



TATA INSTITUTE OF SOCIAL SCIENCES
V. N. PURAV MARG, DEONAR, MUMBAI - 400 088

TISS/DH/2022-23/07

Date – 24th June, 2022

NOTICE INVITING QUOTATION FOR BAKERY PRODUCTS 2022-23

Quotations are invited for Bakery products as mentioned in the **Annexure** for Dining Halls at Main Campus, New campus and Guest house at TISS, Deonar, Mumbai-400 088. The intending bidders shall submit their quotes in the prescribed Annexure format in **sealed envelope** with title 'Notice inviting quotation for Bakery products' mentioned on the front of the envelope and addressed to *“The Deputy Registrar (Personnel & Admin), Tata Institute of Social Sciences, V.N. Purav Marg, Sion Trombay Road, Opposite Deonar Bus Depot, Deonar, Mumbai- 400088”*. Every page of quotation should bear signature and stamp with the date.

We shall expect the following terms and conditions:

1. It is expected to provide fresh bakery products at all the times. The date of expiry of Bread items should be 3 or more days away from the date of delivery. All other bakery items delivered should be freshly baked and supplied.
2. Rate should be mentioned for per pack (unit) as specified in the annexure for each. MRP should also be mentioned in the annexure. The number of students reduces during summer vacation & Diwali vacation and hence the requirement during this period will be lesser than the estimated quantity as mentioned in Annexure. The estimated quantity of products may also vary depending upon the number of students on campus as per Government regulations. The rates need to be quoted for 1 year at a fixed cost.
4. Quoted rates shall be inclusive of all taxes (GST or any other tax on materials as applicable) and transportation charges. The Institute will not entertain any claim whatsoever in this regard.
5. The packaging should be intact during transportation, food handling & storage.

6. In case of unavailability of any product as mentioned in quotation, a substitute can be supplied only after seeking approval of Section Officer-Dining hall or Nutritionist.

7. Quality and quantity of the material will be checked and approved by the designated authorities of the Institute. The material should be supplied at respective dining hall and shall be arranged by the delivery person in the designated storage area under respective DH Supervisor's supervision.

8. The quotation should be submitted along with a copy of licences like shops and establishment licence, FDA or FSSAI licence, PAN details, GST details and any other documents as applicable.

9. An EMD (Earnest Money Deposit) of rupees 5,000/- should be deposited by all the interested vendors.

The vendor selected and finalized for the supply of bakery products will have to deposit a PBG (Performance Based Gaurantee) of rupees 15,000/-

All the payments shall be deposited via online payment mode in the name of Tata Institute of Social Sciences at the time of submission of tenders. The details for the payment are as follows:

A/C name: TATA INSTITUTE OF SOCIAL SCIENCES

A/C Number: 10895954226

Bank Name: State Bank of India

Bank Address: State Bank of India, Deonar Branch, V. N. Purav Marg, Sion-Trombay Road, Deonar, Mumbai-400088

Branch Code: 03109

IFS Code: SBIN0003109

GST No: 27AAATT4224B1ZW

10. The vendor should possess an experience of supply of bakery products of atleast 5 years at Government organizations/ Public Sector Units/ Co-operative organizations. An experience letter from various organizations where materials supplied can be submitted alongwith the tender. The expected turnover of the vendor is rupees 5 Lac or more per annum.

11. If supply of the bakery products is not as per required specifications, the Institute will deduct 10% of the total bill amount of the supplied items or replacement of the same should be done immediately at supplier's own cost. The Institute reserves the right to reject inferior quality of products and will not pay for the same. The Institute's decision in this regard will be final.
12. Finalized Vendor shall obtain necessary gate pass from the Security Officer at Security office of Main Campus, TISS.
13. Fixed Period of contract will be 1 year. The rates approved by the Institute Authorities are fixed for the duration of 1 year from the date of the agreement. No requests to revise the rates will be entertained after the vendor finalization process.
14. Bakery products need to be supplied at above mentioned address within the stipulated period as mentioned by DH Authority. The respective DH supervisor will place order with vendor at least one day before delivery of products. In case of ad-hoc seminar orders, we expect co-operation from you for immediate delivery of supplies.
15. Selection of bidder is based on quoted prices, quality of supplies, location from where the supplies will be delivered etc.
16. Bills for 15 days should be submitted for which the payment will be made in 25 working days through NEFT.

Last date of submission: 14th July, 2022

Contract period: 1 year from the date of finalization

CONTACT PERSON: Mr. Litesh Ghonge

SO- DH (officiating)

022-25525195

ANNEXURE: RATES FOR BAKERY PRODUCTS 2022-23

Sr No	Product	Brand & packaging specifications	Approximate monthly estimate for 3 dining halls	MRP (Rupees)	Discount (Rupees)	Net price (minus discount plus tax & transportation)
1	White bread		400 packets			
2	Wheat bread		2700 packets			
3	Sandwich bread		250 packets			
4	Ladi pav		350 packets			
5	Veg puff					
6	Chicken puff					
7	Paneer puff					
8	Banana walnut bar cake					
9	Fruit bar cake					
10	Chocolate chip cake					
11	Plum bar cake					
12	Badam pista cookies					
13	Royal cookies					
14	Oats cookies					
15	Choco chips cookies					
16	Nankhatai					
17	Mawa muffins					
18	Chocolate brownie					
19	Walnut brownie					

NOTE: 1) If there are more varieties of bakery products, please attach an additional sheet of the specifications, rates and packaging details. The additional sheet should also bear signature & stamp of supplier with date.

2) Monthly estimate is not mentioned for products from 5 onwards as the quantity depends upon the seminar orders.

3) All products except chicken puff should be eggless & vegetarian