TATA INSTITUTE OF SOCIAL SCIENCES

V. N. PURAV MARG, DEONAR, MUMBAI - 400 088

E-Tender Ref No.: TISS/NV/DH /2019-20/12-4 Date 16/01/2020

NOTICE INVITING e-QUOTATION FOR NON-VEG PRODUCTS

e-Quotations are invited for Non-veg products as per Annexure for Dining Hall at Main Campus and guest house at TISS, Deonar, Mumbai-400 088. The intending bidders shall submit their quotes online by connecting through TISS website.

e-Tender No.:	TISS/DH /NonVeg/2019-20/12-5
Tender Cost Fees , EMD & E-Tender Processing Fees.	Rs. NIL. **The e-Payment Gateway are available on TISS e-Procurement Portal for making the Tender Form /Cost Fees & EMD payment. through online payment method by the payment gateway in e-Tender portal i.e. https://www.tenderwizard.com/TISS . E-Tender Processing Fees are applicable (Non-Refundable)**
Validity	30 days Days from the date of Tender opening.
Type of e-Tender	Single Financial Bid
e-Tender Issue Date	16/01/2020
Last Date of e-Tender Submission With EMD Submission	03/02/2020
Date of Opening of Bids	04/02/2020 at 11:30 A.M

1. Online Financial Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBISTE regularly for any such updates / corrigendums.

For further details please visit <www.tiss.edu> or <https://www.tenderwizard.com/TISS>. Tender documents can be downloaded from the Website of TISS e-Procurement Webiste : https://www.tenderwizard.com/TISS or www.tiss.edu . Tenders received without tender document fee and EMD will be rejected.

Note : The Cost Of Tender Fees , EMD & Tender Processing Fees should be pay through online only on portal through Debit Card/Credit Card/ Net Banking . The e-Payment Gateway are available on TISS e-Procurement Site . No Physical D.D. accepted .

Standard e-Tender Terms & Conditions For TISS e-Procurement . TISS e-Procurement Website are : https://www.tenderwizard.com/TISS

1.The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "**Tender of TISS"** link in the homepage.

2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "**Enrolment**" link in the homepage.

3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.

4. For further details on e-Tender participation, please contact ITI Help desk on :

- Telephone: 080-49352000 (Bangalore) .
- Sanjay KC – Mumbai & Maharashtra (09665721619) E-Mail Id : sanjay.kc@etenderwizard.com
- Bangalore Off. E-Mail Id: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.

5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System through portal (website) http://www.tenderwizard.com/TISS adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., **https://www.tenderwizard.com/TISS**

Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal

(URL: https://www.tenderwizard.com/TISS) by clicking on the link **" Enrolment "** on the home page of e- Portal which is chargeable. **(Rs.2000/- + GST(18%)(Non-Refundable)** to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual " .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

Note : e-Tender Processing Fees are applicable on Per Tender Per Vendor . Once tender requested by vendor on portal then system will show the Tender Processing fees which should be pay by vendors (Non-Refundable)

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: **https://www.tenderwizard.com/TISS** . **N.B:** Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : **https://www.tenderwizard.com/TISS** . KEY INSTRUCTIONS for BIDDERS by clicking on **"Latest Circulars/Formats/Help Manuals/Faq". The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process"** this details are available on TISS e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through "Team viewer" , "Ammy Admin " Or "Any Desk" Remote software only. For Downloading this software , the downloading software links are available on home page of TISS E-Procurement Site.

Deputy Registrar (P & A)

We shall expect the following conditions:

1. Rate quotes for each food items should be given depending upon the availability of the products. The vendors submitting quotes can also add few similar items as per their supply list.
2. Rates should be as per unit as specified for each item. The rates per unit are requested for only edible portions of non-veg products ie. curry cut chicken (clean, cut and without neck & gizzard), lean cuts of mutton (without fat) and clean, cut fish (without head, tail and digestive tract). Fresh, cleaned, cut non-veg products with only edible parts should be supplied at all the times.

3. Quoted rates shall be inclusive of all taxes (GST or any other tax on materials) and transportation. The Institute will not entertain any claim whatsoever with regard to tax and transportation.
4. Packaging of each item must be intact even during food handling and storage.
5. Samples of specified product will be appreciated.
6. Food quality must confirm to PFA/FSSAI/FDA acts and any other National Food Quality Standards. Chicken and mutton should be "Halal". The quotation should be submitted along with a copy of licences like shops and establishment licence, FDA or FSSAI licence, PAN details and any other documents as applicable.
7. In case of unavailability of any product as ordered by respective Dining halls' Supervisors, an approval should be taken from Authorized person at Dining Hall for the supply of available options of non-veg items.
8. Fixed Period of contract will be one year.
9. Non-veg products need to be supplied at specific dining hall as per the order placed within the stipulated period as mentioned by DH Authority. The respective DH supervisor shall place order with vendor at least one day before delivery of products, and the products should be delivered as per the specifications and quantity mentioned, failing which penalty of rupees 10,000 per day will be levied.
10. Approximate Quantity required in a month in dining halls is given in the Annexure. The quantity of supplies required during vacation period (Summer vacation & Diwali vacation) will be lesser than mentioned in Annexure.
11. The quantity will also vary depending upon the seminar orders.
12. Challan should be given separately for different locations as per the delivery and at the time of receiving of the products.
13. The contract can be fixed for one DH or two DHs.
14. In case of ad-hoc seminar orders, we expect co-operation from you for immediate delivery of non-veg products.
15. Security deposit of rupees 20,000 should be submitted by the successful bidder before release of the order. The deposit shall not earn any interest.
16. Selection of bidder is based on quoted prices, quality of supplies, location from where the supplies will be delivered etc.

17. Vendor shall obtain necessary gate pass from the Security Officer at TISS.
18. Bills for 15 days should be submitted for which the payment will be made in 15-21 working days through NEFT.

Last Date of Submission: 10 days from the date of upload of notice

ANEEXURE: NON-VEG PRODUCTS

Sr. No	Non-veg product	Specification	Unit	Approximate Standard monthly requirement at 2 DHs	Rate per unit in rupees
1	Hen Eggs	fresh	nos	6000	
2	Chicken	Only fresh, whole parts, cut & completely clean	Kg	500	
3	Chicken	Only fresh, boneless, cut & completely clean	Kg	#	
4	Mutton	Only fresh, whole, cut & completely clean	Kg	#	
5	Pomfret	Clean, cut	Kg	#	
6	Surmai	Clean, cut	Kg	#	
7	Rohu	Clean, cut	Kg	#	
8	Katla	Clean, cut	Kg	#	
9	Bangda	Clean, cut	Kg	#	
10	Shark/ Mori	Clean, cut	Kg	#	
11	Rawas	Clean, cut	Kg	#	
	Rawas	Clean,cut, Boneless	Kg	#	
12	Prawns, medium	Clean, deveined	Kg	#	
	Prawns, Tiger	Clean, deveined	Kg	#	
13	Ghol	Clean, cut	Kg	#	
	Ghol	Clean, cut, Boneless	Kg	#	
14	Basa	Clean, cut, Boneless	Kg	#	

 # Depends upon seminar/workshop/training or any other event requirements.