

UNIVERSITY COLLEGE OF ENGINEERING HOSTELS

KAKATIYA UNIVERSITY, KOTHAGUDEM



TENDER DOCUMENT

2024-2025

FOR

STUDENT'S HOSTEL MESS ITEMS

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I. TENDER DETAILS:

Tender No.187/HO/UCE/KU/2024, Dated.18.03.2024				
S. No	Name of the Item	Cost of Tender in INR*	(Earnest money deposit) EMD in INR*	Contract Period
1	Rice	5,000/-	35,000/-	1(one) Year 01.04.2024 to 31.03.2025
2	Kirana Provisions	5,000/-	50,000/-	
3	Eggs & Chicken	5,000/-	15000/-	
4	Vegetables	5,000/-	15000/-	
5	Milk	3,000/-	15000/-	
6	Curd	3,000/-	15000/-	
<p>*Payments should be made in the form of Online mode in favour of JOINT DIRECTOR AND HOSTEL MESS WARDEN KSM , A/c No. 52110435044, IFSC Code SBIN0020938 (Enclose online payment receipt) with valid ID proof.</p> <p>1.EMD will be refunded to unsuccessful bidders only (online mode). 2.EMD of successful Bidders will be refunded at the end of contract period after supplying material satisfactorily. 3. Tender Processing (Cost of Tender) fee is Non –refundable.</p>				

I. IMPORTANT DATES:

S.No.	Task	Date	Time
1	Release of Tender Notification in website	18.03.2024	-
2	Last date for Submission of Tender	27.03.2024	03.00 pm
3	Tender Opening in the presence of Bidders	28.03.2024	11.00 am

II. ELIGIBILITY CRITERIA, TERMS & CONDITIONS:

The following is the minimum eligibility criteria for the bidders to participate in the tender **‘for supplying food items (Rice/Kirana/ Eggs & Meat /Vegetables/Milk/Curd) 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 3.
3. **Earnest Money Deposit (EMD):**
 - a) *All firms are required to pay a refundable amount specified in page 3 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, after deduction of fine, dues etc., if any.
4. Should have valid 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. **Item 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/University.
7. The College 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, GST 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 further 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 for not more than 2 items mentioned in tender details table.
9. 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).
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-let, 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 College authorities (Hostel Advisory Committee).
12. If the lowest quoted firm L1 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 returned to the L1 firm.
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 emergency 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 purchase should be submitted 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 60 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 3 months (90 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 is closed due to vacation (summer/short) or any pandemic the left over /unused goods will be returned and the respective amount is reduced in the bill.

15. The bidder'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. The termination of the contract will be based on non-satisfactory feedback for two consecutive months and on being unable to supply to the standards and expectations of the college authority (Hostel Advisory Committee).
16. If the supplier fails to comply with the relevant provisions of the above-mentioned conditions, the College Authorities have every right to withhold the bills or even terminate the assigned contract.
17. If the selected firm fails to supply the items against the purchase order, a penalty will be imposed. This will be charged double the rate paid by the Institute for purchase of indented items through another agency in open market.
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. 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 HAC may take appropriate decision to ensure smooth function of hostels and the tender may be awarded even if a single bidder is qualified as per the tender norms.
20. The bidders are advised to do the physical survey of the site at College Hostel in University College of Engineering campus, before participating in tender.
21. HAC may ask the Bidder to provide samples of food items. All expenses for this purpose including transportation will be borne by the Bidder.
22. 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 3 'Tender Details' of the tender document are to be submitted on or before 3 pm on **27.03.2024**, failing which the quotation shall be treated as invalid.
2. All the tenders must be in sealed covers and should be submit before the specified date and time. The college authorities are not responsible for any postal delay or any loss 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 – 507 118, TS and submit at Office of the Joint Director Boys Hostel”**.
6. For 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) :
2022 – 23 :
2021 – 22 :
2020 – 21 :
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 (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

Period of Contract 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:

Period of Contract 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.5000/-)

SL.No.	Name of the Item	Brand	Qty	Rate
1	పసుపు	కరాణి	Per 1 K.G	
2	కారంపొడి - కరాని	కరాణి	Per 1 K.G	
3	సన్ ఫ్లవర్ ఆయిల్	Gold drop/ freedom	15 Litre net weight tin (1)	
4	చెక్కర	నెం-1	Per 1 K.G	
5	చక్రాగోల్డ్ (Hotel Pack)	Chakra gold	Per 1 K.G	
6	కందిపప్పు	నెం-1	Per 1 K.G	
7	మిన్న పప్పు	నెం-1	Per 1 K.G	
8	పెసరపప్పు	నెం-1	Per 1 K.G	
9	శనగపప్పు	నెం-1	Per 1 K.G	
10	చింతపండు	నెం-1	Per 1 K.G	
11	పల్లిలు	నెం-1	Per 1 K.G	
12	పుటానలు	నెం-1	Per 1 K.G	
13	పచ్చిబర్రాని	నెం-1	Per 1 K.G	
14	కాబులిశనగలు	నెం-1	Per 1 K.G	
15	శనగపిండి	నెం-1	Per 1 K.G	
16	గోధుమపండి	ఆశిరాద	Per 1 K.G	
17	బ్లూబర్డ్ పిండి	నెం-1	Per 1 K.G	
18	మైదాపండి	నెం-1	Per 1 K.G	
19	ఇడ్లిరవ్వ	నెం-1	Per 1 K.G	
20	ఉప్పారవ్వ	నెం-1	Per 1 K.G	
21	మిల్కేకర్	నెం-1	Per 1 K.G	
22	అప్పడాలు	నెం-1	Per 1 K.G	
23	ఉప్పు	TATA	Per 1 K.G	
24	గల్లుఉప్పు	TATA	Per 1 K.G	

25	జీరా	నెం-1	Per 1 K.G	
26	మెంతులు	నెం-1	Per 1 K.G	
27	నువ్వులు	నెం-1	Per 1 K.G	
28	గసగసాలు	నెం-1	Per 1 K.G	
29	దనియాలు	నెం-1	Per 1 K.G	
30	ఆవాలు	నెం-1	Per 1 K.G	
31	ఎండుమిర్చి	నెం-1	Per 1 K.G	
32	కొబ్బరిపొడి	నెం-1	Per 1 K.G	
33	కార్పొర్నోడర్	నెం-1	Per 1 K.G	
34	సాంబార్నోడర్	MTR	Per 1 K.G	
35	చకెన్ మసాలా	MTR	Per 100 Grams	
36	ఇంగుర	నెం-1	Per 50 Grams	
37	కస్తూర్నోడర్	నెం-1	Per 1 K.G	
38	బాంబినో/MTR సెమియ	నెం-1	Per 1 K.G	
39	బెల్లం	నెం-1	Per 1 K.G	
40	మిల్కెయెడ్	నెం-1	Per tin	
41	గులాబ్ జామ్	సప్లై తక్కి /MTR	Per 1 K.G	
42	నెయ్యి	GRB/Durga	Per 1 K.G	
43	డాల్డా	Dalda	Per 1 K.G	
44	కాజు	నెం-1	Per 1 K.G	
45	కిస్మిస్	నెం-1	Per 1 K.G	
46	సారపప్పు	నెం-1	Per 1 K.G	
47	కాజు చూరా	నెం-1	Per 1 K.G	
48	యాలకులు- ఇలాచి	నెం-1	Per 1 K.G	
49	దాల్చిన చెక్క	నెం-1	Per 1 K.G	
50	లవంగాలు	నెం-1	Per 1 K.G	
51	సాజీరా	నెం-1	Per 1 K.G	
52	మిరియాలు	నెం-1	Per 1 K.G	
53	జాజికాయ	నెం-1	Per 1 K.G	

54	జాపత్రి	నెం-1	Per 1 K.G	
55	మారుడిమంతి	నెం-1	Per 1 K.G	
56	బిర్యానీఆకు	నెం-1	Per 100 Grams	
57	బిర్యానీపువ్వు	నెం-1	Per 100 Grams	
58	బిర్యానీకలర్	నెం-1	50 Grams	
59	వెనిగర్	నెం-1	Per 1 Lit	
60	చిలి సాస్	నెం-1	Per 1 Lit	
61	టమెటో సాస్	నెం-1	Per 1 Lit	
62	సోయబీన్ సాస్	నెం-1	Per 1 Lit	
63	తినెసోడా	నెం-1	Per 1 K.G	
64	శేప్పింగాుల్ట్	నెం-1	Per 1 K.G	
65	కస్తురి మెతి	నెం-1	Per 1 K.G	
66	సర్ప్	నిరా	Per 1 K.G	
67	బ్లీచింగ్ పౌడర్	నెం-1	Per 1 K.G	
68	డాక్టర్స్ నైట్	నెం-1	Per 1 K.G	
69	యాసిడ్	నెం-1	5 litre can	
70	డెటాల్	నెం-1	Per 1 Lit	
71	Steel Scrubbers		Per 1 Piece	
72	కొబర్చీపుర్లి		10 bundle	
73	మెతటి చీపురు		10 Bundle	
74	టాయిలెట్ బ్రష్లు	నెం-1	Per No.	
75	నాఫ్తలీన్	నెం-1	Per 1 K.G	
76	రెడ్ కలర్ (బుష్)	నెం-1	50 Grams	

1. Quality - Number-1
2. All wholesale rates to be quoted

RICE
(Tender processing Fee Rs.5000/-)

SL.No.	Name of the Item	Type	Qty	Rate
1.	HMT	Steam	01 Quinta	
		Non-Steam	01 Quinta	
2.	BPT	Steam	01 Quinta	
		Non-Steam	01 Quinta	

Date:

Place

Signature of the Tenderer

Annexure-III**LIST OF VEGETABLES (Tender processing Fee Rs.5,000/-)**

SL.No.	Name of the Item	Qty	Discount on whole sale price
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	నెం	
12.	పాలకూర	కటలు	
13.	గోంగూర	కటలు	
14.	కర్పవేపాకు	కటలు	
15.	కొత్తి మీర	కటలు	
16.	తొటకూర	కటలు	
17.	మంతికూర	కటలు	
18.	మిర్చి	Per 1 K.G	
19.	పులగంద	Per 1 K.G	
20.	పుదీనా	కటలు	
21.	ఉల్లిపాయ	Per 1 K.G	
22.	ఆలు గడ్డ	Per 1 K.G	
23.	అల్లం	Per 1 K.G	
24.	వెల్లులి	Per 1 K.G	

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

Note: whole sale price as per Kothagudem Rythubazar authority

Annexure-IV

EGGS & MEAT AS PER DAILY NEW PAPER RATE
(Tender processing Fee Rs.5000/-)

SL.No.	Name of the Item	Qty	Discount on wholesale price
1.	Eggs	Rate per Tray *	
2	Meat	Per Kg*	

*Discount offered with reference to the Daily News Paper rate

Date:

Place

Signature of the Tenderer

Note: Enclose the rates as per new papers

Annexure-V

MILK & CURD AS PER DAILY NEW PAPER RATE
(Tender processing Fee Rs.3000/- Separately (Milk & Curd))

S. No.	Name of the Item	Qty	Rate (Quote with respect to MRP)
1.	Milk -Vijaya	Per Litre	
2	Curd (Packed)	Per Litre	
	Curd (Un Packed)		

Date:

Place

Signature of the Tenderer

Note: Enclose the rates as per dealer.