

**KERALA STATE
SCIENCE AND TECHNOLOGY MUSEUM AND
PRIYADARSINI PLANETARIUM**

Vikas bhavan.P.O, Thiruvananthapuram-695 033

Phone : 0471 – 2306024 Fax- 0471-2304286

www.kstmuseum.com

(A government of Kerala Undertaking)



Short tender for

Running Snack bar at the campus of KSSTM

Name and address of the Tenderer:

.....

.....

Last date and time of submission

of tender : 3 pm, 17/08/2018

Date and time of opening of tender : 4 pm, 17/08/2018

Earnest Money Deposit : Rs. 10,000/-

Cost of Tender Documents : Rs. 400 + 18% GST

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**KERALA SCIENCE AND TECHNOLOGY MUSEUM
AND
PRIYADARSINI PLANETARIUM**

*Vikas bhavan.P.O, Thiruvananthapuram-695 033
Phone : 0471 – 2306024/25,2304286 Fax- 0471-2304286
(A Government of Kerala Undertaking)*

Tender no: B/1238/16

06/08/2018

Notice inviting short tenders

Sealed tenders are invited from reputed bakeries/hotels/canteens/food courts having outlets within Thiruvananthapuram city and sufficient experience in the field of public catering for running a snack bar at the campus of Kerala State Science and Technology Museum, Thiruvananthapuram, as an extension counter of their mother concern. Tender forms and other details can be had from the office of the undersigned during working hours till 2 pm on 17/08/2018 on payment of Rs. 400/- plus 18% GST. Filled up tenders in two bid system, accompanied with an EMD of Rs. 10,000/- in the form of DD drawn in favour of the undersigned, payable at Trivandrum will be accepted till 3 pm on 17/08/2018 and will be opened at 4 pm on the same day. Tender forms can also be downloaded from web site www.kstmuseum.com, in which case the cost of tender form should be submitted along with the tender as separate demand draft, drawn in favour of the undersigned.

Director
Kerala State Science & Technology Museum
Vikas Bhavan PO
Thiruvananthapuram 33
Ph: 2306024/25

General Information of tenderer

- 1) Name of the firm :
- 2) Address :

- 3) Contact person :
Phone
Fax
Email
Cell Phone
- 4) Place and year of incorporation of the firm :
- 5) Registration No. (If any) :
- 6) Constitution of the firm
(Pvt.Ltd., Public, Proprietary),
:
- 7) Name of the Chief Executive of the firm
:
- 8) Details of type of license held (If any)
- 9) Permanent Account No. (PAN) :
- 10) GST Registration:
- 11) Details of ongoing similar establishments in Thiruvananthapuram.
(please attach documents in proof)
- 12) Details of past experience in the field (please attach documents in proof)

FORM OF TENDER

From

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To

DIRECTOR
Kerala State Science and
Technology Museum
Vikasbhavan P.O.
Thiruvananthapuram.

Sir,

Having examined the scope and requisites of Kerala State Science and Technology Museum, Thiruvananthapuram and having acquired the requisite information relating to the tender in all respects, I/We

.....

.....

hereby offer our expression of interest in participating in the tender, abiding the conditions of the tender, and such other materials as may be prescribed from time to time.

Should this tender be accepted, I/We.....

.....

hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit the E.M.D. and pay the Kerala State Science and Technology Museum, the amount mentioned in the said conditions.

I/we.....

..... have deposited a sum Rs.

10,000/- (Rupees Ten thousand only) as EMD in the form of crossed demand draft in favour of the Director, Kerala State Science and Technology Museum, payable at

Director

Tenderer

Thiruvananthapuram. Should I/We fail to execute the agreement when called upon to do so, or to commence to start services as per the terms and conditions of the tender, I/we do hereby agree that the Museum shall without prejudice to any right or remedy be at liberty to forfeit the EMD absolutely and also recover from me /us the entire loss that may be caused to the museum by retender arrangement of the work otherwise, under the provisions of Revenue Recovery Act or otherwise.

I/we agree that arbitration shall not be a means of settlement of any dispute or claim arising out of this contract, and decision of the Principal Secretary, Higher Education, Govt. of Kerala shall be final binding to me/us.

Signature of the tenderer

Full Name and address:

Details of EMD:

DD No. dt..... for Rs. drawn on

.....

I. Instructions and General Conditions of contract

1. About the organization.

Kerala State Science and Technology Museum is an Autonomous Organisation, registered under Charitable Societies Act, established by the Govt. of Kerala for popularizing Science education to various sections of the society. This Museum is governed by a Governing Body chaired by the Hon'ble Minister for Education. This organization is functioning near PMG junction since 1984. Apart from various science galleries spread over 1,00,000 sq.ft built up area, a most modern tilted dome planetarium, 6D motion simulator, 3D theatre, Science park, musical water fountain with laser show, modern technical library, innovation hub are functioning at the campus. In addition, we observe all important celestial events and science & technology innovation events at the campus, with very good public participation. The average visitor foot print at the campus is around 3000 daily, which usually go up to 5000 during peak seasons extending from September to March every year.

2. About the Snack bar facility.

Kerala State Science and Technology Museum has developed an area at the prime location of the campus in an environmental friendly environment, obliging repeated requests from our visitors for meeting their non-formal catering requirements at the campus. The present seating capacity is about 40, combining open air and conventional seating, which may be enhanced if situation demands.

3. Scope of the snack bar.

The snack bar at the campus intends display and sale of snacks, quick bites packed food packets and takeaway food items through the snack bar counter. Since no facility is available at the campus for cooking food items for this counter, the snack bar is considered as an extension counter of an existing food outlet, function within a reasonable proximity. The items proposed to be made available at the counter is under the following heads. However, the tenderer can offer other items also in appended sheet, with a small description and probable pricing.

- Tea/Coffee/hot chocolate etc
- Sealed drinking water
- Packaged soft drinks (except Carbonated drinks including pepsi, coco cola etc)
- Fresh juices (including gooseberry items)
- Ice creams/desserts
- Shakes
- Sandwiches and similar items
- Bread varieties
- Cutlets/rolls
- Puffs/cakes
- Vada, bajji and similar
- Packed food like appam, idiappam, pathiri, porotta etc
- Packed side dishes like varieties of chicken, mutton, egg, veg etc
- Packed chicken, mutton, egg, veg biryani etc
- Other similar items which can be easily managed from outside kitchen

4. Facilities available at the location.

About 400 sq.ft of well built covered area, which is divided into two parts, one for managing food, storage & display facility and counters, and the other for dining. Sufficient electrical and water outlets are provided within and outside the building, facilitating the contractor to provide the following

- a. Fridge
- b. Deep freezer
- c. Mixie
- d. Juicer
- e. Microwave oven
- f. Coffee maker/vending machine
- g. Display cabinets.
- h. Cash counter & related gadgets.
- i. Audio-visual attractions & display lights

- Electricity and drinking water will be available round the clock on payment against actual usage at commercial tariff, payable to the Museum on monthly/bi-monthly basis.
- The contractor can place sign boards within the campus as well as at the main entrance gate at PMG junction.
- Apart from the visitors to this Museum, the snack bar can cater outsiders also, without hindrance to our valued visitors.

5. Working time of the snack bar.

Normal working time shall be from 10 am to 7 pm on all days except for 6 closed holidays in a calendar year for the Museum. However, on special functions and events, working time may be extended up to 10 pm as per requirement. Further, the general timing can be permitted up to 9 pm if the contractor intends so, on prior approval from KSSTM.

6. General security

The campus is under manual security through ex-servicemen and CCTV surveillance provided by the Museum, round the clock. Further security from the side of the contractor will not be permitted. The campus is well lit during working hours, and ample lighting has been provided in the adjacent areas of the snack bar, free of cost. However, lights and electrical fittings within the snack bar shall be under billing of the contractor.

7. Facilities being provided by the Museum

The following facilities will be provided by the Museum for the functioning of the snack bar at the campus

- Single phase electric connection with required number of 5 A and 16A socket outlets & general light fittings within the building & open area (electricity will be chargeable as per actual consumption on commercial tariff)
- Sufficient ceiling fans
- Water supply with kitchen sink, wash basins etc (water will be chargeable as per actual consumption on commercial tariff)
- Seating furniture as per requirements
- Granite table top/counter top
- Ample parking faculty to the customers, free of charges
- General security & CCTV surveillance.

8. Responsibilities of the contractor

The contractor is bound to provide the following services for running of the snack bar.

- Supplying and providing food and beverage items as per the proposed group in clause (3) above, prepared elsewhere, conveyed and supplied at the snack bar on hygienic environment as per demand.
- Operate the snack bar every day with essential license under food & safety related concerns
- Engaging sufficient number of staff for managing the setup, neatly dressed in uniform/ Cap in a most neat and hygienic manner.
- Keeping the kitchen, stores and dining areas clean at all time.
- Collecting the daily generated waste from the snack bar & premises and disposing off the same in a timely manner scientifically outside the campus, without violating stipulations in force.
- Keeping the snack bar functional as per working hours mentioned in clause 5 above.
- Make sure that the customers are treated decently & politely, and provide excellent services, without giving room for complaints.
- Remitting the monthly license fee in advance before 5th of every month.
- All the statutory license/certificates are to be held by the contractor for the supply of their food/snack items

9. Special conditions of contract

The contractor is strongly advised to visit the site in advance and to acquire the information on facilities available at the premises well before participating in the tender. The snack bar doesn't have cooking facility at present, and the contractor is supposed to provide such items only at the snack bar which does not necessitate direct cooking at the premises. The contractor must have his own arrangements in a well hygienic environment within reasonable distance for preparation of the food items and to deliver at the site as and when required. The designated officers of the Museum shall have the right to inspect the cooking facility from time to time and to make sure that the food preparation is being carried out in hygienic environment only. However, provision for microwave heating and tea/coffee making can be planned within the snack bar itself using the contractor's appliances. (Pre-approved)

II Minimum Eligibility Criteria:

Only firms having minimum 5 years of proven experience in the field of running catering outlets for the public can participate in the tender. The firm shall have GST registration and Permanent Account Number. The tender forms shall be accompanied with certificates in proof of the above eligibility criteria.

III Acceptance / Rejection of tenders

The tenders submitted after the stipulated time of submission shall be rejected. The tenders not submitted in the prescribed forms, not duly signed at the places marked, incomplete/torn off tender forms etc. shall be rejected. The Director, Kerala State Science and Technology Museum, Thiruvananthapuram reserves the right to accept or reject any of the tenders without assigning any reasons thereof.

IV Agreement for the work.

Within 5 working days of receipt of the letter of award, the awarded contractor has to execute an agreement with the Museum for the due fulfillment of the contract in the prescribed format, with a security deposit of Rs. 50,000/- (Rupees fifty thousand only), including the EMD already submitted. The EMD submitted by the unsuccessful bidders will be released within 15 days upon executing the agreement by the successful tenderer. The security deposit vide this clause will be released after successful completion of the tenure of the agreement vide clause (5) below.

V. Tenure of contract

- The right to run the snack bar vide this tender is for 12 months (twelve) from the date of agreement executed. However, it is likely to extend for a further period of 12 months upon satisfaction of the authorities in the performance of the setup during the original tenure.
- Both the parties has the right to terminate the contract on three months' notice on valid grounds

VI. Withdrawals of the offer after it is accepted or failure to establish the setup within a specified time in accordance with the terms & conditions above will entail cancellation of the order and the system will be made functional by other means, any loss incurred thereby being payable by the defaulting party or will be deducted from the Security Deposit

remitted by the contractor. In such an event the vendor's name will be reported to the Government for blacklisting the tenderer in Government works permanently or for a specified number of years.

VII. The tenderers are requested to visit the site and collect required data from the office of the undersigned during working hours before submitting the tender.

VIII. Commercial:

1. The tenderer shall submit unit rates for food items proposed to provide at the snack bar. Once accepted, changes if any on valid grounds, will be under pure discretion of the committee constituted by the Museum for managing the snack bar.
2. The tenderer can propose items other than what is mentioned in this tender document. The details of such items have to be enclosed in a separate sheet of paper, including the unit rate proposed for each. However, acceptance of providing those items will be on acceptance of the committee only.
3. For items on which MRP is printed, the maximum sale price shall be the MRP.
4. The basic license fee for running the snack bar is fixed as **Rs. 12,000/- (Twelve thousand)** + GST applicable per month. The tenderer can quote the maximum monthly license fee he can offer on competitive basis for participating in the tender.
5. The license fee is to be remitted in advance on or before 5th day of every month.
6. The acceptance criterion for the tenderer shall be evaluating the following credits.
 - a. Monthly license fee offered by the tenderer, shall be the prime point for selection .
 - b. Rates offered for the items proposed to make available in the snack bar.
 - c. Experience of the bidder and track records.
 - d. Feedback from other functioning establishments of the tenderer (of similar nature)
 - e. b,c,d are secondary points for selection
7. The decision of the Museum on the award criteria is not questionable.

IX Submission of tender

Tender shall be submitted in sealed cover, super scribed as **“Expression of interest for running snack bar at the campus of KSSTM”**. The covers shall contain the following:

Cover 1- Technical bid

Cover I shall contain the following.

- a. Complete set of Tender documents as issued by the Museum together with addenda/corrigenda if any, filled in and signed by the tenderer, with address stamps/seals wherever stipulated.
- b. Photocopies of documentary evidence in proof of experience / photo graphs etc. as detailed in proforma for pre-qualification of contractors.
- c. List of similar establishment in service at present (within Trivandrum)
- d. Photocopies of PAN, GST Registration.
- e. Copies of other related documents, if any.
- f. Earnest money deposit of 10,000/- (Rupees Ten thousand only) in the form of crossed demand draft drawn in favour of the Director, Kerala State Science and Technology Museum, Thiruvananthapuram payable at Thiruvananthapuram.

Tenders not containing the above enclosures will be considered as non-receptive, and summarily be rejected. Upon opening Cover I and evaluating, tenderer qualifying the minimum requirements alone will be considered eligible for opening of the commercial bid (Cover 2)

Cover 2 – Commercial bid

Cover 2 shall contain the following.

- a. Rates offered for various items proposed at the snack bar (In the Performa in annexure I of tender document)
- b. Rates of items proposed by the tenderer, if any, other than indicated in the annexure I. (Use separate sheets for this)
- c. Competitive offer for the monthly license fee (In the Performa in annexure II of the tender document)

The offer shall be valid for a period of 30 days from the date of opening of the tender.

Annexure II**Quote for License fee for running the snack bar at the campus of Kerala State Science and Technology Museum, Thiruvananthapuram.**

Upon studying the tender conditions for running the snack bar at the campus of Kerala State Science and Technology Museum, Thiruvananthapuram, I/we would like to participate in the tender. Should my/our tender is accepted, I hereby agree to remit a monthly license fee of Rs. _____ (Rupees _____) to KSSTM in advance, on or before 5th of every month for running the snack bar, satisfying the terms and conditions of the tender.

(Base rate fixed for license fee is Rs. 12,000/- per month)

Signature:

Name & Address of the tenderer

Date:

Place:

