

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



**TENDER DOCUMENT**

FOR

**STUDENTS HOSTEL MESS ITEMS**

**(2024-2025)**

## CONTENT OF TENDER DOCUMENT

<b>Sl.No.</b>	<b>Particulars</b>	<b>Page Numbers</b>
1	Tender Notice	3
2	Tender Details & Important Dates	4
3	Eligibility Criteria, Terms & Conditions:	5-7
4	Tender Application Form	8-9
5	List of Kirana Provision (Annexure-II)	
6	List of Cooking Oil (Annexure-IV)	
7	Rice particulars (Annexure-VII)	

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

**RE-TENDER NOTICE-II**

**Tender No. 549 /UHO/2024-2025, dated 17/09/2024**

Office of the Director, University Hostel, Kakatiya University having its office at Vidyananyapuri, Warangal-506009, invites sealed tenders from the experienced and authorized firms / agencies for the supply of **1. Kirana Provision-II 2.Kirana Provision-IV (Oil) 3. Rice** for 12 Months Period from the date signing the Contract by L1 **Last date is 20/09/2024 by 5.00 pm.** For further details log on to: [www.kakatiya.ac.in](http://www.kakatiya.ac.in)

Sd/-  
**DIRECTOR**  
University Hostels, KU

**I. TENDER DETAILS:**

Tender Notice No. 549 /UHO/2024-2025, dated 17-09-2024				
1	Name of the Item	Tender Processing Fee	(Earnest money deposit) EMD in INR*	Contract Period
2	Kirana Provisions (Details provided in Annexure-II)	2,000/	1,00,000/	1 Year (2024-2025)
3	Kirana Provisions Cooking Oil (Details provided in Annexure-IV)	2,000/	1,00,000/	
4	Rice (Sannabiyyam & Doddubiyyam) (Details provided in Annexure-VII)	2,000/	1,00,000/	
<p>1.EMD will be refunded to unsuccessful bidders only <u>after completion of tender process. No interest will be paid.</u></p> <p>2.EMD of successful Bidders will be refunded at the end of contract period after supplying material satisfactorily. <u>No interest will be paid.</u></p> <p>3. Tender Processing fee is Non -refundable <u>to all firms.</u></p> <p><b>Note:</b> 1. EMD has to be paid in the form of Bank Draft in favour of <b>“the Director, University Hostel, Kakatiya University”</b> payable at SBI, KU branch.</p> <p>2. Tender Processing fee has to be paid online into to Director, University Hostels <b><u>A/c.No. 52026910130, SBI, KU IFSC Code: SBIN0020262.</u></b></p>				

## II. ELIGIBILITY CRITERIA, TERMS & CONDITIONS:

The following are the minimum eligibility criteria for the suppliers to participate in the tender '**for supplying mess 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. Maintaining University Messes is a big task and menu has to be provided to the Boarders on time without any deviation. Since the Boarders are both Boys & Girls pursuing Professional and PG Courses, time management of messes is utmost importance. As such, the participant firms should be located entire Telagana State for supply of items on time without delay. The firms beyond this limit will not be considered.
3. The Bidders have to pay Tender Processing Fee and EMD as mentioned in Section I above failing which the Bidders will be disqualified in Technical Bids Stage.
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 mandatory deductions of GST and IT (TDS) will be made by the Audit Department as per rules.. All such deductions will be effected in favour of Firm name. The Firms should have no objection
9. The firm should submit self Certification stating that it is not block listed by any Organization / Institutions earlier.

### **10. 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 L1 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. At the first instance, Technical Bids will be opened and evaluated as per the conditions mentioned in the Tender Document. If any firm/s do/does not comply with the conditions, it will be disqualified in Technical Bid Stage and Commercial Bids of such firms will not be opened.
- e. The Authority at any stage can cancel the tender and go for fresh tender without disclosing reasons and in such case tender processing fee will not be refunded/adjusted. EMD will be refunded.
- f. The Authority can also cancel the tender and go for fresh tender, on administrative and technical grounds, even after opening Commercial Bids but before issuing of orders to L1. In such case, the L1 firm should not demand for issuing of orders.

#### 11. Contract Period:

- a) The contract period will be for a period of ONE YEAR (i.e., 2024-2025 financial year) for a period of one year from the date of issue of orders to L1 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.
12. 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.
13. **Sub.-Letting of Contract:** The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof.
14. After issuing orders to L1 Firms, if they fail to supply and comply with the tender conditions at any stage (beginning/middle/end), their EMDs will be forfeited besides keeping them in blacklist preventing to participate in future tenders of the university. In such cases, the Authority will place the orders to L2 firms after negotiations in order to smooth functioning of the messes.
15. The University Authorities will not entertain any request to change the rate of any item during the whole contract period.

## 16. 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 and passing by the Audit, the Payment will be made online in firm A/c. Procedural delays may occur for which the Firms has to bear.

17. 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 and less quantity of material of the orders will be cancelled and EMD will be forfeited. The payment will also be stopped.

18. 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.

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, Hanamkonda 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.

### **III. SUBMISSION OF TENDER**

1. Tender should be submitted with all required document **in two separate covers** i.e., **Technical Bids and Commercial Bids** as mentioned below by post/Hand on or before 5 pm on **20/09/2024**, 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. **The firms should take utmost care to place the documents properly in two separate covers and seal them tightly.**
  
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
  6. Previous Orders, if any.
  
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, Hanamkonda – 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 2024-2025**

**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 Hanamkonda? 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):  
2021 – 22 : .....
- 2022 – 23 : .....
- 2023 – 24 : .....
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:**

**LIST OF KIRANA PROVISION ITEMS-II\***

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Qty</b>	<b>Rate</b>
1.	కంది పప్పు	నెం-1	50 kg bag	
2.	పెసర పప్పు	నెం-1	50 kg bag	
3.	శనగ పప్పు	నెం-1	50 kg bag	
4.	మినప పప్పు	నెం-1	50 kg bag	
5.	గోధుమ పిండి	ఆశిర్వాద్	10 kg pack	
6.	గోధుమ పిండి	అన్నపూర	10 kg pack	
7.	చక్కెర	నెం-1	50 kg bag	
8.	పల్లీలు	నెం-1	50 kg bag	
9.	పుట్టాలు	నెం-1	30 kg bag	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

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\* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

**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 <u>kg</u> net weight tin (1)	
2.	Cooking oil Sunflower (Quote All Brands)	Branded oil	15 <u>Lts</u> net weight tin (1)	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

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\* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

**RICE-VII\***

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Qty</b>	<b>Rate</b>
1.	Rice (సన్నబియ్యం) (Raw rice/non-steamed)	నెం-1	1 quintal	
2.	Rice (దొడ్డుబియ్యం)	నెం-1	1 quintal	

**Date :**

**Place :**

**SIGNATURE OF THE TENDERER**

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\* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands