



**TATA Institute of Social Sciences,**  
(Govt. of India funded Multi-Campus Deemed University  
under Section 3 of the UGC Act 1956)  
**Off-Campus, Hyderabad -500 030**

TENDER NOTICE No. 2/TISS/Hyd-C/ 2017  
(TWO BID SYSTEM)

**TENDER FOR  
SERVICE PROVIDER FOR FOOD AND  
ACCOMMODATION SERVICES FOR THE  
ACADEMIC YEAR 2017-18**

**This Tender document contains 8 pages including this cover page. Additional sheet/s if any used may be duly numbered and signed by the tenderer and enclosed.**

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**TENDER NOTICE No. 2/TISS/Hyd-C/ 2017**

**SERVICE PROVIDER FOR FOOD AND ACCOMMODATION SERVICES ON CONTRACT**

Tata Institute of Social Sciences is a Govt. of India funded Multi-Campus Deemed University having its main campus at Mumbai and has one of its off-campus at Hyderabad offering Under Graduate, Post Graduate, MPhil and PhD Programmes since 2012. The students get their admission into various programmes through National Level Entrance Tests conducted every year and consist of boys and girls from all parts across the country. Admissions for the academic year 2017-18 for UG, PG, M.Phil and PhD programmes are in progress.

TISS Hyderabad campus operates its academic programmes from two premises at Hyderabad, viz., Telangana State Institute of Panchayat Raj and Rural Development (TSIPARD) Campus in Rajendranagar and Roda Mistry campus in Gachibowli. TISS Hyderabad Campus invites SEALED QUOTATIONS UNDER TWO BID SYSTEM (TECHNICAL AND COMERCIAL) from reputed and experienced service providers for providing Hostel accommodation and food to the students as per the details given below:

**Eligibility Criteria – Technical**

1. The applicant should be in catering and accommodation services business (either one of this or both) for a minimum period of 03 years as on 31/01/2017.
2. Experience of having successfully run the catering and accommodation services (either one of this or both) during the last 03 years ending on 31/01/2017, as per the following details:-
  - a) 3 (three) similar completed works (preferably one of them should be in state/central government/ central autonomous educational institute /central public sector undertakings, public institutions, companies, guest houses, educational institutions) each having not less than 200-300 persons on its dinning strength.
- Or**
- b) 1(One) similar completed work (preferably in state/central Government / central autonomous educational institute/central Public Sector Undertaking) of having not less than 100-200 persons on its dining strength.
3. The applicant's average annual financial turn-over (gross) in catering and accommodation services during the last 2 (Two) years, duly audited by Chartered Accountants, should not be less than Rs.30.00 Lakhs, (if both) or 15 Lakhs if choosing one.
4. Should not have incurred any loss in more than 1 year during the last 3 years ending 31/03/2016

*Note: Similar nature of work means running catering as well as accommodation services both in Public institutions/ companies/guest houses/educational institutions*

**Duration of the Contract: From 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018 (Termination rules shall apply as per the agreement)**

**General terms & Conditions:**

- 1) The quotations should be given on the official letter head, signed by the Proprietor of the Firm/authorised Person in the case of a Partnership Firm/Company with seal.
- 2) Quotations not submitted in sealed covers are rejected and disallowed to be submitted again.
- 3) Name of the Firm and Mobile contact should be given on the Envelope mentioning clearly **“Quotations Submitted for Food and Accommodation Services at TISS, Off-Campus Hyderabad”**.
- 4) The details of the Firm have to be given such as Registration, PAN No. etc.
- 5) The Service Provider should have their own Kitchen premises close to the Campus/Hostels properly designed, furnished with all necessary clearances related to safety and Hygiene. TISS team will make visit to the premises of Kitchen and Hostels for assessment before proceeding further for finalising the contract.
- 6) The Quotations should reach the following address on or before **11<sup>th</sup> April, 2017 by 5 pm.**

**Deputy Director  
TISS, Off-Campus, Hyderabad  
S.R Sankaran Block  
TSIPARD-Rajendranagar,  
Hyderabad 500030  
Ph.No. 24017701/2/3.**

- 7) The Service provider shall deposit Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-five thousand only (refundable in case of unsuccessful bidders) in the form of a Demand draft drawn in favour of TATA Institute of Social Sciences, payable at Hyderabad along with the tender schedule. Tenders received without EMD in the form of a DD will be summarily rejected. The Earnest Money Deposit (EMD) Demand Draft should be enclosed only along with the – Technical Quotation.
- 8) The Service provider should deposit 5% of the Value of the contract with the Institute as Security Deposit (applicable only in the case of successful bidder) either in cash or in the form of a Bank guarantee from a Nationalised Bank valid for the period of contract immediately after award of the contract.
- 9) Interested parties may visit the campuses (Roda Mistry Campus and TSIPARD Campus) during the working days (Monday to Friday) from 11 am to 4 pm. The Administrative staff at the respective campuses may be contacted for details during their visits.
- 10) Please note that the Institute will pay the accommodation and food charges on behalf of the SC /ST Students those who are eligible for Govt. of India Post Matric Scholarships. The payments will be made by the TISS to the service provider through online bank transfer on monthly basis. However, the students belonging to other categories viz., General, OBC etc. shall directly pay their accommodation and food charges to the service provider.
- 11) The institute is functional for 8-9 months in a year. Hence food will be billed only for the duration when the students are present and are utilizing the dining services. No payment will be made for the vacation period. In case of accommodation and Maintenance charges, full payment will be made for vacation period also for the number of students using the Hostel services.

- 12) Apart from the vacation period, students will be going for field visits as part of their academic requirements. Food bill will not be generated and claimed for this duration also.
- 13) Service Providers need to supply food (Lunch and Evening Snacks) at TSIPARD campus (For those who are applying for TSIPARD campus only) during weekdays and in respective hostels during weekends. Breakfast and Dinner needs to be provided at the respective hostels only.
- 14) The Menu should be simple but at the same time there should not be any compromise with hygiene and quality, which is acceptable to students from different parts of the country. It may broadly include roti, rice, one (1) sabji, dal, sambar/rasam, curd, chutney/pickle, papad etc. preferably with a fruit/salad served in one meal. Dessert may be served as part of the menu twice a week and Non-Veg served twice a week as per the demand at an additional cost.
- 15) The Service Provider can provide services at TSIPARD campus, Rajendranagar or Roda Mistry Campus Gachibowli or both.
- 16) For further clarifications you can write to Mr. Suresh, Logistics & Maintenance Manager on e-mail id. [smsureshmadhavan@gmail.com](mailto:smsureshmadhavan@gmail.com) or call on mobile-9703047907 between 11 am and 5 pm on weekdays.

### **Institutional Assets available for Vendors:**

The Institute is having the following furniture/other useful equipment, which can be utilized in the hostel for which reasonable rent will be charged after assessing the value of the equipment. Therefore, the interested parties are required to submit their financial quote duly keeping this in mind.

#### **TSIPARD Campus**

Cots with beds and pillows	115 nos
Almarah 6/3	32 nos
Students chair	120 nos
Almarah 4/3	71 nos
Gyser 1 Ltr	14 nos
Washing Machine 6 Kg	6 nos
LCD	3 nos
Milano Without Arm Chair	78 nos
Foldable Tables	11 nos
Study Table	12 nos
Ceiling Fan	85 nos
Fabrication of study table with 50mmx50mm pipes	100 nos
Fly Killwe	2 nos
Blue Star Water Dispensers	4 nos

- 17) The tender document is available with the Manager (Logistics and Maintenance) and may be obtained by paying **Rs.1000/- (Rupees One thousand only)** in the form of a Demand Draft drawn in favour of **Tata Institute of Social Sciences, payable at Hyderabad**. Alternatively, the form may be downloaded from <http://campus.tiss.edu/hyderabad/> and submitted along with a Demand Draft for Rs.1000/-.

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TENDER NOTICE No. 2/TISS/Hyd-C/ 2017 Dated. \_\_/03/2017

**Technical Quotation**

To  
 The Deputy Director  
 Tata Institute of Social Sciences  
 Off-campus, Hyderabad

Details:

1.	Name, Address and other details of the Service Provider 1. Tel: 2. Fax: 3. e-mail: 4. Mobile:	Name & Address:
2.	License a) GHMC certificate ; b) Food Safety and Standards (Licensing & Registration of Food Businesses) – Food Safety and Standards Act, 2006. :	
3.	Name and Position of contact person :	
4.	Major Clients :	
5.	Details of Experience :	
6.	Firm Registration and PAN Details :	
7	Address :	
8	Other relevant information, if any :	

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TENDER NOTICE No. 2/TISS/Hyd-C/ 2017 Dated.06/03/2017

**Commercial (Financial) Quotation**

To  
 The Deputy Director  
 Tata Institute of Social Sciences  
 Off-campus, Hyderabad

**A. Quotation for providing Hostel Accommodation Services at TSIPARD and Roda Mistry Campus**

Sl. No	Requirement	Description	Unit	No of Units	Per Unit Cost (Inclusive of taxes)
1	Accommodation (without furniture and other facilities)	1. Rental charges for Accommodation (without furniture and other facilities) for about 200 students with a break up of approximately 120 girls and 80 boys	Per Student per Month	* 200	
2	Accommodation (with furniture and other facilities)	2. Rental charges for Accommodation including cots, beds, pillows, storage spaces, Wi-Fi, Hot water facility, Washing Machine, Mineral water and housekeeping facility inclusive of electricity and water bills etc.	Per Student per Month	* 200 (100 to 200)	

Date: \_\_\_\_\_

**Signature of the Tenderer.**

\* There may be variation in the No. of students.

**B. Quotation for providing Food Services at TSIPARD and Roda Mistry Campus**

<b>Sl. No</b>	<b>Requirement</b>	<b>Description</b>	<b>Unit</b>	<b>No of Units</b>	<b>Per Unit Cost (Inclusive of taxes)</b>
1	Breakfast and Dinner	At hostels on all days	Per Student per Month	* 200	
2	Lunch and snacks	At the TSIPARD Campus during working days and at Hostels on all holidays	Per Student per Month	* 200	
3	Non-Veg (Chicken/ Fish/ Mutton) of 150 grams	Twice a week for those who requires	Per plate		

\* There may be variation in the No. of students.

Note: please provide your one week tentative day wise menu as per your rate.

<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Tea &amp; Snacks</b>	<b>Dinner</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**Signature of the Tenderer**