

**SATAVAHANA UNIVERSITY**  
**KARIMNAGAR**

**INVITATION OF BIDS FOR LEASE OF**  
**UNIVERSITY CANTEEN**

**/ED/Canteen/2018**

**Date: 30-10-2018**

**M E M O**

**Sub:** Satavahana University – Lease of Canteen at University Campus - Reg.

**Ref:** This office Notice Dt. **30-10-2018**

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The notification cited refers to the Canteen located in University campus. The Canteen should serve food of whole some Vegetarian/non vegetarian food items and readymade foods. The details of the items (menu) that is approved the rates at which they are to be served and the quantum that has to be maintained are shown in the statement appended to the application forms.

The Canteen shall be given on lease for a period of one year to those who qualifies the criteria set and offers highest lease amount to run the Canteen. In case of tie, the Canteen shall be put for open auction as explained under terms and conditions of lease.

The tender schedule can be downloaded from the website and can be submitted along with a DD for **Rs.500/-** (Rupees Five hundred only) drawn in favor of **“Registrar Satavahana University, Karimnagar” payable at Karimnagar** towards Tender registration fee.

The tender Schedule can also be had from the office of the Registrar on payment of **Rs.500/-**(Rupees Five hundred only) by way of DD drawn in favor of **“The Registrar Satavahana University, Karimnagar” payable at Karimnagar.**

Interested persons shall have to quote the lease amount at which they wish to take over the canteen on lease at the space provided in the application forms as against the minimum lease amount fixed and submit duly signed in sealed cover to the Registrar on or before **3.00 P.M. on 09-11-2018** as per the notification cited and the sealed covers will be opened on **09-11-2018 at 4.00 P.M.** in the presence of applicants present. Demand draft drawn in favour of the Registrar, Satavahana University, Karimnagar for **Rs.2,000/-**(Rupees Two thousand only) towards Earnest Money Deposit (EMD) should accompany the application form for lease of Canteen. And an additional security deposit of **Rs.3,000/-** (Rupees Three thousand only) in shape of DD obtained from any Nationalized Bank in favour of **“The Registrar, Satavahana University, Karimnagar”** has to be submitted at the time of agreement.

**SIGNATURE OF APPLICANT**

**REGISTRAR**

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Minimum lease amount for one year shall be **Rs.12,000/-** for University Canteen. The lease amount offered by the applicant should be shown at the space provided in the application forms.

It may be noted that the applicants have to affix their photographs at the space provided and signatures at two places in the application form, one at the bottom of terms and conditions, one at the bottom of the statements of approved items that are to be served. It may also be noted that the lease amount offered by him their firm was brought in the form of demand draft favoring the Registrar, Satavahana University, Karimnagar and kept in a separate amount sealed cover.

Application forms completed in all respects duly signed together with demand draft for **Rs.2,000/-**(Rupees Two thousand only) drawn in favour of "**The Registrar, Satavahana University, Karimnagar**" may be submitted in sealed covers supplied by the department in person addressed to the Registrar, Satavahana University, Karimnagar Dist. The sealed covers will be opened at **3.00 P.M. on 09-11-2018** in the presence of applicants present. Applicants should furnish the attested copies of the documents in proof of their eligibility criteria as set in the bid document.

The following documents shall invariably be enclosed to the schedule of Technical Bid.

1. Food License issued by competent authority under food and safety Act.
2. EPF Coverage code/Number.
3. ESI Registration Certificate.
4. Labor Registration Certificate.

**Note:** The item 1, 2, 3 and 4 are generally insisted at the time of tender filing. If any firm/agency which does not possess the above certificates may also file tenders. But, if their bid is finalized they are to produce the certificates within three(3) months of the contract, failing which the bills shall be kept pending till the certificates are produced.

The undersigned reserves the right to reject any one or all applications without any reasons thereof and also have a right to re-notify the Canteen.

**SIGNATURE OF APPLICANT**

**REGISTRAR**

**FORM OF AGREEMENT TO BE EXECUTED  
AT THE TIME OF LEASING OUT CANTEEN,  
SATAVAHANA UNIVERSITY, KARIMNAGAR. DIST.**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_  
between the Registrar, Satavahana University, Karimnagar and Sri/Mrs.  
\_\_\_\_\_ (hereinafter called as Lessee with  
expression shall include his heirs, administrators, executors and legal  
representatives of the one part) and the Registrar, Satavahana University,  
Karimnagar. (hereinafter referred to as the University the other part).

**SIGNATURE OF APPLICANT**

**REGISTRAR**

**LEASE PERIOD**

The canteen lease shall be for a period of one calendar year and will commence from 15.11.2018 and ends on 14.11.2019. The lease period can be extended further based on the recommendations of the Mess/Canteen Committee and higher authorities depending upon the performance of the Mess/Canteen maintenance. If extended, the contractor is liable to pay the additional lease amount for the further extended period as per the contract conditions failing which the lease will be cancelled and the EMD & lease amount deposited will be forfeited.

**SIGNATURE OF APPLICANT**

**REGISTRAR**

**APPLICATION FORM FOR RUNNING THE CANTEEN IN SATAVAHANA  
UNIVERSITY, KARIMNAGAR**

- 1. Name of the Firm/Applicant : .....
- 2. Name of Father/Husband : .....
- 3. Age : .....
- 4. Residential Address : .....
- .....
- .....
- .....
- .....

Applicant's  
latest passport  
size  
photograph to  
be affixed here

5. Minimum lease amount fixed : **Rs.12,000.00 per year**

6. Amount of lease offered : Rs. :

**Earnest Money Deposit**

- i) Demand Draft No./Date :
- ii) Amount : **Rs.2,000.00**

7. Previous experience  
(a separate sheet indicating the  
the details may be enclosed) :

- 9 Reference to the food license :
- 10 Reference to the Service Tax Regn:
- 11 Reference to the VAT Regn :

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**REGISTRAR**

Date: \_\_\_\_\_

**Note: Residential proof should be attached.**

**CHECK LIST (At the time of Agreement)**

| <b>Sl. No</b> | <b>List of Enclosures</b>   | <b>Submitted</b> |
|---------------|---|------------------|
| 1             | Food License issued by competent authority under food and safety Act. | Yes/No           |
| 2             | EPF Coverage code/Number.   | Yes/No           |
| 3             | ESI Registration Certificate.   | Yes/No           |
| 4             | Labor Registration Certificate.                                       | Yes/No           |

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**TERMS AND CONDITIONS**

1. The University will provide accommodation and the **Lessee** (Canteen proprietor) shall run the Canteen in the premises earmarked for the purpose.
2. The Canteen lease shall be for a period of one year extendable based on the performance and recommendations of the committee.
3. The University shall fix the rates for each item that are to be served at the canteen and the Lessee shall have to serve those items only at the rates and quantum fixed later vide Annexure-I and a MENU chart accordingly should be displayed at the canteen. Further, sale of Pans/Cigarettes/Ghutkas/Alcohol prohibited Soft drinks and other such banned items at the canteen is strictly prohibited.
4. The rates/quantum fixed for the items shall remain the same during lease period.
5. The applicants should submit a declaration in writing before opening of sealed covers that they have brought the 50% of lease amount offered by them and that they will deposit the same in case they are declared as successful lessees. And the balance amount should be paid within 01 month.
6. The person who is qualified and offered highest amount towards lease of Canteen shall have a fair chance to be declared as successful for a period of **one year** with effect from the date of issue of orders running of the Canteen in favour of him/her. Highest bidding alone does not confer any offer. The committee's decision in this regard is final
7. All the crockery, glasses, spoons, all cooking utensils, gas burners with LPG cylinders, grinders etc., are to be provided by the lessee
8. The lesser shall provide tables, chairs and other furniture as given in Annexure-II.

**SIGNATURE OF APPLICANT**

**REGISTRAR**



9. The lesser will hand over the Canteen premises along with the furniture and fittings in good working condition as listed in Annexure-II. The Lessee shall hand over the Canteen premises along with furniture & fittings after the expiry of the period in good working condition. Any damage to the property, furniture and fittings shall be recovered from the EMD amount available with the University. The decision of the Registrar with regard to the assessment of such damage if any, is final in this regard.
10. The Lessee will be responsible for payment of all statutory taxes viz. VAT, Service Tax, Income Tax and any other taxes applicable for running the Canteen.
11. The Lessee shall maintain proper records, registers, etc., as applicable and required under various enactment including, but not limited to, Contract Labour (Regulation & Abolition) Act 1970, EPF Act and Miscellaneous Provision Act 1952 and the schemes framed there under, ESI Act 1948 and Rules, the Payment of Bonus Act 1965 and Rules and all other applicable Acts and Regulations and further shall comply with all statutory provisions thereof, in obtaining registration, licenses, filing returns, submitting information, etc.
12. The Canteen premises (inside and outside) should not be used for any other purposes except for running of the Canteen.
13. The Lessee should not transfer the management to any other individual or agency. The Lessee has to appoint a responsible person, who should be present at the premises and supervise the day to day affairs of running of Canteen and shall not give scope for any complaints either from students/staff.
14. The University authorities shall have every right to inspect the Canteen without any notice and can seal the Canteen in case of violation of terms and conditions.

