

AMENITIES  
INDIAN INSTITUTE OF SCIENCE  
BENGALURU – 560012

No. R (IISc-Amenities)/2021-22

Date: 10-01-2022

REQUEST FOR PROPOSAL

for

OPERATING VARIOUS FACILITIES AT, IISc

The Indian Institute of Science is a premier research and academic institution of higher learning in the Country having more than 500 faculty, 4000 students and 1000 support staff in its sprawling campus of around 400 acres. The Institute also hosts a large number of National / International – Conferences, Workshops, Seminars, Symposia, Training programs on its Campus.

The Institute is presently planning to provide different amenities and facilities for the benefit of students, faculty, staff, and visitors to the Institute.

The Institute is hereby seeking ‘Request for proposal’ from various vendors for providing various services listed below for the Institute community in its Campus:

Sl No	Type of Shop	Shop No	No's	Place
1	Stationary & General Stores	6 & 2	2	Sarvam Complex
2	Gent's Parlour/ Salon	4 & 10	2	Janata Bazar & Sarvam Complex
3	Mobile Phone Repair Shop	11	1	Sarvam Complex
4	Authorized Shop of Milk vendors like Nilgiri/Amul, Nandini etc	5 & 3	2	Janata Bazar & Sarvam Complex
5	Ladies & Gents Tailor Shop	10,11 & 8	2	Janata Bazar & Sarvam Complex
6	Dry Cleaners Shop	9 & 12	2	Janata Bazar & Sarvam Complex
7	Ladies Beauty Parlour	2 & 3	1	Janata Bazar
8	Cycle Repair shop/service	11	2	Janata Bazar & Sarvam Complex
9	Cable TV Shop	Room No 2	1	Janata Bazar
10	Vegetable Shop	8	1	Janata Bazar

## **A. Preliminary Requirements**

The Vendors and Vendor firms should have

- a) Previous Experience of providing services to major Government / Public Sector/Private Sector Institutions of reputation.
- b) The Vendor/Firm should be running similar type/ category shops on its own during the last 03 (three) financial years in the state of Karnataka.
- c) They should possess a valid License issued by appropriate authority, if required based on the nature of business.

## **B. General Scope**

These services are for the Institute community that includes students, faculty, staff, residents, and visitors to the Institute.

### **General Scope for all categories of vendors**

1. The vendors / agency will be provided an earmarked space in the campus for establishing one of the above specific amenity at a nominal License fee of Rs.15/sq.ft. plus taxes as applicable. Additionally, a nominal fee of Rs.7.50/sq.ft. plus taxes will be charged for the common area; this will be shared by all the occupants on a pro-rata basis, which implies that each occupant will pay in proportion to the license fee.
2. The Institute will provide electricity connection (Metered) to the shop/ premises and the vendor will be charged at the rates at which BESCO supplies such power to the Institute. Electricity consumption in the common area will be charged on pro-rata basis, which implies that each occupant will pay in proportion to the license fee.
3. The Institute will also provide water connection (Metered) wherever necessary @ BWSSB rates.
4. It is expected that the shops will offer concessional rates for their services provided in the campus, in view of the lower establishment costs.
5. The rate list (Menu/rates for services rendered) mutually agreed with the successful vendor, will be valid for a period of 2 years. An upward revision of 10 % per annum is allowed post 2 years.
6. The Vendor/Franchisees should be able to digitize their transactions and accept payments through PoS Machines / M wallets, etc.
7. All the food items provided to the community should be served “fresh and hot” or “fresh and cold”, as appropriate to the type of the item.
8. The vendor should ensure that no stale foods are sold.

9. Purified UV and RO treated water should be supplied for drinking purposes wherever required. Moreover, for the preparation of food items also, the vendors should ensure that the water used is of HIGH QUALITY.
10. It is the sole responsibility of the Vendor/Franchisee to collect the garbage and dispose off appropriately. Under no circumstances, the food waste shall be disposed through the sewage pipes or the drains. If any violation is found, it will be viewed seriously.
11. Use of plastic is completely prohibited. Plastic bags or disposable plastic cups, if found, a penalty of Rs. 5000/- will be levied for the first instance and if repeated, the license will be terminated.
12. All items/equipment/storage/display must be contained within the allotted area.
13. Sub-letting or Sub-contracting is not permitted under any circumstances, if any violation is noted, the contract will be terminated immediately, and security deposit will be forfeited.
14. In case the contract is awarded, the successful bidder should start the operations within 15 days from the date of awarding of the contract; any delay will lead to cancellation of the award of the contract.
15. The agency must have no outstanding debts with IISc and should not be involved in any litigation with IISc and other parties.
16. The price of items/value of the service should be clearly and prominently displayed in front of the facility.
17. In case the Contract is awarded, the successful bidder should start the operations within one month from the date of award of the contract; any delay will lead to cancellation of award of contract

THE VENDOR/FRANCHISEE WHO WISHES TO SUBMIT THE PROPOSAL MAY PLEASE VISIT THE SITE BEFORE THE PROPOSALS ARE SUBMITTED.

**C. General Terms and Conditions**

1. The Contract will be for a period of 3 (Three) years with annual renewal based on review/ community feedback. The contract can be extended for further period on mutual consent at the discretion of the Institute.
2. The Institute reserves the right to terminate the contract by giving 3 months notice without assigning any reasons. However, if any serious lapses are noticed, the License will be cancelled and the vendor shall vacate the premises immediately. The Vendor can also terminate the contract by giving 3 months notice and clearing all the dues to the Institute, if they are not willing to continue.

3. The Vendor/Franchisees should possess a License to run establishment by the appropriate authority. In case the contract is awarded, they should be willing to subject themselves to the periodic audit by FSSAI agents for the food items served in their outlets.
4. The Vendor/Franchisees shall obtain and produce License under the Contract Labour (Regulations and Abolition) Act 1970 from the Labour Department, if it is required as per Law. Child Labour should not be employed.
5. The Vendor/Franchisee shall strictly observe the required standards to maintain proper account of payments including minimum wages, statutory benefits (ESI, PF etc.) being made to the workers of the Agency. They shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against such liabilities which are likely to arise out of the Agency's failure to fulfill such statutory obligations.
6. The Contract is only to provide services to the Institute community at the SARVAM complex and at no stage; this should be construed and interpreted as Labour Contract.
7. Interested parties who wish to submit their proposals have to enclose a demand draft for Rs. 18,000/- in favour of "The Registrar IISc, Bangalore" towards EMD.
8. The successful Vendor/Franchisee for facilities need to deposit a Security Deposit of a sum equal to 5 months Licence fee, in the form of Demand draft.
9. On award of the contract to the successful bidder, the bidder has to execute an agreement as per the terms & conditions of the Institute and in the format to be provided by the Institute.
10. The Vendor/Franchisee shall solely be responsible for any injury, damage, accident to their workers or for any loss or damage to the equipment/property in the areas of work as a result of fire/negligence/carelessness of its workers.
11. The Vendor/Franchisees must provide the names and addresses of the workers employed by them. Their workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. Their workers shall follow the security regulations as directed by Security & Fire Fighting Officer of the Institute. Workers shall not form Union or carry out Trade Union activities in the Campus.
12. No accommodation will be provided on the campus for the workers of the Vendor/Franchisees and they shall make their own arrangements.
13. The proposal should be completed in all respects.
14. The proposal shall be valid for a period of 60 days from the date of its opening.
15. The proposal and cover should bear the name and address of the Vendor/Franchisees and all documents shall bear their seal and signature.
16. The Institute reserves its right to accept or reject any or all the proposals wholly or partly without assigning any reason thereof.

17. On all matters pertaining to this contract, the decision of the Director of the Institute shall be final and binding.

18. Any dispute arising of this contract, the jurisdiction will be Bangalore only.

**D. Mode of furnishing the Proposal**

Interested vendors/franchisees shall submit the proposal in the prescribed format enclosing EMD in the form of DD and supported with the copies of the following documents :

1. An EMD of Rs. 18,000/- in the form of Demand Draft drawn in favour of “The Registrar”, Indian Institute of Science, Bengaluru.’
2. Copy of the License obtained from the competent authority to run catering establishment/service.
3. Copies of audited financial statements for the preceding three years i.e. 2018-19, 2019-20 & 2020-21.
4. Copy of PAN Card
5. Copy of the GST Certificate
6. Testimonials of present / previous contract at other locations
7. Certificate issued by the Labour Department (Central/State)
8. Copy of the EPF, ESI Registration No. / certificate if required
9. Certificate of Ethical Practice (specified below)

