Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)

TENDER DOCUMENT

FOR CAFETERIA SERVICES IN ACADEMIC AREA-2 AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO.
IIMKASHPUR/PUR DEPTT /NIT/ 07/ 2026-27 DATED 19.11.2026

1. Single Bids in sealed cover are invited for a rate contract from reputed, experienced, and financially sound parties for Cafeteria Services at IIM Kashipur. Please superscribe the outer cover of the sealed bid as "CAFETERIA SERVICES IN ACADEMIC AREA AT IIM KASHIPUR", NIT/07 dated 19.11.2026 to avoid the Bid being declared invalid. Bids not superscribed with the details mentioned above may be declared invalid.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below –

a. Bids/queries to be addressed to: SAO (STORE & PURCHASE)

b. Postal address for sending the Bids:

SAO (STORE & PURCHASE)
INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR,
UTTARAKHAND (INDIA) PIN – 244713
Website: www.iimkashipur.ac.in

c. Name/Designation of the contact personnel: SAO (STORE & PURCHASE)

d. Telephone numbers of the contact personnel:91-7088270882,7900444090 / 308

e. e-mail ID of contact personnel: purchase@iimkashipur.ac.in

f. Last date and time of submission of Bid: 10.12.2026 at 1100hrs. Any changes of the schedule will be notified on the Institute's website.

g. Date and time of opening of Bid: 10.12.2026 at 1130hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is a holiday, the next working day will be the opening date of the tender.

3. **Cost of Bid Document/Tender Fee:** NIL. Bidders can download bid document from the website of IIM Kashipur. Please visit our website regularly for any corrigenda/amendments and submit the bid document accordingly.

4. **Estimated Volume of Business:** The yearly total estimated business volume is approximately Rs. 8,00,000/- (Rupees Eight Lakh approximately). **The base price of rent for the cafeteria is Rs. 5,000/- (Incl. of GST).**

5. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at the Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility

will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

6. The NIT may be signed on all the pages by the bidder. Buyer also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

8. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above. The Bid should contain copy of NIT document duly signed and may be stamped on each page along with demand draft of EMD as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services.

9. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing or telephonically about the clarifications sought not later than two days prior to the date of opening of the Bids.

10. **Modification and Withdrawal of Bids**: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer before the deadline prescribed for submission of bids. A withdrawal notice should be sent by post on a signed confirmation copy, and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. **Validity of Bids**: The Bids should remain valid till **90 days** from the last date of submission of the Bids.

13. **Earnest Money Deposit**: 16,000/-

14. **SCOPE OF WORK:**

(a) The period of contract shall be initially for two years, which may be extended annually on satisfactory performance of the vendor and on mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **01st January 2027.**

(b) The Contractor shall fulfill all the obligations arising under the contract and shall not enter into sub-contract with other party/parties. He shall have no right for tenancy, demise or any interest whatsoever in respect of said premises.

(c) The Contractor shall supply quality foodstuffs, beverages and other refreshments to the satisfaction of the Institute. The Institute has a right to inspect the materials used by the Contractor periodically and impound any items, the quality of which is found substandard. The Institute is also entitled to insist on branded materials to be used for preparation of food/beverages. Only fresh items like vegetables etc., shall be used.

(d) All items of food and raw materials for food purchased will have to conform to the standards prescribed under the Prevention of Food Adulteration Act, and/or any other Act applicable and, as far as possible, shall have the standards/branded bearing the mark "Agmark", ISI, FSSAI as applicable.

(e) The Contractor shall use the Electrical cooking range and other similar equipment of its own. LPG is not to be used in the academic area. The Contractor shall arrange all items such as

Refrigerator, cutlery, crockery, utensils and other equipment to be installed in the kitchen and other requirements for running the Canteen. The Contractor will take all necessary precautions towards safety as per government guidelines and fire hazards.

(f) The rate list and menu as approved by the Institute should be displayed clearly. Any change in the rate list or item should be duly approved by the Institute authority. Items mentioned in the approved rate list are only to be kept in the canteen. No special item is to be prepared and supplied by the contractor. The menu as per Appendix-II. All packed items not to be sold above MRP.

(g) Surprise visits to the canteen will be made by the Institute's officials from time to time to inspect the canteen premises to check the quality of food, services and cleanliness of the canteen. The contractors have to cooperate for all such inspections. If required, a feedback from the users could be obtained anytime.

(h) The Canteen will function from 10:00 am to 8.00 pm and may change as per the requirement of the institute. Timings could be flexible but with prior permission from the Institute authority. Canteen shall be kept open on all the days during the period when the Classes, training courses or seminars etc., are conducted by the Institute and on such other days as may be indicated by the Institute.

(i) The contractor shall maintain all the items including equipment, utensils, cooking area and surroundings in proper and hygienic conditions. The Contractor shall store foodstuffs, drinking water and other articles in a hygienic condition. The contractor shall also maintain a list of kitchen equipment, utensils and other appliances installed in the canteen at his own cost and shall produce such list to the institute whenever required. The contractor shall store the food stuffs, drinking water and other articles in a hygienic condition as per food and safety norms.

(j) The Contractor shall arrange proper bins for throwing refuse/waste from the canteen and arrange at his own cost for regular, prompt and proper removal of such refuse from the Institute, every day. The good quality and adequate size of bins to be placed at appropriate place(s) at cafeteria as notified by the estate department of the institute.

(k) The contractor and his staff deployed shall adhere to the institute's discipline norms and in no case shall disturb the working of the institute and follow the instructions issued from time to time in this connection.

(l) Requisite staff of canteen contractor will be allowed to stay in the canteen after working hours (under special circumstances) only with prior permission from the administration of the Institute and no unauthorized person shall be allowed to stay in the canteen.

(m) The Contractor shall employ at his own expense efficient and experienced persons for supervision and working of the Canteen and an adequate number of helpers/stewards. The Contractor shall ensure that such servants employed by him shall be free from diseases, clean, courteous and neatly dressed.

(n) The contractor shall have no right to sublease the contract or entrust the work to anyone else without the written permission of the Institute.

(o) The contractor shall strictly adhere to:
(i) Child Labor Abolition Act
(ii) Essential Commodities Act
(iii) Food and Beverages Act
(iv) State Guest Contract Act or Any other Act as applicable from time to time

(p) The possession of the premises will always be that of IIM Kashipur even when the premises would be in use of the contractor.

(q) No employee/student/outsiders will be allowed to smoke or consume alcohol/ banned or abused drugs in the canteen. The contractor shall not keep or sell any tobacco products or health hazard articles.

(r) The said premises shall not be utilized for purpose otherwise than for the purpose of running the Canteen. The Contractor shall not make or permit to be made without the prior permission in writing of the Institute, any structural alterations or additions of any kind, either temporarily or permanently to the said premises.

(s) The contractor is required to pay the electricity and allied charges per month as per the norms of the institute. The rent as finalised will be paid by the contractor before 10th day of every month. The delay in payment of the same will invite a penalty of Rs. 100/- (Rupees One Hundred only) per day.

(t) The Institute reserves the right to terminate the contract at any time after getting recommendation of an independently appointed committee against any serious complaint(s) regarding the performance/maintenance of the canteen. The committee shall consist of at least one student and non-teaching staff representative of adequate level as a member and the decision taken by the competent authority on the recommendation of the committee in this regard shall be final.

(u) The contractor shall be responsible for recovery of dues, if any, towards any person/student of the Institute. It is advised not to encourage the credit system. Steps should be taken to promote digital transaction as per Government orders.

(v) Payment for the bills for services provided to the Institute will be made on a monthly basis after submission of bills in duplicate for the month.

(w) The contract can be terminated either by the Institute or the Contractor by giving minimum three months of notice. In case the Contractor violates the terms & conditions of the contract, his contract would be cancelled without any notice.

