

**UNIVERSITY COLLEGE OF ENGINEERING  
HOSTELS**

**KAKATIYA UNIVERSITY, KOTHAGUDEM**



**TENDER DOCUMENT**

**FOR**

**STUDENT'S HOSTEL MESS ITEMS**

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UNIVERSITY COLLEGE OF ENGINEERING  
KAKATIYA UNIVERSITY, KOTHAGUDEM-507 118,  
Telangana State

**TENDER NOTICE**

**Tender No.86 /Hostels/UCE/KU/2022, Dated.03.09.2022**

The University College of Engineering, Kakatiya University, Kothagudem, invites sealed tenders from the experienced and authorized firms / agencies for the supply of **1. Rice, 2. Kirana Provisions** for the hostels of University College of Engineering, Kothagudem for the details please visit College website: <https://www.kuce.ac.in> or contact during the office working hours (10.00 am to 4.00 pm)

**PRINCIPAL**

**I. TENDERDETAILS:**

<b>Tender No. /Admn/UCE/KU/2022, Dated.19.08.2022</b>						
<b>(For submitting tender document, the vendor has to pay Non-Refundable Tender Processing Fee)</b>	<b>S. No</b>	<b>Name of the Item</b>	<b>Cost Tender in INR*</b>	<b>(After Successful Bidding the vendor has to pay EMD )</b>	<b>(Earnest money deposit) EMD in INR*</b>	<b>Contract Period</b>
	1	Rice	2,000/-		15,000/-	1 (one) Year (2022-2023)
	2	Kirana Provisions	2,000/-		20,000/-	

\*Payments should be made in the form of Online mode in favour of Principal, University College of Engineering, KU, Kothagudem A/c No. 52110435146, IFSC Code SBIN0020938.(Enclose online payment receipt) with valid ID proof

**I. IMPORTANTDATES:**

<b>Sl.No.</b>	<b>Task</b>	<b>Date</b>
1	Release of Tender Notification in News paper	04.09.2022
2	Last date for Submission of Tender	19.09.2022

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

The following is the minimum eligibility criteria for the suppliers to participate in the tender **‘for supplying food items (Rice/Kirana) to University College of Engineering Hostels (Boys & Girls), KU, Kothagudem.**

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 as shown in table (1) of page 4.
3. **Earnest Money Deposit (EMD):**
  - a) Only Successful 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 successful 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 contract. After deduction fine, if any.
4. Should have valid VAT/TIN/TSGST/GST registration certificate, Valid Trade License Document/Firm Registration Certificate. (Enclose Xerox copies).
5. PAN CARD on firm name and bank account should be in firm’s name (Enclose Xerox copies).
6. **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 institute.
7. The University Authorities (Hostel Advisory Committee) shall correspond only with the shortlisted firms.
8. **Evaluation of Tenders:**
  - a. Hostel Advisory Committee (HAC) of the University College of Engineering will inspect the qualified firms (as per the eligibility criteria specified) applications submitted by firms (Valid Trade License/Firms Registration Certificate, VAT/GST/APGST certificates issued by competent authority of Government .
  - 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 supply to more than one firm as per the need.
  - d. The firm should quote not more than 2 items.
9. **Contract Period:**
- a) The contract period will be for a period of **ONE YEAR (2022-2023)** 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 college of Engineering (Collected every month).
  - b) During contract period, University College of Engineering 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.
  - d) The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
10. Selected party is 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.
11. **Sub.-Letting of Contract:** The Contractor / supplier shall not sub-left, transfer or assign the contract or any part thereof without the written permission of the Joint Director. Decision regarding the same will be at the sole discretion of the Hostel Advisory Committee.
12. 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. EMD will not be return to the L1firms for the period of interim service provided.
13. The University College of Engineering 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 major kind of situation, the University Authorities will assess the circumstances and take appropriate action. The price revision is the discretionary power of the University College of Engineering Authority (Hostel Advisory Committee).***
14. **TERMS OF PAYMENT:**
- a) The bills of preceding month should be submit before the first week of every month (Mess wise) along with 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 office of the Joint Directors, the payment of bills will be delayed up to 2months (60 Days).
  - c) After verification of submitted bills by Office of the Joint Directors Hostels, the amount will be transferred through online mode in the name of firm only.
  - d) If the hostel closed due to vacation (summer/short) or any pandemic the supply goods will be returned and the amount is reduced in the bill.

15. 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 Hostels on a monthly basis and subject to termination (non satisfactory feedback consecutive of 2 months) on being unable to supply to the standards and expectations of the institute authority (Hostel Advisory Committee).
16. If the supplier fails to comply with the relevant provisions of the above-mentioned Acts, then the University College of Engineering Authorities have got every right to **withhold** the bills or even terminate the assigned Tender.
17. If the selected party fails to supply, a penalty will be imposed this will be charged double the rate paid by the Institute for purchase of indented items through another agency.
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 HAC, University College of Engineering Hostel, Kakatiya University, Kothagudem will cancel the assign tender 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 (Minimum one) of tenders are not received. In that case, the HAC may take appropriate decision to ensure smooth function of hostels.
21. Before quoting the rate, the bidders are advised to do the physical survey of the site at College Hostel in University College of Engineering campus.
22. The tender will be awarded even if a single bidder is qualified as per the tender norms.
23. HAC may ask the Bidder to provide samples of the Kirana & Grocery items. All expenses for this purpose as also for transportation will be borne by the Bidder.
24. The Selected firm/vendor must be supply for (6) months with satisfactory. It can be extended for another (6) months from the date of issue offer.
25. Disputes, legal matters, court matters, if any, shall be subject to Bhadradi Kothagudem Jurisdiction only.

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

1. All required documents with Tender Cost specified in page 4 'Tender Details' of the tender document are to be submitted by in person on or before 3 pm on **19.09.2022**, 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 (preferable by whatsapp number).*
5. All the tenders should be addressed to “**The Principal, University College of Engineering, Kakatiya University, Kothagudem – 507 101, TS**”.
6. For the tender application forms and other details, please visit:  
<http://www.kuce.ac.in/>

#### **IV. CANCELLATION OF TENDER**

The tender awarder firm has to supply for a minimum period of 03 months, if they are willing to submit tender cancellation letter.



**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. Email ID :  
:
5. Month and Year of establishment :
6. Name of proprietor\partners\directors :
7. No. of years of experience in this field,  
With References, Certificates :
8. Annual Turnover during the last three years  
(Enclose copies of Audited Financial Statement) :  
2021 – 22 :  
2020 – 21 :  
2019 – 20 :
9. Whether the firm is an Income Tax Assessee?  
If so please give the details of PAN No. and copy  
of the latest assessment order :
10. Registration No. :
11. GST/VAT/APGST/CST/TIN No.(GST Filled of Last 2 Years) :
12. Bank Details, Bank Name, No. &IFSC Code :  
(for online Payments of the firms enclose Xerox copy  
of the bank account)

**13. 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**

**(Tender processing Fee Rs.2000/-)**

SL.No.	Name of the Item	Brand	Qty	Rate
1	కారంపొడి	కరాణి	Per 1 K.G	
2	పసుపు	కరాణి	Per 1 K.G	
3	చంతపండు	నెం-1	Per 1 K.G	
4	జీరా	నెం-1	Per 1 K.G	
5	ఆవాలు	నెం-1	Per 1 K.G	
6	మెంతులు	నెం-1	Per 1 K.G	
7	ఉప్పు	TATA	Per 1 K.G	
8	గల్లుఉప్పు	TATA	Per 1 K.G	
9	యాలకులు- ఇలాచి	నెం-1	Per 1 K.G	
10	సాజీరా	నం-1	Per 1 K.G	
11	దాల్చినెక్క	నెం-1	Per 1 K.G	
12	లవంగాలు	నెం-1	Per 1 K.G	
13	బిర్యానీకలర్	నెం-1	50 Grams	
14	నువ్వులు	నెం-1	Per 1 K.G	
15	పచ్చిబఠాని	నెం-1	Per 1 K.G	
16	దనియాలపొడి	నెం-1	Per 1 K.G	
17	చక్రాగోల్డ్ (Hotel Pack)	Chakragold	Per 1 K.G	
18	చెక్కర	నెం-1	50 kg bag	
19	సాంబారౌడర్	MTR	Per 1 K.G	
20	ఎండుమిర్చి	నెం-1	Per 1 K.G	
21	ఎండుకొబ్బరి	నెం-1	Per 1 K.G	
22	బిర్యానీఆకు	నెం-1	100 Grams	
23	బిర్యానీపువ్వు	నెం-1	Per 100 Grams	
24	మారాడీమంతి	నెం-1	Per 1 K.G	
25	జాజికాయ	నెం-1	Per 1 K.G	

