



NATIONAL INSTITUTE OF TECHNOLOGY, Tiruchirappalli 620 015

Student's Welfare Office

NOTICE INVITING QUOTATIONS

File No. NITT/F.No.017/Vending machine/2025-26/DSW **Date:** 29-10-2025

To,

(Supplier Address)

Sealed quotations are invited from reputed Authorized Dealers / manufacturers for the supply of the Items.

Name of the Item		:	Providing Vending Machines services at NIT, Tiruchirappalli Campus.
Quantity		:	20 Nos
Specifications		:	(As per enclosed Schedule Annexure – I)
1.	Quotation Reference No.	:	NITT/F.No.17/Vending machine/2025-2026/DSW
2.	Last date and Time for receipt of quotation	:	12-11-2025 before 12.00 PM
3.	Date & Time of opening of quotation	:	12-11-2025 at 02.00 PM
4.	EMD Amount	:	Bid security declaration to be submitted
5.	Validity (Days)	:	90 Days
6.	Address to which quotations are to be sent	:	The Director, National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India
	Kind attention to	:	Dr.V.Nagajyothi
	Phone	:	0431-2503040
	E-mail	:	jyothi@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

“QUOTATION AGAINST ENQUIRY”

(Providing Vending Machines services at NIT, Tiruchirappalli Campus)

Tender Notification No: NITT/F.No.17/Vending machine/2025-2026/DSW

Kind attention to: Purchase Initiator: Dr.V.Nagajyothi, Associate Dean(Student's Welfare-Girls)

Department: Student's Welfare Office

Last date and time for receipt of quotation: 12-11-2025 before 12.00 P.M.

EMD details:

- Bid Security Declaration Form is to be submitted.

Terms and Conditions:

1.	The quotation must be submitted in sealed envelope in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	You are invited to submit your most competitive quotation for the indented services according to the specifications and delivery terms as given.
3.	Bidders may send the quotations in sealed covers (Technical and Price bids sealed in separate envelope and both should be placed in large envelope and sealed) with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Mention the company Contact Number / E-mail id on the cover.
4.	Quotation will be opened on due date on 12-11-2025 at 2.00 PM at Stores and Purchase Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
5.	The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
6.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
7.	Bid Price a. Past work orders & completion certificate should be submitted, wherever applicable. b. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. c. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder. d. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.
8.	Evaluation of quotations: Quotations will be evaluated on discounted percentage basis as given in BoQ. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.
9.	Award of contract a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price. b. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder. c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof. d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.
10.	Performance Security: Security deposit should be Rs.5000/- (Rupees five thousand only) . In case of submitting Performance Bank Guarantee, the same should be valid for 60 days beyond the warranty/guarantee period. The successful bidder needs to submit performance security (<u>As mentioned in Annexure –I</u>) of purchase order value either in the form of bank guarantee or crossed demand draft drawn on any Nationalized bank in India in favor of “The Director, NIT, Tiruchirappalli” payable at Trichy.
11.	<u>ELIGIBILITY CRITERIA</u> 1. The applicant should submit a document for registration of firm with Limited, Proprietorships/Partnership Registrar of Companies and local bodies wherever required.