(x) The price of the food articles may be revised after one year as per the prevailing market rate.
(y) The allotted space shall be left as it is, in the condition it is in after expiry of the contract.
(z) The items list should be displayed in front of the serving area.

15. All allotment shall be made only on rent basis. However, before the occupation of the shops the allottee, after getting the allotment letter, the allottee shall have to submit the following:

(i) Performance Guarantee as prescribed is to be deposited in advance before occupation. It will be refunded on successful completion of the tenure of contract.
(ii) Execute a lease agreement in the prescribed Performa on stamped paper worth Rs. 100/-. Self-Police verification and the police verification of the employees to be submitted at the earliest to the institute.
(iii) All formalities in respect of allotment of shop like signing inventory of fixtures (electrical and civil), etc. shall be completed by the allottee within 30 working days or as time prescribed of allotment.

16. Performance Guarantee: The successful bidder will be required to furnish a Performance Guarantee by way of DD/Banker's Cheque/Bank Guarantee deposit through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 20,000/- (Rupees Twenty Four Thousand only) within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry of the contract.

17. Termination of Contract:- IIM Kashipur shall at any time be entitled to determine and terminate the contract for any reason, including unsatisfactory performance or violation of the terms and

conditions of the Agreement and/or any contract whatsoever. A notice in writing from IIM Kashipur to the Company/ Agency shall be served, giving 30 (thirty) days' time for such termination and vacation of the premises, without assigning any reasons thereof. In the event of any breach, delay or unsatisfactory performance on the part of the Agency, IIM Kashipur may, without prejudice to its other rights, claims, entitlements etc., terminate this Agreement if such breach, delay or performance is not cured by the Consultant within 15 days from the date of receipt of notice.

18. No joint venture**:** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture or partnership between the Institute and Agency. Neither Party shall have the power to control the activities and operation of the other Party or bind the other party and their status is and at all times will continue to be, that of independent entities with respect to each other.

19. Governing Law**:** This Agreement shall be construed and enforced in accordance with the law governing such matters in India.

20. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT (Annexure-I). The Bids forwarded by the Bidders will be evaluated with reference to the eligibility characteristics of the NIT. The compliance of Bids shall be determined based on the parameters specified in the NIT and financial evaluation in total.

b. **The successful Bidder will be decided upon the highest rent quoted by the particular Bidder as per the Format on Annexure - I.**

c. All the rates/rent quoted should be inclusive of all taxes.

Note: Any additional food/beverages are to be kept in the cafeteria after due approval of the administrative authorities of the institute. The revision of prices shall be done after one year with due approval of the competent authority of the institute.

Date: **Signature & Seal of the Applicant / Firm**

Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

Annexure - I

Affix your recent coloured paasport size

APPLICATION FORM FOR CAFETERIA SERVICES, IIM KASHIPUR

1. Name of the Firm/ Proprietor: _____
2. Full Name of Applicant :_____
3. Address & Contact No:_____

_____

4. **Bid/Quoted Rent (Per month) for Cafeteria: Rs._____**

   (In words:_____)

5. I the undersigned Shri/Smt. _____

of age @ _____ Resident of_____

certify that I/We before signing this bid document have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the NIT. I hereby submit my unconditional quote.

* Bidders may visit the cafeteria location at IIM Kashipur before quoting the rent of the prescribed shop.

** All the enclosures to be enclosed along with this Annexure.

(a) Copy of Aadhar Card
(b) Copy of PAN Card
(c) Copy of GST (if available)
(d) Demand Draft of EMD
(e) Signed copy of NIT

Date:

Signature & Seal of the Applicant /Firm

Telephone No.

Annexure – II

SCOPE OF WORK, MENU & TERMS AND CONDITIONS

FOR KIOSK SHOP (OUTLET)

Location
Kiosk in Academic Block (Near A1 Classroom)

1. Objective
To establish and operate a professionally managed kiosk outlet providing hygienic and quality refreshments for students, faculty, and staff.

