

مولا نا آزاد نیشنل اردو یونیورسٹی
مؤلانا آزاا نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an act of parliament in 1998)

Gachibowli, Hyderabad 500 032

(Accredited with 'A' Grade by NAAC)



TENDER NOTICE FOR RUNNING KIOSK FOR TEA & SNACKS

Sealed tenders are invited from reputed/experienced contractors for running Tea stall on license fee basis at Maulana Azad National Urdu University (MANUU), Gachibowli, Hyderabad. Details along with tender forms can be had from the Estate & Transport Section of MANUU or down loaded from the university website www.manuu.ac.in with effect from **21.02.2018** filled in tenders in sealed covers may be dropped in the Estate & Transport section or sent by speed/ registered post addressed to the Joint Registrar, Estate & transport Section, MANUU, Gachibowli, Hyderabad - 32, so as to reach on or before **15.03.2018 at 3:00 PM.**

Registrar



APPLICATION (BID PROFORMA) FOR KIOSK SERVICES IN MANUU, Hyderabad (2017-18)

1	Name of the Contractor/Bidder	
2	Postal Address with PIN Code	
3	Telephone No.(Landline) & Mobile No.	
4	Income Tax PAN No. & TIN No.	
5	Firm Registration Certificate, Food License & Labour license	
6	Details of similar contracts executed during 01.04.2014 to 31.03.2017. (copies of contracts awarded, credential certificates etc, should be enclosed)	
7	Present Contracts/Assignments: i) ii) iii)	
8	Price/Rate per item offered for the food to be prepared and served in the kiosk.	Enclosed the 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. 10,000/- (refundable after bid validity period of 90 days, without any interest) (note: EMD of the non-responsive bidder during the bid validity period shall be forfeited)	Enclosed D.D. for Rs.10,000 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: Photostat copies of all the documents mentioned above should be enclosed.

The following are the Terms and Conditions of the Kiosk Services (Tea & Snacks) Contract for the year 2017-18 in Maulana Azad National Urdu University main campus at Gachibowli, Hyderabad.

1. Earnest money of the successful bidder retained with the University. Further, the successful bidder would have to make the following payments in respect to the Kiosk Services Contract:

i)	Earnest Money Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 5,000.00 (Rupees five Thousand)
ii)	Security Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 10,000.00 (Rupees Ten Thousand)
iii)	License Fee Per Month	Rs.1,000.00 (Rupees One thousand only)
iv)	Water Charges Per Month	Rs. 100.00 (Rupees One Hundred)
v)	Electricity Charges Per Month (to pay on 5th of every month on demand notice issued by Engineering Section)	As per the actual consumption

2. The contract would be for a duration of one year (this period will start fromor 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 another period of one year on mutual consent basis and on satisfactory performance at the discretion of the University administration and it's Stakeholders. Application for renewal of the contract shall reach the Administration at least two months before the expiry of the contract period. However, the contract may be terminated on one month's notice by either party of the contract.
4. The timings and the working days of the Kiosk will be regulated by the University. The contractor should quote the item-wise rates, quantities, supplements being supplied along with the items should be mentioned in the Annexure-2 and it should be furnished in a separate 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.
5. The eatables served by the contractor should be wholesome and clean. Best quality stores/provisions has to be procured for the preparations of the eatables. Contractor shall be responsible for their quality and quantity of food items prepared/supplied in the Kiosk. A complaint/suggestion box should be prominently placed in the Kiosk premises. The box will be opened by the University authorities periodically. The Canteen Committee members shall have the right to inspect the Kiosk at any point of time to check the quality and hygiene of the Kiosk and kitchen. In case of any rotten/substandard eatables supply or unhygienic situations are noticed or complained, the committee shall levy a penalty of Rs 500/- per incidence, subject to maximum of Rs.5,000 during the year.
6. The Contractor would be liable for their misbehavior, misconduct or any other act of disobedience. The Contractor must also ensure that the cook, kitchen staff and waiters wear neat and tidy uniform while on duty. The contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance to the by-laws of the Municipal Corporation (GHMC) Any damage caused to the premises due to negligence of the workers engaged by the contractor shall be made good by him.
7. 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.
8. 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. In case of any additional requirement to run the Kiosk smoothly, that will have to be arranged by the contractor at his own cost. The contractor shall not keep the items which are prohibited

for public premises as per Govt. guidelines. Items like cigarettes, pan, gutkha, alcohol etc. are strictly prohibited in the Premises.

9. 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. The contractor has to maintain attendance register of his persons and work to be supervised by a supervisor.
10. The contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation, furniture and other assets provided by the University. The contractor has to handover the items under his possession should handover at the expiry of the contract. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority. He shall also not permitted to stick the posters, artistic paintings or to misuse the Kiosk premises in any form.
11. The prospective bidders shall have to furnish the Earnest Money Deposit (EMD) in the form of Demand Draft in favour of MANUU payable at Hyderabad. The EMD of the unsuccessful bidders will be refunded within the bid validity period of 90 days, without any interest. The EMD of the successful bidder shall be refunded within the bid validity period on furnishing the Security Deposit for an amount of Rs.10,000. In case the successful bidder tends to withdraw the bid before the validity period, the EMD will be forfeited. The Security Deposit of the successful bidder shall be returned after 60 days of completion of the contract, subject to deductions if any towards penalty/damages. However, no interest is payable on this Security Deposit. In case of failure or breach of any term & condition 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.
12. The Contractor should furnish copy of the following particulars for consideration of the quotation (i) Firm Registration Certificate for the same purpose. (ii) valid food license (iii) Bank Account certificate (iv) Valid Labour License (v) documentary evidence regarding its capacity and work experience.
13. 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.
14. The Committee constituted 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 depend upon the quality, hygiene, reliability and credentials of the bidder.
15. The successful contractor will be required to sign the agreement given at Annexure –1, after award of the contract but, before commencing the service.
16. The sub -committee will assess the ability of the agencies to render the requisite services based on its past record, profile, site visit and on such other criteria as it may fix and only those found fit will be eligible.
17. The sealed quotation shall be submitted to the Estate Section, Ground Floor, Administrative Building of the University on or before **15.03.2018 at 3: 00 PM** late quotations will not be acceptable under any circumstances. The price quotation offered (Annexure-2) will be opened immediately, in the presence of the bidders or their authorized representatives present at that time.

Registrar

ITEMS TO BE SERVED IN MANUU KIOSK AT REASONABLE RATES
ITEMS TO BE PROVIDED

S.No	Items	Quantity	Rates 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. Besides, some new items could be added on the approval rates.

SIGNATURE OF THE APPLICANT