



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(Institution of National Importance under NITs Act, Established by Govt. of India)

J.L.N. Marg, Jaipur-302017 (Raj.) INDIA. www.mnit.ac.in

Tel: 0141-2713373 (Office), Fax: 0141- 2529029

OFFICE OF DEAN STUDENT WELFARE (HOSTEL OFFICE)

Sub: Empanelment of Vendors for Supply of Fruits, Vegetables and Dairy products to Hostel Mess No. 01, 07 & 08 at MNIT Jaipur.

Malaviya National Institute of Technology Jaipur invites an open offer of interest for “Empanelment of Vendors for supply of fruits, vegetables and dairy products to Hostel Mess No. 01, 07 & 08” in prescribed format from reputed vendors/distributors/suppliers in Jaipur to MNIT- Jaipur.

Vendor may apply for any/all category of the items as mentioned below:

- a. Fruits and Vegetables. (Annexure “I”)**
- b. Dairy Products. (Annexure “II”)**

This empanelment will be valid initially up to **06 Months** from the date of final approval of empanelled suppliers list and it may be further extendable with a written request from the vendors/suppliers at the sole discretion of the Institute. Interested vendors/distributors/suppliers may submit the applications and one copy of each of the requisite documents to the “Deputy Registrar (Hostel), Hostel Office, Malaviya National Institute of Technology Jaipur - 302017, Rajasthan”.

Last Date for Submission of Applications: **5:00 pm on 27th November, 2023**. Instructions for applicants, detailed terms and conditions and application form are as follows:

Instructions for applicants:

- a) Interested vendors/distributors/suppliers should submit the **application form in sealed envelopes** super scribing – “Application for Empanelment for the supply of fruits, vegetables and dairy products.”
- b) 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.
- c) **Incomplete and conditional applications will not be considered.**
- d) 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 .
- e) 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 Institute.
- f) The application(s) received after the due date and time will not be considered.
- g) The applications will be scrutinized and shortlisted for empanelment by the competent authority of Hostel Management/Warden’s Committee. The shortlisted vendors will be informed by email or by regular post for further procedure.

- h) The short-listed vendor(s)/distributors(s)/supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of fresh fruits, seasonal vegetables/ regular vegetables and dairy products" as stipulated hereunder.
- i) Any bid should be signed on each page
- j) Overwriting or cutting in bid document must be avoided.
- k) The bidder is not allowed to make additions/alterations in the tender paper.

The following "Terms and Conditions will govern the empanelment for the supply of fruits, vegetables and dairy products"

1. General

- a. The Competent authority of MNIT Jaipur at Hostel Office 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. MNIT Jaipur do not bind to place the supply order to the approved vendor.

2. Supply Orders

- a. Based on the requirements of Hostel Mess No. 01, 07 & 08, Hostel office will place frequent supply orders to the empaneled vendor(s) who offers the best and prompt services and will try to distribute supply orders equally among vendors. However, the Institute reserves the right to order all the items to a single vendor or a part thereof to other vendors.
- b. Supply of items has to be made strictly against the supply orders only 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 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 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.

3. Time frame for supply

- a. Daily basis or as per requirement of different messes.
- b. The items should be consigned to the respective Hostel Mess Manager/Caretaker/Council.
- c. If a delay is foreseen in supply, the empanelled vendor concern 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 with 10% of the total value of the order.
- 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 should be having the same specifications and brands mentioned in the frequent supply orders raised by different messes.

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

- a. 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.
- b. For dairy products, average discounted prices (in percentage) should be based on maximum retail price of complete supply order and should be indicated in the submitted price bid (including other expenses like taxes and transportation cost). This will be applicable on each invoice produced against frequent supply orders raised by hostel messes.

7. Invoicing procedure

- a. The Invoice should bear the firm's IT PAN and account detail for the online 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. Hostel office may take approx. 30 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)/ Maximum Retail price (for dairy products) 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-III.**

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. 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 Committee of Mess Council 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, the following terms and conditions as suggested by the Mess Committees shall also be binding to the Suppliers supplying the items to different Hostel Messes.

- a. Proof of business registration along with Aadhar and PAN card for individual or company may be submitted.
- b. Proof of experience in supplying fruits and vegetables to institutions or organizations.
- c. Proof of capacity to meet the required volumes and delivery schedules.
- d. **Regular Review and Feedback:** Regular reviews will be done and based on the feedback, action may be taken.
- e. **Exit Strategy:** If a vender wants to exit from empanelment, he/ she must submit a letter to discontinue at least 15 days advance.
- f. The bidder whose bid is accepted, shall submit a ₹ 500/- non- judicial stamp paper at its own cost for preparing the contract agreement to be signed by the both the parties.
- g. **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 Institute.
- h. The subletting of the work will not be allowed at any cost.
- i. 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.
- j. MNIT Mess Council will provide store space for items supplied.
- k. Loading and unloading of the supplied items will be the sole responsibility of the supplier.
- l. 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.
- m. 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.
- n. 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.
- o. Supply should be ensured before 12:00 P.M. on daily basis for fruits, vegetables and dairy products. The timings may be changed by the Hostel Office on special days or as and when such circumstances arise.
- p. On the day of as declared Mess off, there will not be any supply of items required in different messes.
- q. The Store Keeper/ Mess Assistant/ Caretaker or his representative manager is required to remain present in the mess during the delivery of items.
- r. The supplier is required to maintain the details of all his workers. This information along with their photographs and government card shall be submitted to the Hostel Office.
- s. 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.

- t. One of the offices of the supplier should be in Jaipur.
- u. The supplier and his workers must behave politely with Hostel Council/ Inmates.
- v. It is mandatory to suppliers (For Dairy Products) to obtain a certificate under the new Food Safety & Standard Authority of India 2011 (FSSAI 2011) Act.
- w. For the supply of fruits and vegetables and dairy products 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.
- x. During the Winter and Summer vacations (around 60 days), the mess will remain closed and there will not be any supply of the items.
- y. The supplier will not use any chemical or colour freshness in fruits and vegetables.
- z. A random sample test will be conducted to check the quality. In case of failure in the quality test, the order of that day will be treated cancelled and the committee will initiate appropriate action. The rest items will be obtained from other vendor of the risk and cost of vendors to whom the supply orders was/were places.

-Sd-

Dean, Student Welfare



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OFFICE OF DEAN STUDENT WELFARE (HOSTEL OFFICE)

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF FRUITS, VEGETABLES AND DAIRY PRODUCTS 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 postal address	:.....
Telephone and Mobile Number	:.....
Email address	:.....
Website URL if any	:.....
3. Kind of Proprietorship (Tick)	a. Single b. Partner
4. Name and address of Directors / Managing Directors / Proprietor	:.....
5. If partnership, name and address of partners	:.....

<p>6. Discounted/Escalated price offered in % (As per the terms and conditions mentioned above vide sr. no. 6.) Discrete / Escalation in price bid.</p>	<p>1. ±..... (For fruits and vegetables) (Per Kg) 2. ±..... (For Dairy Products) (On MRP Per Kg/ Unit)</p>
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7. Year of starting of the firm with registration number/date

8. PAN/TAN no.....

9. GST registration No. (Attach copies of GST certificate)

10. Is the firm Income Tax payee? If so, please 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.

11. Please provide details of the firm's annual turnover for the last three consecutive years with documentary evidence. **To be eligible, a minimum of 50 Lakh to 1 Crore turnover per year is required in the previous three years.**

12. Earnest Money Deposit (EMD) of Rs 25,000/- for supply of fruits, Vegetables and dairy products 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 MSME are exempted from EMD. Successful bidder will have to deposit the security money of Rs. 50,000/- as security deposit, the amount of EMD will be refunded to unsuccessful bidder and the EMD of successful bidder (empanelled supplier will be adjusted in the security deposit.

13. 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

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 (काशीफल)	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 (शिमला 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

डेयरी उत्पादों की सूची

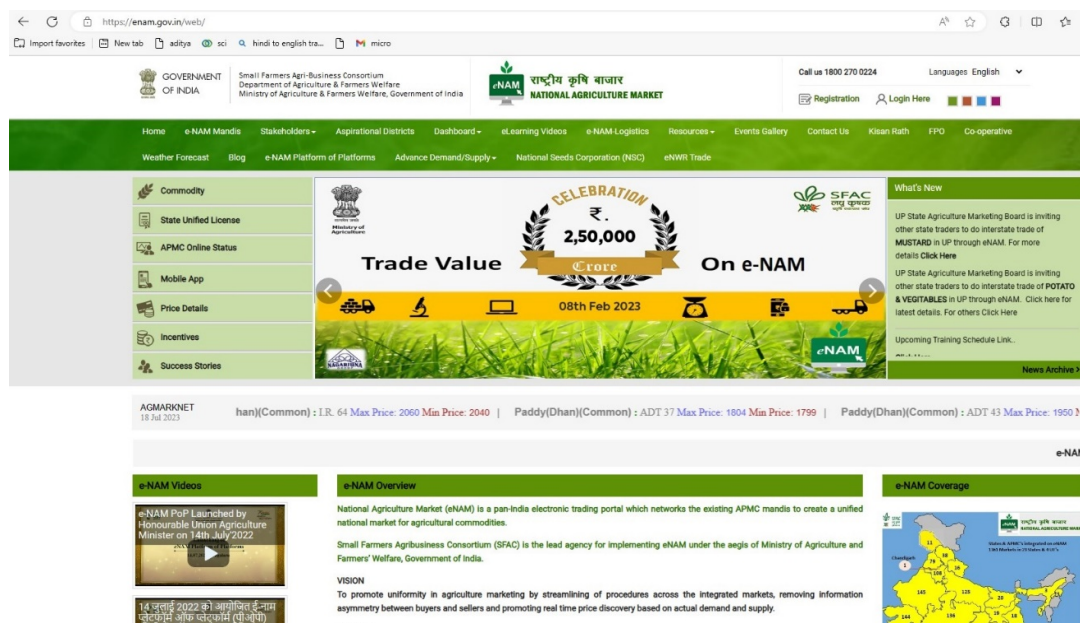
(Estimated Monthly Requirements)

(Estimated requirement depends upon daily demand)

क्र.म. स.	वस्तु का नाम	मैस न. 01	मैस न. 07	मैस न. 08	कुल (वजन)
1	Dairy Milk (डेयरी दुध)	3036	3222	3526	9784 Ltr
2	Bread (ब्रेड)	756	810	454	2020 Pcs
3	Amul Butter (अमूल बटर)	17	11	30	58 Kg
4	Kissan Jam (किसान जैम)	36	-	-	36 (no's 700g)
5	Kissan Tomato Sas (किसान टमाटर सॉस)	105	-	95	200 Kg
6	Green Chilli Sauce (ग्रीन चिली सॉस)	16	-	-	16 no's
7	Amul Cheese (अमूल चीज)	20	17	-	37 Kg
8	Egg (अण्डा)	2325	-	2900	5225 no's
9	Cheese (पनीर)	180	220	268	668 Kg
10	Whole dry milk (मावा)	8	10	8	26 Kg
11	Pastry (पेस्ट्री)	1060	-	1000	2060 no's
12	Fruity (फ्रुटी)	1040	-	1000	2040 no's
13	Saras Ghee (सरस घी)	-	150	-	150 Ltr
14	Lassi (लस्सी)	-	1360	-	1360 Pcs
15	Kulche (कुल्चे)	-	-	510	510 Pcs

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

State	APMC's	Commodity	Price in Rs.			Commodity Arrivals	Commodity Traded	Unit	Date
			Min Price	Modal Price	Max Price				
ODISHA	SAKHIGOPAL	COCONUT	7	7	14	1,10,159	1,10,159	Nos	17-07-2023
TAMIL NADU	T VADIPATTI	COCONUT WITH HUSK	3	8	10	0	27,111	Nos	17-07-2023
ANDHRA PRADESH	ANANTHAPURAMU	MOUSAMBI	400	1,200	1,900	9,929	12,774	Qul	17-07-2023
TAMIL NADU	NEGAMAM	COCONUT	7	7	7	12,500	12,500	Nos	17-07-2023
TAMIL NADU	PALANI	COCONUT	5	5	5	12,000	12,000	Nos	17-07-2023
HARYANA	BABAIN	MAIZE	700	1,000	1,690	0	11,993	Qul	17-07-2023
TAMIL NADU	VADAMADURAI	COCONUT	6	6	6	5,000	5,000	Nos	17-07-2023
MADHYA PRADESH	KRISHI UPJAY MANDI SAMITHI-NAGOD	WHEAT	1,625	2,111	2,160	4,943	4,943	Qul	17-07-2023
RAJASTHAN	KHAIRTHAL	MUSTARD	4,370	4,943	5,322	2,501	3,948	Qul	17-07-2023
MAHARASHTRA	RAHURI	ONION RED	950	1,300	1,555	7,590	3,617	Qul	17-07-2023

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)