

OFFICE OF THE DIRECTOR  
**UNIVERSITY HOSTELS**  
KAKATIYA UNIVERSITY, WARANGAL



**TENDER DOCUMENT**

FOR

**STUDENT'S HOSTEL MESS ITEMS**

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**OFFICE OF THE DIRECTOR**  
**UNIVERSITY HOSTELS**  
KAKATIYA UNIVERSITY, WARANGAL-506009, Telangana State

**TENDER NOTICE**

**Tender No. 1240/UHO/2018-19, dated 14 June, 2018**

Office of the Director, University Hostel, Kakatiya University having its office at Vidyaranyapuri, Warangal-506009, invites sealed tenders from the experienced and authorized firms / agencies for the supply of **1. Rice, 2. Kirana Provisions, 3. Eggs & Chicken, 4. Fruits (Banana), 5. Vegetables, 6. Firewood, 7. Ginger, Garlic, Potato, Onion, 8. Water Plant Maintenance, 9. Gas** for the year 2018-19. For further details log on to: [www.kakatiya.ac.in/](http://www.kakatiya.ac.in/)

**DIRECTOR**  
University Hostel, KU

**I. TENDER DETAILS:**

1	Tender No. 1240/UHO/2018-19, dated 14 June, 2018			
2	Name of the Item	Cost Tender in INR*	(Earnest money deposit) EMD in INR*	Contract Period
3	Rice (Sanna biyyam & Doddu biyyam)	1,000/-	25,000	1 Year (2018-19)
4	Kirana Provisions (Details provided in Annexure-I)		40,000	
5	Eggs & Chicken		10,000	
6	Fruits (Banana)		5,000	
7	Vegetables		10,000	
8	Firewood		10,000	
9	Ginger, Garlic, Potato, Onion		10,000	
10	Water Plant Maintenance		5,000	
11	Gas		10,000	
*Payments should be made in the form of Bank Draft in favour of “ <b>Director, University Hostel, Kakatiya University</b> ” payable at SBI, KU branch.				

**II. IMPORTANT DATES:**

Sl.No.	Task	Date
1	Release of Tender Notification in Newspaper & Kakatiya University Website	15-06-2018
2	Pre-bid Meeting	22-06-2018, 3 pm
3	Last date for Submission of Tender	30-06-2018, 3 pm
4	The date and time for opening of Tender	02-07-2018, 10 am
5	Verification of Documents, Visiting & Inspecting of Firms premises	03-04, July 2018
6	Issue of Letter of Award and Signing of Tender Contract	05-07-2018

### **III. ELIGIBILITY CRITERIA, TERMS & CONDITIONS:**

The following is the minimum eligibility criteria for the suppliers to participate in the tender 'for supplying food items to University Hostel, KU'

1. Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the tender process.
2. **Tender Fee:** Interested firms are required to submit a non-refundable Tender Cost / Tender Processing Fee of Rs.1,000/- (Rupees One thousand only)
3. **Earnest Money Deposit (EMD):**
  - a) Interested firms are required to pay a refundable amount specified in page 4 of this document, towards EMD and it should remain valid for a period of 60 days beyond the final tender validity period.
  - b) EMD furnished by all unsuccessful firms will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful firm(s) will be returned after completion of contact.
4. Should be VAT/TIN/APGST/GST registration certificate, Valid Trade License Document/Firm Registration Certificate.
5. PAN CARD and bank account should be in firm's name.
6. **Pre-Bid meeting:** A pre-bid meeting will be conducted at Office of the Principal, University College, Kakatiya University as per the 'timelines for tender (Page-4)' interested firms who would like to seek clarifications may attend the meeting.
7. Rate must be quoted inclusive of all charges including transportation & taxes allied to that. Firms has to comply all the rules and regulation of the institute.
8. The University Authorities shall correspond only with the shortlisted firms.
9. **Evaluation of Tenders:**
  - a. The authorized committee of the University will inspect the qualified firms (as per the eligibility criteria specified) application form and submitted documents by firms (Valid Trade License/Firms Registration Certificate, VAT/GST/APGST certificates issued by competent authority of Government of India.
  - b. Hostel Advisory Committee, reserves the right to accept or deny the lowest quotations. Depending upon the reliability and reputation of the firm, the authority will have right to negotiate with firm to reduce the quoted rates to ensure prompt supply, if necessary.

- c. The authority will have right to distribute the entire supply to more than one firm.

**10. Contract Period:**

- a) The contract period will be for a period of ONE YEAR initially from the date of supply of food material and may be extended with same terms and conditions for one more year based upon the satisfactory feedback from all the stakeholders of the University.
- b) During contract period, University will not entertain any request to revision of rates due to reasons such as increase in costs.
- c) Contract is valid from the date of signing of formal agreement.

11. Selected party is to execute an agreement after receiving “**Letter of Award**” in a Non – Judicial Stamp Paper (Rs. 50/-) the cost of which is to be borne by the party.

12. **Sub.-Letting of Contract:** The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the Director. Decision regarding the same will be at the sole discretion of the Hostel Advisory Committee.

13. If the lowest firms does not comply with the above all clauses during tendering process, failing which the work order will automatically be cancelled and will be awarded to the L2 firms with the same terms and conditions as in the tender papers. No payment will be made to the L1 firms for the period of interim service provided.

14. The University Authorities, will not entertain any request to change the rate of any item during the whole contract period. Only in case of the emergence of force majeure kind of situation, the University Authorities will assess the circumstances and take appropriate action. The price revision is the discretionary power of the University Authority.

**15. TERMS OF PAYMENT:**

- a) The bills should be submit before the first week of every month (Mess wise) and order form, delivery forms should be signed by the Mess Committee and Care Takers of respective messes.
- b) The payment will be made within 45 days from the date of submission of bills. If sufficient funds are not available in Hostel Office, the payment of bills will be delayed up to 2 months,
- c) After verification of submitted bills by Hostel Office, the Account payee cheque will be issued in the name firm only.

16. The contractor's performance regarding quality & quantity of food material as well as other aspects will be reviewed by the hostel mess committee, and concerned Joint Director or Director of Hostels on a monthly basis, and subject to termination on being unable to supply to the standards and expectations of the institute authority.
17. If the supplier fails to comply with the relevant provisions of the above mentioned Acts, then the University Authorities has got every right to withhold the bills or even terminate the work order.
18. If the selected party fails to supply, a penalty will be imposed which will be charged double the rate paid by the Institute for purchase of indented items through other agency.
19. The supplier shall be solely responsible to comply with all acts, laws, rules and regulations, as may be applicable from time to time in respect of supply of items.
20. Quality and regular supply are the essence of supply and Office of the Director, University Hostel, Kakatiya University, Warangal will cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.
21. The authorities will have right to cancel the tenders and tender notice issued, if sufficient number of tenders are not received. In that case, the Director of Hostels may take appropriate decision.

#### **IV. SUBMISSION OF TENDER**

1. All required documents with Tender Cost and EMD specified in page 4 'Tender Details' of the tender document are to be submitted by post on or before 3 pm on **30<sup>th</sup> June, 2018**, failing which the quotation shall be treated as invalid.
2. All the tenders must be in sealed covers and should submit before the last date. The hostel office is not responsible for any postal delay or any loss of time or tender forms.
3. The FILLED APPLICATION FORM should be enclosed with all relevant documents mentioned in the section-III Eligibility Criteria, Terms & Conditions.
4. The envelop must be super scribed with the name of the item for which the tender is being submitted duly mentioning the firm's full address with mobile number.
5. All the tenders should be addressed to "**Director, University Hostels, Kakatiya University, Warangal – 506 009, TS**".
6. The tender application forms and other details, please visit:  
<http://www.kakatiya.ac.in/>

**APPLICATION FORM FOR SUBMISSION OF TENDER TO SUPPLY OF  
HOSTEL MESS ITEMS**

1. Name of the Firm/Organization/Company :
2. Address :
3. Telephone No./Mobile No. & Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Do you have an office at Warangal? If so, Please provide the Address and Telephone No. :
7. Month and Year of establishment :
8. Name of proprietor\partners\directors :
9. No. of years of experience in this field, with References, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement) :  
2016 – 17 :  
2015 – 16 :  
2014 – 15 :
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and copy of the latest assessment order :
12. Registration No. :
15. GST/VAT/APGST/CST/TIN No. :
16. Bank Details (Bank Name, No, & Address (for ECS Payments) :



**17. Details of Previous Contracts, if any**

<b>Period of Contract</b> <b>From</b> <b>To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:**

<b>Period of Contract</b> <b>From</b> <b>To</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Place:**

**SIGNATURE OF THE TENDERER**

**Date:**

**LIST OF KIRANA PROVISION ITEMS**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Qty and Rate</b>
1.	కారం పొడి	కరాని	
2.	పసుపు	కరాని	
3.	చింతపండు	నెం-1	
4.	జీరా	నెం-1	
5.	ఆవాలు		
6.	మెంతులు		
7.	ఉప్పు (సన్నం)		
8.	ఉప్పు (దొడ్డు)		
9.	యాలకులు – ఇలాచి		
10.	సాజీరా	నెం-1	
11.	దాల్చిన చెక్క		
12.	లవంగాలు		
13.	బిర్యానీ కలర్		
14.	నువ్వులు		
15.	బటాని		
16.	దనియాల పొడి		
17.	జెమినీ టీ		
18.	చక్కర		
19.	సాంబార్ పౌడర్		
20.	ఎండు మిర్చి		
21.	ఎండు కొబ్బరి		

22	బిర్యానీ ఆకు		
23	బిర్యానీ పువ్వు		
24	మార్వాడీ మెంతి		
25	జాజికాయ		
26	జాపత్రి		
27	మిరియాలు		
28	కొబ్బరిపొడి		
29	ఉక్మ రవ్వ	అన్నపూర్ణ	
30	బాంబినోవెర్మిసెల్లి		
31	ఇడ్లీ రవ్వ		
32	సోడా		
33	సర్ప్		
34	బ్లీచింగ్ పౌడర్		
35	సారపప్పు		
36	కాజు		
37	కిస్మిస్		
38	మిల్ మేకర్		
39	తొక మిరియాలు		
40	గులాబ్ జామున్		
41	కస్టర్డ్ పొడి		
42	స్పాంజ్		
43	స్కర్బాన్		
44	అగ్నిపెట్టె		
45	పాపడ్		

46	కొబ్బరికాయలు		
47	కందిపప్పు	నెం-1	
48	పెసరపప్పు	నెం-1	
49	మినపపప్పు	నెం-1	
50	శనగపప్పు	నెం-1	
51	పుట్టాలు	నెం-1	
52	గోధుమ పిండి	అన్నపూర్ణ	
53	పల్లీలు	నెం-1	
54	డాల్డా		
55	మైదా పిండి		
56	అటుకులు		
57	కాన్ పౌడర్		
58	శనగ పిండి		
59	కొబ్బరి చీపుర్లు		
60	నూనే (గోల్డ్ డ్రాప్)	గోల్డ్ డ్రాప్	
61	అల్లం		
62	ఎల్లిగడ్డ		
63	ఉల్లిపాయలు		
64	ఆలుగడ్డ		

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

OTHER ITEMS: All other items used for cooking food should be of Premium (ISI) quality and brands

**LIST OF VEGETABLES**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Qty and Rate</b>
1.	టమాట	
2.	బీరకాయ	
3.	బెండకాయ	
4.	దొండకాయ	
5.	వంకాయ	
6.	సొరకాయ	
7.	చిక్కుడుకాయ	
8.	క్యారట్	
9.	కాలిఫ్లవర్	
10.	క్యాబేజ్	
11.	ములక్కాయ	
12.	పాలకూర	
13.	గంగా వాయల కూర	
14.	గోంగూర	
15.	కరివేపాకు	
16.	కొత్మీరా	
17.	మెంతికూర	
18.	మిర్చి	
19.	పుల్లగండ	
20.	పుదీనా	

**Date :****Place :****SIGNATURE OF THE TENDERER**

## FORMAT OF AGREEMENT

Sub. : Supply of RICE/Kirana provision/Chicken & Eggs/Fruits-banana/Vegetables/ Ginger, Garlic, Potato, Onion to Hostel Office, Kakatiya University.

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 between Kakatiya University, Warangal hereinafter called "Institute" which expression should include their successors also of the KU, the one part and M/s \_\_\_\_\_ hereinafter called Tenderer which expression shall include their heirs, executors and assignees of the second part.

WHEREAS the Institute floated a quotation dated \_\_\_\_\_ for supply of RICE, Kirana provision, Chicken & Eggs, Fruits-banana, Vegetables, Ginger, Garlic, Potato, Onion to Hostel Office, Kakatiya University against which the Tenderer submitted his quotation at a cost of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ in \_\_\_\_\_ words) \_\_\_\_\_ fulfilling all terms and conditions laid down in the tender documents.

WHEREAS, the offer of Tenderer along with other offers considered by the Institute on \_\_\_\_\_ and after due scrutiny if all the offers received, the offer of the Tenderer was accepted by the KU.

WHEREAS, the Tenderer agrees to execute the supply of RICE/Kirana provision/Chicken & Eggs/Fruits-banana/Vegetables/ Ginger, Garlic, Potato, Onion with effect from \_\_\_\_\_ to \_\_\_\_\_ abiding by all the terms and conditions as in the tender documents.

WHEREAS in case of any short coming lacuna or carelessness on the part of the Tenderer for supplying the RICE/Kirana provision/Chicken & Eggs/Fruits-banana/Vegetables/ Ginger, Garlic, Potato, Onion etc. and violation of any terms and conditions of the contract, the Tenderer will be liable to and shall pay to the Institute an amount of Rs. 10,000/- (Rupees TEN Thousand Only) as Fine / Penalty per case.

WHEREAS, Institute retains the right without assigning any reason whatsoever in case of non-fulfillment in the tender in such case, the Institute will have the right to forfeit the EMD.

WHEREAS, the tenderer agrees to furnish 10% EMD on the total estimated value for the whole contract period for each hall by means of Bank Draft in favour of the **Director, University Hostel, Kakatiya University at SBI KU** branch or Bank Guarantee of any **Nationalized bank** which will be refunded after completion of contract period without any interest subject to adjustment of all, if any.

WHEREAS, tenderer agrees to supply indented items daily in time. Failure to supply indented items in time by the tenderer will attract penalty which will be charged double the rate paid by the Institute for purchase of indented items through other agency.

WHEREAS, tenderer agrees to accept the payment within 45 days on submission of Bill in duplicate along-with invoice and duly certified by the concerned Mess Committee of that month of respective hostels.

WHEREAS, the tenderer agrees that he shall not sub-let, transfer or assign the contract or any part thereof without the written permission of the Director of Hostels. In the event of the contractor contravening this condition, the purchaser shall be entitled to place the contract elsewhere on the contractor's account and at his risk and the contractor shall be liable for any loss or damage which the purchaser may sustain to consequence or arising out of such replacing of the contract.

WHEREAS, contract may be terminated within the period of agreement by the Institute authority by giving notice of 45 days.

WHEREAS, the contractor agrees to maintain discipline and not allowed to give tips to any persons belongs to Institute.

WHEREAS, the contractor agrees to supply items as per indent. If any quantity found less in weight, a fine of Rs. 5,000/- (Rupees five thousand only) to be imposed.

WHEREAS, settlement of any dispute will be made immediately by the appropriate authority of the Kakatiya University, failing which may be made under the jurisdiction of Warangal court.

WHEREAS, the contractor agrees to any other term and condition as laid down in the tender document.

In witness, where both the parties set their respective hands in presence of the witness on the date, month and year as given above.

Dated:

Place:

Accepted on behalf of the Chairman, Advisory Committee and Director of Hostels.

**TENDERER**

**INSTITUTE AUTHORITY**

1.

1.

Witness

1.

2.