26	జాపత్రి	నెం-1	Per 1 K.G	
27	మిర్యాలు	నెం-1	Per 1 K.G	
28	గసగసాలు	నెం-1	Per 1 K.G	
29	కొబ్బరిపొడి	నెం-1	Per 1 K.G	
30	ఉప్పారవ్వ	నెం-1	Per 1 K.G	
31	బాంబినో/MTR సెమియ	నెం-1	Per 1 K.G	
32	ఇడ్డిరవ్వ	నెం-1	Per 1 K.G	
33	తినెసోడా	నెం-1	Per 1 K.G	
34	ఊష్టింగాల్ట్	నెం-1	Per 1 K.G	
35	సర్ప్	నిర్మ	Per 1 K.G	
36	బ్లిచింగ్ సోడి	నెం-1	Per 1 K.G	
37	సారపప్పు	నెం-1	Per 1 K.G	
38	కాజు	నెం-1	Per 1 K.G	
39	కిక్కు	నెం-1	Per 1 K.G	
40	మిల్మేకర్	నెం-1	Per 1 K.G	
41	తొకమిర్యాలు	నెం-1	Per 1 K.G	
42	గులాబ్జామున్	స్వస్టిక్/MTR	Per 1 K.G	
43	యాసిడ్	నెం-1	5 litre can	
44	డాక్టర్ పైన్	నెం-1	Per 1 K.G	
45	టాయిలెట్ పేపర్లు	నెం-1	<b>Per No.</b>	
46	నాఫ్థలీన్	నెం-1	Per 1 K.G	
47	డెటాల్	నెం-1	Per 1 Lit	
48	స్పాంజ్	నెం-1	<b>Per No.</b>	
49	వెనిగర్	నెం-1	Per 1 K.G	
50	మిల్మేకర్	నెం-1	<b>Per tin</b>	
51	కస్టర్ డియో	నెం-1	Per 1 K.G	
52	అగ్గిపెట్ట	నెం-1	Per Box	
53	అప్పడాలు	నెం-1	Per 1 K.G	
54	కొబ్బరిపొడి	నెం-1	Per 1 K.G	
55	కందిపప్పు	నం-1	50 kg bag	

56	పెసరపపు	నం-1	50 kg bag	
57	మిన్నపపు	నం-1	50 kg bag	
58	శనపపు	నం-1	50 kg bag	
59	పుటానలు	నం-1	30 kg bag	
60	కాబులిశనగలు	నెం-1	Per 1 K.G	
61	గోధుమపిండి	ఆశిరాద	10 kg pack	
62	బ్లూబర్డిపిండి	నెం-1	Per 1 K.G	
63	పల్లిలు	నం-1	50 kg bag	
64	డాల్డా	Dalda	Per 1 K.G	
65	నెయ్యి	GRB/Durga	Per 1 K.G	
66	మైదాపిండి	నెం-1	Per 1 K.G	
67	అటుకులు	నెం-1	Per 1 K.G	
68	కార్నోస్టార్	నెం-1	Per 1 K.G	
69	శనపిండి	నెం-1	Per 1 K.G	
70	కొబర్చీపుర్లి		10 bundle	
71	సన్నవర్నానె	Gold drop/ freedom	15 kg net weight tin (1)	
72	<b>Vim Lemons Dish Wash Bar Free Scrubber</b>		Per 1 Piece	
73	<b>Green Scrubber</b>		Per 1 Piece	
74	<b>Steel Scrubbers</b>		Per 1 Piece	
75	<b>Bread (for sweet)</b>	1 packet	MRP rate	

**Date :**

**Place:**

**SIGNATURE OF THE TENDERER**

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

**Annexure-III**

**RICE**  
**(Tender processing Fee Rs.1000/-)**

<b>SL.No.</b>	<b>Name of the Item</b>	<b>Qty</b>	<b>Rate</b>
1.	ముడిబియ్యం(Raw Rice) Sona Mahsuri	01 Quintals	
2.	ముడిబియ్యం(Raw Rice) Vijaya Sona Mahsuri	01 Quintals	
3.	ముడిబియ్యం(Raw Rice) HMT	01 Quintals	
4.	ముడిబియ్యం(Raw Rice) Samba Mahsuri	01 Quintals	
5.	ముడిబియ్యం(Raw Rice) Swarna Mahsuri	01 Quintals	

Date:

Place

Signature of the Tenderer

Note: 1. Enclose the rates as per local market  
2. of the Five different varieties of Rice the HAC Will chose one item.