

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



**TENDER DOCUMENT**

FOR

**STUDENTS HOSTEL MESS ITEMS**

**(2022-23)**

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OFFICE OF THE DIRECTOR  
**UNIVERSITY HOSTELS**

KAKATIYA UNIVERSITY, WARANGAL-506009, Telangana State

**SHORT TENDER NOTICE**

**Short Tender Notice No. 104 /UHO/2022-23, dated 22/06/2022**

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. Kirana Provisions-IV (Oil), 2. Fruits (Banana), 3. Firewood** for the year 2022-2023. **Last date is 27/06/2022 by 5.00 pm.** 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. 104 /UHO/2022-23, dated 22/06/2022			
2	Name of the Item	Tender Processing Fee	(Earnest money deposit) EMD in INR*	Contract Period
3	Kirana Provisions-IV (cooking Oil) (Details provided in Annexure-IV)	2,000/	1,00,000/	2022-2023 1 Year
4	Fruits (Banana) (Details provided in Annexure-VI)	2,000/	25,000/	
5	Firewood (Details provided in Annexure-X)	2,000/	50,000/	
1.EMD will be refunded to unsuccessful bidders only 2.EMD of successful Bidders will be refunded at the end of contract period after supplying material satisfactorily 3. Tender Processing fee is Non -refundable				
*Payments should be made in the form of Bank Draft in favour of “the <b>Director, University Hostel, Kakatiya University</b> ” payable at SBI, KU branch.				

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

The following are 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 Processing Fee:** Interested firms are required to submit a non-refundable Tender Processing Fee of Rs.2,000/- (Rupees Two thousand only) Online payment only to **A/c No. 52026910130,SBI,KU IFSC Code: SBIN0020262**
3. **Earnest Money Deposit (EMD):**
  - a) .EMD will be refunded to unsuccessful bidders only
  - b). EMD of successful Bidders will be refunded at the end of contract period after supplying material satisfactorily
  - c). Tender Processing fee is Non -refundable
  - d). EMD in favor of the Director, University Hostels, KU only. D.D's are accepted.
4. Should have 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 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 have to comply all the rules and regulation of the university.
8. The firm should submit self Certification stating that it is not block listed by any Organization / Institutions earlier.
9. **Evaluation of Tenders:**
  - a. Hostel Advisory Committee of the University will inspect the qualified firms, if necessary (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 any tender. 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 at L1Rate
  - d. The Committee will first open technical bids and evaluate. Commercial bids of eligible firms only be opened

## 10. Contract Period:

- a) The contract period will be for a period of ONE YEAR i.e., 2022-2023 financial year initially from the date of supply order 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 whatever the reasons may be. If L1 bidder troubles the University and force to increase the rates and if unable to supply, the EMD of the firm will be forfeited by the cancelling the orders and also will be block listed .,
- c) Contract is valid from the date of signing of formal agreement.

11. L1 bidder has to execute an agreement after receiving “**Letter of Award**” in a Non – Judicial Stamp Paper (Rs. 100/-) 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.

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 and their EMD will be forfeited besides keeping the firm in block list.

14. The University Authorities will not entertain any request to change the rate of any item during the whole contract period.

## 15. TERMS OF PAYMENT:

- a) The bills should be submitted before the first week of every month (Mess wise) and order form, delivery forms should be signed by the Mess Committee Care Takers & JDs 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 **the Payment will be made online in firm A/c**

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 Joint Director concerned or Director of Hostels on a monthly basis. If the authorities find inferior quality of material of the orders will be cancelled and EMD will be forfeited

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. 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.
19. 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.
20. 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.

## **II. SUBMISSION OF TENDER**

1. Tender should be submitted with all required document in two separate covers i.e., Technical and Commercial as mentioned below by post/Hand on or before 5 pm on **14/06/2022**, failing which the quotation shall be treated as invalid. The hostel office is not responsible for any postal delay or any loss of time or tender forms.
2. **Technical Bid Documents in Cover-I**
  1. Filled Application form
  2. Valid Trade License/Firms Registration Certificate/VAT/GST/TSGST certificate.
  3. Cancelled check/Bank Account pass book copy
  4. Demand Draft of EMD
  5. Tender processing fee payment proof
3. **Finance Bid Document in Cover-II**
  1. Price Quoted List
  4. The two envelopes 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 "**The 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 2022-23**

**TECHNICAL**

1. Name of the Firm/Organization/Company : .....
2. Address : .....
3. Telephone No./Mobile No. & Name of the Contact Person : .....
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) :  
2019 – 20 : .....  
2020 – 21 : .....  
2021 – 22 : .....
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. Trade License from Competent Authority : .....
15. GST/VAT/TSGST/CST/TIN No. : .....
16. Bank Details (Bank Name, A/c.No, IFSC Code & Address (for ECS Payments) : .....



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

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

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

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

**Place:**

**SIGNATURE OF THE TENDERER**

**Date:**

**COMMERCIAL**

**Annexure-IV**

**LIST OF KIRANA PROVISION ITEMS-IV**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Qty</b>	<b>Rate</b>
1.	Cooking oil Sunflower (Quote All Brands)	Branded oil	15 kg net weight tin (1)	
2.	Cooking oil Sunflower (Quote All Brands)	Branded oil	15 Lts net weight tin (1)	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

**FRUITS-VI**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Qty</b>	<b>Rate</b>
1.	Banana	Large size	1 dozen	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

**FIREWOOD-X**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Qty</b>	<b>Rate</b>
1	Firewood (dry)	1 kg	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

## FORMAT OF AGREEMENT

Sub. : Supply of RICE / Kirana provision - I, II, III, IV / Chicken & Eggs / Fruits-banana / Vegetables / firewood /Milk & Curd to Hostel Office, Kakatiya University.

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 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-I, II, III, IV/Chicken & Eggs/Fruits-banana/Vegetables/firewood 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-I, II, III, IV/Chicken & Eggs/Fruits-banana/Vegetables/firewood/Milk & curd 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-I,II,III,IV/Chicken & Eggs/Fruits-banana/Vegetables/Firewood /Milk & curd 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 **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.