	2. The bidder should have a minimum of 1 year of experience in providing services of at least 10 vending machines in any Govt. / Semi Govt. / PSUs / Autonomous bodies / Reputed Private Universities / MNCs. The bidder should upload the copies of the Experience/Performance Certificates clearly mentioning duration & number of vending machines. Preference will be given if the bidder has more experience. 3. The bidder should have an average annual turnover of Rs. 5 lakhs per annum in the preceding 3 financial (three) years. The turnover certificates and audited financial statement duly certified by a Chartered Accountant are required to be furnished as proof of the same. 4. The firm/individual should not have been blacklisted by any Government Organization and neither any criminal case nor any economic offence is pending before any Court of Law or Registered with Police. The bidder should submit an affidavit on Rs. 100/- non-judicial stamp paper as per Annexure-II. 5. The bidder should have a valid PAN & GST No. 6. Performance Report / Feedback provided by clients will be considered.
12.	<u>BID REJECTION:</u> 1. Conditional tenders / application forms will be summarily rejected. 2. Bidders who do not fulfil any of the initial eligibility criteria as mentioned above or fail to submit documents complete in all respects, shall not be considered for technical evaluation. Notwithstanding anything contained in this document, the acceptance of tender will rest with NIT Trichy and NIT Trichy reserves full right to reject any or all tenders without assigning any reason whatsoever.
13.	<u>CONTRACT PERIOD:</u> Initially for a period of one year and extendable on yearly basis for a maximum period of three years from the date of commencement of initial contract, depending upon the satisfactory performance of the firm and compliance as approved by the competent authority.
14.	<u>COMPLIANCE:</u> All the vending machines should be new. Any complaint shall be attended within a response period of 48 hours on 24×7 basis. Any defect (s) in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 48 hours of the reporting of the same to the vendor. If system is required to be picked up and taken to contractor's premises for removing the defect(s), the same shall be picked up from the consignee within 07 working days. During that period, a suitable machine should be provided.
15.	<u>AWARD OF CONTRACT:</u> a) The Institute will award the contract to the bidder whose bid has been determined to be technically qualified and who has offered the highest discount (H1) on MRP (%). b) Notwithstanding the above, the Institute reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract. c) The bidder whose rate is accepted will be notified for the award of contract by the Institute prior to expiry of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry. d) The successful bidder would have to sign an agreement with the Institute on 100 Rupees stamp paper and get the agreement registered at his own cost.
16.	<u>TERMINATION OF CONTRACT:</u> i. On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to bad/ delayed performance established on the part of the contractor or any such material complaints. ii. The contract can be terminated at any time by giving a Notice of one month in advance from the employer NITT and three months from the contractor, without assigning any reason. Any complaints pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract. iii. NIT Trichy reserves the right to terminate the contract in full or part thereof without assigning any reason. iv. The bidder should not have been blacklisted or debarred by any other Entity/Organization during the past 5 (Five) years. If the Institute gains knowledge of the above at any time, the bid is liable to be summarily rejected and if the License has already been awarded, the same can be terminated and security deposit forfeited.

	v. In the event of a bidder submitting any forged/fake document, the bid is liable to be summarily rejected and if a License has already been awarded, the same can be terminated and security deposit forfeited. vi. On termination of contract, the vendor will be permitted to lift the machines from the premises and the vendor should obtain the permission from Facilities Section, NIT Trichy. vii. The contractor shall observe all security provisions as applicable to the offices of the NIT Trichy. Any violation shall be his responsibility. viii. The bidder shall not enter into sub contract with any person or transfer the contractor any benefit there under to any person or firm without written approval of the Department. ix. The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause. x. Acceptance of the tender shall be communicated to the successful bidder by a formal letter of acceptance of tender. xi. The firm/Vendor must inspect the location before submitting the tender. xii. The maintenance of the machines will be cared by the Vendor. No payment will be made by NIT Trichy for any kind of replacements or change of any parts of the machine. xiii. The firm has to provide stand by unit in case of removal of units for overhauling for major repairing. xiv. The firm should maintain a log book of each & every complaint of vending machine and obtain satisfactory report from the officer concerned.
17.	<u>RENT CLAUSE:</u> 1. The license fee per vending machine has been fixed as Rs. 100/- (Rupees one hundred) per machine per month. The Licensor i.e. NIT Trichy reserves the right to review / revise the rates of License Fee. The Licensee agrees to be bound by the revised rates without demur. 2. An increase in the License fee @ of 5% (compounded annually) on prevailing License fee at the time of renewal, if any made by Licensor, every year. 3. The Licensee will be required to deposit of Rs.5000/- (within 15 days from date of issue of award letter) as Security Deposit with the Licensor. The security deposit will be non-interest bearing and shall be returned to the Licensee after expiry or soon after termination of the license, after making deductions, if any, against unpaid bills, damages, etc. 4. If the License Fee hereby reserved or any other part thereof, shall at any time be in arrears or remain unpaid after the due date, or if the Licensee at any time fails or neglects to perform or observe any of the terms and conditions contained herein and on his part to be observed and performed, then, in that event the Licensor may, without prejudice to any other remedies or rights, revoke the license by giving 15 (FIFTEEN) days' notice in writing to the Licensee and re-enter the premises in question or any other part thereof. The Licensee shall upon such revocation peacefully give up possession of the premises in question without any right to compensation whatsoever. In addition, the Licensor reserves the right to take its remedies against any other breach of the terms and conditions against the Licensee. 5. The Licensee will be required to deposit an additional security deposit for installation of electrical connection/meter for the vending machine.
18.	<u>FORFEITURE OF SECURITY DEPOSIT:</u> 1. Security Deposit money will be forfeited in case of default in terms and conditions, non-installation of the machines and commencement of operations within one month (or as decided by NIT Trichy) of issue of allotment letter. The allottee shall not have any claim on such forfeiture / cancellation of contract.
19.	<u>BID REJECTION:</u> i) Conditional tenders / application forms will be summarily rejected. ii) In the event of a bidder submitting any forged/fake document, the bid is liable to be summarily rejected and if a License has already been awarded, the same can be terminated and security deposit forfeited.

