

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

N.I.T. Campus (P.O.), Kerala - 673601, India

Tel. : 04952286101, 109, 115, 116

EMAIL : purchase@nitc.ac.in

**QUOTATION NOTICE****MAIN STORE**

Date : 21-Jan-2025

SEALED QUOTATIONS are invited for the supply of the stores given in Schedule C. **The tenderers are requested to send their quotations (as per the format given in schedule D) in sealed covers with the quotation number and last date for receipt of quotation superscribed.** Wherever indicated, samples may be furnished at the tenderer's expense unless otherwise specified. The tenderers are requested to follow the instruction given in Schedule A. This Institute cannot accept terms and conditions of payment other than the alternative given in Schedule B.

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| 1. Quotation Ref No.                         | <b>NITC/S&amp;P/S3/577/Maths/ICAPSSP/Refreshments/2024-25/9496</b>   |
| 2. Last Date for receipt of Quotation        | <b>27.01.2025</b> <b>Upto 2.00PM</b>   |
| 3. The quoted rates should be valid upto     | <b>3 Month</b>   |
| 4. Address to which quotation are to be sent | <b>Assistant Registrar<br/>Store &amp; Purchase Section<br/><br/>NIT Calicut<br/>NIT Campus (P.O.)<br/>Kozhikode-673 601</b> |

**AR (S&P)**

Approved for issue



To

1. ....

PTO upto last page

**SCHEDULED A - INSTRUCTIONS TO TENDERERS**

- Quotations should contain the complete specification and brand names.
- All taxes, packing and forwarding charges (if any) and any other charges should be clearly shown
- Prices quoted should be F.O.R. NIT CAMPUS, CALICUT.
- Period within which the items can be supplied of firm order should be clearly mentioned.
- Quotations containing conditions like "subject to prior sale" may not be considered.
- Quotations received after the due date is liable to be rejected.

**SCHEDULED B - CONDITIONS OF PAYMENT**

One of the following conditions of payment should be accepted if the quotation is to be considered.

- 100% payment after the receipt of the items in good condition.  
Normally, complete payment will be made within 45 days from the date of receipt/installation of the items in good condition.
- The supplier shall furnish Performance Security Deposit and Form Contract as follows:

- (i) Execute a Form of contract as per Institute standard format on Govt. of India stamp paper worth Rs.200/-.
- (ii) In case of value of supply order above Rs.100000 with warranty for the item, furnish a performance security deposit@3% of the basic cost for the due fulfillment of the contract. This security shall be in the form of DD in favour of the Director, NIT Calicut payable at SBI, Calicut REC Branch (Code2207) OR Bank Guarantee from any nationalized bank valid for a period of sixty days beyond the contractual obligations including warranty

(c) In case the supplier fails to deposit the required security and execute the contract bond on stamped paper of GOI or Govt. of Kerala (Specimen enclosed) by the due date, contract is liable to be cancelled without prejudice to taking any further action to recover damages for any loss sustained by THE DIRECTOR as result of supplier's refusal to abide by the terms of contract

- (a) Invoice number and date
- (b) Customer name
- (c) Customer and taxpayer's GSTIN (if registered)
- (d) Place of supply
- (e) Item details i.e. description, quantity (number), unit (meter, kg etc.), total value
- (f) Taxable value and discounts
- (g) Rate and amount of GST tax rates.
- (h) Signature of the supplier.
- (i) PAN number should be indicated.

**SCHEDULED C - Terms and Conditions (Specifications)**

(See Annexure - I)

**SCHEDULED D - Format of Quotations**

(For use of the bidder. See note below)  
Format of Quotations

Quotation Ref. No.:

Last Date :

Sl.No.	Description of the Item	Specification	Quantity (In Nos)	Quoted Unit rate in Rs. (Inclusive taxes)	Total Amount	
					In Figures	In Words
<b>GRAND TOTAL</b>						

1. We agree to supply the above goods in accordance with the specification for a total contract price of (including all duties, taxes, freight etc) of Rs. \_\_\_\_\_ (amount in figures) (Rupees \_\_\_\_\_ only) (amount in words) within the period specified in the Invitation for Quotations.
2. We will strictly observe the laws against fraud and corruption in force in the Republic of India as required by National of Technology Calicut.

Signature of the Bidder

Place:

Date:

**Note:**

1. Above tabular form is applicable while bids are being invited for more than one item and will be

evaluated for all the items together. Modify the format accordingly where evaluation would be made for each item separately

2. Quotations should be submitted on the official stationery of the bidder.

**List of Enclosures: (1) Annexure 1**

(2) \_\_\_\_\_ (3) \_\_\_\_\_

**SCHEDULE C :**

Sr. No.	Detailed Description	Approx. Quantity	Whether Samples are to be sent
1.	Purchase of food and refreshments for the participants, delegates and volunteers of the conference. (As per the Annexure-I)	As per the Annexure-1	

**SCHEDULE C : Terms and Conditions (Specifications) Annexure-I**

1. The following items should be included in the menu for the Breakfast#

	<b>Breakfast: Total number -100 (approx.)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date : 30 Jan 2025, Time: 7 am -8:30 am</b>
1	Poori Masala, appam, idli, boiled egg
2	Vegetable stew, Sambar, Chutney
3	Tea/coffee
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

2. The following items should be included in the menu for the High Tea & Snacks\*.

	<b>Tea &amp; Snacks: Total number 100-150 (approximately)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date: 30 Jan 2025, Time: 10 am</b>
1	Tea/Coffee
2	Fruit Cake, Biscuits, Veg. cutlet, Samosa

\*To be served at the venue entrance and also upon request.