2. Scope of Services
The vendor should set up and operate a kiosk outlet and ensure uninterrupted service with quality food and beverages.

3. Menu (Indicative)
Coffee: Espresso, Americano, Cappuccino, Latte, Mocha, Cold Coffee, Iced Coffee
Tea: Milk Tea, Black Tea, Lemon Tea
Snacks: Maggi (Plain, Masala, Cheese, Butter)
Sandwiches: Veg, Cheese, Paneer, Corn & Cheese
Cold Beverages: Soft Drinks, Packaged Juice, Bottled Water
Others: Lassi, Lemon Soda
Bakery Items: Pastry, Cupcake, Patties, Pizzas, etc.

4. Infrastructure & Setup
Kiosk setup, branding, and equipment shall be arranged by the vendor at their own cost.
Food license, GST, and other government compliance to be fulfilled by the vendor.

5. Utilities
Electricity and water charges shall be paid by the vendor as per actual consumption.

6. Manpower
Adequate staff must be deployed at all times with proper hygiene and uniform.

7. Hygiene & Cleanliness
Vendors must maintain strict hygiene, daily cleaning, and proper waste disposal.

8. Operational Conditions
Kiosk must remain open during working hours. Closure without prior approval is not allowed.

9. Security Deposit
Security deposit shall be twice the quoted monthly rent.

10. Display & Pricing
Menu with approved prices must be displayed digitally.

11. Annual Rent Increment
Annual increase of 10% on the last paid rent (compounded).

12. Pricing Policy
No item shall be sold above MRP. Non-MRP items require Institute approval.

13. Maintenance
All maintenance shall be the vendor's responsibility.

14. Compliance
Vendors must follow FSSAI and Institute norms.

15. Termination
The contract may be terminated for violations, poor service, or non-compliance.

16. Minimum Rent
The minimum Reserve Rent will be 5000/- per month, excluding GST.

CANTEEN MENU

Approved Menu List Rates

Snacks & Fast Food

S.No.	Item	MRP (₹)
1	Aloo Patties	~~25~~ 15 Bfoodz
2.	Onion Cheese patties	30
3	Paneer Patties	30
4	Kathi Roll	50
5	Veg Burger	50
6	Chicken Burger	70
7	Paneer Roll	70
8	Egg Roll	80
9	Chicken Roll / With Egg	100 / 120 Bfoodz
10	French Fries	30
11	Nuggets 5 pcs	50
12	Samosa (1 pcs)	15

Chinese & Continental

S.No.	Item	MRP (₹)
1	Masala Maggi with Butter	30
2	Cheese Maggi with Butter	40
3	Noodles	40
4	Pasta	50
5	Momos (Veg / Chicken) 10 pcs	60 / 80
6	Sandwich veg (large bread)	40
7	Cheese sandwich (large bread)	50

Desserts

S.No.	Item	MRP (₹)
1	Brownie	40
2	Muffins	25
3.	Pastry chocolate /vanilla /strawberry/ black forest	40
4.	Choco lava cup cake	30

Bakery & Bakes

S.No.	Item	MRP (₹)
1	Veg Pizza (onion, capsicum /corn) with mozzarella cheese	100

2	Pizza (paneer, onion and capsicum) with mozzarella cheese	120
3	Cheese Toast	40
4	Garlic Bread	40

Hot Beverages

S.No.	Item	MRP (₹)
1	Chai / Black Tea / Lemon Tea	15
2	Coffee	25

Package drinks and snacks (like lassi , juice , chips , toffees etc. MRP

Important Condition

- **All items should be fresh and same day making**
- **Veg and non-veg to be kept Separate with veg non-veg tag or sperate color box**
- **Change of items rates only after meeting and approval.**
- **Menu items less and addition only after taking the approval.**
- **Any changes is permitted only by the Concern office.**