



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai – 400 088.
(A Deemed University under Section 3 of the UGC ACT, 1956)
(Grant-in Aid Institute under Ministry of Education, GoI)
(Purchase & Stores Section)

Tender Information Summary

Sr.No.	Particulars	Details
1	Name of Work / Item	Leasing Stationery Store at TISS Mumbai Main Campus
2	Reference Number	TISS/FS/StationeryStore/2025-26/01
3	Type of Tender	Service
4	Category	Services
5	Mode of Application	Limited Tender Enquiry (LTE)
6	Bid Type	Two-Bid System (Technical & Financial)
7	Publication Date	January 07, 2026
8	Pre-Bid Meeting	Attendance in Pre-Bid Meeting is Compulsory for all bidders. Date: January 22, 2026 Time: 3:00 PM Venue: Registrar's Committee Room, Admin Block, Mumbai Campus
9	Selection Method	Highest Cost System
10	Earnest Money Deposit (EMD)	₹ 4500
11	Performance Security Deposit (PSD)	5% of Contract Value
12	License Fee	To be quoted above Rs. 8,000/- (Rupees Eight thousand only) Additional 18% GST to be paid separately
12	Contacting Officer	Mr. Litesh Ghonge , Email: litesh.ghonge@tiss.ac.in

		Contact Number: 022-25525207/5208 Other emails: gaurishankar@tiss.ac.in ,
13	Last Date of Submission	January 28. 2026
14	Opening of Technical Bids	Within 3 days from the bid closing date
15	Opening of Financial Bids	Within 15 days from the date of technical bid opening
16	Commencement of Contract	Immediate upon finalization
17	Contract Validity	The Annual contract will be valid for a period of one (01) year. The contract tenure may be extended up to two (02) more years on year-to-year basis based on the satisfactory performance on same terms and conditions. However, there will be an escalation of 5 - 10% on existing license fee on each renewal.

1. Kindly submit your **sealed quotation** in the prescribed format only as given below, duly filled in, signed, and sealed by you on or before the due date addressing to the Assistant Registrar (Admin)
2. Quotation should be submitted in Company Letter Head only.
3. Free Delivery of the goods should be made at the Institute's Purchase & Stores Section, Deonar, Mumbai 400 088 with duly stamped and signed bills or challan by the Security Staff of the main gate.
4. Please quote along with specifications as the detail given in the Tender below Tender.


Prepared By


Authorised By

TENDER

FOR

LEASE OF STATIONERY STORE

IN MUMBAI CAMPUS



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)
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12	Contacting Officer	Mr. Litesh Ghonge , Email: litesh.ghonge@tiss.ac.in Contact Number: 022-25525207 Other emails: gaurishankar@tiss.ac.in , sudarshan.patil@tiss.ac.in
13	Last Date of Bid Submission	
14	Opening of Technical Bids	Within 3 days from the bid closing date
15	Opening of Financial Bids	Within 15 days from the date of technical bid opening
16	Commencement of Contract	Immediate upon finalization
17	Contract Validity	The Annual contract will be valid for a period of one (01) year. The contract tenure may be extended up to two (02) more years on year-to-year basis based on the satisfactory performance on same terms and conditions. However, there will be an escalation of 5 - 10% on existing license fee on each renewal.

Scope of Work:

Tata Institute of Social Sciences (TISS) is a premier social science institution under the Ministry of Education, Government of India. The Main Campus of TISS is located in Deonar, Mumbai – 400088, and hosts a vibrant academic community with students, faculty, and staff across multiple schools and administrative units. TISS Mumbai invites bids from interested and registered business entities (proprietorship, partnership firms, companies, or individuals) for leasing of Stationery Store on its Main Campus as per the following details:

Details of Store Allocation for Lease:

Sr. No.	Category of Store	Store Location	Permitted Activities	Store Area	Monthly License Fee (<i>Excl. GST</i>)
1	Stationery Store	TISS Main Campus, Porta Cabin No. 1, Behind Guest House Building	Sale of stationery items, photocopy, printing, scanning, etc.	10 ft x 12 ft x 10 ft (approx. 120 sq. ft.)	Minimum ₹8,000

