



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर-81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN No:- 03AAAAI1781K2ZS

• Phone : +91-172-2240121 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

IISERM (1520)22/23-Pur

Dated: 15<sup>th</sup> November, 2022

## ई - निविदा आमंत्रण सूचना

### NOTICE INVITING E-TENDER

काँफी वेंडिंग मशीन प्रदान करने के लिए दो बोली प्रणाली में निदेशक, आईआईएसईआर मोहाली की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं। तकनीकी विनिर्देश और नीचे दिए गए विवरण के अनुसार और सीपीपीपी पर मूल निर्माता/आपूर्तिकर्ता से बीओक्यू सूची अर्थात् <https://eprocure.gov.in/eprocure/app> निविदा दस्तावेज ई-प्रोक्योरमेंट पोर्टल की वेबसाइट <https://eprocure.gov.in/eprocure/app> और संस्थान की वेबसाइट [www.iisermohali.ac.in](http://www.iisermohali.ac.in) से डाउनलोड किए जा सकते हैं।

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for the **Providing of Coffee Vending Machine** as per technical specification and details given below and BOQ list from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).

सहायक कुलसचिव (क्रय तथा भंडार)  
Assistant Registrar (Stores & Purchase)



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## ई - निविदा आमंत्रण सूचना

### NOTICE INVITING E-TENDER

Tender Ref.- IISERM(1520)22/23-Pur

Dated :- 15<sup>th</sup> November, 2022

#### Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	15 <sup>th</sup> November, 2022	6:00pm
2.	Tender Document download start Date & Time	15 <sup>th</sup> November, 2022	6:00pm
3.	Bid Submission start Date & Time	15 <sup>th</sup> November, 2022	6:00pm
4.	Pre-Bid Meeting (Meeting Room Admin Building)	30 <sup>th</sup> November, 2022	2:30pm
5.	Bid Submission End date and Time	14 <sup>th</sup> December, 2022	Upto 11:00am
6.	Tender opening Date and Time	15 <sup>th</sup> December, 2022	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Online Tender fee of Rs 590/- (Non-refundable) should be submitted by bidder in favour of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the Tender fee/UTR copy should be uploaded on website along with technical bid. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

**Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-IV, in lieu of EMD.**

**Subject: E-tender for providing of Coffee Vending Machine at IISER Mohali (campus)**

**IISER Mohali invites Bids from the eligible agency to run the following mentioned services / facility in IISER Mohali Hostel/Campus.**

S. No.	Name of Services	Area & Location	Period of Contract								
1.	<p><b>Coffee Vending Machine (preferably Nescafe) without manpower</b> Tender is invited for providing coffee vending machines at the designated places at IISER Mohali. Each vending machine will provide:</p> <p>(i) Nescafe (ii) Hot Water + Dip Tea Bag (to be provided separately) (iii) Tea with premix (iv) Cups are also to be provided by the vendor</p> <p>a) The premix coffee powder has to be Nescafe/bru. The vending machine should prepare the coffee from the premix such that 1kg of powder mixed with 7.4 litre of water will produce 74 cups. Therefore, each cup of 100 ml coffee must contain at least 13.5 gms of premix. b) Tea Bag must be kept separately Taj Mahal/Tetley/Lipton. c) Premixed Tea – Vending Machine should be configured such that 90ml of tea would contain at least 13 gms of premix powder. d) L1</p> <table border="1"> <thead> <tr> <th>Vending Machine</th> <th>Make and Model</th> </tr> </thead> <tbody> <tr> <td>Coffee</td> <td>Price per cup</td> </tr> <tr> <td>Tea Bag</td> <td>Price per Bag</td> </tr> <tr> <td>Tea (premix)</td> <td>Price per cup</td> </tr> </tbody> </table>	Vending Machine	Make and Model	Coffee	Price per cup	Tea Bag	Price per Bag	Tea (premix)	Price per cup	<p>Hostels &amp; Visitor Hostel* (Hostels=04, AB1=01, AB2=01, CAF=01, Library=01, VH=01) = <b>Total 09</b></p>	<p>01 year (extendable upto maximum of three years)</p>
Vending Machine	Make and Model										
Coffee	Price per cup										
Tea Bag	Price per Bag										
Tea (premix)	Price per cup										

\*Currently Institute has four Hostels & Visitor Hostel.

Interested agencies/companies should submit their Application / NIT on prescribed format.

**ELIGIBILITY CRITERIA**

The vendor should have minimum 2 years' experience of running similar (COFFEE) type of business or activity in any Educational/Hospital/Corporate.

**FACILITIES TO BE EXTENDED BY INSTITUTE:-**

- 1) The Institute will provide space (As mentioned NIT) for running the facilities at designated location with own mechanism and resources.

**OBLIGATIONS OF THE AGENCY/ VENDOR:-**

1. The service provider shall use only the space ear-marked to operate the facility and shall not use any other space for any other purpose.
2. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection Centre daily.

**RENT AND OTHER CHARGES: -**

1. The fixed charges of Rs. 500/- will be charged through Cheque/NEFT/ RTGS/UPI.
2. The amount to be deposited by the 7<sup>th</sup> of every month.
3. In case 7<sup>th</sup> is holiday, the immediate next working day.

**SECURITY DEPOSIT:-**

The security deposit of Rs. 25,000/- to be deposited by the bidder within 14 days of award of contract for the contract period.

## GENERAL TERMS AND CONDITIONS TO THE VENDOR

1. Commitment for providing services at competitive rates on the campus.
2. If service provider sells items there shall be no compromise in quality of items.
3. An agreement is required to be executed by the service provider with the Institute subject to termination of contract either way by serving a prior notice of 01 week in writing and subject further to the express condition that in the event of any unlawful, antisocial and or anti- institute or unauthorized activities by the service provider having been found, the agreement shall be terminated with immediate effect by giving a prior notice 01 week to service provider.
4. The services by the services provider shall be open to use by the Institute beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from Outside at or around the allotted space. Violation of this expressed condition shall automatically land in termination of the contract.
5. The Institute has right to cancel tender at any stage. Any kind of dispute will be resolved amicably and in this connection, the decision of Institute shall be final and binding upon both the parties.
6. All the rules and regulations of labors laws etc. shall be compliance by the Agency / service provider.
7. No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in prescribed Performa.
8. If found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the contract agreement will be cancelled forthwith by the Institute and in such situation, agency has to vacate premises within 3days.
9. The Institute shall remain fully indemnified against any damage and any incidence arises by the service provider.
10. No item shall be sold above the MRP.
11. The service provider must take utmost care to not to sold the product whose expiry date remains less than 02 months.
12. The other terms & conditions will be as per **Annexure-I**.

## TERMS AND CONDITIONS

## Annexure-I

1. **The period of contract will be initially for one year that may extend upto maximum of three years on the basis of feedback and performance.** The service provider will arrange and install the coffee vending machine (preferably new machine), the same will be operated by the Institute mechanism.
2. The scheduled properties shall remain in absolute possession of IISER Mohali and the present agreement only allows the service provider to use the premises for agreed purposes.
3. The service provider will have to pay the fixed monthly rent fee (for providing services as mentioned in the NIT) to the Director IISER Mohali. The Service provider shall pay the agreed monthly rent by seventh day of every month through NEFT in the institute account. In case of late payment of monthly rent Fees, the penalty will be charged @ Rs. 500/- per month.
4. If there is any damage to any property of IISER Mohali or any payments due to IISER Mohali or any demand from any authority to IISER Mohali arises regarding dues payable by the Service Provider, the IISER Mohali Gwalior shall encash the Bank deposit held in security to release this payment.
5. **The Service Provider shall start operating the work / services within 05 working days from the date of contract and shall not carry its business in any other part of the premises.**
6. **A committee constituted by the institute will make surprise check / monitoring of the services rendered by the service provider.**
7. The Service Provider shall obtain prior permission of IISER Mohali, before carrying out any modifications of structures, installing counters and fixtures in the provided space.
8. Inspection of the building / allotted space / premises shall be conducted by a team of experts/officials appointed by IISER Mohali in every month. All damages / breakages etc. noticed by this team will be set right by Service Provider within ten days of inspection failing which IISER Mohali will carry out repairs / renovation works and debit the cost to Service Provider and in case of non-payment same shall be adjusted from the Security Deposit of the agency.
9. If the Service Provider does not vacate the allotted space / building after the expiry of the license period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1000/- in addition to the other charges as applicable. After 30 days the premises will be vacated by IISER Mohali by depositing of the items. No further claim will be entertained.
10. The Service Provider shall hand over the allotted space / buildings back along with infrastructure in original condition to the IISER Mohali.

11. The Service Provider shall carry out only the specified approved activities around allotted space and shall not carry any unspecified activities in contravention with the license conditions.
12. The Service Provider shall maintain and develop the allotted space without causing any damages to its surroundings and the environment during the period of license.
13. That the Service Provider shall maintain and develop the allotted space as per the approved specifications of the IISER Mohali, and in the event if the Service Provider committing any violation of the terms and conditions of the agreement, the IISER Mohali is at liberty to revoke this agreement by giving one month written notice the Service Provider.
14. The IISER Mohali reserves the right to revoke the License after giving one month written notice to the Service Provider and also the right to inspect and control the development and operational work undertaken by the Service Provider at all times and the Service Provider shall obey the orders and directions issued by the IISER Mohali.
15. The Service Provider shall carry out the activities in allotted space as per the law, regulations for the IISER Mohali and the Government for the time being in force and shall not carry out the activities in contravention of the same and in the event of any violation of the rules, regulations, bylaws of the IISER Mohali and law of the country, the first party is at liberty to revoke the License without assigning any reasons.
16. The successful Service Provider shall have to enter into an Agreement with the Institute for the purpose on Non-Judicial Stamp paper of Rs. 1000/-. The cost of agreement shall be borne by the Service Provider.
17. The service provider should ensure uninterrupted service all the time, in case of any fault or replacement of major or minor part or if the machine is to taken out for repair/maintenance, the company is required to provide substitute machine till such time.
18. Use of disposable materials such as, cups, glasses, spoons, straws etc. made out of plastic is completely prohibited. All items/equipment/storage/display must be contained within the allotted area.

If the Agency / service provider agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the NIT.

- (a) Company profile (background) including contact details (address, Telephone, Email ID, detail of branches if any) in prescribed format (Annexure-II) and other relevant document.
- (b) Annexure – III (As per financial bid)

The NIT complete in all respects with stipulated documents, should be submitted and addressed to Registrar, IISER Mohali (*if not submitted online*)

All papers of the NIT should be signed and stamped by the authorized signatory of the agency / service provider and uploaded in CPP portal.

The NIT (in hard copy, if any) received after the last date and time shall not be entertained as mentioned in page no.2. IISER Mohali shall not be responsible for postal delay / loss.

**Annexure-II**

(On the letter head of the firm)  
**PERFORMA FOR APPLICATION**

Personal  
Information:

1.	Name of Vendor	
2.	Complete Address of the Vendor	
3.	Date of Registration of Firm	
4.	PAN Number	
5.	GST Registration Number, if any	
6.	Month and year of Establishment	
7.	Authorized Distributor / Franchise / Supplier of (Specify brand and attach certificate) if applicable	
8.	Email id and mobile number	
9.	Other information	

Details of work experience: (contract copy to be enclosed)

S.No.	Worked With (Name of Organizations)	\Period	
		From	To

I/We hereby submit the proposal for running a shop at Indian Institute of Science Education and Research Mohali. I/We undertake to agree to all terms and conditions of the document. It is certified that our firm fulfils the eligibility criteria mentioned by the Institute in NIT. Supporting documents of all the above information are also attached

Date:

Signature of the Vendor with stamp / seal

**Documents to be attached:**

- PAN
- Firm/Company Registration Certificate.
- GST Certificate, if any.
- Other Statutory Registrations/Licenses, if any.
- Experience details, along with supporting contract copies
- Valid License to sell the food items
- Any other document as required under other provisions of this NIT document and not mentioned herein above.
- FSSAI
- Annexure II, III and IV



**Annexure III**

**Format for submission of Quotation**

Financial Bid (TO BE QUOTED IN BOQ FORMAT)

<b>BOQ</b>	<b>Component</b>	<b>Amount (INR)</b>
1.1	Charges of Coffee per cup (inclusive of all Taxes)	
1.2	Tea premix	
1.3	Tea Bag	

Signature of the Vendor with stamp / seal

Note:

Note: The bids are evaluated on following basis

**Evaluations Criteria:**

The contract will be awarded to the L1 vendor, on the basis of the consolidated prices of coffee, tea bag, tea premix i.e. (1.1, 1.2 & 1.3) will be taken for calculating L1.

**ANNEXURE-IV**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_ E-Tender No. \_\_\_\_\_ E-Tender ID \_\_\_\_\_

To (insert complete name and address of the purchaser)I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*