

TENDER FOR LICENCE TO OPERATE CANTEEN AT TULJAPUR
CAMPUS FOR TATA INSTITUTE OF SOCIAL SCIENCES, DHARASHIV FROM

1 February 2024 TO 31 JAN 2025

Tenders are invited from interested vendors to manage the canteen at the TISS campus. The Quotes should contain, apart from the price bid, the name of the operating person and the sealed. The cover should be super scribed with the word "Tender for TISS Canteen" and submitted. to "The Administrative Officer, Tata Institute of Social Sciences, Apsinga Road, Tuljapur, Dharashiv – 413 601"

Terms and Conditions:

1. Duration of the contract starts from 1st February 2024 to 31st January 2025 for a period of one year, extendable on mutual agreement up to maximum of another one years with 10% revision of the license fees.
2. The proposed license for TISS Canteen (the kitchen area provided 12 sq. m. and the dining area is 70 sq. m.), where the canteen is already installed inside the main campus of Tata Institute of Social Sciences, Tuljapur, The licensee shall use the said licensed premises only for the purpose of selling tea, coffee, and fresh snacks, as decided as per institute rules. Licenses shall not sell retail items like chips, cold drinks, etc. Packed water is allowed.
3. The TISS Canteen is already set up in the Tuljapur Campus with the facility of water and electric supply. The Vendor has to bear the cost of electricity and water usage, licence fees as per institute rules.
4. The cleanliness, repair, and maintenance of the TISS canteen, and payment towards maintenance and Repair of the same shall be the responsibility of the approved vendor.

5. The approved bidder has to pay fixed monthly license fees to the "Tata Institute of Social Sciences, Tuljapur," irrespective of the profits made from the TISS canteen. The bidder has to submit a sealed quote in the prescribed format for monthly license fees and percentage increase of monthly license fees on a yearly basis (in case of extension of contract) that shall be offered to TISS, Tuljapur.
6. The bidder has not been debarred earlier from any government agency, and there is no case pending.

Service

1. Counter service is suggested for convenience. The sale of products other than tea, coffee, Snacks products is not allowed. Food items should be kept and served at the proper temperature, and appropriate hygiene should be maintained.
2. No polythene or newspaper should be used for the sale of eatable items.
3. No additional Stalls/construction within the allotted area will be done by the vendor without prior written permission from the competent authority of TISS.
4. Any permitted construction if at all any, shall not be allowed to be removed while vacating the premises and the TISS canteen should be handed over to TISS at the end of the contract if not extended for a further period.
5. The license is only for Canteen and no other facilities other than electricity and water shall be provided by TISS. If the vendor wishes to use TISS Tuljapur Campus for transportation, the transport rules for outsiders will apply, and coupon charges will be applicable. For all other facilities and amenities, the vendor has to make his own arrangements, and TISS will not be responsible for them.
6. The vendor shall run the TISS canteen to the satisfaction of the Authority of TISS or any other officer authorized by competent authority throughout the term of the license.
7. The vendor shall have no rights whatsoever on the land of licensed premises.

8. The vendor shall ensure that eatable items sold or served from the premises are of the requisite hygiene and quality standards and confirm the provisions of the Prevention of Food Adulteration Act and any other guidelines, regulations, standards, etc. issued by the concerned Government authorities from time to time. The vendor shall be solely liable for any action or penalty imposed by relevant authorities in this regard.
9. Officials or representatives of the Institute may at any time monitor/inspect the quality of material, food items, and standards of facilities provided by the vendor.
10. The vendor shall not place or permit the placement of any advertisement notice frames, pictures, decorations, vending machines, mechanical or electrical devices, or contrivances for commercial gain.
11. The approved vendor shall inform TISS authorities one month prior to vacating the canteen.
12. The approved vendor may or may not be offered a notice period by TISS for terminating contract depending on the reason for the discontinuation of the service.
13. The approved vendor shall submit the required personal details of the staff recruited by him to run the TISS canteen for the purpose of security.
14. The TISS canteen shall be operated from 8 a.m. to 11 p.m.
15. The agreed charges are payable on a monthly basis.
16. The staff employed by the vendor should be wearing a hairnet on the kitchen premises.
17. Sub-contracting is not allowed.

Deposits:-

1. Performance Security amount is Rs. 10,000/-
2. The EMD amount is Rs. 1200.

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

The approved vendor will be required to submit a **Demand Draft/Bank Guarantee/Fixed deposit receipt. Dated 1/2/2024 And should be valid for more than 60 days.**

Receipt (in original) made in favor of Administrative Officer, Tata Institute of Social Science, Apsinga Road, Tuljapur, Dharashiv 413 106.

Eligibility Criteria for the Bidder:

- The vendor shall have at least 2 years of experience in a similar setup.
- All power in awarding contracts in relaxation of any eligibility criteria lies with the authority of TISS.

Payment of the License Fee:

- The licensee shall pay to the licensor a license fee as decided based on the finalization of the tender for the licensed term (hereinafter referred to as the license fee) in addition to the GST and other government levies as applicable from time to time.

Renewal of License:

- Renewal of the license shall be based on the performance of the contractor relating to the management of the canteen and shall be at the discretion of the competent authority of TISS, and the expenditure involved may be borne by the vendor.

Damages and Penalties:

- The licensee shall confine his activities within the licensed premises and, in no case, will be permitted to deviate, increase, or alter the terms and conditions agreed upon.

Personnel:

- The licensee shall engage a sufficient number of personnel as required.
- The said personnel engaged by the licensee shall be the employees of the licensee, and it shall be the duty of the licensee to pay their salary and other dues every month.
- The personnel employed by the licensee should be polite, courteous, and well-behaved with the general public.
- Child labor is strictly prohibited.

- In the event of any complaint against any employee of the licensee, a fine will be imposed on the licensee, along with the replacement of the employee by the licensee.
- All services shall be performed by persons qualified and skilled in performing such services.
- In case of any incident, quarrel, complaint from the consumer, or theft, all types of The FIR with the police and court cases on this account has to be dealt with by the licensee immediately with information to the authority of TISS.

Safety and Security:

1. The licensee has to provide a photo identification card to the person employed by him or her for carrying out the work. These cards are to be constantly displayed, and their loss has to be reported immediately to the TISS authority.
2. No employee of the licensee shall stay in the Snacks Corner beyond the prescribed duty hours. All the staff of the licensee will go through the check by security at various entries or exit points of TISS as per the norms.
3. The licensee and his employees shall follow the security instructions and orders issued by TISS from time to time.
4. The vendor must ensure that the personnel engaged at the kiosk follow handwashing and hygiene
5. Practices throughout the food service and serve safe, hygienic food to the consumer.

Menu:

The menu will be snacks, tea, and coffee, decided by the institute authority with the consideration of DH representatives, DH Chairperson and will be finalized after contract allotment

**** Packed products should not be charged for more than MRP.***

TENDER NOTICE

Tata Institute of Social Science,

Tuljapur-Off Campus, Dist-Osmanabad

Telephone :09270105222/23

E-mail:info.srd@tiss.edu; website: www.tiss.edu

NOTICE INVITING TENDER FOR LICENCE TO OPERATE TISS TULJAPUR

CANTEEN AT TULJAPUR CAMPUS

Tender Ref No.: TISS/License/Canteen/2024-25/01

e-Tender No.: TISS/License/Canteen /2024-25/01

LICENCE FEE: to be quoted above Rs. 2000/- (Rupees two thousand only). Additional 18% GST is to be paid separately
Tender Cost Fees, EMD, and E-Tender Processing Fees. Rs. 500 (tender fees) and Rs. 1200 (EMD)
Type of tender- Both technical bids and financial bids
Tender Issue Date- 12.01.2024
Last Date of Tender Submission- 19.01.2024 till 5 p.m. With EMD Submission
Date of Opening of Bids 20.01.2024

(Technical Bid)

List of documents required for evaluation of the technical bid (in folder 1)

- ID Proof
- Tender Fees and EMD Receipt
- Pan Card
- GST Registration Certificate
- Copy of FSSAI registration
- Last year's balance sheet or ITR
- Do you have 1 year of experience? Yes/ No
- If yes, then provide the following documents:
- Last 2-year work order
- Pictures of the restaurant and kitchen
- Pictures of the menu

Financial Bid

Format for Financial Bid* (in Folder 2)

Name of the Vendor and Address:
Licence Fees (to be quoted above Rs.2000/-) Rs. _____ / (Rupees _____ only) + 18% GST =
TOTAL (Rupees) _____ /-(Rupees in words)

*Financial bids will be opened only if qualified for technical bids.

Signature with stamp: _____

Address: _____

Contact No.: _____

Process of Selection of Vendor:

1. Both the technical bid and the financial bid are to be submitted in separate envelopes by the due date.
2. A financial bid will be opened only if the bidder qualifies for a technical bid.
3. If the same license fee is quoted by different bidders, then the ranking process is at the discretion of the Selection Committee (TISS) based on the fulfillment of the criteria of technical bids or financial condition of the vendor
4. All prospective bidders are requested to visit our TISS website regularly for any such updates& Corrigendum's.
5. Following selection, sample food is sampled and evaluated by the TISS selection committee.
6. The selection committee may visit the vendor's location to ensure their facilities meet hygiene standards and can handle the expected volume.
7. Vender's holding of food licenses will be given priority.

