

TENDER DOCUMENT

(Tender Notice no. **IIT/RLB/Tender/25-26/003** dated: **10/03/2026**)

For

Providing Fruit Juice & Snacks Shop service to the Borders of RLB Hall of Residence, IIT KHARAGPUR



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Warden
Rani Laxmibai Hall of Residence
IIT Kharagpur



RLB Hall of Residence IIT Kharagpur

Tender No: IIT/RLB/Tender/25-26/003

Date: 10/03/2026

NOTICE INVITING TENDER

Sealed quotations in two bid envelopes are invited by the Warden, RLB Hall of Residence, IIT Kharagpur for supply of Fruit Juice & Snacks in the Hall premises. Interested parties with adequate credentials for related service may submit their sealed bids under Two-Bids system (Technical Bid and Price Bid) to be sealed and placed in one large Cover super scribed with tender reference number **Tender Notice No. IIT/RLB/Tender/25-26/003 Dated: 10/03/2026** to the Office of the Warden, RLB Hall of Residence, IIT, Kharagpur on and before **30-03-2026 up to 5 p.m.**

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors/Contractors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

Kindly refer to the Institute website **www.iitkgp.ac.in** [link: Tenders] for complete tender details. The same is also available in the CPP Portal [<https://eprocure.gov.in/epublish/app>]. If there is any corrigendum/addendum, it shall only be published on Institute's Website and Central Public Procurement Portal.

**Warden/Asst. Warden
RLB Hall of Residence
IIT Kharagpur**

Warden
Rani Laxmibai Hall of Residence
IIT Kharagpur

To

1. Institute Website
2. CPP Portal
3. Hall Notice Board

TIME EVENTS OF VARIOUS TENDER RELATED ACTIVITIES

Tender No. & Date	IIT/RLB/Tender/25-26/003 dated: 10/03/2026
Brief Description of Tender	Providing Fruit Juice & Snacks Services to the Borders of RLB Hall of Residence, IIT Kharagpur
Tender fee (Non-refundable)	Nil
EMD	Nil
Last date & time for submission of sealed tenders/quotations	30/03/2026 up to 5.00 P.M
Technical Bid opening date & time	30/03/2026 at 6.00 P.M
Two Bid System	Two bids – (i)Technical and (ii) Price bid, in two separate envelope- placed & sealed in one envelope
Submission of bids (by speed post) (Addressed to)	Warden RLB Hall of Residence IIT Kharagpur-721302, West Bengal
Bid opening place	Office of the Warden, RLB Hall of Residence IIT Kharagpur Kharagpur – 721302, West Bengal
Any clarification	Mail ID: rlb.tender.iitkgp@gmail.com

Note: -

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. Warden, RLB Hall of Residence, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Warden in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute's website and CPP Portal.


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MINIMUM ELIGIBILITY CRITERIA:

Annexure-I

A. Technical Bid (in Sealed Envelope)

1. FSSAI license/ Receipt of application for FSSAI
2. Bidders preferably with minimum one year experience in running operations/ services of similar nature will submit their interest.
3. Indian Institute of Technology Kharagpur encourages startups and will make a decision for award of contract based on presentation / operational model.
4. Agencies/firms/companies/proprietors should have /PAN/ Goods & Service Tax registration from the competent authority.
5. Female workers are mandatory for operating/performing day to day tasks of the store.

B. Price Bid in Prescribed Format only (in Sealed Envelope) (Rates of all items should be quoted)

(Both the sealed envelopes are covered into another envelope.)

GENERAL TERMS AND CONDITIONS:

- Please read terms and conditions carefully before filling up the document. Incomplete tender documents will be rejected.
- Before submitting the tender should ensure that all self-attested documents are attached along with the technical bid. All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the terms and conditions of this tender.
- The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein, otherwise the tender is liable to be rejected.
- Warden reserves the right to reject any or all the tender bids without assigning any reason. For any query pertaining to this bid document, communication be addressed to Warden, RLB Hall of Residence, IIT Kharagpur.
- The food items should contain ingredients of good quality. Beverages should be of excellent quality and hygienic. The contractor should not keep any packed items for sale which have already surpassed the date of expiry. The packed food items should be sold only as quoted in commercial bid or MRP whichever is less.
- **The Technical bids will be opened on 30/03/2026 at 6.00 P.M. in the Office of Warden, RLB Hall of Residence, IIT Kharagpur.** The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bid will be intimated later.
- **VALIDITY OF CONTRACT:** The contract, if awarded, shall be initially valid for a period of ONE YEAR (01 year) from the date of award with same rate as quoted in the tender enquiry. The contract can be extended for a further period of three more years on same terms and conditions subject to satisfactory services provided by the vendor. Rate of the items will be revised with approval of the Warden. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the Hall Authority shall have the right at any time to terminate the contract forthwith in addition to forfeiting the Performance Security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority.


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- **TERMINATION OF THE CONTRACT:** The Contract can be terminated by the Warden of the Hall, after giving one-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, Warden reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. Warden's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by the Hall, back in good working condition. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory, Warden reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
- **PENALTY FOR FAILED OR DELAYED SERVICES:** The staff deployed by the company shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property. If any negligent action or inaction on the part of workers of the company causing damage to contracted item(s) is reported, then the full amount equivalent to that of damaged article will be recovered from the company in addition to any other action as deemed appropriate by the Competent Authority.
- In case they fail to provide canteen/pantry services or unavailability of items as specified and more than 10 complaints of unavailability of items is received a fine will be imposed based on the decision of the Hall Authority.
- **PERFORMANCE SECURITY DEPOSIT (PSD):** The successful bidder has to deposit Performance Security Deposit of Rs **15,000/- (Fifteen Thousand only)** in the form of Bank Guarantee/Demand Draft, at the time of the acceptance of the contract. Performance Security should remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the service provider. In case the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful bidder. No interest shall be paid on PSD.
- The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contractor for unsatisfactory performance or for non-acceptance of the work order. If the Contractor fails to provide the Performance Security Deposit (PSD) at the time of the acceptance, such failure shall constitute a breach of the contract.
- **Financial bid would be evaluated on the basis of price quoted by the bidder in respect of all items (Total value) mentioned in the proforma for financial bid. Rates of all items should be mentioned by the firm.**


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Checklist of Documents
Please fill all the details in CAPITAL LETTERS

Tender No: IIT/RLB/Tender/25-26/003 dated: 10/03/2026

Name of the Vendor:

SI No	Documents	Yes/No
A.	Technical Bid (Separate Envelope)	
1	Local Municipal Corporation/ others valid Trade License	
2	PAN/ Goods & Service Tax registration	
3	Credentials in the related services (Work order of similar services within last 05 years)	
4	Tender pages (duly signed and stamped) as token acceptances of all terms and conditions	
B.	Price Bid in the prescribed format only with duly signed and stamped in Separate Envelope (Rate of all items should be quoted)	


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Financial Bid Format

(Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Financial bids should be submitted in a separate envelope, otherwise the bid will be rejected.)

1. Name of the Agency:
2. Address of the Agency:
3. Name of the Person:
4. Phone No:(Mob).....
4. E-mail ID:

List of items:

Items	Qty	Price (Rs.)	GST Amount with %	Total
JUICES/SHAKES/ LASSI/MOCKTAILS				
1	Orange Juice	Large 350 ml/small 250 ml		
2	Pineapple Juice	Large 350 ml/small 250 ml		
3	Watermelon Juice	Large 350 ml/small 250 ml		
4	Mousambi Juice	Large 350 ml/small 250 ml		
5	Sugarcane Juice	Large 350 ml/small 250 ml		
6	Green grape Juice	Large 350 ml/small 250 ml		
7	Amla Beet Carrot Juice	Large 350 ml/small 250 ml		
8	Pomegranate Juice	Large 350 ml/small 250 ml		
9	Black Grape Juice	Large 350 ml/small 250 ml		
10	Mango Shake	350ml/250 ml		
11	Papaya Shake	350ml/250 ml		
12	Banana Shake	350ml/250 ml		
13	Banana-dates Shake	350ml/250 ml		
14	Vanilla Shake	350ml/250 ml		
15	Butterscotch Shake	350ml/250 ml		
16	Cold Coffee (with/without ice cream)	350ml/250 ml		
17	Chocolate Shake (with/without ice cream)	350ml/250 ml		
18	Kitkat Shake(with/without	350ml/250 ml		


