

Empanelment
For
Fruits & Vegetables in Hostel Messes
At
Malaviya National Institute of Technology Jaipur



Dean Student Welfare (Hostel Office)
Malaviya National Institute of Technology Jaipur
Jawahar Lal Nehru Marg, Jaipur – 302017 (Rajasthan)
email: hosteloffice@mnit.ac.in
Website:- www.mnit.ac.in

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. DSW/HO/03/2025-MNIT.JP

Phone : 0141-2713312,2713352

NOTICE INVITING QUOTATIONS

Dean Student Welfare, MNIT, JLN Marg, Jaipur invites sealed tenders for “Empanelment For Fruits & Vegetables in Hostel Messes at MNIT Jaipur” of this Institute in **Two Bid System (Technical & Financial bids in separate envelope)** as per schedule given below:

Schedule	
Event	Date & Time
Download of Tender	30.06.2025
Pre-Bid Meeting Date & Time	10.07.2025 by 2.00 PM
Bid Submission Last Date & Time	22.07.2025 by 2.00 PM
Technical Bid Opening Date & Time	23.07.2025 at 3.00 PM
Earnest Money	(Rs. 50,000.00) EMD in the form of Demand Draft in the name of The MNIT MESS COUNCIL, MNIT payable at Jaipur or NEFT/RTGS in the bank account details as under:- Bank Name: ICICI BANK Bank Branch: MNIT Jaipur Account Holder: MNIT Mess Council Bank Account No: 676805000038 Bank IFSC Code: ICIC0006768 Firms registered in MSE are exempted from EMD.
Security deposit	Successful bidder will have to deposit the security deposit of Rs. 1,00,000/- for contract period plus 60 days
Contract period	01 year (Further extendable on yearly basis for maximum upto 2 years with a written request from the vendors/suppliers at the sole discretion of the Dean (SW) MNIT Jaipur)
No. of Covers	02
Bid Validity days	90 days
Email Address (for Technical Clarifications)	hosteloffice@mnit.ac.in

Quotation must be enclosed in a properly sealed envelope addressed to **Deputy Registrar (Hostel), Hostel office, Malaviya National Institute of Technology, Jawahar Lal Nehru Marg, Jaipur -302017** (E-mail address hosteloffice@mnit.ac.in) by designation and not by name. The bidder shall place Technical bid and Financial bid in the separate sealed envelope (clearly super-scribed over the respective envelope as Technical Bid and Financial Bid) and both these sealed envelope must be put in a bigger envelope which should also be sealed and must be super-scribed as “Quotations for Empanelment for supply of Fruits & Vegetables in Hostel Messes at MNIT Jaipur” as called for in Tender Notice No. _____ dated _____ due on _____ at _____ AM/PM. The Quotation must reach on or before the due date and time mentioned in the ‘**Schedule**’. The documents must be dropped in the tender box available in Hostel office during office hours (9.30am to 6.00pm) on all working days. Bids delivered to any other place or any individual shall not be considered as valid document. Quotations sent by e-mail will also not be considered valid. The complete Tender document can be viewed and downloaded only from the website (www.mnit.ac.in) and CPPP site <https://eprocure.gov.in/epublish/app> during the tender period.

2. INVITATION FOR TENDER OFFER FOR PROCUREMENT OF “Empanelment For Fruits & Vegetables in Hostel Messes at MNIT Jaipur”.

Malaviya National Institute of Technology (MNIT) Jaipur, is an apex institute established by the Ministry of Education, Government of India. The Dean (Student Welfare), MNIT Jaipur invites tenders for empanelment of Vendors for supply of Fruits & Vegetables in Hostel Messes of MNIT Jaipur. Thus, it is requested to quote your best offer along with the complete details of specifications, terms & conditions. The details of hostels messes in which there is requirement for empanelment of Vendors for supply of Fruits & Vegetables is as follows:

- (i) Hostel Mess No. 01
- (ii) Hostel Mess No. 07
- (iii) Hostel Mess No. 08

This empanelment will be valid initially for 01 Year from date of final approval of empanelled suppliers list and it may be further extendable on yearly basis for maximum upto 2 years with a written request from the vendors/suppliers at the sole discretion of the Dean (SW) MNIT Jaipur.

