



**TENDER FOR LICENCE TO OPERATE SNACKS CORNER AT MAIN
CAMPUS FOR TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI FROM
16TH JULY 2023 TO 15TH JULY 2024**

Tenders are invited from interested vendors to manage Snacks Corner at TISS campus. The quotes should contain apart from the price bid, the name of the operating person and the sealed cover should be super scribed with the word “Tender for TISS Snacks Corner” & to be submitted to “The Deputy Registrar (P & A), Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai – 400 088”

Terms and Conditions:

1. Duration of the contract starts from 16th July 2023 to 15th July 2024, extendable on mutual agreement upto maximum of another two years with 10% revision of the licence fees.
2. The proposed license for TISS Snacks Corner (Area of 8feet length X 8 feet breadth X 10feet height) where the Snacks Corner is already installed inside the Main campus of Tata Institute of Social Sciences, Mumbai. The Licencee shall use the said licensed premises only for the purpose of selling Tea, Coffee (from vending machines only), tetra-packed (non-alcoholic, non-carbonated) beverages & Snacks Products.
3. The TISS Snacks Corner is already set up in the Main Campus with the facility of water and electric supply. The Vendor has to bear the cost of Electricity and water usage.
4. The cleanliness, repair and maintenance of TISS Snacks Corner 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 licence fees to the “Tata Institute of Social Sciences, Mumbai” irrespective of the profits made from the TISS Snacks Corner. The bidder has to submit a sealed quote in the prescribed format for monthly licence fees and percentage increase of monthly licence fees on yearly basis (in case of extension of contract) that shall be offered to TISS, Mumbai.
6. The bidder has not been debarred earlier from any government agency and there is no case pending.

Service:

1. Across the counter service only allowed. The sale of products other than Tea, Coffee, tetrapacked (non-alcoholic, non-carbonated) beverages & Snacks Products is not allowed. Food items should be kept and served at proper temperature.
2. No polythene or newspaper wrapping should be used for packing and selling 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 Snacks Corner should be handed over to TISS at the end of contract if not extended for further period.
5. The license is only for Snacks Corner and no other facilities other than electricity and water shall be provided by TISS. For all other facilities/amenities, the vendor has to make his own arrangements and TISS will not be responsible for them.
6. The vendor shall run the Snacks Corner 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/served from the premises are of requisite hygiene and quality standards and conform to the provisions of the prevention of food adulteration act and any other guidelines, regulations, standards etc. issued by 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 placement of any advertisement notice frames pictures, decorations, vending machines or mechanical/electrical devices or contrivances for commercial gains.
11. Segregation of waste materials will also be undertaken by vendor as per BMC rules and regulations. Vendor shall collect all garbage in bags/boxes, trolleys permitted by BMC.

12. The approved vendor shall intimate TISS authorities one month prior to vacating the Snacks Corner.
13. The approved vendor may or may not be offered a notice period by TISS for terminating contract depending upon the reason for discontinuation of the service.
14. The approved vendor shall submit the required personal details of the staff recruited by him to run the TISS Snacks Corner, for the purpose of security.
15. The TISS Snacks Corner shall be operated from 11.00am to 10.00pm.
16. The decided charges are payable on monthly basis.
17. All disputes, differences, whatsoever nature whether existing or which shall anytime arise between the parties here to touching/concerning AMC shall be referred for adjudication to sole arbitrator to be appointed by TISS under the jurisdiction of Mumbai. The AMC shall be governed by and constructed according to the law in force in India. The Parties hereby submit to the exclusive jurisdiction of the Court situated at Mumbai for all purposes. (The Tender shall be finalized based on the license fee (in addition to electricity and water charges payable at actual) bid price shall start from Rs. 12,000/- per month (more than Rs. Twelve thousand only/- per month) with 18% GST paid separately.

EMD & PBG:

- The bidders shall deposit EMD of rupees 25,000/- through demand draft/pay order 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

- The approved vendor will be required to submit with TISS, **Bank Guarantee** or **Fixed Deposit**

Receipt (in original) made in favour of Registrar, Tata Institute of Social Science, V.N.Purav Marg, Mumbai 400088, for a sum of Rs. 40,000/- (Rupees Forty thousand only) as deposit on account of Performance Security. Bank Guarantee or Demand Draft or Fixed Deposit Receipt (in original), renewed from time to time, will be retained by the TISS for the entire period of the contract and on termination of the contract or fulfilment of the contract duration, TISS will refund to the firm the PBG without interest.

Eligibility Criteria for the Bidder:

- The vendor shall have an experience of at least 3 years in similar set-up.
- All power in awarding contract in relaxation of any eligibility criteria lies with the authority of TISS.

Payment of License Fee:

- The licensee shall pay to the licensor a license fee as decided based on finalization of tender for the licensed term (hereinafter referred to as 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 Snacks Corner and shall be at the discretion of the competent authority of TISS and the expenditure involved may be borne by the vendor.

Damages and Penalty:

- The Licensee shall confine his activities within the licensed premises and in no case will be permitted to deviate/ increase / alter the terms and condition agreed upon.

Personnel:

- The licensee shall engage 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 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.

- In the event of any complaint against any employee of the licensee a fine will be imposed on the licensee along with replacement of the employee by the licensee.
- All service shall be performed by persons qualified and skilled in performing such services.
- In case of any untoward incident / quarrel / complaints from consumer / any theft, all types of 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:

- No fire cooking is allowed. The vendor has to arrange for a valid fire-extinguisher.
- The licensee has to provide photo identity card to the person employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss has to be reported immediately to TISS authority.
- No employee of the licensee shall stay in the Snacks Corner beyond prescribed duty hours. All the staffs of the licensee will go through the check by security at various entries /exit point of TISS as per the norms.
- The Licensee and his employees shall follow the security instructions/orders issued by TISS from time to time.
- The vendor must ensure that the personnel engaged at the kiosk follow hand-wash and hygiene practices throughout the food service and serve safe, hygienic food to the consumer.

Menu, rates and description are as follows:

1. Veg grilled sandwich - Rs. 34.00 - 2 Bread slices, 30g each with tomato, onion, potato, cucumber+ dressing
2. Cheese grilled sandwich- Rs. 40.00 - 2 Bread slices, 30g each with tomato, onion, potato, cucumber & 15g cheese + dressing
3. Bhel Puri - Rs. 22.00 – 150g bhelpuri + seasoning and accompaniment
4. Sev Puri - Rs. 24.00 - 6 puri of 7g each+ seasoning
5. Dahi Puri - Rs. 26.00 - 6 puri of 7g each+ seasoning and dahi
6. Paani Puri - Rs. 23.00 - 6 puris + Masala, ragda, sweet and spicy chutney
7. Ragda Pattice - Rs. 25.00 - 2 Pattice of 35g each + 100g Ragda

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

E-TENDER NOTICE

Tata Institute Of Social Science ,
V.N.Purav Marg, Deonar , Mumbai-400 088.
Telephone :91-22-25525000
E-Mail :infomumbai@tiss.edu , Website : www.tiss.edu .

(Only Through Online e-Procurement Mode)

TISS E-Procurement Website : <https://www.tenderwizard.com/TISS>

NOTICE INVITING TENDER FOR LICENCE TO OPERATE TISS SNACKS CORNER AT MAIN CAMPUS

E-Tender Ref No.: TISS/Licence/DH /2023-24/03

e-Tender No.:	TISS/Licence/DH /2023-24/03
LICENCE FEE:	- To be quoted above Rs. 12,000/- (Rupees Thirty thousand only)+ - Additional 18% GST to be paid separately Total (Rupees) _____ (in words) _____ _____
Tender Cost Fees , EMD & E-Tender Processing Fees.	Rs.NIL (Tender Fees) & Rs.25,000 (EMD) 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)
Type of e-Tender	Both Technial Bid and Financial Bid
e-Tender Issue Date	12.04.2023
Last Date of e-Tender Submission With EMD Submission	03.05.2023 till 6pm
Date of Opening of Bids	04.05.2023

Format for Financial Bid*

Name of the Vendor & Address	
Licence Fees	Rs. _____/- (Rupees _____ only) + 18% GST = TOTAL (Rupees) _____/- (Rupees in words)

*Financial bid will be opened only if qualified for technical bid

List of Documents required for evaluation of Technical bid

- ID Proof
- Pan Card
- GST Registration Certificate
- Copy of Valid Trade License
- Copy of FSSAI registration

Validity of FSSAI licence: yes/no

Date of expiry of FSSAI licence:

Registration number:

- NOC from Mumbai fire service from fire safety point in favor of the tenderer
- Shops and establishment license issued by State Government
- Last three years balance sheet / ITR

Do you have 3 years of experience? Yes/ No

If yes, then provide following documents

- Last 3 years' work order
- List of clients:

Name of the client	Location	Year(s) during which services were provided	Annual Contract Value
1)			

2)			
3)			
4)			
5)			

Process of Selection of Vendor:

1. Both Technical Bid and Financial Bid to be submitted in separate envelopes within the due date
2. Financial bid will be opened only if the bidder qualifies for technical bid
3. If the equal licence fee is quoted by different bidders then the ranking process is at the discretion of the Selection committee (TISS) based on fulfilment of the criterion of technical bids or financial condition of the vendor
4. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBSITE regularly for any such updates / corrigendums.