Kanjikode West
PALAKKAD – 678 623
KERALA

Ref: ITI/PKD/HR/OCT26MAR27/1212

Date: 09/09/2026

Dear Sir,

Sub: Request for Quotation (RFQ) for Supply of vegetables to Canteen, ITI Limited, Kanjikode, Palakkad, Kerala

We invite quotes for the following:-

Sl.No.	Item Code	Description of work	Period
1	ITI/PKD/HR/ OCT26MAR27/1212	Supply of vegetables to ITI Canteen	Six months from 01/10/2026 to 31/03/2027

Please submit your competitive bid against Enquiry ref no. ITI/PKD/HR/ OCT26MAR27/1212 dated 09/09/2026 for the above mentioned tender on or before due date, subject to the following terms & Conditions:

1) ELIGIBILITY CRITERIA:

The Bidders should quote only, if they satisfy the following eligibility criteria.

- The bidder should have PAN registration.
- The bidder should have experience in supplying vegetables to canteens working under any Central/State public sector Companies or reputed private Companies with employee strength of more than 150 in the specified location. Self-attested copies of the documents should be submitted along with tender.
- The Bidder should have a Local Shop/ Office /Dealer within 100kms range from the factory location. The Local Shop/ Office /Dealer address including email ids, phone number etc, should be furnished alongwith tender

The non-compliance in this regard will disqualify the bidder

2) **TERMS & CONDITIONS:**

Sl.No.	Particulars	Conditions	
a	Scope	Daily Supply of Vegetables to canteen of ITI Limited, Kanjikode, Palak-kad. Approximate monthly requirement provided in Annexure I	
b	Terms of Payment	Monthly, 30 days after submission of Invoices	
c	Validity of Quotation	90 days	
d	Bid Type	Technical Bid, Price Bid (Two bid system)	
e	Delivery of consignment	Every day before 1.00pm (Except holidays)	
f	Earnest Money Deposit	Rs 4,500/-	
g	Security Deposit	5% of one month contract value including GST amount	
h	Critical Dates	RFQ Publication Date	09/09/2026
		Last date for submission of bid	19/09/2026 – 14.00 Hrs
		Tender opening date (Technical bid)	19/09/2026 – 14.30 Hrs

- 3) **EMD** : An amount of Rs. 4,500/- (Rupees Four Thousand Five Hundred only) as EMD in the form of Demand Draft drawn on any Nationalized/Scheduled bank in favour of ITI Limited, payable at Palakkad should be submitted along with the quotation. The amount can also be transferred online in the below mentioned account details:-

Account Name – ITI LIMITED, PALAKKAD Account Number – 10620194836 Branch Name- STATE BANK OF INDIA, PALAKKAD BRANCH IFSC Code – SBIN0000893 MICR Code - 678002002

In case of online transfer, vendor should **submit proof of online transfer along with the quotation.**

EMD will be refunded to the unsuccessful bidders after finalization of tender process

- 4) **SECURITY DEPOSIT**: The successful bidder must submit a **Security Deposit** equivalent to 5% of one month's contract value including GST. The EMD amount of Rs.4500/- submitted by the successful bidder will be adjusted towards the Security Deposit. The balance amount of the Security Deposit shall be deducted by ITI from the vendor's first three payments
- 5) EMD/Security Deposit submitted by the bidders may be forfeited:
- If Successful bidder backs out after bid
 - If the successful bidder withdraw from contract before the expiry of contract period
 - If the successful bidder violates any of the terms and conditions of the tender
 - If the successful bidder found to have indulged in fraudulent practices in the tender submission process
- 6) **EMD/Security Deposit** will not carry any interest
- 7) **Period of supply** – Six months from **1st October 2026 to 31st March 2027**
- 8) All the Materials have to be delivered without any extra cost, at ITI Ltd., Kanjikode; canteen premises located inside the company.

