



**EXPRESSION OF INTEREST FOR LEASING OF SPACE FOR TEA STALL**

The Expression of Interest (EoI) is hereby invited from the interested Applicant/firm/bidder for leasing of space on monthly rental basis for Tea Stall (near Boys' Hostel -IV) in the Maulana Azad National Urdu University campus, Gachibowli, Hyderabad - 500 032 (Telangana State) as per details given below:

Space for Tea Stall	Charges to be paid per month
Rent	Rs.1,000/-
Electricity	As per the bill generated by the university

Interested Applicant/firm/bidder can download the documents from the university website ([www.manuu.edu.in](http://www.manuu.edu.in)) and submit their offers in the prescribed format (Annexures 1 & 2) duly filled and signed along with required enclosures and documents. The EoI is to be submitted in a sealed envelope, superscribed "EoI for Tea Stall (near Boys' Hostel-IV) addressed to the **Assistant Registrar (Estate & Transport) Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032. A Demand Draft of Rs.1000/- (One Thousand only) shall also be submitted drawn in favour of Maulana Azad National Urdu University payable at Hyderabad towards Earnest Money Deposit (EMD) together with the offer.**

1. This EoI Invitation document is not a Tender or 'Request for Proposal' in any form and would not be binding on MANUU in any manner whatsoever.
2. Security Deposit (SD): The successful applicant/firm/bidder will be required to deposit Rs.5,000/- (Rupees Five thousand only) as interest free security deposit in the form of a crossed Demand Draft Drawn in favour of Maulana Azad National Urdu University and payable at Hyderabad, within 15 days of the award of the contract. The security deposit (SD) will remain at the disposal of MANUU, Hyderabad. This may be returned after (60) days of completion of contract.
3. The authority reserves the right to recover the losses/damages caused to the instruments/ articles/ building/ fittings etc. by the contractors or their employees and realization of damages arising out of any deficient services over and above any other punitive step/ civil action as the authority deems fit.
4. MANUU reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
5. The applicant/firm/bidder are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and their suitability before submission of their interest/ proposal.
6. The MANUU reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.

7. The applicant/firm/bidder should submit their response as per format/s provided (Annexures 1 & 2). The submissions not conforming to the instructions or prescribed format/s will be rejected.
8. The applicant/firm/bidder should equip himself/herself with all the permits, license, etc, required for the operation of the tea stall. Proof relating to GST, PAN, Labour License, FSSAI Certificate is a must.
9. The applicant/firm/bidder should adhere to the safety guidelines and norms in running the tea stall.
10. The applicant/firm/bidder will be responsible for cleaning and regular upkeep of the space.
11. The lease term will be initially for a period of one year duration and the same may be extended up to one year based upon satisfactory performance. On the expiry of lease term, applicant/firm/bidder shall vacate the space immediately. However, the existing operator may bid afresh if not prohibited otherwise due to unsatisfactory performance.
12. Prohibited items viz., liquor, cigarettes, gutkha, pan, zarda, etc. Shall not be sold/provided/served in the tea stall.
13. The selected applicant/firm/bidder will have to sign an Agreement with MANUU before operation of the tea stall.
14. The applicant/firm/bidder should submit the bid with supporting documents about their registration, experience, existing contract, etc.
15. Termination of contract: The contract can be terminated by applicant/firm/bidder by giving 30 days clear notice. However, the university authority reserves the right to terminate the contract without assigning any reason, if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene/ cleanliness of any of the services are deteriorated to such an extent that it is detrimental to the interests of the University.
16. Agreement: The successful applicant/firm/bidder has to sign an agreement on a Rs. 100/- non judicial stamp paper (charges to be borne by the successful applicant/firm/bidder).
17. The successful applicant/firm/bidder shall pay the prescribed rent and water charges on monthly basis to MANUU. Apart from this, the applicant/firm/bidder shall also pay electricity charges every month on the basis of bill generated by the University.
18. Arbitration: All disputes or differences whatsoever between applicant/firm/bidder and the University related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purposes.
19. Legal dispute: Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the court at Hyderabad.
20. Inspection authority: Authorized representatives of the MANUU will carry-out periodic inspection and surprise checks to ensure quality of food, services, hygiene, and cleanliness.
21. Canvassing: Any attempt to canvass for the candidature of any applicant/firm/bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.
22. Rejection clause: Applicant/firm/bidder who does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.

23. Modifications: MANUU reserves the right to modify/add any clause to the agreement, during the period of the contract, for any essential item, services etc.
24. Applicant/authorized person should sign on each and every page of the EoI documents.
25. Applicant/firm/bidder should be financially sound to operate the tea stall.
26. MANUU reserves the right to call limited or all bidders based on their experience and technical submission made in the EoI. Mere fulfillment of EoI criteria does not entail the bidders to be eligible for award of contract.

**Key dates and information are as below:**

Availability of Application Form on MANUU website : manuu.edu.in	From 23.06.2025
Address for submission of EoI in a sealed envelope	Assistant Registrar (Estate & Transport) Room No.4, Administrative Building, MANUU Campus, Gachibowli, Hyderabad - 500 032 (Phone: 040-23006607, email: estate@manuu.edu.in)
Last date & time for receipt of EoI	14.07.2025 (3:00 p.m.)
Date & time of opening of EoI	14.07.2025 (3:30 p.m.)

**BIDDERS LIABILITY**

1. The vendor shall pay the monthly rent of Rs.1000/- regularly on or before 10<sup>th</sup> of every month. If the monthly rent becomes due for two consecutive months the university will disconnect the power supply. The electricity charges shall also be paid on time as and when the bill is generated by the university.
2. Deployment of adequate manpower, materials, consumables etc. to run the tea stall smoothly.
3. Possession of necessary permits, licenses from the FSSAI/Govt. of Telangana, required for running tea stall (wherever applicable).
4. Arrangement of adequate furniture, equipment, crockery, consumables etc. required for smooth functioning of the tea stall.
5. Applicant/firm/bidder will ensure the safety and proper custody of the property/structure/equipment of MANUU and will pay any loss or damage caused by him/her to MANUU.
6. Sub Leasing of the Utility after award of work/Agreement will not be permitted.
7. Tea stall shall remain open from 8:30 a.m. to 7:00 p.m.
8. Timings may be negotiable as per need.
9. Rates must be quoted as provided in the relevant annexure.
10. The Committee shall interact with the bidder/s before award of contract.
11. The decision of the University shall be final and binding on all parties.

**REQUIRED EXPERIENCE**

1. The Applicant/firm/bidder should have been operating in any chosen area of the proposed EoI preferably.
2. Prior relevant experience in the educational institutions of national and international repute shall be preferred.

**ANNEXURE - 1**

**Service to be extended in Tea Stall (near Boys' Hostel-IV)**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Tea	75 ml	
2.	Coffee	75 ml	
3	Boost milk	75 ml	
4.	Bounrvita milk	75 ml	
5.	Osmania biscuit	01 No.	
6.	Bread omlet	01 No. (Full)	
7.	Samosa (onion)	01 No.	
8.	Samosa (Potato)	01 No.	

**ANNEXURE - 2**

**APPLICATION FOR LEASING OF SPACE FOR TEA STALL**  
**(NEAR BOYS' HOSTEL-IV), MANUU CAMPUS,**  
**GACHIBOWLI, HYDERABAD**

**APPLICATION FOR:** \_\_\_\_\_

1.	Name of the Contractor/ Bidder	:	
2.	Postal Address with PIN Code	:	
3	Telephone / Mobile	:	
4.	e-mail	:	
5.	PAN Number	:	
6.	GST Registration Number	:	
7.	FSSAI Certificate	:	
8.	Valid Labour License Number	:	
9.	Details of Earnest Money Deposit (EMD) - 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)	:	Amount: DD No. & Date: Name of the Bank: Branch:
10.	Enclose a separate sealed envelope of item-wise competitive rates as per the list in the Proforma (Annexure- 1)	:	
11.	Present contracts / assignments, if any 1. 2. 3.	:	
12.	Declaration	:	All the terms and conditions mentioned in the EoI document are acceptable to me/us

*Self attested copies of relevant documents enclosed*

**Signature of the Bidder :** .....

**Name & Seal of the Bidder :** .....

Date :

Place :