



مؤلانا آزاؑ نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



TENDER NOTICE FOR RUNNING STALL/ KIOSK FOR PROVIDING TEA & SNACKS SERVICES

Sealed tenders are invited from experienced contractors for running Tea stall/Kiosk on Licence fee basis at Maulana Azad National Urdu University (MANUU) Gachibowli, Hyderabad. Tender forms can be downloaded from the University website www.manuu.edu.in with effect from **11.10.2024**. Filled in tenders in sealed covers may be dropped in the Estate & Transport Section (Room No.03) or sent by speed/registered post addressed to the Assistant Registrar, Estate & Transport Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500 032, so as to reach on or before **01.11.2024** at 03:00 PM.

Registrar

The following are the Terms and Conditions to run Stall/Kiosk for Providing Tea & Snacks services Contract for the financial year 2024-25 in Maulana Azad National Urdu University Campus at Gachibowli, Hyderabad.

1. Earnest Money Deposit of the successful bidder will be retained with the University. Further the successful bidder would have to make the following payments for the Contract.

Earnest Money Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 5,000.00 (Rupee Five Thousand only)
Security Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 10,000.00 (Rupees Ten Thousand only)
License Fee Per Month	Rs.2,000.00
Water Charges Per Month	Rs.110.00
Electricity Charges Per Month (to pay on 5th of every month on demand by Engineering Section)	As per consumption

2. The contract would be for a duration of two years (this period will start from or the date of signing the agreement). The contractor shall occupy the premises after executing the agreement and furnishing the Security Deposit.
3. The contract is extendable for period of up to two years on mutual consent basis and on satisfactory performance and at the discretion of the University. The Contractor shall submit the request for extension of contract, before two months of its expiry. The contract may be terminated on one month's notice by either party of the contract.
4. The bids submitted by the bidders shall remain valid for a period of 75 days from the date of opening of bids.
5. The timings and the working days of the Stall/Kiosk will be regulated by the University. The contractor should quote the item-wise rates, quantities, supplements being supplied along with the items as per the Annexure-2. It should be furnished in a sealed cover duly signed & dated. The rates should be inclusive of all taxes and there shall not be any over writings. Further, there shall not be any increase in the rates during the currency of the contract.
6. The bidder shall quote rates for all the items listed in Annexure -2. Incomplete quote will be rejected.
7. The eatables served by the contractor should be fresh and clean. Contractor shall be responsible for the quality and quantity of food items prepared/supplied in the Stall/Kiosk. The Committee members shall have the right to inspect the Stall/Kiosks at any point of time to check the quality and hygiene of the Kiosk. A complaint/suggestion box should be prominently placed in the Stall/Kiosk. The box will be opened by the committee periodically. In case of any rotten/substandard eatables supply or unhygienic situations are noticed or complained received, the committee shall levy a penalty of Rs. 500/-per incidence subject to maximum of Rs.5000/- during the year or further necessary action.
8. This contract may be terminated forthwith by either party by giving written notice to the other if the other party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach.

9. The Contractor shall be liable for misbehavior, misconduct or any other act of disobedience. The Contractor must also ensure that the cook, kitchen staff and waiters wear neat and tidy dress while on duty. The contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the by-laws of the GHMC. Any damage caused to the Kiosk and its surroundings due to negligence of the workers engaged by the contractor shall be made good by him.

10. The contractor should ensure that persons punished by any Court of Law for criminal offenses are not engaged including those against whom cases are pending and judgments are awaited. He shall furnish a list of persons engaged for various purposes in the Kiosk to the University and he shall notify any change in the deployment of persons as and when occurs. Further, he should not engage any child labour at the Kiosk in any form. The University will not be liable for any type of compensation, if any Labour is injured while on duty. Personal insurance of each Labour has to be borne by the contractor.

11. The items in standard menu table mentioned at Annexure – 2 shall be followed by the Contractor and the supply should be made at the finalized rates in the contract. There shall be no revision of rates during the contract period. The contractor shall not keep any prohibited items like cigarettes, pan, gutkha, alcohol etc. in the premises.

12. The Contractor has to arrange by himself for (a) refrigeration (b) cooking/servicing utensils (c) disposables (d) cooking gas (e) adequate manpower. (f) any other facilities needed to ensure smooth functioning of the Kiosk.

13. The contractor shall be responsible for the reasonable care, maintenance, and safety of the premises. On the expiry of contract the contractor shall handover the kiosk, its fittings and other assets provided by the University in proper condition and without damages. The Contractor shall not make any additions or alterations in the premises without the prior permission of the University. He shall also not stick posters, artistic paintings or shall not misuse the Kiosk premises in any form.