20.	<u>DISPUTE CLAUSE:</u> That the office of Director NIT Trichy only, shall have the jurisdiction to entertain any application in respect of any proceedings under this tender document. This document shall be governed by and construed in accordance with the providing laws of Government of India and any disputes arising under this License Deed can be dealt in courts at Tiruchirappalli, Tamil Nadu only.
21.	<u>FORCE MAJEURE:</u> 1. The parties here are relieved of any liability if unable to meet the terms and conditions of this License/Contract due to any “Act of God”, riots, epidemics, pandemics, strikes, or any act or order which is beyond the control of the party not in compliance, provided that it takes all reasonable steps practical and necessary to effect prompt resumption of its responsibilities hereunder. 2. Lockdowns: If any lockdowns are imposed for a substantial period due to any unforeseen circumstances, the license fee payable and menu and prices of food items can be re- negotiated on mutually agreeable terms.
22.	<u>License Fee:</u> The license fee per vending machine has been fixed as Rs.100/per machine per month.
23.	<u>GST:</u> GST @ 18% or at applicable rate payable on the license fees to be borne by the occupant.
24.	<u>EB charges:</u> EB charges at commercial rate for actual consumption should be paid in addition to the license fee during the license period and should be remitted on their own as per meter reading. Any increase in rates proposed by TNEB will have to be borne by the occupant.
25.	<u>Periodicity of payment:</u> License Fee together with allied charges (Electricity) shall be payable on or before 15th of every month.

ACCEPTANCE BY THE BIDDER

I/We hereby certify that I/We shall abide hereby the terms and conditions and the Annexures of this limited quotation.

Signature & Seal of Vendor with Date

For any details / clarifications regarding could be obtained from Stores and Purchase Section on all working days during 10 A.M to 5 P.M.

For further details related to Technical specifications kindly contact **Dr. V. Nagajyothi** (Purchase initiator), **Associate Dean(Student's Welfare-Girls)**, **jyothi@nitt.edu**, **0431 2503040**.

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures:	1) Specifications of the equipment	Annexure - I
	2) Bid Security Declaration Form	Annexure - II
	3) Technical Bid	Annexure - III
	4) Price Format	Annexure - IV
	5) Bank Mandate Form	Annexure - V

SPECIFICATIONS

Ref: NITT/F.NO.017/Vending Machine/2025-26/DSW

Date:29-10-2025

Name of the Equipment / Goods		Providing Vending Machines services at NIT, Tiruchirappalli	
S.No	Descriptions	Specifications of NIT-T	Specifications of the Supplier (No hand written)
	Specifications:	Vending Machine type: Snack, beverage, combination, or custom (e.g., electronics, food). Material: Steel, aluminum, or durable plastic for outer casing Cashless Payment: Contactless payment systems (e.g., Phone Pay, Google Pay), credit/debit card readers Product Dispensing Mechanism: Motorized Carousel Or Elevator Mechanism or Coil-based or Compressor-based Display and Interface: Touch screen interface Temperature Range: Typically -5°C to 20°C (for chilled items) or room temperature for non-perishable items Anti-theft Lock: For preventing unauthorized access to the product compartment Alarm System: For tampering or forced opening detection Product Capacity: 200-400 items	
Reasons (if there is difference in specification)			
1)			
2)			
S.No	Other requirements related to the equipment	NITT Requirement	Supplier commitment
	Installation	Yes	
	Warranty(in	Nil	
	AMC Required	No	
	Delivery Period	3 weeks	
	Shipment Terms	Up to NIT, Tiruchirappalli	
	Payment Term	100% payment after satisfactory delivery / installation	
	EMD Amount (2 to 5)%	Bid Security Declaration form to be submitted.	
	Performance Security (5-10%)	Rs.5000/-	

Signature & Seal of Vendor with Date

Note:

- Specification of the Supplier should be given in detail, single word confirmation like Complied / No / same will be treated as non-responsive Bid and summarily rejected.
- Proof for the supplier's specification must be enclosed along with the quotations. (catalogue, brochure, and product website link if any)

SCOPE OF WORK**Providing Vending Machines (FOR FOOD & BEVERAGES)**

Details of the approved locations for placement of Vending Machines

Location	Number of machines	Floor	Operating Hours
Hostels	15 (Fifteen)	Ground	24 x 7
Class room complex	04 (Four)	Ground	24 x 7
Library	01 (One)	Ground	24 x 7

Locations:

Hostels	<u>Girls Hostel:</u> 1. Opal A 2. Opal C 3. Opal D 4. Opal E 5. Opal F 6. Beryl <u>Boys Hostel:</u> 1. Zircon A 2. Coral 3. Agate 4. Garnet A 5. Aquamarine A 6. Amber A 7. Amethyst 8. Jasper 9. Ruby
Classroom Complex	1. Orion east wing 2. Orion west wing 3. LHC East wing 4. Hostel office
Library	1. Ground floor

The Institute reserves the right to increase or decrease the number of machines as per requirement. The Institutes reserves the right to change the location in the institute. The vendor has to ensure that new machines are installed at the requested locations within a month of placing the order.

Responsibilities of the vendor:-

- 1) The vendor shall be responsible for regularly restocking the vending machine with the approved items. Additionally, the vendor shall ensure that all items are maintained in a hygienic state and are free from any condition of spoilage or expiration.
- 2) The vendor holds full responsibility of refilling the machines when they reach about 50% of the capacity. This should be done within 2 hours (from the machine reaching 50% of the capacity).
- 3) The vendor shall provide maintenance and repair services for the vending machine, ensuring its proper functioning throughout the contract period.
- 4) The vendor shall manage the cleaning of the area where the vending machines are installed at your own cost.
- 5) The vendor shall offer prompt and courteous customer service addressing any issues or concerns related to the vending machine.
- 6) The vendor will have to arrange Internet connection for the vending machines on their own preferably wireless connection.

- 7) The Institute will not provide any storage space for the storage of snacks. The vendor will have to arrange for the same.
- 8) The Vendor has to arrange the device to measure the power consumption by each vending machine.
- 9) The vendor shall be responsible for safety and security of the vending machines and their personnel.
- 10) The vendor shall also install a camera on the machine and provide its footage/clipping to the Institute Authorities in case of transaction failures like amount debited but product not dispensed or other failures. It would be the responsibility of the vendor to prove that the product has been dispensed on receipt of money.

Responsibilities of the Institute :-

- 1) The Institute will provide a suitable space within the premises of NIT Trichy for the installation of vending machines.
- 2) The Institute will provide electricity on a chargeable basis (charges to pay as per actual consumption by the vendor).
- 3) The Institute will allow the entry of vendor's representatives for refilling stock.

Tentative list of items to be sold through vending machines

VENDING MACHINES (FOR FOOD & BEVERAGES)

Sl.No.	Item	Brand	Packaging Size
1.	Chips	Lays/Haldiram/Bikano/ITC/Crax	60gm
2.	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	30gm-56gm
3.	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	55gm-80gm
4.	5 Star	Cadbury	40gm
5.	Protein Bar	Max Protien/ UniBic/ RiteBite	30gm
6.	Fuse	Cadbury	30gm
7.	Dairy Milk	Cadbury	36gm
8.	Choco Chip Cookies	Anmol/ Unibic	75g
9.	Center Filled Cookies	Anmol/ Dark Fantasy (Box MRP/No of Pieces)	12.5g
10.	Kit Kat 4F	Nestle	36.5g
11.	Kit Kat Rich Chocolate	Nestle	50gm
12.	Choco Pie	Lotte/ Orion (Box MRP/No of Pieces)	28gm
13.	Snickers	Mars	45gm
14.	Real Juice	Real – Dabur	180ml
15.	Lassi	Epigamia	150ml
16.	Milk Shake	Epigamia	180ml
17.	Kurkure	Kurkure, Taka Tak, Tedhe Medhe	105gm
18.	Jim Jam	Britannia	92gm
19.	McVities Oats	McVities	75gm
20.	Digestive	McVities	96.5gm
21.	Water	Bisleri/ Bailey/ Dasani	500ml/1L
22.	Bakery	Bakery Products	1pc
23.	Center Filled Croissant	Bauli/ Britannia	50gm
24.	Ferrero Rocher	Ferrero Rocher	T4/4pc
25.	Butter Scotch Milk	Ananda	150ml
26.	Lahori Zeera	Lahori Zeera	160ml/250ml
27.	Cake	Winkis/ Anmol/ Britannia/ Bauli	90gm-120gm
28.	Energy Drink	RedBull/ Monster	250ml/330ml
29.	Carbonated Beverages	Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi, Mountain Dew, 7Up, Campa Cola, Pop	250ml/750ml
		Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi,	

30.	Carbonated Can	Mountain Dew, 7Up, Campa Cola, Pop	300ml/330ml
31.	Frooti	Parle Agro	250ml/500ml
32.	Pulpy Orange	Pulpy Orange	200ml/400ml

Note:*The Institute reserves the right to add or delete any item in the above mentioned list.

*The vendor go to mandatory supply of all the 32 items listed in the above table. All food items served should have valid FASSAI licenses.

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

EMD BID SECURITY DECLARATION FORM
PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

(The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)

**The Director,
National Institute of Technology,
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the-Limited tendering
Ref. : The Terms & Conditions for e-Tendering mentioned in Tender.
No. : _____

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract specified in this tender document. We will honour the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when refloats. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 3% to 5% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name
Designation
Contact Details

Date with stamp & seal of organization:

TECHNICAL BID

(To be submitted in a separate sealed envelope but to be kept inside a larger size outer envelope)

Providing Vending Machines services at NIT, Tiruchirappalli Campus.
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Important Note: (1) Bidders are cautioned that the tabular statement given below is the application format for Technical bid. Hence there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding Price Bid or any other commercial consideration under this contract.

(2) All information called for in this Application format should be furnished against the relevant columns in the format. If the information is furnished in a separate sheet enclosed with the technical bid, this fact should be mentioned against relevant column(s). If any particulars/ query is not applicable in case of the applicant bidder, it should be stated as “Not Applicable”.

Sl. No.	Description	Information
1	Do you unconditionally agree with all Terms and Conditions stipulated in the tender Document?	Yes / No
2	Have you furnished Documentary evidence/ proof in support of compliance with the basic eligibility conditions stipulated in the tender document	Yes / No
3	Details of Earnest Money Deposit (EMD) remittance	Bid security declaration form to be submitted
4	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID (Attach in a separate sheet with self-attested passport photo)	
5	Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
6	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in	

	the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)		
7	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director (please use separate sheet if found necessary)		
8	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)		
9	Name and Designation of the Contact Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID		
10	Annual Turnover during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed) [eligible applicants may fill the column]	Year	Annual Turnover of the bidder from Similar Business (Rupees in Lakhs)
		2021-22	
		2022-23	
		2023-24	
11	Annual Turnover in any of the presiding three financial years from similar business	Rs. _____ in lakhs	
12	Total experience (years/ months)		
13	Have your firm/ company ever changed its name any time? If yes, provide the previous name and the reasons there for?		
14	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
15	Income Tax Permanent Account Number (Copy of PAN Card to be enclosed)		
16	Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2021-22 , 2022-23 & 2023-24 (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)		

17	Have you registered under Employees State Insurance Corporation Act (ESI) Act? If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/firm/ company	
18	Goods & Service Tax (GST) Registration Number (Proof to be attached) for the shops to which GST is mandatory.	
19	Copy of Service Tax/GST Returns for the last five years i.e., 2021-2022, 2022-23 and 2023-24 along with assessment orders. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated).	
20	Name and address of your banker	
21	Present Place of Business (Use Separate Sheet)	
22	Any other information, document which may help INSTITUTE/ NITT in assessing your capabilities, may be enclosed. The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other Annexure that would help in providing quality services.	
23	Details of quality certifications, if any, obtained viz., ISO 9001-2000, etc., (Proof to be attached)	