Criteria for Technical Bid Qualifications – All are Mandatory Criteria

- Registered Presence in Mumbai/Navi Mumbai:** The bidder must have a registered operational office or Store in Mumbai or Navi Mumbai with functional autonomy.
 - Proof Required:
 - 1.1..1. Certificate of Registration or Store & Establishment License.
 - 1.1..2. GST Registration Certificate (must be registered in Mumbai/Navi Mumbai).
 - 1.1..3. Latest Electricity/Telephone Bill (any one of the last 2 months).
 - 1.1..4. Certificate of Incorporation (if available).
- Relevant Business Experience:** The bidder must have at least 1 year of experience in running a stationery Store or related business (printing, xerox, scanning, etc.). Preference will be given to vendors with experience in Government Departments, Educational Institutes, PSUs, or Autonomous Bodies.
 - Proof Required:
 - Store Establishment Certificate or Incorporation Certificate showing date of commencement.
 - Work Orders / Allotment Letters / Experience Certificates issued by Government or Educational Institutions (if available).
- Financial Eligibility:** The bidder must have a minimum average annual turnover of ₹3 lakhs from the relevant business (stationery and related services) in the last three financial years: FY 2024 – 25.
 - Proof Required:
 - Turnover certificate(s) duly certified by a Chartered Accountant, clearly indicating the revenue generated from the relevant business.
- Statutory Business Registrations and Compliance:** The bidder must submit self-attested copies of the following valid statutory documents:
 - GSTIN Certificate.
 - PAN Card.
 - Valid Store & Establishment License or any relevant business registration.

- Any other applicable statutory license (e.g., MSME/Udyam, FSSAI – if food items included)

5. **Attendance at Pre-Bid Meeting (Mandatory):** All interested bidders must attend the pre-bid meeting physically at the TISS Mumbai campus as per the date mentioned in the Tender Schedule.

6. **Bid Validity, Earnest Money Deposit (EMD) & Performance Security Deposit:**

6.1. Bid Validity: 180 days from the date of tender opening.

6.2. EMD: ₹4,500 to be submitted via NEFT/RTGS (non-interest bearing), valid upto a period of 90 days beyond final bid validity period.

- Bank Details for EMD: A/C name: TATA INSTITUTE OF SOCIAL SCIENCES.
- A/C Number: 10895954226.
- IFSC Code: SBIN0003109.
- Bank MICR Code: 400002023.
- Bank Name: State Bank of India , Address: State Bank of India, Deonar Branch, V. N. Purav Marg, Sion-Trombay Road, Deonar, Mumbai-400088.

6.3. Performance Security Deposit (PSD): 5% of the annual contract value in the form of Bank Guarantee from a Nationalized/Scheduled bank in favor of “TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI” or online transfer within 15 days of issue of LOI.

6.4. This PSD (Performance Security Deposit) must be valid for the period up to 60 days after the completion of contractual obligations including warranty obligation.

6.5. The PSD (Performance Security Deposit) is refundable without interest after three months of completion of contract and subject to compliance and settlement of all outstanding dues.

7. **Submission of Bids (Offline – Two Bid System):**

7.1. **Mode of Submission:** Bids shall be submitted offline only, in sealed envelopes, either by Hand delivery, or Registered Courier / Speed Post

7.2. Bids submitted by email, fax, or online upload will not be accepted under any circumstances.

7.3. Submission Address: All sealed envelopes must be submitted to the following address:

Assistant Registrar (Administration)
Tata Institute of Social Sciences (TISS)
V.N. Purav Marg,
Deonar, Mumbai – 400088

7.4. Office Hours for Submission: Monday to Friday, 10:00 AM to 5:00 PM (Excluding Saturdays, Sundays, and Public Holidays).

7.5. **Bid Envelope System (Two-Cover System):** Bidders are required to submit their bids using the Two-Bid System, as follows

- Inner Envelopes: Two separate sealed envelopes must be prepared:
 - 7.5.1. Envelope 1: Superscribed as “TECHNICAL BID – DO NOT OPEN”
 - 7.5.2. Envelope 2: Superscribed as “FINANCIAL BID – DO NOT OPEN”
- Note: The Technical Bid must not contain any financial information on quoted prices and The Financial Bid must contain only the financial quotation.
- Outer Main Envelope: Both sealed envelopes must be placed in one larger sealed outer envelope, clearly superscribed with: “TENDER FOR LEASE AND RUNNING OF STATIONERY STORE – TISS MUMBAI CAMPUS”

- The outer envelope must also clearly mention the Bidder's complete postal address, email ID, and contact number.
- Financial Bid to be strictly filled as per Annexure 4 (Financial Bid Format) only.