 Dipa P. P. Warden
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	icecream)				
19	Oreo Shake (with/without ice cream)	350ml/250 ml			
20	Plain lassi (sweet or salt)	350ml/250 ml			
21	Masala Lassi	350ml/250 ml			
22	Mango Lassi	350ml/250 ml			
23	Strawberry Lassi	350ml/250 ml			
24	Badam Lassi	350ml/250 ml			
25	Virgin Mojito	350ml/250 ml			
26	Fresh Lime Soda	350ml/250 ml			
27	Masala Soda	350ml/250 ml			
28	Cucumber Lime Mint Mojito	350ml/250 ml			
29	Aam Panna	350ml/250 ml			
30	Mango Mojito	350ml/250 ml			
31	Blue Lagoon	350ml/250 ml			
32	Black Current	350ml/250 ml			
33	Lemon Tea	60/100ml			
34	Black Tea	60/100ml			
35	Milk Tea	60/100ml			
36	Masala Tea	60/100ml			
37	Black Coffee	60/100ml			
38	Milk Coffee	60/100ml			
39	Hot Chocolate	60/100ml			
40	Bournvita	60/100ml			
41	Horlicks	60/100ml			

SNACKS

1	French Fries	1 Plate			
2	Aloo Pakora	1 Plate			
3	Onion Pakora	1 Plate			
4	Veg Pakora	1 Plate			
5	Cheese Pakora	1 Plate			
6	Paneer Pakora	1 Plate			
7	Chicken Pakora	1 Plate			
8	Mushroom Pakora	1 Plate			
9	Crispy Baby Corn	1 Plate			
10	Crispy Mushroom	1 Plate			
11	Corn Chat	1 Plate			
12	Papri Chat	1 Plate			
13	Aloo Tikka Chat	1 Plate			
14	Samosa Chat	1 Plate			
15	Potato Sandwich	1 Plate			
16	Veg Sandwich	1 Plate			
17	Egg Sandwich	1 Plate			
18	Cheese Sandwich	1 Plate			
19	Cheese Corn Sandwich	1 Plate			
20	Cheese-Veggies Sandwich	1 Plate			
21	Mushroom Cheese Sandwich	1 Plate			
22	Chicken Sandwich	1 Plate			

Disha Piplai (Mandal)
Warden

Rani Laxmibai Hall of Residence
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23	Omelette	Single/Double			
24	Cheese Omelette	Single/Double			
25	Mushroom Cheese Omelette	Single/Double			
26	Plain Maggi	1 Plate			
27	Masala Maggi	1 Plate			
28	Cheese Maggi	1 Plate			
29	Butter Maggi	1 Plate			
30	Veg Maggi	1 Plate			
31	Egg Maggi	1 Plate			
32	Veg Chow Mein	1 Plate			
33	Egg Chow Mein	1 Plate			
34	Chicken Chow Mein	1 Plate			
35	Veg Hakka Noodles	1 Plate			
36	Egg Hakka Noodles	1 Plate			
37	Masala Pasta	1 Plate			
38	Cheese Pasta	1 Plate			
39	Tomato Mushroom Pasta	1 Plate			
40	Bread Butter	1 Plate			
41	Bread Butter Jam	1 Plate			
42	Bread Omelette	1 Plate			
43	Plain Omelette	1 Plate			
44	Cheese Omelette	1 Plate			
45	Boiled Eggs	2 Pieces			
Total					
Total rates (In Words):					

- Please fill all the details in CAPITAL LETTERS
- In case of any discrepancy in total price, the total price quoted in words shall Prevail.
- Evaluation of Price Bid will be done based on the total quoted price of all items.
- Rate of all items should be quoted by the vendors for evaluation.
- If all item rates are not quoted, then the tenders are summarily rejected.

I do hereby confirm that I have read, understood and agree with the terms and conditions specified in Tender Document.

Place:

Date:

Signature of the Bidder

Full Name:

Deepa Tripathi (Mandari)
Warden

Rani Laxmibai Hall of Residence

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