



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
COLLEGE OF ENGINEERING SULTHANPUR**

Sulthanpur, Pulkal (M) Sangareddy District - 502 273, Telangana State

* * *

Tender Notice No. JNTUH/ED/MBD/Shops/2456/2017-18, Dated: 25-05-2018

TENDER DOCUMENT

NAME OF SERVICES : **LEASE OF STATIONERY & GENERAL STORES
AT CANTEEN OF JNTUH COLLEGE OF
ENGINEERING SULTHANPUR.**

NAME AND ADDRESS OF THE SERVICE PROVIDER WHO DOWN LOADED THE BID DOCUMENTS. : _____

Signature of the Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

TENDER NOTICE

NOTICE INVITING TENDER FOR LEASE OF STATIONERY & GENERAL STORES AT JNTUH COLLEGE OF ENGINEERING SULTHANPUR

Name of Work	LEASE OF STATIONERY & GENERAL STORES AT CANTEEN OF JNTUH COLLEGE OF ENGINEERING SULTHANPUR
Brief Scope of Work	LEASE OF STATIONERY & GENERAL STORES AT CANTEEN OF JNTUH COLLEGE OF ENGINEERING SULTHANPUR
Tender Document	The tender document can be downloaded from the JNTUH www.jntuh.ac.in or www.jntuhces.ac.in
Cost of Tender Document (Non-refundable)	The downloaded tender document shall be accompanied by demand draft for Rs. 2,360/- (Rupees Two thousand three hundred and sixty only) "The Registrar, JNTUH, Hyderabad" payable at Hyderabad otherwise tender will be summarily rejected
Security Deposit Amount	Tender application should be accompanied with SD in a form of Demand Draft for Rs. 50,000/- (Rupees Fifty thousand only) payable through demand draft drawn in favour of "The Registrar, JNTUH, Hyderabad" payable at Hyderabad For unsuccessful bidders the Security Deposit shall be refunded after finalization of tenders and for successful bidders SD amount shall be paid after completion of contract period without any interest
LEASE AMOUNT	The Bidders shall have submit the tender document along with the DD in favour of "The Registrar, JNTUH, Hyderabad" payable at Hyderabad for lease amount offered by him at which they wish to take over the Stationery & General Stores on lease at the space provided in the application forms. The applications without DD for lease amount offered by him will summarily rejected
Date and Time for submission of tender	Only on 08-06-2018 up to 3.00 p.m
Address for submission of tender	The Chief Engineer/ Director BICS Administrative Building JNTUH, Kukatpally, Hyderabad, Telangana State - Pin 500085
Date and Time of Opening Price Bid	08-06-2018 at 3.30 p.m. (Venue: The Chief Engineer/Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad, Telangana state-Pin 500085)
Bid Validity	90 days from the date of Price bid opening
Mode of Submission of Tender	Conventional Tender Box system

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF LEASING OUT
STATIONERY & GENERAL STORES,
CHIEF ENGINEER/DIRECTOR BICS, JNTUH, KUKATPALLY,
HYDERABAD - 500085**

An agreement made this _____ day of _____

Between the Chief Engineer/Director, BICS, JNTUH Kukatpally, Hyderabad and
Sri/ Mrs. _____
_____ (Hereinafter called as Lessee with expression shall include his
heirs, administrators, executors and legal representatives of the one part) and the Chief
Engineer/Director, BICS, JNTUH Kukatpally, Hyderabad (hereinafter referred to as the
University/ College the other part).

Signature of the Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

LEASE PERIOD

The Stationery & General Stores lease shall be for a period of one calendar year and will commence from June-2018 and ends on May 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 SD & lease amount deposited will be forfeited.



**APPLICATION FORM FOR LEASE OF STATIONERY & GENERAL STORES IN JNTUH CES
CAMPUS SULTHANPUR**

Applicants
Latest passport
Size photograph
To be affixed here

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

5. Minimum lease amount fixed : _____
6. Amount of lease offered : **Rs**
7. SECURITY DEPOSIT
 - i) Demand Draft No./Date : _____
 - ii) Amount : **Rs. 50,000/-**
8. Previous Experience
(A separate sheet indicating the
Details may be enclosed) : _____
9. Reference to the Address Proff : _____
10. Reference to the PAN Card : _____

Date: _____

Signature of the Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

Note: Residential proof should be attached.