The sealed cover containing the proposal complete in all respects, the DD for EMD and the copies of the documents may please be super-scribed ‘Proposal for operating \_\_\_\_\_(fill the service proposed to be offered) at the Institute and to be submitted to the Office of the Deputy Registrar,(Amenities) Indian Institute of Science, Bengaluru-560 012 on or before 31<sup>st</sup> January 2022 up to 12.30 p.m.

The Proposals will be opened at 3.30 p.m at the Council Chamber on the same day in the presence of the bidders who wish to be present.

If the Vendor/Franchisee need any further information/clarification on the above OR wish to visit the site, please contact the Amenities Section – Phone No.080- 2293 2370.

**E. Mode of Selection**

The Proposal submitted by the bidders will be evaluated based on the criteria decided by the committee and norms of the Institute. A committee from the Institute will make a site visit to the establishments of the selected bidders.

**F. Disclaimer:**

1. IISc reserves the right to accept or reject any or all Proposal without assigning any reason and is not obliged to correspond with the agencies in this regard.
2. IISc reserves the right to issue amendments to the Request for Proposal by issue of addendums, at any stage, without liability or any obligation and without assigning any reason. The request for proposal does not give rise to any rights and is not an offer or an invitation to offer.
3. All the documents and other information submitted by an applicant to IISc shall remain and/or become the property of IISc. The Institute will not be liable to return any application(s) or any information provided along therewith.
4. Submission of proposal by a party shall not create any contractual obligation between that agency and IISc.
5. The bidding agency shall bear all costs associated with the preparation and submission of its proposal. IISc shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the process.

**PART - 1**  
**FORMAT FOR SUBMISSION OF PROPOSAL i.e EXPRESSION OF INTEREST**

Sl.No.	Particulars	Information furnished
1	Name of the Vendor/Franchisee	
2	Address	
3	Registered Address(for establishments) Telephone No. Mobile No. e-mail ID Website	
4	Name of the service proposed	
5	No. of years of experience in running similar establishments	
6	Month and year of Establishment	
7	Name of Proprietor/Partner(Copy of the ownership/partnership needs to be enclosed)	
8	Annual turnover during the last 3 financial years 2018 - 19 2019 - 20 2020 - 21 (copies of the Audited financial statements/certificate issued by Chartered Accountant to be enclosed)	
9	Whether the firm is an income-tax Assessee? If yes, please give the details of PAN No. and copy of the latest Assessment order	
10	Registration No.	
11	EPF No.	
12	ESI No.	
13	GST No.	
14	Do you have office at Bengaluru? If so, please provide the Address and Tel No.	
15	Do you have branches. If so furnish the details	
16	Details of present infrastructure. Please furnish the details of the equipments, cost and year of purchase.	
17	Details of the persons employed. Please furnish the number of persons employed, their educational qualifications, etc.	
18	Name at least 2 Reference of repute with address and tel.no's (enclose the certificates)	
19	Whether rate list attached to this proposal? If Yes please submit the details.	

\* Furnish the details whichever is applicable to you.

17. Details of Previous contracts

Period of Contract		Name & Address of Organization	Type of Contract Undertaken	Number of Persons serviced	Value of Contract (annual) and Other details
From	To				

18. Give details of current contracts/shops being run, if any, of similar nature being rendered by you and which will be open for inspection by our Committee

Period of Contract		Name & Address of Organization	Type of Contract Undertaken	Number of Persons serviced	Value of Contract (annual) and Other details
From	To				

CERTIFICATE OF ETHICAL PRACTICES

I/we assure the Institute that neither I/we nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract that may be awarded to us.

Neither I/We nor any of my/our workers/representatives will indulge in any corrupt activities/practice in my/our dealing with the Institute.

I/We will have no conflict of interest in any of our work/contracts at the Institute.

SIGNATURE

We have understood the scope and the terms and conditions and will agree to the same.

Place:

Signature of the Vendor/ Authorized person

Date:

with seal

List of documents enclosed (specify)