**SIGNATURE OF APPLICANT**

**REGISTRAR**

15. The food shall be prepared as per the norms laid down by the Food and Drug Administration and shall be of the highest standards of hygiene and sanitation
16. The Canteen shall be kept open for all 365 days of the year. In case the Canteen is to be closed for any maintenance, prior permission from the Registrar shall be taken in writing, at least one week in advance.
17. The Canteen should run during the timings from 7.00 A.M. to 7.00 P.M. on all working days. The University shall however reserve the right to revise the timings.
18. The University has the right to terminate the lease by giving one month notice, if it is found that any action of the lessee is a violation leading to breach of the **TOR** of this lease, in such case the lessee shall forego the EMD and lease amount.
19. The lessee should execute an agreement bond in the prescribed proforma on Rs.100/- Non-Judicial stamp paper.
20. The sub-Contracting/Subletting is not permitted, under any circumstances.
21. The Lessee shall provide at his cost proper uniform, headgear, gloves, aprons etc., to all the staff working in the Canteen to ensure a hygienic, healthy and safe environment.
22. Electricity charges for every month are to be paid by the Lessee. This will be based on the actual consumption recorded in the electric meters fixed in the canteen. The electricity charges will be borne by the lessee as per the sub-meter fixed in the canteen building or on average consumption rate charged by the default and the rate chargeable per unit will be commercial rate charged by Electricity Department as applicable from time to time.
23. The Lessee shall ensure that a supervisor is appointed to oversee the smooth running of the Canteen including ensuring that meals are made available as per published timings so that no inconvenience caused to the students and staff at dining in the Canteen.

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24. In case if any dispute arising between Lessee and the University, the same shall be resolved mutually. However, in case of disagreement, it will be referred to the Vice-Chancellor, Satavahana University, Karimnagar who will be the sole arbitrator and his decision shall be binding on both parties.
25. The Lessee (Canteen Proprietor) will have to abide by the decisions taken by the University from time to time for proper running of the Canteen.
26. The premises of the Canteen should be kept clean and tidy and the Canteen proprietor (Lessee) will be fully responsible for the cleanness and hygienic maintenance of the premises. Further the proprietor should implement the following guide lines strictly.
- i) All the food served for sale should be kept in fly proof glass almirahs or should be kept well covered from flies and dust.
  - ii) Dust bins or wooden boxes should be kept for throwing waste papers garbage etc. and they should be well covered.
  - iii) The utensils, crockery etc., should be cleaned/washed with potassium permanganate lotion and hot water.
  - iv) Flit and phenyl should be used to check fly menace.
27. The Lessee should operate the Canteen within one week from the date of issue of orders for running of Canteen and submit this agreement failing which the Lessee will have no claim over the Canteen and that the EMD amount deposited by him/her will be forfeited.
28. This agreement does not under any circumstances constitute a rental or tenancy agreement.

NAME:

ADDRESS:

**SIGNATURE OF APPLICANT**

**REGISTRAR**

In witness where of the parties have affixed their signatures to this agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 2018, on the presence of the following witnesses:

**SIGNATURE OF LESSEE**

WITNESSES (Name & Signatures):

- 1.
- 2.

**SIGNATURE OF REGISTRAR (OR)  
THE AUTHORISED OFFICER**

WITNESSES (Name & Signatures):

- 1.
- 2.

**SIGNATURE OF APPLICANT**

**REGISTRAR**

**ANNEXURE -I**

STATEMENT OF ITEMS THAT ARE TO BE SERVED AT THE RATES AT WHICH THEY ARE TO BE SERVED AND THE QUANTUM THAT SHOULD BE MAINTAINED