3. The following items should be included in the menu for the Buffet Lunch#.

	<b>Lunch: Total number -130 (approx.)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date : 30 Jan 2025, Time: 12.30 pm -02:00 pm</b>
1	Chicken biriyani, vegetale biriyani, chappathi
2	Vegetable kuruma, Green salad, pappad, curd, pickle
3	Gulab jamun
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

4. The following items should be included in the menu for the Tea & Snacks\*.

	<b>Tea &amp; Snacks: Total number 100-150 (approximately)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date: 30 Jan 2025, Time: 04.00 pm</b>
1	Tea/Coffee
2	Biscuits, Samosa

\*To be served at the venue entrance and also upon request.

5. The following items should be included in the menu for the Dinner#.

	<b><i>Dinner: Total number -125 (approx.) Venue: Aryabhata hall ground floor Date : 30 Jan 2025, Time: 7.30 pm -9:30 pm</i></b>
1	Vegetable pulav, phulka
2	Chicken curry, paneer butter masala, green salad, pickle, curd
3	Ice cream
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

6. The following items should be included in the menu for the Breakfast#

	<b><i>Breakfast: Total number -125 (approx.) Venue: Aryabhata hall ground floor Date : 31 Jan 2025, Time: 7 am -8:30 am</i></b>
1	Puttu, kadala, boiled egg
2	Ghee roast, Sambar, Chutney
3	Tea/coffee
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

7. The following items should be included in the menu for the Tea & Snacks\*.

	<b><i>Tea &amp; Snacks: Total number 100-125 (approximately) Venue: Aryabhata hall ground floor Date: 31 Jan 2025, Time:10.30 am</i></b>
1	Tea/Coffee
2	Biscuits, banana fry

\*To be served at the venue entrance and also upon request.

8. The following items should be included in the menu for the Buffet Lunch#.

	<b><i>Lunch: Total number -125 (approx.) Venue: Aryabhata hall ground floor Date : 31 Jan 2025, Time: 12.30 pm -02:00 pm</i></b>
1	Plain rice, ghee rice, chappathi
2	Sambar, Malabar chicken curry, upperi, aviyal, Green salad, pappad, curd, pickle
3	Kozhikodan halva (piece)
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

9. The following items should be included in the menu for the Tea & Snacks\*.

	<b>Tea &amp; Snacks: Total number 100-125 (approximately)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date: 31 Jan 2025, Time: 04.00 pm</b>
1	Tea/Coffee
2	Biscuits, Ilayada

\*To be served at the venue entrance and also upon request.

10. The following items should be included in the menu for the Special Dinner#.

	<b>Dinner: Total number -150 (approx.)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date : 31 Jan 2025, Time: 7.30 pm -9:30 pm</b>
1	Starter : Chicken soup, vegetable soup, fruit chat, green salad, raitha salad.
2	Bread : kulcha/chappathi, coin porotta, appam
3	Rice : Chicken biriyani, vegetable pulav
4	Gravy : Gobi manjurian, Chicken chettinad
5	Fry : Chicken 65, Gobi fry
3	Desert : Ice cream, carrot halva
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

11. The following items should be included in the menu for the Breakfast#

	<b>Breakfast: Total number -125 (approx.)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date : 01 Feb 2025, Time: 7 am -8:30 am</b>
1	Upma, idiyappam, boiled egg
2	Egg curry, Chutney
3	Tea/coffee
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

12. The following items should be included in the menu for the Tea & Snacks\*.

	<b>Tea &amp; Snacks: Total number 100-125 (approximately)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date: 01 Feb 2025, Time:10.30 am</b>
1	Tea/Coffee
2	Biscuits, vegetable cutlet

\*To be served at the venue entrance and also upon request.

13. The following items should be included in the menu for the Buffet Lunch#.

	<b>Lunch: Total number -125 (approx.)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date : 01 Feb 2025, Time: 12.30 pm -02:00 pm</b>
1	Vegetable fried rice, Plain rice, chappathi
2	Sambar, paneer masala, upperi, koottukari, Green salad, pappad, curd, pickle
3	Ice cream
	<b>Elements included ;</b>
1	Service staff, Buffet counters, Cutlery & crockeries

14. The following items should be included in the menu for the Tea & Snacks\*.

	<b>Tea &amp; Snacks: Total number 40 (approximately)</b> <b>Venue: Aryabhata hall ground floor</b> <b>Date: 01 Feb 2025, Time:03.30 pm</b>
1	Tea/Coffee
2	Biscuits

\*To be served at the venue entrance and also upon request.

#If the supplier would like to provide an alternative/better dish the same is to be specifically mentioned in the offer. However, the final selection will be based on the evaluations from NITC side.

15. The quote should be amount per person/plate

16. There should be enough number of counters in location provided by the for distributing food with properly dressed servers.

17. Waste management Regarding food should be managed by the vendor. The firm should compulsorily arrange for disposal of unused waste food and packing, by providing sufficient number of waste bags for dumping the waste, and dispose the waste bags.

Quotation should be addressed to "Assistant Registrar, Stores and Purchase, NIT Calicut" and for further clarifications, the bidders may contact Dr. Lineesh M. C., Convener, ICAPSSP 2025, Contact no: +91 495 228 5208 Department of Mathematics, NIT Calicut.

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