CHECK LIST

1	Tender form filled and signed	Yes/No
2	Tender application cost of Rs. 2,360/- (Rupees Two thousand three hundred and sixty only) payable through demand draft drawn in favour of " The Registrar, JNTUH, Hyderabad " payable at Hyderabad	Yes/No
3	Security Deposit for Rs. 50,000/- (Rupees Fifty thousand only) payable through demand draft drawn in favour of " The Registrar, JNTUH, Hyderabad " payable at Hyderabad	Yes/No
4	Demand Draft in favour of " The Registrar, JNTUH, Hyderabad "	Yes/No
5	GST Registration	Yes/No
6	PAN Card	Yes/No
7	Covering letter for company profile	Yes/No
8	Experience certificates	Yes/No
9	Copy of Firm/Partnership Firm Registration	Yes/No
10	Address proof	Yes/No
11	Food license issued by competent authority under Telangana/ Andhra Pradesh food & Safety Act 2006	Yes/No

Signature of the Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

TERMS AND CONDITIONS

1. The College will provide accommodation and the **Lessee** (Stationery & General Stores proprietor) shall run the Stationery & General Stores in the premises of the canteen earmarked for the purpose.
2. The Stationery & General Stores lease shall be for a period of one year extendable based on the performance and recommendations of the committee.
3. The sale of Pans/Cigarettes/Ghutkas/Alcohol prohibited. Soft drinks and other such banned items at the Stationery & General Stores strictly prohibited.
4. The rates/quantum for the items shall be as per the MRP & Quantity mentioned on the product.
5. **The applicants should submit a declaration in writing before opening of sealed covers that they have brought the 100% of lease amount offered by them in the form of DD in favor of “The Registrar, JNTUH, Hyderabad” payable at Hyderabad and DD for Rs. 50,000/- towards security deposit are to be enclosed along with tender schedule.**
6. The person who is qualified and offered highest amount towards lease of Stationery & General Stores 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 Stationery & General Stores 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 required furniture has to be procured by the lessee only.
8. The lesser will hand over the Stationery & General Stores premises along with the Electrical furniture and fittings in good working condition as provided by the College. The Lessee shall hand over the Stationery & General Stores 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 SD amount available with the College. The decision of the Principal with regard to the assessment of such damage if any, is final in this regard.
9. The Lessee will be responsible for payment of all statutory taxes viz. GST, Service Tax, Income Tax and any other taxes applicable for running the Stationery & General Stores.
10. 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.

11. The Stationery & General Stores premises (inside and outside) should not be used for any other purposes except for running of the Stationery & General Stores.
12. 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 Stationery & General Stores and shall not give scope for any complaints either from students/staff.
13. The College/ University authorities shall have every right to inspect the Stationery & General Stores without any notice and can seal the Stationery & General Stores in case of violation of terms and conditions.
14. The food items kept for sale are as per the norms laid down by the Food and Drug Administration and shall be of the highest standards of hygiene and sanitation
15. The Stationery & General Stores shall be kept open for all 365 days of the year. In case the Stationery & General Stores is to be closed for any maintenance, prior permission from the Principal shall be taken in writing, at least one week in advance.
16. The Stationery & General Stores should run during the timings from 9.00 A.M. to 6.00P.M.on all working days. The College shall however reserve the right to revise the timings.
17. The College 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 SD and lease amount.
18. The lessee should execute an agreement bond in the prescribed proforma on Rs.100/- Non-Judicial stamp paper.
19. The sub-Contracting/Subletting is not permitted, under any circumstances.
20. In case if any dispute arising between Lessee and the College, the same shall be resolved mutually. However, in case of disagreement, it will be referred to the Principal, JNTUH CES, who will be the sole arbitrator and his decision shall be binding on both parties.
21. The premises of the Stationery & General Stores should be kept clean and tidy and the Stationery & General Stores 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.
22. The Lessee should operate the Stationery & General Stores within one week from the date of issue of orders for running of Stationery & General Stores and submit this

agreement failing which the Lessee will have no claim over the Stationery & General Stores and that the SD amount deposited by him/her will be forfeited.

23. This agreement does not under any circumstances constitute a rental or tenancy agreement.

24. In case of theft, Fire accident or due to any other reasons, the loss of property of lessee, the management of JNTUH CES is not responsible

NAME:

ADDRESS:

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 CHIEF
ENGINEER/DIRECTOR,
BICS, JNTUH (OR) THE
AUTHORISED OFFICER

WITNESSES (Name & Signatures):

1.

2.

DECLARATION-CUM-UNDERTAKING

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

I Undertake that:

- i) I will not serve the items other than those approved and also I will not sell Pans/Cigarettes and other such banned items.
- ii) I will not use the Stationery & General Stores premises for any other purpose except that of running of the Stationery & General Stores and that I will keep the premises (inside and outside) clean and tidy.
- iii) I will run the Stationery & General Stores with the name given to it and no other name will be used and that the walls and surroundings of the Stationery & General Stores will not be used for advertising and paintings.
- iv) I will not give scope for any sort of complaints either from students/staff.