Instructions for applicants:

- a) The application should be signed by an authorised signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature, along with the official seal of the firm.
- b) **Incomplete and conditional applications will not be considered.**
- c) At any given point of time, if any of the documents/Information furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment and for feature of security deposit.
- d) Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made with the Hostel office. Failing to maintain this discipline, the applicants are liable to be black-listed by the Dean (SW) MNIT Jaipur.
- e) The application(s) received after the due date and time will not be considered.
- f) The applications will be scrutinized and shortlisted for empanelment by the competent authority. The shortlisted vendors will be informed by email or by regular post for further procedure.
- g) The short-listed vendor(s)/distributors(s)/supplier(s) for empanelment are required to agree to supply as per the “Terms & Conditions for Supply of fresh fruits, seasonal vegetables/ regular vegetables” as stipulated hereunder.
- h) Bid should be signed on each page.
- i) Overwriting or cutting in bid document must be avoided.
- j) The bidder is not allowed to make additions/alterations in the tender paper.
- k) The vendor(s)/distributors(s)/supplier(s) may check the monthly estimated requirement of fruits & vegetables at attached in Annexure “I” and quote accordingly. The actual consumption of fruits & vegetables may increase / decrease as per daily requirement / holidays / leaves / etc.

The following “Terms and Conditions will govern the empanelment for the supply of fruits and vegetables.”

1. General

- a. The Dean (SW) MNIT Jaipur reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- b. Dean (SW) MNIT Jaipur do not bind to place the supply order to the approved vendor.

2. Supply Orders

- a. Based on the requirements of Fruits & Vegetables Hostel Mess No. 01, 07 & 08, Hostel office will place frequent supply orders to the lowest empaneled vendor(s) who offers the best and prompt services. However, the Dean (SW) reserves the right to order partly /fully the items to a single vendor or a part thereof to other empaneled vendors.
- b. Supply of items has to be made strictly against the supply orders on daily basis.
- c. Sending an acknowledgement of the receipt of the supply order, which is taken as an acceptance of the supply order, is mandatory, preferably by email.
- d. Any clarification/query regarding the supply order should be sought from the Hostel Office on receipt of the order.
- e. Hostel office may order/re-order the unsupplied items to those empaneled vendors who respond promptly on willingness to supply and took minimum time to deliver the items.
- f. No claim/Objection will be accepted from the empaneled vendors in respect of an equal ratio of the expected budget amount distributed for the supply order.
- g. Hostel office reserves the right to place supply order.
- h. If the service of lowest empaneled vendor is found unsatisfactory, etc. then the Hostel Office under Dean (SW) reserves the right to offer service regarding supply of Fruits & Vegetables to next lower empanel vendor on the same rate as offered i.e. Lowest (L1) empaneled vendor; thereon.

3. Time frame for supply

- a. Daily basis or as per requirement of messes no 01, 07 & 08.
- b. The items should be consigned to the respective Hostel Mess Manager/Caretaker/Council.
- c. If a delay is foreseen in supply, the empaneled vendor should send a communication promptly to the Hostel Mess Manager/Caretaker/Council concern.
- d. The supply should be free of transportation handling & loading unloading charges.

4. Conditions for cancellations of the released supply orders

- a. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Hostel Office regarding delay or its (their) inability to supply the ordered item(s), then the empanelled vendor(s) will be charged /fine Rs. 5,000/- per occasion.
- b. Thereafter, the Hostel Office reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their views.
- c. The decision of accepting the supply of cancelled orders is at the sole discretion of the Hostel Office and the decision of the competent authority of the Hostel Office shall be final in this regard.

5. Specifications of the Items

Supplied items shall have the same specifications and brands mentioned in the frequent supply orders raised by messes no 01, 07 & 08.

6. Discount/Escalation in Price Bid (Based on Benchmark price)

For fruits and vegetables, discounted/escalated prices should be based on Wholesale Jaipur (F&V) Muhana APMC market modal rate (decided by National Agriculture Market (eNAM), Ministry of Agriculture & Farmers Welfare, Government of India) including other expenses like taxes and transportation cost. Average discounted/escalated price (in percentage) on complete supply order should be indicated in the submitted price bid and this will be applicable on each invoice produced against frequent supply orders raised by hostel messes. In case of non-availability of prices for any particular fruit or vegetable item on a specific date as per the National Agriculture Market (eNAM) portal, its most recent/last purchase price will be considered. Any arbitrary pricing is not acceptable.

