



No.D-19016/2/2010-ISTM  
GOVERNMENT OF INDIA  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)  
OLOF PALME MARG, NEW DELHI-110067  
TELEFAX: 26102597

Dated: 1<sup>st</sup> April, 2010

**Subject:** Procurement of kitchen items -Crockery items, SS Cutlery items for use in the Kitchen of ISTM hostel.

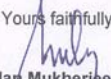
Sir,

I am directed to enclose a copy of the description/specifications of kitchen items - Crockery items, SS Cutlery items for use in the Kitchen of ISTM hostel. Your sealed quotations for the same shall be submitted latest by 3.00 P.M. on 21-04-2010. Quotations will be opened at 3.15 P.M. on the same date in the Committee Room of Admn. Block, ISTM, Old JNU Campus, New Delhi-67.


**TERMS AND CONDITIONS**

1. The details of similar work experience of 5 years in supply of kitchen appliances in Hostel/canteens of Central/State Government offices (Certificate duly attached).
2. The firm should have done business in this field of an amount of Rs.5.00 lakh (five lakh only) done work of Rs.20 lakh/Rs.10.00 lakh of two works each during last three years (Certificate duly attached).
3. The firm should have the record of supplying similar items to Central/Stage Government, PSUs/Autonomous Body's.
4. The tenders will be under two bid system. Financial bids of only those firms shall be opened who met the technical parameters. The financial bid should contain the rate of each item as per annexure
5. The firm should quote their TIN No., PAN No., VAT registration in the application form.
6. The firm should submit Rs.15,000/- as earnest money deposit in the form of Demand Draft in the name of Director, ISTM. The earnest money deposited will be refundable within a week of opening of tender document.
7. The firm will supply the required approved items within one week of placement of orders.
8. The final payment will be made after inspection is carried out and the items supplied found to be of requisite quality and standard.
9. Director, ISTM may accept or reject any tender without assigning any reason.

Yours faithfully,

  
(Chandan Mukherjee)  
Deputy Director (Admn.)  
Tel. No. 26102597

Copy to Shri K. Govindarajulu, System Administrator, ISTM with request to put the enclosed tender document in the ISTM Website immediately.



(Chandan Mukherjee)  
Deputy Director (Admn.)

List of Crockery items required for the use in the Kitchen/Dining Hall of ISTM Hostel.  
All materials must be food Grade only

S.No	Items	Quantity (nos)	Capacity / Size	Grade/ Brand	Rate/unit (in Rs.)	Total Amount (in Rs.)
<b>I</b>	<b>CROCKERY LIST</b>			<b>FOOD GRADE MATERIAL</b>		
1	Compartment Thali	30 Doz	6 Section	Imp. Acrylic		
2	Dinner Plate	10 Doz	10"	Imp. Acrylic		
3	Half Plate	15 Doz	7"	Imp. Acrylic		
4	Curry Bowls	15 Doz	150 ml	Imp. Acrylic		
5	Large service Bowls	5 Doz	500 ml	Imp. Acrylic		
6	Tea cups & Saucers	40 Doz	170 ml	Bone China		
7	Soup Bowl with saucer & spoon	15 Doz	170 ml	Imp. Acrylic		
8	Water Glass	40 Doz	40 Doz	FGA / Frosted		
<b>II</b>	<b>SS Cutlery List</b>					
1.	Tea spoon	30Doz.		Venus/Kishco/ Equivalent Food grade		
2.	AP Spoon	40 Doz.		Venus/Kishco/ Equivalent Food grade		
3.	AP Fork	20 Doz		Venus/Kishco/ Equivalent Food grade		
4.	Service Spoon	8 Doz.		Venus/Kishco/ Equivalent Food grade		
5.	Service Forks	8 Doz.		Venus/Kishco/ Equivalent Food grade		
6.	AP Knives	5 Doz.		Venus/Kishco/ Equivalent Food grade		
<b>III</b>	<b>Misc. ITEMS</b>					
1.	Milk Pot	2 Doz.	50 ml	S.S.		
2.	Tea Pot	2 Doz.	500 ml	S.S. kettle		
3.	Sugar Cube Pot	2 Doz.		SS		
4.	Water Jugs	3 Doz	1.5 ltr.	SS		
5.	Sauce Bottles	30				
6.	Tin cutter	3				
7.	Soup tureen Electric	3				
8.	Salad Platter	12		SS		
9.	Service Tray Unbreakable	25	12" X 16"			
10.	Salver Unbreakable	12	12" diameter			
11.	Chutney Bowl Acrylic	50				
12.	Kitchen Knives (SS)	12Nos		Diff. sizes		
13.	Peelers	4 Nos				
14.	Sugar Tongs	1 Doz.		SS		
15.	Chinese Choppers	2 Nos		SS		
16.	Cruet Set	7 Doz.		SS		
17.	Thermo Flarks	4 doz	500 ml	SS body		
18.	SS Tea Urns	12 nos.		15 ltr.		
19.	Tea Urns	6 nos.		05 ltr		