NOTE

1. All the documents enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.
2. All the pages of tender documents must be numbered, duly signed and stamped by the bidder. If an individual or a proprietor of a firm is a signatory, he / she should sign with date and seal. In case of partnership firm, all the partners of the firm or a partner holding power of attorney for the firm (a certified copy of the power of attorney should accompany the documents) should sign. In both the cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In case of limited company or a corporation, the documents shall be signed by a duly authorized person holding power of attorney for signing the documents, accompanied by copies of the power of attorney and the Memorandum and Articles of Association duly attested by a Notary Public.

DECLARATION:

1. I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge.
2. I/ we understand that furnishing of false information could result in disqualifying for the award of the license.
- 3.I/ We also authorize the INSTITUTE or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- 4.I/ We do hereby offer to perform and execute the license in conformity with terms and conditions of the contract.
- 5.I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the INSTITUTE/NIT, Tiruchirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

Signature of the Bidder :

Name of the Bidder :

Seal of the Bidder :

Place :

Date:

PRICE BID

Annexure-IV

Quotation reference No. & Date :					
Bidder's Offer No. & Date :					
Sl.no	Item	Brand	Packaging size	MRP (a)	Offer price/ after discount (b)
1	Chips	Lays/Haldiram/Bikano/ITC/Crax	60gm		
2	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	30gm-56gm		
3	Namkeen	Haldiram/Bikano/ITC/Crax/Parle/Bikaji	55gm-80gm		
4	5 Star	Cadbury	40gm		
5	Protein Bar	Max Protien/ UniBic/ RiteBite	30gm		
6	Fuse	Cadbury	30gm		
7	Dairy Milk	Cadbury	36gm		
8	Choco ChipCookies	Anmol/ Unibic	75g		
9	Center Filled Cookies	Anmol/ Dark Fantasy (BoxMRP/No of Pieces)	12.5g		
10	Kit Kat 4F	Nestle	36.5g		
11	Kit Kat Rich Chocolate	Nestle	50gm		
12	Choco Pie	Lotte/ Orion (Box MRP/No of Pieces)	28gm		
13	Snickers	Mars	45gm		
14	Real Juice	Real – Dabur	180ml		
15	Lassi	Epigamia	150ml		
16	Milk Shake	Epigamia	180ml		
17	Kurkure	Kurkure, Taka Tak, Tedhe Medhe	105gm		
18	Jim Jam	Britannia	92gm		
19	McVities Oats	McVities	75gm		
20	Digestive	McVities	96.5gm		
21	Water	Bisleri/ Bailey/ Dasani	500ml/1L		
22	Bakery	Bakery Products	1pc		
23	Center Filled Croissant	Bauli/ Britannia	50gm		
24	Ferrero Rocher	Ferrero Rocher	T4/4pc		
25	Butter ScotchMilk	Ananda	150ml		
26	Lahori Zeera	Lahori Zeera	160ml/250ml		
27	Cake	Winkis/ Anmol/ Britannia/ Bauli	90gm-120gm		
28	Energy Drink	RedBull/ Monster	250ml/330ml		
29	Carbonated Beverages	Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi, Mountain Dew, 7Up, Campa Cola, Pop	250ml/750ml		
30	Carbonated Can	Coca Cola, Diet Coke, Sprite, Limca, Fanta, Pepsi, Mountain Dew, 7Up, Campa Cola, Pop	300ml/330ml		
31	Frooti	Parle Agro	250ml/500ml		
32	Pulpy Orange	Pulpy Orange	200ml/400ml		
				MRP TOTAL AMOUNT (A)	FINAL OFFER PRICE (B)
EVALUATION OF PRICE TOTAL (THROUGH AFTER DISCOUNT %) = (A-B)/A*100					

Bidders are required to compulsorily quote for all the items listed above.

