

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. 01/HO/2020-21, Dated.20.02.2021

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, 3. Eggs & Chicken, 4. Vegetables, 5. Milk and 6. Curd** for the hostels of University College of Engineering, Kothagudem. For the details please visit. College website: <https://www.kuce.ac.in/>

Sd/-

PRINCIPAL

I. TENDER DETAILS:

Tender No. 01/HO/2021-22, Dated.20.02.2021				
S.No	Name of the Item	Cost Tender in INR*	(Earnest money deposit) EMD in INR*	Contract Period
1	Rice	1,000/-	5,000	1 Year (2021-22)
2	Kirana Provisions		10,000	
3	Eggs & Meat		5,000	
4	Vegetables		5,000	
5	Milk		5,000	
6	Curd		5,000	
<p>*Payments should be made in the form of Bank Draft in favour of “The Principal,UCE,A/c” payable at SBI, SIIL branch.</p>				

II. IMPORTANT DATES:

Sl.No.	Task	Date
1	Release of Tender Notification in University College of Engineering Website	20.02.2021
2	Pre-bid Meeting	26.02.2021
3	Last date for Submission of Tender	20.03.2021
4	The date and time for opening of Tender	23.03.2021
5	Issue of Letter of Award and Signing of Tender Contract	26.03.2021

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 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 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 contract.
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 of Engineering, Kakatiya University, Kothagudem 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 have to comply all the rules and regulation of the institute.
8. The University Authorities(Hostel Advisory Committee) shall correspond only with the shortlisted firms.
9. **Evaluation of Tenders:**
 - a. Hostel Advisory Committee of the University College of Engineering 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 as per the need.

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 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.
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-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.
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 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).

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 office of the Joint Directors, the payment of bills will be delayed up to 2 months,
- c) After verification of submitted bills by Office of the Joint Directors Hostels, the amount will be transferred through online mode 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 Hostels on a monthly basis, and subject to termination on being unable to supply to the standards and expectations of the institute authority (Hostel Advisory Committee).
17. 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 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 another 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 Joint Director, University College of Engineering Hostel, Kakatiya University, Kothagudem 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 Joint Director of Hostels may take appropriate decision.
22. Disputes, legal matters, court matters, if any, shall be subject to Bhadradi Kothagudem Jurisdiction only.

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 **10.03.2021**, 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 **"The Principal, University College of Engineering, Kakatiya University, Kothagudem – 507 101, TS"**.
6. The tender application forms and other details, please visit: <http://www.kuce.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. 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) :
2019 – 20 :
2018 – 19 :
2017 – 18 :
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. :
12. Bank Details (Bank Name, No, & IFSC Code
(for online Payments) :

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

SL.No.	Name of the Item	Brand	Qty	Rate
1.	కారం పొడి	కరాని	Per 1 K.G	
2.	పసుపు	కరాని	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.	మంతులు	నెం-1	Per 1 K.G	
7.	ఉప్పు (సన్నం)	నెం-1	Per 1 K.G	
8.	ఉప్పు (దొడు)	నెం-1	Per 1 K.G	
9.	యాలకులు - ఇలాచ	నెం-1	Per 1 K.G	
10.	సాజీరా	నెం-1	Per 1 K.G	
11.	దాల్చిన్ చెకక	నెం-1	Per 1 K.G	
12.	లవంగాలు	నెం-1	Per 1 K.G	
13.	బిరానీ కలర్	నెం-1	Per 1 K.G	
14.	సువ్వులు	నెం-1	Per 1 K.G	
15.	బటాని	నెం-1	Per 1 K.G	
16.	దనియాల పొడి	నెం-1	Per 1 K.G	
17.	జెమినీ టీ	నెం-1	Per 1 K.G	
18.	చకకర	నెం-1	50 kg bag	
19.	సాంబార్ పొడర్	నెం-1	Per 1 K.G	
20.	ఎండు మిర్చి	నెం-1	Per 1 K.G	
21.	ఎండు కొబబర్ల	నెం-1	Per 1 K.G	

22	బిరానీ ఆకు	నెం-1	Per 1 K.G	
23	బిరానీ పువ్వు	నెం-1	Per 1 K.G	
24	మారాడీ మంతి	నెం-1	Per 1 K.G	
25	జాజికాయ	నెం-1	Per 1 K.G	
26	జాపత్రి	నెం-1	Per 1 K.G	
27	మిర్చయాలు	నెం-1	Per 1 K.G	
28	కొబబర్లపొడి	నెం-1	Per 1 K.G	
29	ఉక్కు రవు	అన్నపూరణ	Per 1 K.G	
30	బాంబినోవోవేషునెల్లి	నెం-1	Per 1 K.G	
31	ఇడీరవు	నెం-1	Per 1 K.G	
32	సోడా	నెం-1	Per 1 K.G	
33	సర్ఫ్	నెం-1	Per 1 K.G	
34	బ్లిచింగ్ పౌడర్	నెం-1	Per 1 K.G	
35	సారపప్పు	నెం-1	Per 1 K.G	
36	కాజు	నెం-1	Per 1 K.G	
37	కిస్మత్	నెం-1	Per 1 K.G	
38	మిల్ మేకర్	నెం-1	Per 1 K.G	
39	తొక మోసయాలు	నెం-1	Per 1 K.G	
40	గులాబ్ జామున్	నెం-1	Per 1 K.G	
41	Acid	నెం-1	Per 1 K.G	
42	సాంజ్	నెం-1	Per 1 K.G	
43	Veniger	నెం-1	Per 1 K.G	
44	Match box	నెం-1	Per Box	
45	పాపడ్	నెం-1	Per 1 K.G	

46	కొబబర్లకాయలు	నెం-1	Per 1 K.G	
47	కందిపప్పు	నం-1	50 kg bag	
48	పెసరపప్పు	నం-1	50 kg bag	
49	మిన్నపప్పు	నం-1	50 kg bag	
50	శనగపప్పు	నం-1	50 kg bag	
51	పుటానలు	నం-1	30 kg bag	
52	గోధుమ పండి	అన్నపూరణ/ఆశిరాద	10 kg pack	
53	పల్లిలు	నం-1	50 kg bag	
54	డాళా	నెం-1	Per 1 K.G	
55	మైదా పండి	నెం-1	Per 1 K.G	
56	అటుకులు	నెం-1	Per 1 K.G	
57	కాన్ పౌడర్	నెం-1	Per 1 K.G	
58	శనగ పండి	నెం-1	Per 1 K.G	
59	కొబబర్ల చీపుర్లి	నెం-1	Per 1 K.G	
60	నూనే	Gold drop/ freedom	15 kg net weight tin (1)	
61	అల్లం	నెం-1	Per 1 K.G	
62	ఎల్లిపాయ	నెం-1	Per 1 K.G	
63	ఉల్లిపాయలు	నెం-1	Per 1 K.G	
64	ఆలుగడు(బంగాల దుంప)	నెం-1	Per 1 K.G	
65	Vim Lemons Dish Wash Bar Free Scrubber	నెం-1	Per 1 Piece	
66	Green Scrubber	నెం-1	Per 1 Piece	
67	Steel Scrubbers	నెం-1	Per 1 Piece	

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

SL.No.	Name of the Item	Qty	Rate
1.	టమాట	Per 1 K.G	
2.	బీరకాయ	Per 1 K.G	
3.	బెండ కాయ	Per 1 K.G	
4.	దొండకాయ	Per 1 K.G	
5.	వంకాయ	Per 1 K.G	
6.	సోర కాయ	Per 1 K.G	
7.	చిక్కుడు కాయ	Per 1 K.G	
8.	క్యారేట్	Per 1 K.G	
9.	క్యాలిఫ్లవర్	Per 1 K.G	
10.	క్యబేజ్	Per 1 K.G	
11.	ములక్క కాయ	Per 1 K.G	
12.	పాలకూర	Per 1 K.G	
13.	గోంగూర	Per 1 K.G	
14.	కర్బవేపాకు	Per 1 K.G	
15.	కోత్మపూర	Per 1 K.G	
16.	మంతికూర	Per 1 K.G	
17.	మిర్చి	Per 1 K.G	
18.	పులిగండ	Per 1 K.G	
19.	పుదీనా	Per 1 K.G	

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

Note: Enclose the rates display by the Rythubazar authority

Annexure-III

RICE

SL.No.	Name of the Item	Qty	Rate
1.	రైస్ (విజయ మసూరి ఫైన్)	01 Quintals	

Date:

Place

Signature of the Tenderer

Note: Enclose the rates as per brand

Annexure-IV

EGGS & MEAT AS PER DAILY NEW PAPER RATE

SL.No.	Name of the Item	Qty	Rate
1.	Eggs	Rate per Tray	
2	Meat	Per Kg	

Date:

Place

Signature of the Tenderer

Note: Enclose the rates as per new papers

Annexure-V

MILK & CURD AS PER DAILY NEW PAPER RATE

S. No.	Name of the Item	Qty	Rate
1.	Milk	Per Liter	
2	Curd	Per Liter	

Date:

Place

Signature of the Tenderer

Note: Enclose the rates as per dealer.

FORMAT OF AGREEMENT

Sub. : Supply of RICE/Kirana provision/Chicken & Eggs/Vegetables/ Milk & Curd to Hostels (Boys & Girls), University College of Engineering, Kakatiya University, Kothagudem.

THIS AGREEMENT made on the _____ day of _____ 2021 between University College of Engineering, Kakatiya University, Kothagudem hereinafter called "Institute" which expression should include their successors also of the KUCE, 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, Meat & Eggs, Vegetables, Milk & Curd to Office of the Hostel office, University College of Engineering, 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 University College of Engineering, Kakatiya University, Kothagudem.

WHEREAS, the Tenderer agrees to execute the supply of RICE/Kirana provision/Meat & Eggs/ Vegetables/ 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/Meat & Eggs/Vegetables/ 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, 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 another 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 Joint 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 University College of Engineering, Kakatiya University, Kothagudem, failing which may be made under the jurisdiction of Kothagudem 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, Hostel Advisory Committee and Joint Director of Hostels.

TENDERER

INSTITUTE AUTHORITY

1.

1.

Witness

1.

2.