7. Invoicing procedure

- a. The Invoice should bear the firm's IT PAN and account detail for the transfer of payments.
- b. Pre-receipted invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- c. Invoice should be raised in favour of MNIT Mess Council, Jaipur- 302017, Rajasthan.
- d. One invoice should be raised against one supply order (P.O.) only. Items from different Supply Orders should not be combined and supplied under one invoice.
- e. Invoices of each mess shall be submitted in Hostel Office on monthly basis.
- f. Hostel office may take approx. 15 days from the date of the ordered items received for final payment to the vendors/suppliers.

8. Mandatory enclosures with Invoice

For price verification supplier should produce the actual bill for the supplied items along with the date of supply and Wholesale Jaipur (F&V) Muhana APMC market modal price list (for fruits and vegetables)/ for a particular day and a certificate issued by the Warden, Mess Secretary, Caretaker and Mess Manager. **Wholesale Jaipur (F&V) market modal price list (for fruits and vegetables) may be obtained from GOI official website as per the procedure mentioned in Annexure-II.**

9. Termination of empanelment

A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following events:

- a. In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
- b. If at any time, found that the information provided by the empanelled vendor in any form about services and related matters is incorrect and results in losses in any form to the Hostel Office.

10. Minimum Eligibility Criteria

- a. Proof of business registration along with GST, Aadhar and PAN card for individual or company may be submitted.
- b. Minimum 3-year experience in supplying fruits and vegetables in reputed institutions or organizations. Bidder should attach work orders and experience certificate.
- c. The bidder should have a minimum annual average turnover of Rs. 50 Lacs per annum during the last three financial years i.e. 2022-23, 2023-24 & 2024-25. Annual average Turnover certificates and audited turnover statements duly certified by a chartered accountant alongwith profit and loss statements are required to be furnished as proofs of the same.
- d. FSSAI license.

11. The following terms and conditions shall be binding to the Suppliers supplying the items to Hostel Messes No 01, 07 & 08.

- a. **Regular Review and Feedback:** Regular reviews will be done and based on the feedback, action may be taken.
- b. **Exit Strategy:** If a vender wants to exit from empanelment, he/ she must submit a letter to discontinue at least 30 days in advance.
- c. The successful lowest empanel bidder will be required to enter into an agreement / contract. on non-judicial stamp paper of RS 500/- at its own cost.
- d. **Signing of agreement:** The party, whose tender is accepted, will have to sign an agreement within 10 days from the award of the tender, failing which the EMD will be forfeited and the acceptance of its tender may be annulled at the discretion of the Dean (SW) MNIT Jaipur.
- e. The subletting of the work will not be allowed at any cost.
- f. The quality of supplied items shall remain the essence of the contract. Hygiene, adherence to quality service and usage of mess committee-approved materials are prerequisites and the supply order shall be null and void on the breach of the requirements of the mess committee.
- g. Loading and unloading of the supplied items will be the sole responsibility of the supplier.
- h. The supplier will deliver the items in the F.O.R. of mess no 01, 07 and 08. All supplied items may be handed over to respective Mess Asst./ Caretaker/ Store Keeper of the mess.

- i. One month's notice is required on either side for the termination of the empanelment if such a condition arises during the stipulated time period.
- j. Hostel Warden and Students' Hostel/Mess Committee can change the items as per season. The list of supplied items can be changed to suit the availability of seasonal vegetables and their market supply by the Hostel Mess Committee.
- k. Supply should be ensured before 12:00 noon on daily basis for fruits and vegetables. The timings may be changed by the Hostel Office on special days or as and when such circumstances arise.
- l. On the day of as declared Mess off, there will not be any supply of items required in different messes.
- m. The supplier is required to provide the details of all his workers who will supply Fruits & Vegetables in MNIT hostels. This information along with their photographs and Aadhaar card shall be submitted in the Hostel Office.
- n. The firm should not be a defaulter towards GST during the last three years. Undertaking in this regard is to be submitted by the firm.
- o. Supplier should have registered office in Jaipur or shall open its office in Jaipur before last date of submission tender.
- p. The supplier and his workers must behave politely with Hostel Council/ Inmates.
- e. It is mandatory to suppliers to obtain a certificate under the new Food Safety & Standard Authority of India 2011 (FSSAI 2011) Act.
- q. For the supply of fruits and vegetables the list will be made available to the supplier according to the demand of next day from each mess. After the material is supplied, the photo/video will be uploaded on a daily basis after measuring the quantity of items.
- r. During the Winter and Summer vacations (approx. 60 days), the mess will remain closed and there will not be any supply of the items.
- s. The supplier will not use any chemical or colour freshness in fruits and vegetables.
- t. A random sample test will be conducted to check the quality & quantity. In case of failure in the quality & quantity test, the order of that day will be treated cancelled, and the committee will initiate appropriate action.

