



ITI LIMITED

Palakkad Plant, Kanjikode West
PALAKKAD – 678 623
KERALA

Ref: ITI/PKD/HR/2025/1212-RT

Date: 02/09/2025

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/CANTEEN/1212-RT	Supply of vegetables to ITI Canteen	Six months from 1/10/2025 to 31/03/2026

Please submit your competitive bid against Enquiry ref no. ITI/PKD/HR/2025/1212-RT dated 02/09/2025 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 250 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 with substantiating documents

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, Palakkad. 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	02/09/2025
		Last date for submission of bid	12/09/2025 – 14.00 Hrs
		Tender opening date (Technical bid)	12/09/2025 – 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 Palakkad should be submitted along with the "Technical Bid". 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

Note: Those vendors who have already submitted the EMD of Rs.4,500/- against our Tender Ref ITI/PKD/HR/2025/1212, dated 30/07/2025; need not submit the EMD against this RFQ (Re-tender)

- 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 2025 to 31st March 2026**
- 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 90 days notice in advance.
- 17) Tender will be received up to 14.00Hrs on 12/09/2025 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 250 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:-

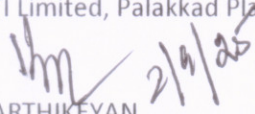
- The Cover-1, containing Technical Bid shall be sealed and clearly marked as Technical Bid. The Cover-2 containing Price Bid shall also be sealed and marked as Price Bid. **Both the sealed covers shall be placed inside an outer cover, which shall also be sealed. The outer cover must clearly bear the details of the Tender Reference i.e., ITI/PKD/HR/2025/1212-RT and DUE DATE i.e. 12/09/2025 - 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 Chief Manager (MKT&MM)
ITI LIMITED., KANJIKODE WEST,
PALAKKAD-678 623, KERALA.
PHONE : 0491 2566180.

21) 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.**

22) 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

 2/9/25
M. KARTHIKEYAN
Chief Manager – MKT & MM

Annexure I

List of Vegetables for RFQ Ref : ITI/PKD/HR/2025/1212-RT, dated 02/09/2025.

For the supply of Vegetables to Canteen

Sl No	Item		Qty. in Kg
1	Cabbage	മുട്ടക്കോസ്	100
2	Cauliflower	കോളിഫ്ലവർ	25
3	Carrot	കാരറ്റ്	100
4	Onion (big)	ഉള്ളി (വലിയ)	500
5	Onion (Small)	ഉള്ളി (ചെറുത്)	40
6	Mango	മാമ്പഴം	60
7	Raw Banana	കായ	75
8	Ash Guard	കുംബളങ്ങ	250
9	Green Chilly	പച്ചമുളക്	40
10	Ladys Finger	വെണ്ടക്ക	85
11	Drum Stick	മുരിങ്ങക്കായ്.	75
12	Snake Guard	പടവലം	100
13	Potato	ഉരുളക്കിഴങ്ങ് (വലുത്)	250
14	Tomato-Ordinary	തക്കാളി	250
15	PEA(Payar)	പയർ	75
16	Beans	ബീൻസ്	75
17	Ginger	ഇഞ്ചി	15
18	Mint Leaf	പുതിന ഇല	3
19	Pumpkin	മത്തങ്ങ	125
20	Yarn Guard(2kg) -min	ചേന (2kg min)	125
21	Lemon	നാരങ്ങ	20
22	Corriander Leaf	മല്ലിയില	15
23	Curry Leaf	കറിവേപ്പില	15
24	Coconut (500 Gms Min)	നാളികേരം (500gms min)	1150
25	Brinjal	വഴുതന	30
26	Colocassia	ചേമ്പ്	30
27	Garlic	വെളുത്തുള്ളി	30
28	Cucumber	വെള്ളരിക്ക	125
29	Bitter Guard	പാവയ്ക്ക	75
30	Cluster Beans	കൊത്തവര	75
31	Beetroot(Ootty)	ബീറ്റ്റൂട്ട്	250
32	Gooseberry Fruit	നെല്ലിക്ക	10
33	Big Lemon	വടുകപ്പുള്ളി നാരങ്ങ	10
34	Palak-Spinach	പാലക്-ചീര	50
35	Pineapple	പൈനാപ്പിൾ	150
36	Manago inchi	മാങ്ങ ഇഞ്ചി	15
37	Bread Fruit	കടച്ചക്ക	100
38	Ivy Gourd	കോവല്	75
39	Tapioca	കപ്പ	100
40	Grapes	മുന്തിരി	5
41	Raw Mango	പച്ച മാങ്ങ	30

Signature with date and seal
KANJIKODE
Chief Manager (MKT & MM)
ITI LIMITED
Kanjikode West, Palakkad-678 623

KANJIKODE
Chief Manager (MKT & MM)
ITI LIMITED
Kanjikode West, Palakkad-678 623

Annexure II

Price Bid for RFQ Ref : ITI/PKD/HR/2025/1212-RT, dated 02/09/2025.

For the supply of Vegetables to Canteen

Sl No	Item	Qty. in Kg	Rate Per Kg in INR	Amount in INR
1	Cabbage	മുട്ടക്കോസ്	100	
2	Cauliflower	കോളിഫ്ലവർ	25	
3	Carrot	കാരറ്റ്	100	
4	Onion (big)	ഉള്ളി (വലിയ)	500	
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39	Tapioca	കപ്പ	100	
40	Grapes	മുന്തിരി	5	
41	Raw Mango	പച്ച മാങ്ങ	30	

Signature with date and seal

KARTHIKEYAN.M
 मुख्य प्रबन्धक (एम & टी & एम एम)
 Chief Manager (MKT & MM)
 आई टी आई लिमिटेड (भारत सरकार का उपग्रह)
 ITI LIMITED (A Govt. India Undertaking)
 पालक्काड - 678 623, पालक्काड
 Kanjikode West, Palakkad-678 623

M. KARTHIKEYAN
 (എസ് & ടി & എസ്) മേധാവ്
 (MM & TMM) മേധാവ്
 (എസ് & ടി & എസ്) മേധാവ്
 (എസ് & ടി & എസ്) മേധാവ്
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