FINANCIAL EVALUATION CRITERIA

1. The financial criteria having 100% weightage will be evaluated on the basis of the maximum overall discount percentage on the items quoted by the bidder in BoQ. The Bidder with the highest overall discount percentage on MRP of 32 items mentioned in table will be designated as (H1) and will be awarded the contract. The discounted price shall be firm during the entire period of contract. The bidder has to sell on the discounted price only.

BANK MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City_____Pin Code_____
4. E-Mail_____Mobile No:_____
5. Permanent Account Number_____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information. I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:_____ Date: _____

Signature & Seal of the Authorized Signatory of the Party

PROFORMA FOR SELF-DECLARATION

I.....

S/o.Shri.....

.....

District. Director/Contractor/Partner/Sole Proprietor (Strike out the work which is not applicable) of (firm/Contractor/Company)..... do hereby declare and solemnly affirm that:

- (i) I am/my firm/company is not blacklisted by Union or any State Govt./ Organization.
- (ii) No individual/firm/companies blacklisted by the Union or State Government or any partner or shareholder thereof, have any connection directly or indirectly with or has any subsisting interest in business of my firm.
- (iii) I am or my partner are not involved/convicted in any criminal case/economic offence and no criminal case/economic offence is pending against me or my partner in any court of Law/Registered with police.
- (iv) No individual who is dismissed / terminated from NITT or any Govt. body is employed in my shop / firm company.

Dated:

Deponent

Affidavit to be given by the Applicant who do not have any license of similar trade from NITT on the date of filling of this tender: -

AFFIDAVIT

I.....S/o.Shri.....

.....

address.....

Police Station..... District.....

Director/Contractor/Partner/Sole Proprietor (Strike out the work which is not applicable) of
(firm/Contractor/Company) do hereby declare and solemnly affirm that:

“The applicant/firm either himself/herself or through any partner/close relation i.e., son/daughter/father/mother does not already have a concurrent licence from the NITT for running the trade mentioned in the tender form”.

Dated:

Deponent.....

Affidavit to be given by the Applicant who are having license of existing shop of similar trade mentioned in the tender form in NITT, on the date of filling of tender: -

AFFIDAVIT

I,.....S/o.Shri.....
.....

address.....

Police Station..... District.....

Director/Contractor/Partner/Sole Proprietor (Strike out the work which is not applicable) of
(firm/Contractor/Company) do hereby declare and solemnly affirm that:

*That the applicant/firm either himself/herself for through any partner/close relation i.e., son/
daughter/father/mother already have a concurrent license of Shop title/No...from the
NITT for running the trade mentioned in this tender and in case of allotment of shop tendered (new shop)
to him/her/them, he/she/they will surrender the key(s) of existing shop before getting key(s)of the new shop,
if allotted.*

Dated:

Deponent

VERIFICATION

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Deponent

Signature of Tenderer

FORM "A"

**PERFORMANCE REPORT OF SHOPS IN THE GOVT. / SEMI-GOVT./
INSTITUTIONS, ORGANIZATIONS**

(To be issued by the organization where facility is being provided)

[The report shall be considered only for the period more than 02 years of service]

- | | | |
|--|---|--|
| 1) Name of Shopkeeper | : | |
| 2) Name of Shop & Location | : | |
| 3) Name of organization where
shop is located | : | |
| 4) Name and contact No. of the
person in the organization from whom verification
could be made | : | |
| 5) Date of allotment of shop | : | |
| 6) Date of completion of license for Shop | : | |
| 7) Performance Report | : | |
| (a) Quality of Items/Works | : | Excellent/Very Good/Good/Fair/Satisfactory |
| (b) Resourcefulness | : | Excellent/Very Good/Good/Fair/Satisfactory |
| (c) Inter-personal relationship | : | Excellent/Very Good/Good/Fair/Satisfactory |
| (d) Punctuality in opening & closing
of shop and maintaining service hours | : | Excellent/Very Good/Good/Fair/Satisfactory |
| (e) Regularity in paying dues. | : | Excellent/Very Good/Good/Fair/Satisfactory |

(Signature with Name, Designation and Seal of the Organization)

Date:

FORM "B"

PERFORMANCE REPORT-CUM-SELF DECLARATION FOR PRIVATE SHOPKEEPERS

1. Name of the Business Establishment :
2. Whether it is Proprietorship/Partnership Firm :
3. Since how long are you in this business? :
Give details? Please attach extra sheet of your experience (detailing experience in the business/ certificate of performance, if any)
4. Do you have any other business establishment? If yes, please give details.
5. Number of employees working with the business establishment. :
6. Turnover/sale of the last three years : Year Amount (Rs.)

2021-2022

2022-2023

2023-2024
7. Name of your banker. Please attach certificate of your financial soundness issued by the banker. :
8. Whether any other relative / family member already doing any other business in the Institute premises. If yes, please give details. :

It is certified that the information supplied by me/us is true and correct to the best of my/our knowledge & belief and nothing has been concealed therein and this information can be used for assessment of performance of my tender.

Further, it is also certified that the above-mentioned business establishment is providing quality services to its customers since the date of establishment of business. The undersigned/firm has not been prosecuted till date in any criminal act or liability.

Date:

(Signature of the applicant)

UNDERTAKING

(To be provided by Tenderer on a Rs. 100/- Non-Judicial Stamp Paper)

I / We..... [Sole Proprietor / Director / Partner(s)], the authorized signatory(ies) of my / our firm M/s..... having its registered office / principal office at..... do hereby solemnly affirm and declare as under:

1. I / We undertake to abide by all the rules and regulations of the State / Central Government / Local Administration under the Minimum Wages Act, 1948 and any other relevant Act as may be in force from time to time. I / We undertake to indemnify NIT, TRICHY against any loss or damage which NIPER may suffer as a consequence of our not complying with the laws referred to above. Also, I / We undertake to pay the person(s) employed, wages in accordance with all existing and applicable laws. I / We further undertake to indemnify NIT, TRICHY against any loss or damage which it may suffer as a result of the negligence on the part of the tenderer or any of his employees in the course of performance under this contract.
2. I / We also undertake to execute the agreement as presented by the Institute (NIT, TRICHY) and abide by the terms and conditions of the agreement which have been perused and understood by me / us. I / We have gone through the terms and conditions of the contract and agree and undertake to abide by the same during the entire term of contract.
3. I / We undertake to abide by the Municipal Bye Laws including the Food and Adulteration Act, relevant rules and regulations, code of conduct for my / our employees that may be laid down by NIT, TRICHY.
4. I / We agree and undertake to provide well experienced workmen keeping good health and not suffering from any communicable / contagious disease.
5. I / We undertake to pay electricity charges on actual basis towards the actual consumption on receipt of bills from Institute at the same rate at which the payment of electricity charges is made by the Institute on monthly basis.
6. I / We undertake to pay the approved rent of the shop by 15th of every month for the usage of Institute premises as mentioned in the Agreement for NIT, TRICHY.
7. I / We undertake to always keep the Institute premises clean and in good sanitary condition at my / our cost to the satisfaction of the Institute.
8. I / We agree that no rate escalation in the prices of items shall be made by me / us without approval of the Competent Authority of NIT, TRICHY.
9. I / We agree that I / We shall not exhibit any printed or written notices or advertisement of any kind whatsoever without the prior approval of the Institute.
10. I / We undertake that I / We shall not sublet or use the premises other than the purpose of the agreement and shall not make or permit to make structural additions and alterations to the same without the prior sanctions of the Institute.
11. In case of any losses, damages or theft of the Institute property within or outside the Institute premises, I / We undertake to make good or replace with the items of the same quality at my / our cost.
12. I / We undertake that the Institute premises shall not be used for residential purpose by us or any of our employees during the entire term of the contract and no Institute belongings shall be misused by our staff / employees.
13. I / We shall employ adequate number of staffs in order to maintain efficiency and desired standards by the Institute.
14. I / We undertake that in the event of failure to supply the approved items, by my / our firm, the same shall be arranged by the Institute at my / our firm's risk & cost.
15. On the expiry or termination or on failure of the contract, I / We undertake that all our employees direct or indirect shall vacate the Institute premises and clear all the dues, if any, outstanding.
16. The Institute shall be represented by a Shop Committee / Authorized Officer duly authorized by the Director, NIT, TRICHY for supervision / control of all activities related to Shop matters and the licensee shall be bound to abide by the Instructions / Orders / Decisions and directions of such Committee / Authorized Officers.

Tenderer's Signature :
Tenderer's Name :
Designation :
Seal of the Tenderer :