14. The prospective bidders shall have to furnish the Earnest Money Deposit (EMD) of Rs.5000/- in the form of Demand Draft in favour of MANUU payable at Hyderabad. The EMD of the unsuccessful bidders will be refunded to them at the earliest after expiry of the final bid validity period as mentioned at clause 4, without any interest. The EMD of the successful bidder shall be refunded on furnishing the Security Deposit for an amount of Rs.10,000/- In case the successful bidder withdraws the bid before the validity period, the EMD will be forfeited.

15. The successful bidder shall furnish security deposit within 14 days of award of contract. The Security Deposit of successful bidder shall be returned after 60 days on completion of the contract and other contractual obligations, if any. However, no interest is payable on this Security Deposit.

16. In case of failure or breach of any terms & conditions of the contract, the University shall have; (a) the authority to rescind the contract and (b) the right to forfeit the security Deposit, and the decision of the competent authority of the University shall be final.

17. **Penalty/ Damages clause:**

In case damages caused to the premise/kiosk or loss suffered on account of wrongful act or negligence by the contractor shall be paid by the contractor at the prevailing market rates duly assessed by the University (i.e., Engineering section).

18. A penalty of Rs.500/- per day shall be imposed on the contractor for not performing up to the entire satisfaction of the University.

19. **Termination of contract:**

This contract shall be terminated by the University if any of the following happened/take place:

- i. If the contractor is in material breach of its obligations under this agreement;
- ii. If the contractor does not provide services satisfactorily;
- iii. If the eatables provided at Kiosk/stall are sub-standard and are prepared under unhygienic conditions.
- iv. In case breach of any of the terms & conditions of this contract by the contractor, the

University shall have the right to cancel the contract without assigning any reason thereof and Security Deposit will be forfeited & encashed;

20. The Contractor should furnish a copy of FSSAI certificate and other documentary evidence as required as per the Application Form (Annexure-1) for consideration of quotation.

21. The contractor will not transfer or assign the license or any part of this to any other party or individual without the prior permission of the competent authority. The contractor has to give his mobile number for emergency contact. The contractor and his staff will have to make their own residential arrangements outside the premises of the university. Kiosk premises should not be used for any other purpose except for running the Kiosk.

22. The Committee shall have the right to access to those establishments for ascertaining the quality of the food. The lowest quotation for the food items offered shall not confer the right for considering the tender. The committee constituted shall have the right to finalize the contract depending upon the reliability and credentials of the bidder.

23. The successful contractor will be required to sign the agreement after award of the contract but, before commencing the services.

24. The sealed quotation shall be submitted to the Estate Section, Room No. 03, Ground Floor, Administrative Building of the University on or before **01.11.2024 at 3:00 PM**. Quotations received thereafter will not be accepted under any circumstances. The price quotation (Annexure-2) will be opened same day at 3.30 PM.

Registrar



Annexure - 1

APPLICATION FOR TEA & SNACKS STALL/KIOSK IN MANUU, HYD. 2024-25

1.	Name of the Contractor/Bidder	
2.	Postal Address with PIN Code	
3.	Telephone No.(Landline) & Mobile No.	
4.	Income Tax PAN No. & GSTIN No.	
5.	Valid Labour Licence No.	
6.	FSSAI certificate	
7.	Present Contracts/Assignments, if any i) ii) iii)	
8.	Price/Rate per item offered for the food & beverages to be prepared and served at the stall/kiosk.	Enclose a separate sealed cover of item-wise competitive rates as per the list in the proforma (Annexure-2)
9.	Details of Earnest Money Deposit (EMD) for Rs. 5,000/- (refundable after 90 days of bid validity period, without any interest) (note: EMD of the non-responsive bidder during the bid validity period shall be forfeited)	Enclosed D.D. for Rs.5,000 towards EMD in favour of MANUU, Hyderabad DD No:..... date:..... Name of the Bank:..... Branch:.....
10.	Declaration	All the terms and conditions mentioned in the tender/bid documents are acceptable to me/us.
	Date:..... Place:.....	Signature of the Contractor/Bidder

Note: Self attested photostat copies of all the documents mentioned above should be enclosed in chronological order.

Annexure-2

[to be placed in a separate sealed cover]

ITEMS TO BE SERVED IN MANUU STALL/KIOSK (to be quoted by the bidder)

S.No	Item	Quantity	Rate to be quoted
1	Tea	75 ml	
2	Coffee	75 ml	
3	Boost	75 ml	
4	Badam tea	75 ml	
5	Badam Milk	75 ml	
6	Osmania Biscuits	One	
7	Bread Omlet	Single	
8	Bread Omlet	Full	
9	Omlet	Single	
10	Omlet	Double	

The above rates are inclusive of all taxes, with required quantity as specified above. Competitive rates should be quoted for all items as stated above as per the prevailing market rates.

SIGNATURE OF THE APPLICANT
and Stamp

Name:

Contact No: