

مولانا آزاؑ نیشنل اردو یونیورسٹی

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## MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" grade by NAAC)

### **EXPRESSION OF INTEREST FOR LEASING OF UTILITY SERVICES**

The Expression of Interest (EoI) is hereby invited from the interested Applicant/firm/bidder for leasing of utility services in the premises of the university shopping complex as per details given below:

<b>Shop details/items</b>	<b>Rental charges per month (excluding electricity &amp; water charges)</b>
Shop No.2 Stationery & Office Mart	Rs.5,000/-
Shop No. 3: Grocery & Provisions	Rs.5000/-
Shop No. 4: Male Salon	Rs.5000/-
Shop No.5: Ladies Tailor	Rs.5000/-
Shop No. 6: Beauty Parlour (To be operated exclusively by ladies)	Rs.5000/-
Shop No. 7 & 8: Food Zone (Fast food, chat, etc.)	Rs.5000/-x2
Shop No.9: Cafeteria - Tea, Coffee, Snacks & Refreshment	Rs.5000/-

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 format duly filled and signed along with required enclosures and documents. The EoI is to be submitted in a sealed envelope, superscribed “EoI for Leasing of Utility Services (Shop for \_\_\_\_\_)” addressed to the **Asst. Registrar (Estate & Transport) Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.**

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.10,000/- (Rupees Ten thousand only) as interest free security deposit in the form of a crossed Demand Draft Drawn in favour of Finance Officer, MANUU 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 formats provided. The submissions not conforming to the instructions or prescribed formats will be rejected.

8. The applicant/firm/bidder should equip himself /herself with all the permits, license, etc, required for the operation of the Utilities. 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 Utilities.

10. The applicant/firm/bidder will be responsible for cleaning and regular upkeep of the premises.

11. The lease term will be initially for two years and the same may be extended up to 2 (two) years based upon satisfactory performance. On the expiry of lease term,

applicant/firm/bidder shall vacate the premises immediately. However the existing operator may bid fresh 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 utilities.

13. The selected applicant/firm/bidder will have to sign an Agreement with MANUU before operation of the Utilities.

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 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 utilities/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 Rs 100/- non judicial stamp paper (to be borne by the successful applicant/firm/bidder).

17. The successful applicant/firm/bidder will have to pay water charges and monthly rental of the shop as intimated on the basis of extent rules every month to MANUU. Apart from this, the applicant/firm/bidder shall also pay electricity charges of the shop area 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 Utilities.

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 29.10.2021
Address for submission of EoI	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	05.11.2021 & 3:00 p.m.
Date & time of opening of EoI	05.11.2021 & 3:30 p.m.

**BIDDERS LIABILITY**

The different facilities and services intended by the authority and to be provided by applicant/firm/bidder are mentioned below:

1. Deployment of adequate manpower, materials, consumables etc. to run the utilities smoothly.
2. Possession of necessary permits, licenses from the FSSAI/Govt.of Telangana, required for running utilities (wherever applicable).
3. Arrangement of adequate furniture, equipment, crockery, consumables etc. required for smooth functioning of the Utilities.
4. 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.
5. Design the interior /exterior of the Canteen/Utilities with minimum facilities without out any structural change to the built up area.
6. Sub Leasing of the Utilities after award of work/Agreement will not be permitted.
7. Separate Application/bid are to be submitted for each shop/utility.

8. Beauty Parlour shall be operated by ladies only.
9. Shops shall remain open all days from 7:00 a.m. to 10:00 p.m. However, timings may be negotiable as per need.
10. Rates must be quoted as provided in the relevant annexure/s.
11. For Grocery & Provisions store the Committee shall decide L1 based on the years of experience in relevant business and the number of branches/outlets.
12. The Committee shall interact with the bidder/s before award of contract.
13. 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 the any chosen area of the proposed EoI preferably.
2. Prior relevant experience in the educational institutions of national and international repute shall be preferred.

### **SCOPE OF WORK**

Stationery & Office Mart	:	Stationery items, printing job, photocopying, book binding, computer job work (Urdu & English) - (Please refer Annexure-1)
Grocery & Provisions	:	All Kirana & General items
Male Salon	:	Hair cutting, shaving, head massage and hair dyeing (Please refer Annexure-2)
Ladies Tailor	:	Stitching work, pico / fall and alteration (Please refer Annexure-3)
Beauty Parlour (To be operated exclusively by ladies)	:	Facials, make-ups, threading (eyebrow, upper lip), hair cut, hair styling, shampoo conditioning, hair colour / dyeing, manicure, pedicure, waxing and mehendi design (Please refer Annexure-4)

Food zone (fast food, chat, etc.)	:	To provide items as listed in relevant (Please refer Annexure-5)
Cafeteria		To provide items as listed in relevant (Please refer Annexure-6)

**ANNEXURE - 1**

**Service to be extended in STATIONERY & OFFICE MART at  
MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Stationery items	Not above MRP	
2.	Single side photocopy on A4 size paper on 70/80 gsm maplotho paper	01	
3.	Double side photocopy on A4	01	

	size paper on 70/80 gsm maplotho paper		
4.	Single side photocopy on legal size paper on 70/80 gsm maplotho paper	01	
5.	Double side photocopy on legal size paper on 70/80 gsm maplotho paper	01	
6.	Single side photocopy on A4 size paper in colour on 70/80 gsm maplotho paper	01	
7.	Double side photocopy on A4 size paper in colour on 70/80 gsm maplotho paper	01	
8.	Spiral binding charges per book of 50 pages of A4 size including transparent upper and lower sheets	01	
9.	Spiral binding charges per book of 50 pages of legal size including transparent upper and lower sheets	01	
10.	Lamination charges A4 size	01	
11.	Black & White Print out charges on Laser jet printer per page	01	
12.	Colour Printout charges per page		
13.	Scanning A4 / Legal size	01	
14.	Computer job work per page (A4 size) - Urdu/English	01	
15.	Computer job work per page (legal size) - Urdu/English	01	

**ANNEXURE - 2**

**Service to be extended in MALE SALON at MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Hair cutting	Single service	
2.	Shaving	Single service	
3.	Head massage	Single service	
4.	Hair dyeing	Single service	



ANNEXURE - 3

**Service to be extended by LADIES TAILOR at MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Salwar suit stitching	One pair	
2.	Blouse stitching	One piece	
3.	Plazo suit	One pair	
4.	Pico / fall	One piece	
5.	Alteration	One piece	

**Service to be extended in BEAUTY PARLOUR at MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Facial	Single service	
2.	Make-up	Single service	
3.	Threading (eyebrow, upper lip)	Single service	
4.	Hair cut	Single service	
5.	Hair styling	Single service	
6.	Shampoo conditioning	Single service	
7.	Hair colour / dyeing	Single service	
8.	Manicure	Single service	
9.	Pedicure	Single service	
10.	Waxing	Single service	
11.	Mehendi design (full hands)	Single service	
12.	Mehendi design (half)	Single service	

**ANNEXURE - 5**

**Items to be served in FOOD ZONE of MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Idli with sambar & chutney 150 gms	2 pcs	
2.	Poori with sabzi 150 gms	4 pcs	

3.	Masala Dosa with sambar & chutney (120 gms)	1 each	
4.	Vada with sambar & chutney (150 gms)	2 nos.	
5.	Mysore Bajji / Bonda (2 pcs)	1 plate	
6.	Veg Biryani with curry (300 gms)	1 plate	
7.	Veg. Plate meals - plate rice, dal, sabzi, curd (all items 300 gms)	1 plate	
8.	Chapati/Roti (50 gms)	1 no.	
9.	Chapati/Roti with sabzi (200 gms)	1 plate	
10.	Chicken curry (with 2 pieces) (200 gms)	1 plate	
11.	Chicken 65 (250 gms)	1 plate	
12.	Chicken Biryani (Hyderabad) with curd & curry (400 gms)	1 plate	
13.	Aloo Paratha with chutney	1 each	
14.	Packaged Water bottles	Not above MRP	

**ANNEXURE - 6**

**Items to be served in Cafeteria at MANUU Shopping Complex**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate to be quoted (inclusive of taxes)</b>
1.	Pani puri	(6pcs)	
2.	Samosa Ragda	1 plate	
3.	Dahi papdi	1 plate	
4.	Mirchi Bhajji (2 pcs)	1 plate	
5.	Sev puri	1 plate	
6.	Pav bhaji	1 plate	
7.	Chhole bhature	1 plate	
8.	Veg pakoda	1 each	
9.	Samosa (potato)	1 each	
10.	Veg puff	1 each	
11.	Egg puff	1 each	
12.	Veg. Burger	1 each	
13.	Chicken Burger	1 each	

14.	Tea (full)	100 ml	
15.	Tea (single)	60 ml	
16.	Coffee	100 ml	
17.	Bread omelette	1 plate	
18.	Packaged Water bottles/bun/cake/bread/ biscuits	Not above MRP	

**APPLICATION FOR LEASING OF UTILITY SERVICES**

**AT MANUU SHOPPING COMPLEX**

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

1.	Name of the Bidder/Firm/ Agency	:	
2.	Address	:	
3.	Phone / Mobile	:	
4.	Email	:	
5.	Firm Registration No.	:	
6.	GST Registration No.	:	
7.	PAN Card No.	:	
8.	FSSAI Certificate No. (wherever applicable)	:	
9.	Labour License No. (wherever applicable)	:	

10.	Copies of document/s relating to experience, if any	:	

*Copies of relevant documents enclosed*

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

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

Date :

Place :