

भारत सरकार/Government Of India
अंतरिक्ष विभाग/Department Of Space
भारतीय अंतरिक्ष अनुसंधान संगठन/Indian Space Research Organisation
विक्रम साराभाई अंतरिक्ष केंद्र/Vikram Sarabhai Space Centre
तिरुवनंतपुरम-695022/Thiruvananthapuram-695022

कार्मिक एवं सामान्य प्रशासन/ PERSONNEL& GENERAL ADMINISTRATION

सं. वीएसएससी/पीजीए/ईएमटी/के/2025
No.VSSC/P&GA/EMT/K/2025

संपदा प्रबंधन अनुभाग/Estate Management Section
सितंबर/September 23, 2025

निविदा सूचना/TENDER NOTICE

Sealed Competitive Tenders are invited by the Estate Manager, VSSC on behalf of the President of India, for running a Cafeteria at the below mentioned location by allotment against license fee, on the basis of highest bid.

Sl No	Location	Area (Sq.M)	Min.licence fee(p.m.)
1	Building No. T-29/1, close to Canal Gate, TERLS area, VSSC, Thumba	69.44	₹7,040/-

The tender documents can be obtained from the Office the Estate Manager, EMT/PGA, VSSC, ATF area, Thiruvananthapuram on any working day between 09:30 hrs and 16:00 hrs at free of cost. Sealed tenders should be submitted to the Estate Manager, VSSC before **15:00 hrs** on **14/10/2025**. No Tenders will be accepted and considered after the due date and time. The tenders will be opened at this office at 11:00 am on 15/10/2025 in the presence of bidders those who are present or their representatives if any.

The Estate Manager reserves full right to accept or reject any one or all offers without assigning any reasons thereof at any stage of the tender.

For more information/clarifications, contact 0471-2564848/4607.


(लाल सी/Lal C)

प्रशा. अधिकारी/संपदा प्रबंधक AO/Estate Manager
(भारत के राष्ट्रपति की ओर से/
On behalf of the President of India)

वीएसएससी/आइआइएसयू/एलपीएससी (व) के सभी सूचना पट्ट
All Notice Boards in VSSC/IISU/LPSC(V)

पु.प्र./Cc:

प्रधान, पीजीए, वीएसएससी- सादर सूचनार्थ /Head P&GA, VSSC- for kind information.

भारत सरकार/Government of India
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तिरुवनंतपुरम/Thiruvananthapuram-695 022

संपदा प्रबंधन अनुभाग/ESTATE MANAGEMENT SECTION

निविदा फॉर्म/TENDER FORM

सेवा में/ To

संपदा प्रबंधक/The Estate Manager,
संपदा प्रबंधन अनुभाग/Estate Management Section,
विक्रम साराभाई अंतरिक्ष केंद्र/Vikram Sarabhai Space Centre,
तिरुवनंतपुरम/Thiruvananthapuram - 695022

महोदय/Sir,

विषय: चलाने हेतु लाइसेंस प्रदान करना।

Sub: Grant of license for running

संदर्भ: आपके निविदा विज्ञापन सं. दिनांक.....

Ref: Your Tender Advertisement No..... Dated.....

उपर्युक्त के संदर्भ में विचार किए जाने हेतु मैं अपनी निविदा नीचे दिए गए ब्यौरों के अनुसार प्रस्तुत करना चाहता/चाहती हूँ:-

With reference to the above I wish to submit, my tender as detailed below for favor of consideration: -

1. निविदाकार का नाम तथा पूरा पता
Name & full address of the tenderer :
2. किस अवधि के लिए लाइसेंस अपेक्षित है
Period for which license is required : TWO YEARS
(extendable for one more year)
3. प्रस्तावित मासिक लाइसेंस फीस
Monthly licence fee offered :
4. इस व्यापार/दिशा में पूर्व अनुभव
Previous experience in the trade/line :
5. व्यापार में निवेश किए जाने हेतु प्रस्तावित राशि
Amount proposed to be invested in the business :

P.T.O.