7.6. Bid Submission Deadline: The completed bid must reach the above address within 21 (twenty-one) calendar days from the date of issue of this Tender Notice. Bids received after the deadline will be rejected without opening.

7.7. Opening of Bids:

- Technical Bids will be opened first, on the date and time decided by TISS.
- Only those bidders who meet the technical criteria will have their Financial Bids opened.
- TISS reserves the right to conduct site visits, portfolio verification, or document validation prior to the final technical qualification.
- Among the technically qualified bidders, the bidder quoting the Highest Monthly License Fee (Rent) (H1) shall be selected for allotment of the Stationery Store.

8. Ineligible Parties: Minors, societies, employees of government bodies or PSUs are not eligible to apply.

9. Site Contact for Queries Site Visit & Inspection:

- 9.1. TISS does not guarantee any minimum business volume.
- 9.2. Prospective bidders are encouraged to inspect the premises before bidding.
- 9.3. Bidders may visit the site during office hours (10 AM to 5 PM) until the last date of the tender submission.
- 9.4. Contact for Visit, Mr. Litesh Ghonge, Ph: 022-25525207, email: litesh.ghonge@tiss.ac.in

10. Code of Ethics: The Bidder should observe the highest standard of ethics and should not indulge in the corrupt, fraudulent, anti-competitive, and coercive practices either directly or indirectly, at any stage during the tendering process or during execution of resultant contracts. If the bidders are found to be involved in any such activity, action will be initiated to debar the bidder.

11. Institute's Discretion

- 11.1. TISS reserves the right to accept or reject any or all bids without assigning reasons.
- 11.2. Verify submitted documents from the issuing authority.

Important Terms & Conditions:

1. **Security Deposit and Advance Payment:** The successful bidder (Licensee) must deposit the prescribed Performance Security Deposit in addition to three (03) months of advance license fee at the time of award of contract.
2. **Commencement of Services and Other Obligations:**
 - 2.1. The successful bidder (Licensee) shall commence operations within 30 days from the date of issuance of the Lease Order / Letter of Intent (LOI). Failure to do so will lead to forfeiture of the EMD.
 - 2.2. The successful bidder (Licensee) will be permitted to start business operations only after fulfilling the following formalities:
 - 2.2.1. Payment of Performance Security Deposit within 15 days from the date of LOI.
 - 2.2.2. Execution of the License Agreement on a stamp paper of requisite value, duly registered with the appropriate authority. Note: All costs related to stamp duty and registration shall be borne by the successful bidder (Licensee).
 - 2.3. Store and Establishment Certificate:
 - 2.3.1. The successful bidder (Licensee) must obtain a valid Store and Establishment Certificate for the allotted premises at TISS, showing the correct campus address as per the state's regulations.
 - 2.3.2. A copy of the certificate must be submitted within 30 days of starting operations. Failure to comply may lead to penalties or cancellation of the license.
3. **Contract Tenure and Renewal Terms:**
 - 3.1. The initial tenure of the annual lease agreement shall be one (01) year.
 - 3.2. Subject on satisfactory performance and adherence to all terms and conditions, the contract may be extended annually for up to two (02) additional years on a year-to-year basis.
 - 3.3. An annual escalation of 10% on the existing license fee shall be applicable at the time of each renewal.
 - 3.4. Acceptance of the terms and conditions as declared in Annexure 3 shall be deemed equivalent to entering into a binding agreement with the Institute, enforceable upon award of contract.
 - 3.5. In case of the death/demise of the lessee during the lease period, the contract shall be treated as cancelled and legal heirs/representatives or successors of the lessee shall not be entitled to claim any right over the leased Store(s).
4. **Monthly License Fee and Utility Charges:**
 - 4.1. License Fee is payable on or before the 5th of each month to the "Tata Institute of Social Sciences, Mumbai" irrespective of the profits made from the Stationery Store.
 - 4.2. Electricity and water consumption charges shall be paid based on actual usage.
5. **Store Maintenance & Hygiene:** Stores will be handed over in "as-is-where-is" condition. Any modifications must be carried out at the successful bidder (Licensee)'s cost with prior approval from TISS.
6. **Safety and Security:**
 - 6.1. The successful bidder (Licensee) will be solely responsible for the safety of their goods and operations.
 - 6.2. TISS will not be liable for any theft, damage, or loss.
7. **Operational Timings:**
 - 7.1. The Store is allowed to operate between 6:00 am to 9:30 pm, subject to revision by TISS.
 - 7.2. No overnight stay of personnel will be allowed within the premises under any circumstances.
8. **Digital Payment Compliance:** The vendor must enable digital payments. QR codes or swipe machines must be in the name of the successful bidder (Licensee)/firm. Non-compliance shall attract penalties.

