



**CALL FOR BIDDERS FOR OPERATING A FOOD COUNTER OUTLET WITHIN THE
INSTITUTE PREMISES.**

Indian Institute of Information Technology Manipur (IIITM) invites bidders for opening and operating a Food Counter Outlet, including preparation of the required structure at their own cost, at IIIT MANIPUR, city campus Mantripukhri, Imphal, Manipur.

Calling for bidders

IIIT Manipur invites bids for opening and operating a Food Counter Outlet, including preparation of the temporary Food Counter Outlet at their own cost, at IIIT MANIPUR, city campus Mantripukhri, Imphal, Manipur.

All interested bidders should submit their bid along with the necessary documents and the Institute will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.

As part of the evaluation, an interested bidder should submit the following items:

- (a) It shall contain details of rate as per the menu the caterer is able/capable to provide.
- (b) It would also contain details of the persons and their numbers to be deployed in the Food Counter Outlet for providing services.
- (c) It shall contain details plan and layout of the temporary Food Counter Outlet to be installed.
- (d) Also, all statutory documents required for running a Food Counter Outlet.

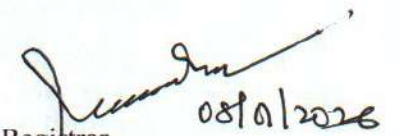
All interested bidders should provide their respective quotations latest by 5:00 pm on 27-January-2026. Quotations received after the due date will be rejected. Sealed quotation to be submitted/ delivered at the address mentioned below,

**The Registrar
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India**

The contract will be awarded initially for a period of two years to the successful bidder. This period may be extended, with mutual consent, based on satisfactory performance, after a review conducted every two years. The successful caterer shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-.

Institute reserves the right to reject some or all the applications without assigning any reasons whatsoever. Further, only lower rates shall not be sole criteria for selection of the caterer.

The menu items to be supplied in the Food Counter Outlet is attached at **Annexure-1**. Caterer is expected to provide these items on all days. Further additional items and their rates may be got approved from the competent authority.


08/01/2026
Registrar
IIIT Manipur



GENERAL TERMS & CONDITIONS FOR THE AWARD OF CONTRACT

- (1) That the products served by the caterer shall be wholesome and clean. The competent authority at any time may enter upon the premises allotted to the caterer for the purpose of this agreement/contract and take away samples free of charge for purposes of inspection, trial or analysis and the competent authority decision about the desirability or quality of the food offered for consumption in the Food Counter Outlet shall be treated as final.
- (2) If either of the parties wants to discontinue the service, a two-month written notice signed by the institute/ caterer should be given to the other party. No reason needs to be provided.
- (3) The service hours and working days of the Food Counter Outlet shall be as given by the institute.
- (4) The caterer shall take adequate fire protection measures for ensuing safety and maintenance of all the equipment/ fixtures installed/ provided by Institute during the entire period of contract. Any damage/loss of equipment/fixtures shall be rectified by caterer or the same will be recovered from the caterer.
- (5) The caterer shall be required to use Gas Operated OR electrical equipment/appliances for preparation. All expenses shall be borne by the caterer.
- (6) Sale of any intoxicating items like Pan, Gutkha, Alcohol or any tobacco products etc in the premises is strictly prohibited. Any violation in this regard may attract dissolution of the contract.
- (7) The caterer shall not sub-let the premises either in whole or part. No additions or alterations of the premises could be made without the permission of the competent authority of the Institute.
- (8) IIIT MANIPUR may call for the advice of the medical officer on matters of hygiene at any time. The caterer strictly needs to abide by the suggestions of the medical officer.
- (9) The caterer would provide a sufficient number of workers in the Food Counter Outlet and shall take all reasonable precautions to see that they are professional, civil, sober and honest in their dealings with all users of their services.
- (10) The caterer shall only employ in his service, such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the Institute. The caterer shall be required to give an undertaking to the Institute to this effect.
- (11) The caterer shall provide a list of the persons employed by him with their name, address, photo and other details, to the institute at the start of the academic session. If the caterer desires to change the workers, he needs to inform the institute's committee and provide the details of the new workers before they start the service at the caterer.
- (12) The caterer or his employees will not be permitted to stay overnight in the institute premises.
- (13) The caterer will ensure & comply with the statutory provisions for running Food Counter Outlet service.
- (14) Any additional items will be included in the menu as per the directions of the competent authority.
- (15) The caterer should provide a copy of the FSSAI license, caterer License No, caterer Registration No, PAN No, GST No, GST Linked Bank Account Details.
- (16) If any employee and/staff member of the caterer in the opinion of IIIT MANIPUR, is not rendering proper service or is otherwise guilty of any misdemeanour or is found otherwise undesirable, the caterer shall forthwith remove that person from the IIIT MANIPUR campus, with immediate effect and replace him with a suitable person.



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Mantripukhri, Imphal – 795002, Manipur, India, www.iiitmanipur.ac.in

- (17) The caterer shall take sole responsibility of paying at least the minimum wages as per Government norms to his employees and also take proper care of their welfare by provisioning leave and other benefits. The caterer should make payment of the wages of his employees through their bank account.
- (18) The caterer shall maintain a suggestion/complaint box for noting suggestions/complaints, all the time in the Food Counter Outlet, for improvement by the users. Such suggestions/complaints after having the approval of the competent authority should be forthwith acted upon by the caterer. The suggestions/complaint book should be kept open for the inspection of the users and competent authority.
- (19) All the workers providing the services under this agreement shall be employees of the caterer and the IIIT MANIPUR shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep the IIIT MANIPUR, harmless and indemnified against any demand/claim of wages, provident fund, Employees State Insurance and any other such dues of its employees. The relationship between the caterer and IIIT MANIPUR is purely contractual and IIIT MANIPUR is not responsible and/liable for the employees of the caterer.
- (20) The caterer shall have no right or interest in the premises allotted for kitchen, canteen area and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this agreement or on termination thereof at any time.
- (21) The caterer shall, upon the expiry of this agreement or upon its termination at any time, vacate and hand over the fixed structure in its original condition, ensuring that no damage is caused and that the landscape of the Institute's premises remains fully undisturbed.
- (22) The caterer shall display the menu (as approved by the institute's committee) prominently in the canteen.
- (23) Rent will be layoff for a period of 2(two) year.
- (24) Water and internet connection will be provided by institute without any charges from the caterer.
- (25) Electricity charges shall be paid by the caterer as per actual consumption on the prevailing rates of the government of Manipur.
- (26) The caterer shall make available all other implements for Food Counter Outlet, things like crockery, cutlery, etc.
- (27) The caterer will not provide food/service to unauthorized persons inside the Food Counter Outlet premises.
- (28) The caterer should operate throughout the year.
- (27) In case of any dispute arising between the Director of Indian Institute of Information and Technology (IIIT), Manipur, Imphal and the caterer, the same shall be referred to the sole arbitrator to be appointed by Director. The decision of the sole arbitrator so appointed shall be final and binding on both the parties.
- (28) The agreement will automatically get null and void on completion of two year, if not extended further.
- (29) The structure created by the caterer will be given to the institute or demolishes as decided by the institute on the expiry / termination of the contract.
- (30) The above agreed terms and conditions are subject to change / modified /improvement of any or whole as and when it is considered to be essential on mutually agreed terms and conditions between the parties.



Installation of the temporary Food Counter Outlet

- (1) The caterer may visit and inspect the area (18 feet × 18 feet) at the Institute premises during Institute office hours.
- (2) The caterer should make his own arrangements for setting up of the temporary Food Counter Outlet (of area 18 feet × 18 feet) to the provided area. Institute will provide location space only.
- (3) The caterer should provide a floor plan layout for an 18 feet × 18 feet area, including a 12 feet × 12 feet kitchen area, serving/counter area, utility/movement area, Handwashing area, and covered seating area.
- (4) The caterer should provide the roofing plan with coloured sheet.
- (5) The caterer should provide the electrical and plumbing plan.
- (6) The caterer shall provide detailed specifications of the materials proposed to be used for each major component of the temporary Food Counter Outlet to be installed.

Penalty Clauses:

- (1) Cleanliness and hygiene will be given utmost care. If the utensils, premises (cooking, serving, storage, etc.) are not maintained cleanly, a penalty of Rs. 1000/- will be levied for the first time and Rs. 5000/- thereafter.
- (2) Expired products should not be used or served. If found, a penalty of Rs. 1000/- will be levied for the first time and Rs. 5000/- thereafter. If this persists continuously, the institute reserves the right to terminate the contract immediately, even with a short notice.
- (3) The workers should be in proper clean uniform including head cap, while on duty, and should maintain good personal hygiene (trimmed nails, clean clothes, combed hair, etc.) from day 1(one). If any of the workers is found to be in ununiform/unclean, a penalty of Rs. 1000/- will be levied from the caterer for the first time and Rs. 5000/- thereafter.
- (4) The Food Counter Outlet should sell only approved items by the Institute. If any unapproved items found to be sold in the canteen or even found in the canteen, a penalty of Rs. 1000/- will be levied from the caterer for the first time and Rs. 5000/- thereafter.



Annexure-1

FORMAT FOR QUOTATION SUBMISSION

(In letter head of the supplier with seal)

To
The Registrar
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India

Sub: Quotation for Installation and Operation of temporary Food Counter Outlet at Institute Premises

Dear Sir,

I/We, the undersigned, hereby submit our quotation as detailed below for the installation and operation of temporary Food Counter Outlet at IIIT Manipur Premises. We have thoroughly examined and understood the terms and conditions, specifications, and other requirements mentioned in the tender document.

Sl. No.	ITEMS	weight (gram)	Price in Rs
1	Chicken biryani	250	
2	Veg fried rice	200	
3	Egg fried rice	200	
4	Chicken fried rice	200	
5	Veg noodles	200	
6	Egg noodles	200	
7	Chicken noodles	200	
8	Egg korean rice bowl	200	
9	Chicken rice bowl	200	
10	Chicken kimbap (5pcs)	100	
11	Veg roll	125	
12	Egg roll	125	
13	Paneer roll	125	
14	Chicken roll	125	
15	Chicken momo (4pcs)	100	
16	French fries	100	
17	Veg manchurian (6pcs)	100	
18	Mushroom chilli	100	
19	Paneer chilli	100	
20	Chicken chilli	100	
21	Hot wings (2 pcs)	100	
22	Lollipop (2 pcs)	100	
23	Egg sandwich	100	
24	Aloo paratha	100	



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Vending Machine items			
25	Tea	1 unit	
26	Coffee	1 unit	
27	Lemon tea	1 unit	
28	Black Coffee (beans coffee)	1 unit	
29	Cappuccino (beans coffee)	1 unit	
30	Tea bag tea (Green Tea)	1 unit	

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Bidder:

Name:

Date:

Phone No. :

Place:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Bidders must submit the following documents along with their bid:

1. Floor plan layout for an 18 feet × 18 feet area, including a 12 feet × 12 feet kitchen area, serving/counter area, utility/movement area, Handwashing area, and covered seating area.
2. Roofing with coloured sheet, electrical and plumbing plan.
3. A copy of FSSAI License certificate, caterer Registration No., PAN Card and GST Registration Certificate, GST Linked Bank Account details.
4. Certificate of Registration with relevant government authorities.
5. Self-attested copy of the Terms and Conditions duly signed on each page.