6. (ए/ a) . यदि निविदाकार कोई भागीदारी फर्म हो तो व्यक्तियों के नाम तथा पते दें तथा बताएं कि क्या, भागीदारी अधिनियम के अधीन पंजीकृत है या नहीं।

In case tenderer is a partnership firm give names and addresses of persons and state whether registered under Partnership Act :

(बी/ b). इस हस्ताक्षरकर्ता निविदाकार की हैसियत Capacity of the signatory of this Tenderer (व्यक्ति/भागीदार/निदेशक/individual/partner/director) :

7. क्या, निविदाकार आयकरदाता हैं? यदि हैं तो, आयकर अधिकारी से आयकर समाशोधन प्रमाणपत्र प्रस्तुत करें/ Whether Tenderer is an Income Tax payer? If so, submit Income Tax clearance certificate from Income Tax Officer :

8. कोई अन्य विवरण जो विचार किए जाने के लिए संगत हो Any other particulars which may be relevant for consideration :

मैं एतद् द्वारा घोषणा करता/करती हूँ कि मैंने वीएसएससी की निविदा शर्तों को पढ़ लिया है, जिसके अधीन लाइसेंस जारी किया जाएगा, और निबंधन तथा शर्तों के पालन करने के लिए सहमत हूँ।

I hereby declare that I have gone through the Tender conditions of VSSC under which the license shall be issued and agree to abide by the terms and conditions.

तिथि/ Date :
मोबाइल नं./Mobile No.

निविदाकार के नाम तथा हस्ताक्षर
Name & Signature of the Tenderer

Note:

Copy of Aadhaar card to be submitted separately along with sealed tender

भारत सरकार/Government Of India
अंतरिक्ष विभाग/Department Of Space
भारतीय अंतरिक्ष अनुसंधान संगठन/Indian Space Research Organisation
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तिरुवनंतपुरम-695022/Thiruvananthapuram-695022

INFORMATION TO THE BIDDER

01. SCOPE:

Vikram Sarabhai Space Centre(VSSC) is the lead Centre of Indian Space Research Organization responsible for the design and development of Launch vehicle technology which situated in Thumba, Thiruvananthapuram. The scope of this contract is to run a Cafeteria at the prices fixed by VSSC at Building No. T-29/1, close to Canal Gate, TERLS area to the complete satisfaction of VSSC authorities. The essence of the contract is to purchase the raw material required for preparation of food items, prepare and serve good quality Breakfast, Meals, Snacks & Coffee /Tea/Milk/ etc., at the price fixed by VSSC as shown in Annexure-I on regular basis.

- i. The living usable area of the Cafeteria is about **69.44 m²** which includes kitchen and work area. The service of the Cafeteria will be in the nature of counter service. Service should be provided on all working days from 07:00 hrs to 17:45 hrs. which includes Breakfast, Tea, snacks and Lunch. In case of exigency, as per the instruction from the authorities concerned, you will have to run the cafeteria on holidays also.

2.0 TERMS & CONDITIONS FOR RUNNING THE LICENSED CAFETERIA AT BLDG NO. T-29/1, CLOSE TO CANAL GATE, TERLS AREA, VSSC, THUMBA

1. The bidder must not be a minor and should be a citizen of India.
2. Bidder should have minimum 2 years experience in the field of food preparation and catering service or running cafeteria/canteen (Documentary proof regarding previous experience shall be produced along with the bid). The successful bidder shall produce valid food safety license from concerned authority within 02 (two) months from the date of awarding of contract, failing which the license granted will be cancelled.
3. **Bidding shall be on H1 rate basis. Bidder who quotes the highest rate of payable License fee (monthly rent) shall be awarded the license for running Cafeteria.**
4. **The minimum license fee (minimum monthly rent) is estimated to INR 7040/- (INR Seven Thousand forty only) per month. The monthly payable rent quoted by the bidders must not be below the estimated base rent i.e, INR 7040/-.**
5. **In case the highest offer ends in a tie, those vendors shall be given one more chance to raise their offer and the highest offerer will be awarded the license.**
6. **The quantity and rate of items to be served in the Cafeteria shall be fixed as per Annexure attached. The successful bidder shall abide the same throughout the period of license.**
7. **The license fee for every month shall be paid before 10th of the succeeding month for use and occupation of the said premises.**