12. Security deposit: The supplier shall require to submit the security deposit for an amount which is stated at the "Schedule" of the tender document within 15 days from the date of receipt of the supply order and should be kept valid for a period of 60 days beyond the date of completion of contract period. Security deposit may be in the form of Demand Draft/ Banker's Cheque in favour of 'MNIT Mess Council' payable at JAIPUR or through NEFT/RTGS in Beneficiary name:

Account Name: MNIT Mess Council
 Account No.: 676805000038
 IFSC Code: ICIC0006768
 Bank Name: ICICI Bank
 Branch address: MNIT Jaipur

13. Financial evaluation of bids: The financial bid of the technically qualify firm will be evaluated on the basis of escalation/discount quoted by firm in financial bid as given in Annexure-III. The price quoted by lowest firm (after adjustment of escalation/discount) will be offered to the bidders upto L3. After offer, All the firms agreeing to supply at lowest price will be empaneled.

14. Other Terms and Conditions

List of suppliers will be finalized based on experience, capacity to supply the required items, and other relevant factors as considered appropriate by the Dean (SW) of MNIT. If required, a team of Mess Committees/Wardens may also check the quality of supplied items considering the health, safety and satisfaction of the authorized hostel inmates on behalf of the students of these hostels and the MNIT Mess Council,

15. Only “Class-I and Class-II local supplier will be eligible to bid notified vide (DPIIT) Notification No. P- 45021/2/2017-PP (BE-II) dated 4th June, 2020. It is mandatory for bidders to quote items having local content equal or more than 20%. Refer revised Public Procurement (Preference to Make in India), Order 2017 P-45021/2/2017-B.E-II dated 04.06.2020 issued by DPIIT, Ministry of Commerce and Industry, Govt. of India. (Submit duly filled Annexure B for the same)

-Sd-
Dean, Student Welfare

OFFICE OF DEAN STUDENT WELFARE (HOSTEL OFFICE)

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF FRUITS AND VEGETABLES TO HOSTEL MESS NO. 01, 07 & 08 AT MNIT JAIPUR.

(PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE FILLING OUT THE FORM)

(Strike off whichever is not applicable)

1. Name of the Firm	:.....
2. Complete Registered address	:..... :..... :..... :.....
Telephone and Mobile Number	:.....
Email address	:.....
Website URL if any	:.....
3. Kind of Proprietorship (Tick)	<i>a. Single</i> <i>b. Partner</i>
4. Name and address of Directors / Managing Directors / Proprietor	:..... :..... :..... :.....
5. If partnership, name and address of partners	:..... :..... :..... :..... :..... :.....

6. Year of starting of the firm with registration number/date
.....
.....
.....
7. PAN/TAN
no.....
.....
8. GST registration No. (Attach copies of GST certificate)
.....
9. Attach one copy of each of the Income Tax Returns for the last three consecutive years and also a copy of the PAN card of the partners /owners.
10. Please provide details of the firm’s annual turnover for the last three consecutive years with documentary evidence. **To be eligible, a minimum annual average turnover of Rs. 50 Lacs per annum during the last three financial years.**
11. Earnest Money Deposit (EMD) of Rs 50,000/- for supply of fruits and Vegetables to Hostel Mess 01, 07 & 08 should be deposited through Demand Draft in favour of “MNIT MESS COUNCIL” along with the application form of empanelment. Firms registered in MSE are exempted from EMD. Successful bidder will have to deposit the security money of Rs. 1,00,000/- as security deposit, the amount of EMD will be refunded to unsuccessful bidder and the EMD of successful bidder (empaneled supplier will be adjusted in the security deposit).
12. Please provide an affidavit on a non-judicial stamp paper of Rs. 500.00, for not having been black-listed in the last three years by any of the indenter.

DECLARATION

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to Malaviya National Institute of Technology Jaipur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr./Ms. whose signatures are appearing below, is / are the authorized representative(s) of the firm.
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the **“Terms and Conditions”** of MNIT Jaipur as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors:

Place:

Signature of Authorized representative of the firm:

Date (with Firm’s Seal):

Authorized Signature of Vendor/Supplier with Date and Stamp

Annexure-I

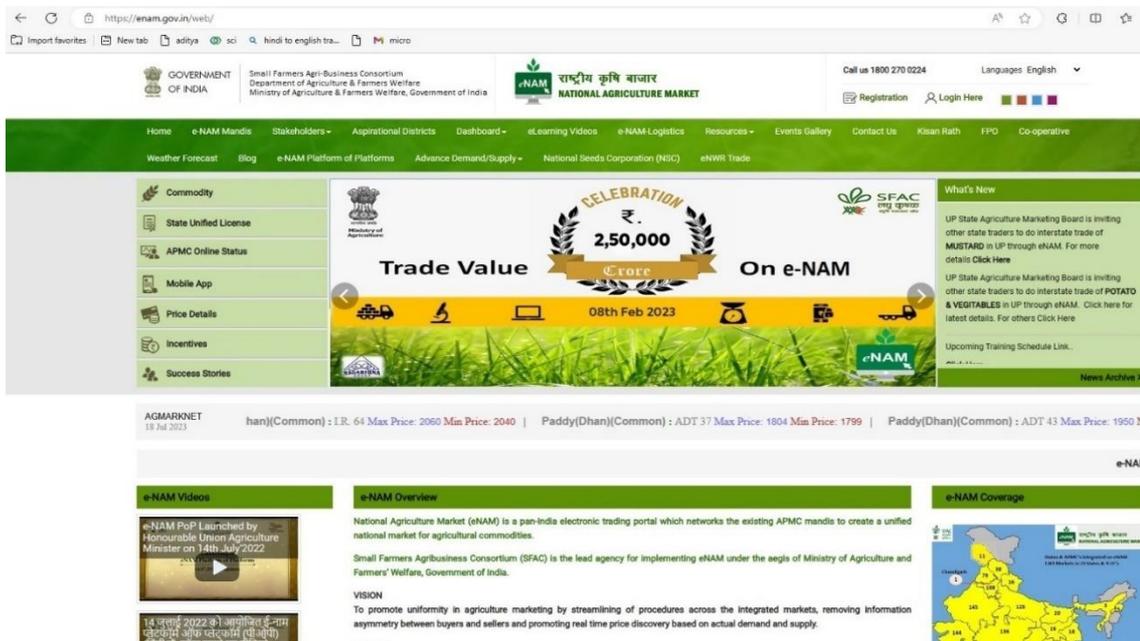
सब्जियों की सूची**(Estimated Monthly Requirements)****(Estimated requirement depends upon daily demand)**

क्र.म. स.	वस्तु का नाम	मैस न. 01 (वजन)	मैस न. 07 (वजन)	मैस न. 08 (वजन)	कुल (वजन किलोग्राम में)
1	Potato (आलू)	1231	1625	1760	4616
2	Onion (प्याज)	1010	1375	1475	3860
3	Tomato (टमाटर)	1000	1180	1295	3475
4	Garlic (लहसून)	35	23	31	89
5	Green Chilli (हरी मिर्च)	75	102	126	303
6	Lemon (नीम्बू)	130	130	152	412
7	Ginger (अदरक)	22	15	15	52
8	Cucumber (खीरा)	1000	1435	1559	3994
9	Cabbage (पत्तागोभी)	250	157	105	512
10	Cauliflower (फूलगोभी)	15	87	235	337
11	Bottle Gourd (लौकी)	16	78	144	238
12	Pumpkin (काषीफल)	16	264	-	280
13	Carrot (गाजर)	50	82	64	196
14	Spinach (पालक)	7	6	16	29
15	Lady finger (भिण्डी)	140	235	234	609
16	Brinjal (बैंगन)	50	-	-	50
17	Capsicum (षिमला मिर्च)	90	85	57	232
18	Mushroom (मशरूम)	57	33	-	90
19	Green Coriander (हरा धनिया)	10	5	16	31
20	Mint (पुदीना)	10	-	-	10
21	Banana (केला)	1475	1250	2815	5540
22	Apple (सेब)	20	15	-	35
23	Pomegranate (अनार)	-	2	-	2
24	Frozen Peas (मटर फरोजन)	-	150	90	240
25	Green Fenugreek (हरी मेथी)	-	-	90	90

Annexure-II

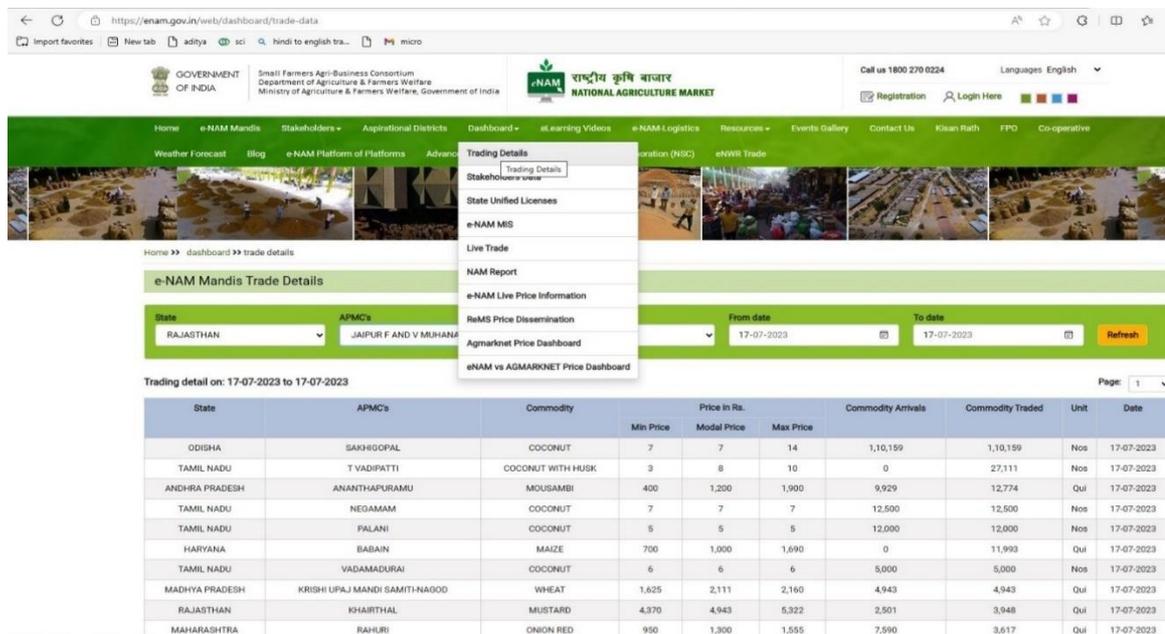
Steps to Search the Jaipur (Fruits & Vegetables) Muhana APMC Wholesale Market Price

1. Open the link: <https://enam.gov.in/web/>



2. Open the link: <https://enam.gov.in/web/dashboard/trade-data>

Click on Dashboard → Trading Details



3. Open the link: <https://enam.gov.in/web/dashboard/trade-data>

Select: State → Rajasthan, APMC → Jaipur F and V Muhana, Commodity, Date of Purchase Attach the Result file along with the Invoice of the Date of Purchase (For Verification Purpose)

ANNEXURE-III**DECLARATION OF LOCAL CONTENT**

[For Local Content of Products, Services or Works]

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

To,
The Registrar MNIT Jaipur

Subject: Declaration of Local Content

Tender reference No. _____

1. Country of Origin of Goods being offered: _____
2. With reference to Order No. P- 45021/2/2017-PP(BE-II)-Part (4) Vol.II dated 19-07-2024 read with O. M. No. P- 45021/102/2019-BE-II-Part (1) (E-50310) dt. 04/03/2021 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier (please tick the correct category) for the items for which this tender has been floated and being bided.
 - Class I local supplier – has local content $\geq 50\%$. Local contents added at _____ (name of location).
 - Class II local supplier – has local content $\geq 20\%$ but $< 50\%$. Local contents added at _____ (name of location).
 - Non-local supplier – has local content $< 20\%$. Local contents added at _____ (name of location).
3. Details of value addition in India:

Sr. No.	Particulars	Content (In percentage)
1	Condition of indigenous items (manufactured in India) inclusive of taxes	
2	Condition of Locally sourced imported items inclusive of taxes	
3	License/Royalty paid/Technical expertise etc.	

4. Certificate from OEM for Country of Origin has been attached (mandatory if bidder is reseller) (Strike down if not applicable).
5. We are solely responsible for the above mentioned declaration in respect of category of supplier. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which we may be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature of Bidder Name:
Designation: Organization Name:
Contact No.:

FINANCIAL BID

PRICE BID FORMAT

PRICE SCHEDULE FROM (IF GOODS BEING OFFERED FROM INDIA)

Name of Bidder

Tender No. DSW/HO/03/2025-MNIT.JP

Escalated/Discounted price offered in %	<p style="text-align: center;">+ _____% (Escalated over Modal Price)</p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;">- _____% (Discounted over Modal Price)</p> <p style="text-align: center;">(For fruits and vegetables: Per Kg)</p>
--	--