9. **Billing & Tax Compliance:** Printed bills must be issued for every transaction with GST (if applicable). Vendors are responsible for timely GST deposits as per government regulations.
10. **Purpose Restriction:** The vendor shall operate the premises strictly for the sale of stationery items only. Subletting or change in category of items is strictly prohibited.
11. **Legal Compliance:** The running of Store will be subject of laws and bylaws of the Institute.
12. **Rate Display:** Vendors must clearly display rate lists and applicable discounts on all items in front of the Store.
13. **Employee Registration:**
 - 13.1. All employees working at the Store must be registered with TISS, and carry official temporary ID cards within the premises.
 - 13.2. Child labour is strictly prohibited. Compliance with labour and insurance laws is mandatory.
14. **Cleanliness & Waste Management:**
 - 14.1. The successful bidder (Licensee) must ensure hygienic conditions in and around the Store. Waste must be properly segregated and disposed of as per rules of the Institute.
 - 14.2. Single use plastic & disposables will be totally prohibited inside the campus.
15. **Penalty Conditions:**

Clause No.	Violation / Condition	Penalty
23.1	Delay in deposit of rent or standard charges	₹100 per day of delay until full payment
23.2	Non-submission or renewal of statutory licenses (e.g., Store License, GST, FSSAI, whichever applicable)	₹500 per week
23.3	Dues pending from the successful bidder (Licensee)	Recoverable from performance security or other payable amounts
23.4	Sale of unauthorized or unapproved items	₹1,000 per incident; may lead to termination for repeated violations
23.5	Unclean premises or surroundings after prior warning	₹500 per inspection or as decided by the Institute
23.6	Subletting the Store to any third party or unauthorized person	Immediate termination of lease; no refund of security deposit
23.7	Non-compliance with Facility Services/Admin instructions on Store operations, timings, or maintenance	₹500 per instance
23.8	Damage to Institute property (e.g., walls, wiring, fixtures, etc.)	Actual repair cost + ₹500 penalty for negligence
23.9	Store closed for over 3 consecutive working days without prior intimation	₹200 per day of closure
23.1	Absence of vendor during scheduled inspection or audit without prior notice	₹500 per instance

16. **Force Majeure:** No penalty shall apply in cases of natural calamities, strikes, or government orders, subject to timely written intimation.
17. **Contract Termination and Forfeiture:** TISS shall have the right to review the working agreement from time to time
 - 17.1. TISS reserves the right to terminate the agreement by serving a one-month notice in case of breach of terms, non-compliance, or unsatisfactory performance by the successful bidder (Licensee). However, in cases involving serious misconduct or violation of Institute policies, the contract may be terminated with immediate effect, and the security deposit shall be forfeited without any prior notice.
 - 17.2. The Successful bidder/licensee, if he so desires, may seek termination of the contract by serving a notice period of not less than two months.

17.3. In the event of termination, any additional costs incurred by the Institute to complete the remaining services or manage the operations of the Store shall be recovered from the successful bidder (Licensee). The successful bidder (Licensee) shall be liable to reimburse such costs as determined by the Institute.

18. Integrity Clause:

18.1. It is hereby specifically agreed that the contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.

18.2. It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides, action in accordance with law and criminal or disciplinary action against any employee of the Institute, who seeks, demand or accepts bribes of any sort.

18.3. The contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.

19. Arbitration Clause:

19.1. All disputes shall be resolved by a Sole Arbitrator appointed by the Registrar, TISS.

19.2. Arbitration proceedings shall follow the Arbitration & Conciliation Act, 1996.

19.3. The decision of the Arbitrator shall be final and binding on all parties.

19.4. The leasing out is made as per the Public Premises Act, therefore, the dispute between the parties shall be decided as per the Public Premises (Eviction of Unauthorized Occupants) Act-1971

20. **Jurisdiction:** All disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts situated in Mumbai, Maharashtra.

(Signature of the bidder)

ANNEXURE A-1:**BIDDER'S INFORMATION**
(On Company / firm's Letterhead)

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	Details of the Incorporation of the Company	Date:
		Reference Document:
6	Permanent Account No. (PAN)	
7	Bank Account Number	
8	Branch Details	
9	IFSC Code	
10	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
11	Telephone No. (with STD Code)	
12	Email Address of the Contact Person	

Signature :**Name** :**Office Address** :**Contact Details:****Affix Rubber Stamp**

ANNEXURE A – 2:

Declaration of Clean Track Record
(On Company / firm's Letterhead)

To,

The Assistant Registrar (Admin)
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

Date:

Subject: Declaration for Clean Track Record

Re: Tender No.for “**TENDER FOR LEASE OF STATIONERY STORE IN MUMBAI CAMPUS**”

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions contained in the above-referred Tender. I/We hereby declare that my company/firm is not currently debarred/blacklisted/convicted by any Government/Semi-Government Organizations/Institutions/private hospitals in India or abroad.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

No.	Company in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions/ Private hospitals	Reason	Since when and for how long
1				
2				
3				

Or I/we declare the following:

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

DesignationSeal:

Date:

Business Address:

Encl: As above

ANNEXURE A - 3:

DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

(On Company/Firm's Letterhead)

To,

The Assistant Registrar (Admin)

Tata Institute of Social Sciences

VN Purav Marg,

Mumbai – 400088

Date:

Subject: Declaration for Acceptance of Tender Terms and Conditions

Re: Tender No.for **“TENDER FOR LEASE OF STATIONERY STORE IN MUMBAI CAMPUS”**.

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions as mentioned in the above-referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my/our company/firm.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

Yours faithfully,

(Signature of the Bidder)

[Printed Name]

[Designation]

[Company Name]

[Seal]

Date:

Business Address: [Insert Address]

ANNEXURE A - 4:**FINANCIAL BID FORMAT**

(To be submitted on the Bidder's Letterhead in a Sealed Envelope)

Instructions for Submission of Financial Bid

1. The Financial Bid must be submitted in a **separate sealed envelope**.
2. The envelope shall be **clearly superscribed** as: **"FINANCIAL BID – LEASE AND RUNNING OF STATIONERY STORE – TISS MUMBAI CAMPUS – DO NOT OPEN"**
4. **No technical documents** shall be enclosed in the Financial Bid Envelope.
5. Any Financial Bid found mixed with technical documents or not submitted in the prescribed format shall be **summarily rejected**.

FINANCIAL BID – QUOTATION DETAILS**To***The Assistant Registrar (Administration)**Tata Institute of Social Sciences (TISS)**V. N. Purav Marg,**Deonar, Mumbai – 400088***Subject:** *Financial Bid for Lease and Running of Stationery Store at TISS Mumbai Campus***Reference:** *Tender No. _____***Quotation for Monthly License Fee (Rent)**

Sr. No.	Description	Amount (₹)
1	Quoted Monthly License Fee (Rent) (Exclusive of GST)	₹ _____
2	GST @ ____ %	₹ _____
3	Total Monthly License Fee (Inclusive of GST)	₹ _____

Declaration: I/We hereby confirm that the above quoted monthly license fee is **final, unconditional, and binding** and I/We have carefully read and understood all terms and conditions of the tender and agree to abide by the same.

Yours faithfully,

(Signature of the Bidder)

[Printed Name]

[Designation] [Company Name]

[Seal] **Date:****Business Address:** [Insert Address]