- a. License fee payable excludes water and electricity charges, which will be levied separately depending upon the consumption and will have to remit the same by the contractor along with license fee. Default of the same may lead to disconnection of the facility without any further notice. **All payments shall be made through NTRP portal and produce the documentary evidence to Accounts Officer (Cash), VSSC promptly.**
 - b. The licensee may use LPG for which arrangements shall be made by the licensee himself. Safety aspects while using LPG should be strictly followed. **Use of fire wood, kerosene etc. is strictly prohibited in the licensed area.**
8. Tender should be sent in the enclosed format only.
9. **The period of Contract shall be initially for a period of Two years, renewable for one more year if mutually agreed to. An agreement /License deed on stamp paper worth Rs.200/- shall be executed on yearly basis in this regard.**
10. Revision of rate shall only be done after one year from award of Contract.
11. The Department reserves the right to terminate the tendering process at any stage without assigning any reason thereof.
12. The successful bidder should maintain cleanliness in and around the premises and serve good quality food to its customers. Periodical surprise quality check will be carried out by Officials of VSSC at any time, on behalf of VSSC management. While preparing and serving of food, gloves and hair caps should be used by the workers and snacks should be properly preserved from dust and flies. All protocols issued by the management from time to time for containing any type of pandemic / epidemic has to be scrupulously followed by the Contractor.
13. Sanitizer, liquid soap and tissue paper are to be provided/ ensured in the Cafeteria. Proper arrangements should be made to distribute the items in a systematic way to prevent the consumers to freely pick the items as they wish. Snacks should be served in disposable paper plates. Physical distancing should be ensured and discussions inside the Cafeteria should be discouraged. Used plates should be cleaned after every use with soap and hot water.
14. The successful bidder should execute a license deed, as per the prescribed format, in a INR 200/- (INR Two Hundred only) stamp paper and submit to Estate Manager, VSSC, Thumba. **An interest free Security Deposit of INR 20000/- (INR Twenty Thousand Only) shall be deposited within eight days from the date of receipt of the allotment letter.** Security Deposit will be refunded only after the successful completion of the Contract in par with all the terms and conditions.
15. If successful bidder fails to pay Security Deposit and / or execute the license deed within 8 days after receipt of allotment letter or fails to open the Cafeteria within **One Week** from the date of commencement of license, his allotment is liable to be cancelled.
16. The bidder shall be bound to deal only with the items specified in the tender as accepted by the Department (Detailed list is attached as Annexure).
17. No residential accommodation and departmental transport facility in any form will be provided for the bidder or his team.
18. License is terminable by VSSC by giving one month's notice, if the licensee fails to observe the conditions under which license is granted. However, VSSC reserves the right to terminate the license without assigning any reason thereof, at any point of time. If the contractor wishes to terminate the license, he has to intimate by giving three months notice, in writing, with proper



justification(s) to Admin. Officer, EMT/PGA, failing which the loss incurred to the Government will be adjusted by forfeiting Security Deposit.