- 9) Rate quoted will be same till the completion of contract. No revision of rate will be allowed during the contract period for any reasons
- 10) First quality vegetables are to be supplied.
- 11) Final acceptance of the materials will be subjected to inspection by ITI at ITI canteen on receipt of the vegetables. Vegetables fully / partially rejected have to be replaced by acceptable quality vegetables and delivered at ITI canteen premises.
- 12) The requirement for the next day will be communicated, by ITI on a daily basis
- 13) ITI reserve the right to increase / decrease the quantity of vegetables, as per the need.
- 14) The Vegetables are to be supplied every day before 1.00 PM (except holidays). However, based on requirement from ITI , vegetables have to be supplied as and when requisition is raised. The payment will be made on monthly basis, within 30 days from the date of submission of invoice.
- 15) The list of vegetables and approximate monthly requirement is as per Annexure-I
- 16) The contract is liable to be terminated by either party by giving 30 days notice in advance.
- 17) Tender will be received up to 14.00Hrs on 19/09/2026 and will be opened at 14.30hrs on the aforesaid due date itself. Interested bidders may attend the tender opening at ITI Limited, Palakkad
- 18) Late and open quotations are liable for rejection. Alternations or overwriting on the quotation are not permitted. Such quotations will be rejected out rightly in such conditions.

19) INSTRUCTIONS FOR PREPARING BID DOCUMENT

The Bid will be processed on a two Bid system. There shall be one Technical Bid and another Price Bid

*** The "Technical Bid" Cover I shall contain the following:**

- **Proof of EMD payment**
- Scanned copy of the following documents with seal and signature of bidder:-
 - PAN Card Copy
 - Proof of experience in supplying vegetables to canteens working under any Central/State public sector Companies or reputed private Companies with employee strength of more than 150 in the specified location
 - Tender Documents Page 1 to 4 with signature and seal of the bidders

Important: All the documents submitted against tender should be with seal and signature of bidders

*** The "Price Bid" Cover II shall contain the following:**

- The price bid shall contain quotation in the format given in **Annexure-II**. The format should be filled in all respects. **Per Unit price inclusive of all taxes should be quoted in the price bid.**

Note:-

- The Cover-1, containing Technical Bid shall be sealed and clearly marked as Technical Bid. The Cover-2 containing Price Bid shall also be sealed and marked as Price Bid. **Both the sealed covers shall be placed inside an outer cover, which shall also be sealed. The outer cover must clearly bear the details of the Tender Reference i.e., ITI/PKD/HR/OCT26MAR27/1212 and DUE DATE i.e. 19/09/2026 - On top of the outer cover. The cover shall be addressed to as per the clause 20 of this RFQ.**

20) The quote shall be addressed to :

The Deputy General Manager (MKTG, PROJ, MM & CS)
ITI LIMITED., KANJIKODE WEST,
PALAKKAD-678 623, KERALA.
PHONE : 0491 2566180.

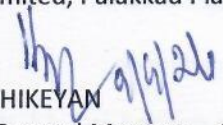
21) The Technical bid shall be opened on the above said due date. If the date happens to be holiday for any reason, the opening will be carried out at the same time on the next working day.

22) The Price bid opening shall be intimated later after the scrutiny of Technical Bids. **The price bid of only those bidders shall be opened who are technically qualified.**

23) The tenders shall remain valid for acceptance for a period of 90 days from the date of opening of the bid. The Company reserves the right to accept or reject any or all quotations without assigning any reason thereof

Yours faithfully

For ITI Limited, Palakkad Plant


M. KARTHIKEYAN

Deputy General Manager – MKTG, PROJ, MM & CS

Annexure I

List of Vegetables for RFQ Ref : ITI/PKD/HR/OCT26MAR27/1212, dated 09/09/2026.

For the supply of Vegetables to Canteen

Sl No	Item		Qty. in Kg
1	Cabbage	മുട്ടക്കോസ്	85
2	Cauliflower	കോളിഫ്ലവർ	15
3	Carrot	കാരറ്റ്	70
4	Onion(big)	ഉള്ളി (വലിയത്)	200
5	Onion(small)	ഉള്ളി (ചെറുത്)	20
6	Mango	മാമ്പഴം	40
7	Raw Banana	കായ	50
8	Ash Guard	കുംബളങ്ങ	170
9	Green Chilly	പച്ചമുളക്	20
10	Lady's Finger	വെണ്ടക്ക	50
11	Drum Stick	മുരിങ്ങക്കായ്.	25
12	Snake Guard	പടവലം	40
13	Potato(big)	ഉരുളക്കിഴങ്ങ് (വലുത്)	80
14	Tomato-ordinary	തക്കാളി	150
15	Pea (Payar)	പയർ	30
16	Beans	ബീൻസ്	30
17	Ginger	ഇഞ്ചി	8
18	Mint Leaf	പുതിന ഇല	2
19	Pumpkin	മത്തങ്ങ	100
20	Yarn Guard(2 Kg - Min	ചേന (രണ്ട് കിലോഗ്രാം	100
21	Lemon	നാരങ്ങ	15
22	Corriander Leaf	മല്ലിയില	10
23	Curry Leaf	കറിവേപ്പില	10
24	Coconut (500 Gms Min size)	നാളികേരം (കുറഞ്ഞത് 500 ഗ്രാം)	500
25	Brinjal	വഴുതന	20
26	Colocassia	ചേമ്പ്	10
27	Garlic	വെളുത്തുള്ളി	20
28	Cucumber	വെള്ളരിക്ക	60
29	Bitter Guard	പാവയ്ക്ക	40
30	Cluster Beans	കൊത്തവര	10
31	Beetroot(Ootty)	ബീറ്റ്റൂട്ട്	120
32	Gooseberry Fruit	നെല്ലിക്ക	10
33	Big Lemon	വടുകപ്പുളി നാരങ്ങ	8
34	Palak-Spinach	പാലക-ചീര	5
35	Pineapple	പൈനാപ്പിൾ	20
36	Mango inchi	മാങ്ങ ഇഞ്ചി	5
37	Bread Fruit	കടച്ചക്ക	5
38	Ivy Gourd	കോവല്	40
39	Tapioca	കപ്പ	15
40	Grapes	മുന്തിരി	5
41	Raw Mango	പച്ചമാങ്ങ	20

Annexure II

Price Bid for RFQ Ref : ITI/PKD/HR/OCT26MAR27/1212, dated 09/09/2026.

For the supply of Vegetables to Canteen

Sl No	Item		Qty. in Kg	Rate Per Kg in INR	Amount in INR
1	Cabbage	മുട്ടക്കോസ്	85		
2	Cauliflower	കോളിഫ്ലവർ	15		
3	Carrot	കാരറ്റ്	70		
4	Onion(big)	ഉള്ളി (വലിയത്)	200		
5	Onion(small)	ഉള്ളി (ചെറുത്)	20		
6	Mango	മാമ്പഴം	40		
7	Raw Banana	കായ	50		
8	Ash Guard	കുംബളങ്ങ	170		
9	Green Chilly	പച്ചമുളക്	20		
10	Lady's Finger	വെണ്ടക്ക	50		
11	Drum Stick	മുരിങ്ങക്കായ്.	25		
12	Snake Guard	പടവലം	40		
13	Potato(big)	ഉരുളക്കിഴങ്ങ് (വലുത്)	80		
14	Tomato-ordinary	തക്കാളി	150		
15	Pea (Payar)	പയർ	30		
16	Beans	ബീൻസ്	30		
17	Ginger	ഇഞ്ചി	8		
18	Mint Leaf	പുതിന ഇല	2		
19	Pumpkin	മത്തങ്ങ	100		
20	Yarn Guard(2 Kg - Min size)	ചേര (രണ്ട് കിലോഗ്രാം കുറഞ്ഞ വലിപ്പം)	100		
21	Lemon	നാരങ്ങ	15		
22	Corriander Leaf	മല്ലിയില	10		
23	Curry Leaf	കറിവേപ്പില	10		
24	Coconut (500 Gms Min size)	നാളികേരം (കുറഞ്ഞത് 500 ഗ്രാം)	500		
25	Brinjal	വഴുതന	20		
26	Colocassia	ചേമ്പ്	10		
27	Garlic	വെളുത്തുള്ളി	20		
28	Cucumber	വെള്ളരിക്ക	60		
29	Bitter Guard	പാവയ്ക്ക	40		
30	Cluster Beans	കൊത്തവര	10		
31	Beetroot(Ootty)	ബീറ്റ്റൂട്ട്	120		
32	Gooseburry Fruit	നെല്ലിക്ക	10		
33	Big Lemon	വടുകപ്പുള്ളി നാരങ്ങ	8		
34	Palak-Spinach	പാലക്-ചീര	5		
35	Pineapple	പൈനാപ്പിൾ	20		
36	Mango inchi	മാങ്ങ ഇഞ്ചി	5		
37	Bread Fruit	കടച്ചക്ക	5		
38	Ivy Gourd	കോവല്	40		
39	Tapioca	കപ്പ	15		
40	Grapes	മുന്തിരി	5		
41	Raw Mango	പച്ചമാങ്ങ	20		
Grand Total					

Signature with date and seal