



Army Institute of Management
(ISO 9001:2015 Certified)
Plot No III B/11, Action Area III
Major Arterial Road
New Town, Rajarhat
Kolkata-700160
E-mail : aimk@awesindia.edu.in
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0037/Campus/AIM

07 April 2025

(Vendor/Firm Concerned)

**CALL FOR QUOTATION FOR OPENING OF FAST-FOOD CAFE AT
ARMY INSTITUTE OF MANAGEMENT, KOLKATA**

1. Army Institute of Management, Kolkata (AIMK) invites Sealed Quotation from the vendor to operate a Fast-Food Cafe at AIMK. The estimated number of staff and students is approximately 300.
2. Interested vendors/agencies are kindly requested to submit their quotations along with **a list of refreshment items, hot and cold beverages**, including their respective rates. Experience in quick service restaurant will be preferable.
3. The sealed quotation should be submitted in the Tender Box (located at the reception of the administrative building, AIMK) on the company's official letterhead, bearing the office seal and the signature of the authorized representative, along with their full name, designation, and contact number, not later than **1200hrs on 21 April 2025**.
4. Quotation is to be submitted during working hours only (i.e **09.30AM to 04.30PM**) and an entry with date of submission of your quotation be endorsed in the register kept at reception area. It is a mandatory requirement for acceptance of quotations. Quotations, without the entry in the register, will be rejected. Quotations sent through speed post will also be accepted.
5. Please address the quotation as under: -

"The Presiding Officer, Board for opening Fast Food Cafe at Army Institute of Management, Kolkata"
Army Institute of Management
Plot No III B/11, Action Area III
Major Arterial Road
New Town, Rajarhat
Kolkata-700160
6. **One person/representative is allowed to submit one quotation only.**

7. The self-attested copies of the following documents must be enclosed with the quotation: -

- (a) Details of registration/Trade License.
- (b) PAN/TAN Card.
- (c) GST Registration Certificate.

8. **Terms and Conditions:** The following terms and conditions must be adhered to: -

(a) **Refreshments:** The following types of refreshments are permitted: -

- (i) Vegetarian items.
- (ii) Non-vegetarian items.
- (iii) Hot and cold beverages.

(b) **Alcohol and Tobacco Products.** Alcoholic drinks and tobacco products are strictly prohibited in the cafe.

(c) **Electricity.** AIMK will provide a sub-meter for electricity usage, and the vendor will be charged based on the actual consumption recorded by the sub-meter.

(d) **Operating Hours.** The café will operate from 0700hrs to 0900hrs and 1600 hrs to 2200 hrs, subject to demand.

(e) **Space and Amenities.** AIMK will provide well-furnished space (45ft x 33ft) with fire proof for the café along with the following amenities: -

- (i) Four Air Conditioners.
- (ii) Four sofa sets with two center tables.
- (iii) A sufficient number of chairs and tables are available.
- (iv) Two CCTV cameras.
- (v) One dustbin.
- (vi) One serving counter.
- (vii) A well-furnished cooking area with a kitchen chimney.
- (viii) A deep freezer with a stabilizer.
- (ix) Five ceiling fans.
- (x) A music system with four speakers.
- (xi) Wi-Fi facility is also available in the cafeteria.

(f) **Rent.** The rent for the above mentioned space and amenities will also be mentioned in the sealed quotation.

(g) **Maintenance.** The vendor is solely responsible for the maintenance, cleanliness, and hygiene of the café area. The vendor must assign sufficient staff to ensure proper upkeep.

(h) **Outside Personnel.** The entry of outside personnel is strictly prohibited.

9. Before submitting your quotation, it is recommended that you may visit AIMK to gain a better understanding of the requirements.

10. Last date for submission of quotation is 21 Apr 2025 by 12:00 hours. Bids would be opened at 12:30 hrs on 21 Apr 25 in the office of the Registrar/ Presiding Officer, AIMK. Bidders or their authorised representatives are welcome to be present on the time of tender opening.

11. Any offer received after 1200hrs on 21 Apr 2025 will be rejected at the discretion of the Presiding Officer.



(Dr. Abhishek Bhattacharjee)
Presiding Officer
Army Institute of Management, Kolkata