19. The contractor & workers should submit Police Clearance Certificate (PCC) before executing the contract.
20. All items for running the cafeteria, have to be arranged by the Contractor.
21. Contractor should not deploy workers less than 18 years of age.
 - a. Workers should be healthy and should have a very high degree of personal hygiene and should not have any contagious diseases. A Medical Fitness Certificate from a Registered Medical Practitioner should be submitted to Administrative Officer, EMT/PGA, VSSC area before the commencement of the contract. Any worker found to have any contagious diseases should be kept out of work immediately on its detection and shall be permitted for work only after complete cure and production of fitness certificate from a Registered Medical Practitioner, under intimation to Administrative Officer, EMT/PGA. Concealing of such facts will be viewed seriously and action as deemed fit shall be initiated, including closing of Cafeteria for such a period as decided by the management.
 - b. Cafeteria and its premises should be neat and clean during the contract period. **Disposal of the waste** (biodegradable and non-biodegradable) should be carried out in an eco friendly way outside the premises of the campus at the cost of the licensee on a daily basis. VSSC Campus being a "**Plastic Free Zone**", plastic should neither be burned nor be thrown away inside the campus. Single use plastics should be strictly avoided. Contractor should take action for disposing the plastic waste outside the campus at his/her own risk/expense.
 - c. VSSC has been declared "**Tobacco Free Zone**". Selling/displaying of tobacco in any form is strictly prohibited inside the campus. Unlawful custody, display & selling of such items will attract a penalty of INR 200/- (Penalty as amended by rule from time to time is applicable) for the first time and in case of repeating the same, License shall be cancelled immediately.
 - d. The Licensee should not alter the existing Cafeteria structure in any form. Any unauthorised alteration will be demolished in the expense of the Contractor.
 - e. Unnecessary arguments/altercation in and around the cafeteria has to be discouraged.
 - f. Credit facility, if any, given to consumers shall be at the discretion of the licensee and will be the sole responsibility of the licensee. Department will not interfere in any issues arising out of extending credit facility.
 - g. Licensee and workers should maintain decorum of the Centre and follow the instructions issued by the competent authorities.
22. **VSSC has the right to impose any additional conditions as deemed fit before and during the valid license period. The licensee will be bound by all laws enacted by the Thiruvananthapuram Corporation/Government of Kerala/ Government of India for running of a Cafeteria.**
23. If the licensee fails to remit in time, the license fee, water/ electricity charges, VSSC will have the authority to take possession of the cafeteria after making an inventory of the things available in the cafeteria in the presence of the persons deputed for this purpose by the VSSC authorities and in such an event, the license granted to the person to run the cafeteria will automatically stands cancelled.
24. The licensee shall bound to extend courteous and polite service to the employees, users without inviting any type of complaints from any sources, failing which the matter will be



enquired by the Officer authorized by the Competent Authority and the action initiated in this regard will be binding.

25. Administrative Officer, EMT/PGA or any officials assigned by the Competent Authority, will have the authority to conduct surprise visit to the cafeteria and to check the neatness of the premises and quality of the food items. Any corrective actions suggested by them has to be taken very seriously and implemented immediately.
26. The contractor will be solely responsible for any eventuality happening to the workers deployed by him in the cafeteria during contract period and the Centre will not have any liability in this regard.
27. If the contractor wants to introduce any other item, prior approval of concerned authority has to be obtained. Selling price of the packed items should not exceed Maximum Retail Price (MRP) in any circumstances.
28. The licensee will be having the sole responsibility towards any untoward incident happening in contravention to the Food Safety and Standard Act, 2006.

Note: Women Entrepreneurs and Differently abled personnel are encouraged to participate in the tender.

-The end-



Sl.No	Item	Rate (₹)
1.	Tea/Coffee (120 ml)	10.00
2.	Coffee (Bru/Nescafe) (120 ml)	12.00
3.	Snacks-common (40 gms)	10.00
4.	Valsan (70 gms)	10.00
5.	Milk (150 ml)	18.00
6.	Horlicks/Boost (150 ml) (pure milk)	30.00
7.	Lemon Juice (300 ml)	20.00
8.	Fruit Juice (300 ml) (pineapple/grapes/mango)	35.00
9.	Iddli 04 Nos. (with chutney & sambar)	30.00
10.	Dosa (ordinary) 04 Nos. (with chutney & sambar)	30.00
11.	Puri (04 Nos.) with Potato Masala	40.00
12.	Idiyappam/Appam (04 in Nos) & (chutney & curry)	40.00
13.	Puttu, Payar & Pappadam	40.00
14.	Chappathi (4 in Nos) with curry	40.00
15.	Porotta (04 in Nos) & curry	35.00
16.	Rasavada	13.00
17.	Veg/Kadala/Green Peas Curry	20.00
18.	Egg Curry	20.00
19.	Egg omelet (single)	18.00
20.	Egg omelet (double)	25.00
21.	Veg. Meals	60.00
22.	Meals with fish fry and curry	80.00
23.	Papad (1 piece)	05.00
24.	Fish Curry	22.00
25.	Fish Fry	35.00
26.	Kappa & Fish Curry	60.00
27.	Pulav/Veg Biryani	80.00
28.	Chicken Biryani	110.00
29.	Soft drinks, Snacks (packed), Confectionary items, fruits etc.	MRP rates