| <b>S.N<br/>o</b> | <b>ITEM</b>   | <b>QUANTITY</b>      | <b>RATE Rs.<br/>Fixed later</b> |
|------------------|---|----------------------|---------------------------------|
| 1                | Idli  | 150 grams (2 nos)    |                                 |
| 2                | Wada  | 120 grams(2 pieces)  |                                 |
| 3                | Upma  | 150 grams            |                                 |
| 4                | Puri  | 150 grams(4 nos)     |                                 |
| 5                | Masala Dosa   | 120 grams            |                                 |
| 6                | Rava Dosa   | 120 grams            |                                 |
| 7                | Pesarattu   | 120 grams            |                                 |
| 8                | Pesarattu Upma  |                      |                                 |
| 9                | Utappa  | 120 grams            |                                 |
| 10               | 2 chapatis with curry   |                      |                                 |
| 11               | Barfee  | 80 grams             |                                 |
| 12               | Ravakesari  | 80 grams             |                                 |
| 13               | Rava Laddu  | 80 grams             |                                 |
| 14               | Laddu   | 80 grams             |                                 |
| 15               | Dabal-ka-Meetha   | 100 grams            |                                 |
| 16               | Gulab Jamun   | 150 grams (2 pieces) |                                 |
| 17               | Samosa (potato)   | 120 grams (1 Nos.)   |                                 |
| 18               | Small Samosa (Onion)  | Each plate (4 nos)   |                                 |
| 19               | Alu Bonda   | 80 grams (1 no)      |                                 |
| 20               | Mysore Bajji  | 160 grams (4 pieces) |                                 |
| 21               | Mixture   | 60 grams             |                                 |
| 22               | Vegetable Curry Puff  | Each                 |                                 |
| 23               | Egg Puff  | Each                 |                                 |
| 24               | Cream bun   | Each                 |                                 |
| 25               | Cream cake  | Each                 |                                 |
| 26               | Salt Biscuit  | Each                 |                                 |
| 27               | Sweet Biscuit   | Each                 |                                 |
| 28               | Biscuit (Fine)  | Each                 |                                 |
| 29               | Milk  | 100 ml               |                                 |
| 30               | Tea (full)  | 100 ml               |                                 |
| 31               | Tea (Single)  | 50 ml                |                                 |
| 32               | Coffee  | 100 ml               |                                 |
| 33               | Nestle/Bru Coffee   | 100 ml               |                                 |
| 34               | Permitted Cool drinks   | Each                 |                                 |
| 35               | Fruit juices (any seasonal fruits)  | 150ml                |                                 |
| 36               | Ice creams (small cups)   | 50ml                 |                                 |
| 37               | Water bottle  | Each                 |                                 |
| 38               | Veg. Biryani  | 200 grams            |                                 |
| 39               | Lemon Rice/Curd Rice  | 200 grams            |                                 |
| 40               | Plate Meals (Vegetarian) with following items(1 Plate Rice, Dal, Sabji, Sambar, Rasam, Curd, Pickle, Papad) | Each                 |                                 |

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| S.No. | ITEM   | QUANTITY        | RATES Rs. |
|-------|--|-----------------|-----------|
| 41    | Full Meals (Vegetarian) with following items(Unlimited Rice, Dal, Sabji, Sambar, Rasam, Curd, Pickle, Papad) plus 2 chapatis or 2 small puri | Each            |           |
| 42    | Extra Rice   |                 |           |
| 43    | Chats  |                 |           |
|       | a) samosa rageda   | 1 plate         |           |
|       | b) paani puri  | 1 plate (6nos)  |           |
|       | c) bhelpuri  | 1 plate         |           |
|       | d) mirchi bajji/alubajji/Onion Bajji   | 1 plate         |           |
| 44    | Punukulu   | 1 plate         |           |
| 45    | Omlet with Onion   | 2 eggs          |           |
| 46    | Boiled egg   | 1 egg           |           |
| 47    | Bread & Omlette  | 4 pieces +2eggs |           |

Any other new items subject to approval.

The above rate inclusive of required quantity of sambar, chutneys or curry and taxes. Any other new items subject to approval.

I undertake to serve the items mentioned above at the rates

- Note:**
1. Among the items no.1 to 10 specified above, at least two items should be available on any day and the items should not repeated for more than twice in a week.
  2. Item No.26 to 34 should be available at any time during the working hours of canteen.
  3. Rates/performance will be revised once in every quarter i.e. 3 months by the canteen committee.

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ANNEXURE –II

**List of items provided by the University**

| <b>Sl. No.</b> | <b>Name of the Item</b> |
|----------------|-------------------------|
| 01             | Tables                  |
| 02             | Benches                 |
| 03             | Fans, tube lights       |

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**REGISTRAR**

## **DECLARATION-CUM-UNDERTAKING**

I declare that I shall abide by the terms and conditions of lease; I also abide by the decision of the University.

I Undertake that:

- i) I will serve the items mentioned in the enclosed statement in good quality at the rates fixed duly maintaining the quantum indicate therein, and a "MENU" will be displayed showing the details.
- ii) I will not serve the items other than those approved and also I will not sell Pans/Cigarettes and other such banned items.
- iii) I will not use the Canteen premises for any other purpose except that of running of the Canteen and that I will keep the premises (inside and outside) clean and tidy.
- iv) I will run the Canteen with the name given to it and no other name will be used and that the walls and surroundings of the Canteen will not be used for advertising and paintings.
- v) I will prepare oil items with refined oil only and by using LPG only.
- vi) I will not give scope for any sort of complaints either from students/staff.

**SIGNATURE OF APPLICANT**

**REGISTRAR**