

**OFFICE OF THE UNIVERSITY HOSTELS & MESSES
UNIVERSITY HOSTELS
SATAVAHANA UNIVERSITY, KARIMNAGAR - 505 002, TG INDIA**



TENDER DOCUMENT

FOR

STUDENTS HOSTEL MESS ITEMS

(2026-2027)

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OFFICE OF THE UNIVERSITY HOSTELS & MESSES
UNIVERSITY HOSTELS
SATAVAHANA UNIVERSITY, KARIMNAGAR - 505 002, Telangana State

TENDER NOTICE

Tender No. 791/SU/Tenders/2026-27,

Dated:16/09/2026

Office of the University Hostels & Messes, University Hostels, Satavahana University having its office at Malkapur Rd, Chinta Kunta, Karimnagar, Telangana 505002, invites sealed tenders from the experienced and authorized firms / agencies for the supply of

1. Kirana Provision-I
2. Kirana Provision-II
3. Kirana Provision-III
4. Kirana Provision-IV (Oil)
5. Eggs & Chicken
6. Fruits (Banana),
7. Rice
8. Vegetable
9. Milk & Curd

for 12 Months Period from the date signing the Contract by L1 Last date is **26/09/2026** by 5.00 pm. For further details log on to: <https://satavahana.ac.in/>

1.TENDER DETAILS:

TenderNoticeNo. 791/SU/Tenders/2026-27, Dated:16/09/2026				
1	Name of the Item	Tender Processing Fee (Non Refundable)	(Earnest money deposit) EMD in INR*	Contract Period
2	Kirana Provisions (Details provided in Annexure-I)	2,000/-	1,00,000/-	1 Year
3	Kirana Provisions (Details provided in Annexure-II)	2,000/	1,00,000/	
4	Kirana Provisions (Details provided in Annexure-III)	2,000/	1,00,000/	
5.	Kirana ProvisionsCooking Oil (DetailsprovidedinAnnexure-IV)	2,000/	1,00,000/	
6	Eggs &Chicken (Details provided in Annexure-V)	2,000/	1,00,000/	
7	Fruits (Banana) (Details provided in Annexure-VI)	2,000/	25,000/	
8	Rice (Sannabiyyam & Doddubiyyam) ((Details provided in Annexure-VII)	2,000/	1,00,000/	
9	Vegetables ((Details provided in Annexure-VIII)	2,000/	1,00,000/	
10	Milk & Curd (Details provided in Annexure-IX)	2,000/	1,00,000/	
1. EMD will be refunded to unsuccessful bidders only <u>after completion of tender process. No interest will be paid.</u>				
2. EMD of successful Bidders will be refunded at the end of contract period after supplying material satisfactorily. <u>No interest will be paid.</u>				
3. Tender Processing fee is non-refundable <u>to all firms.</u>				
Note:1.EMD & Tender Fee has to be paid in the form of Demand Draft in favor of “ Registrar, Satavahana University,Karimnagar-505002 Telangana State, India” separately.				

I. ELIGIBILITY CRITERIA, TERMS & CONDITIONS:

The following are the minimum eligibility criteria for the suppliers to participate in the tender **for supplying mess food items to University Hostel, SU'**

1. Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the tender process.
2. Maintaining University Messes is a big task and menu has to be provided to the Boarders on time without any deviation. Since the Boarders are both Boys & Girls pursuing Professional and PG Courses, time management of messes is utmost importance. As such, the participant firms should be located within Municipal limits of Karimnagar for supply of items on time without delay. The firms beyond this limit will not be considered.
3. The Bidders have to pay Tender Processing Fee and EMD as mentioned in Section I above failing which the Bidders will be disqualified in Technical Bids Stage.
4. Should have VAT/TIN/APGST/GST registration certificate, Valid Trade License Document/Firm Registration Certificate.
5. PANCARD and bank account should be in firm's name.
6. **Pre-Bid meeting:** A pre-bid meeting will be conducted at Premise of Administrative Building, Satavahana University interested firms who would like to seek clarifications may attend the meeting.
7. Rate must be quoted inclusive of all charges including transportation & taxes allied to that. Firms have to comply all the rules and regulation of the university.
8. The mandatory deductions of GST and IT (TDS) will be made by the Audit Department as per rules. All such deductions will be affected in favor of Firm name. The Firms should have no objection
9. The firm should submit self-Certification stating that it is not block listed by any Organization / Institutions earlier.

10. Evaluation of Tenders:

- a. Hostel Advisory Committee of the University will inspect the qualified firms, if necessary (as per the eligibility criteria specified) application form and submitted documents by firms (Valid Trade License/Firms Registration Certificate, VAT/GST/APGST certificates issued by competent authority of Government of India).
- b. Hostel Advisory Committee, reserves the right to accept or deny any tender. Depending upon the liability and reputation of the firm, the authority will have a right to negotiate with L1 firm to reduce the quoted rates to ensure prompt supply, if necessary.
- c. The authority will have a right to distribute the entire supply to more than one firm at L1 Rate

- d. At the first instance ,Technical Bids will be opened and evaluated as per the conditions mentioned in the Tender Document. If any firmsdo/does not comply with the conditions, it will be disqualified in Technical Bid Stage and Commercial Bids of such firms will not beopened.
- e. The Authority at any stage can cancel the tender and go for fresh tender without disclosing reasons and in such case tender processing fee will not be refunded/adjusted. EMD will be refunded.
- f. The Authority can also cancel the tender and go for fresh tender, on administrative and technical grounds, even after opening Commercial Bids but before issuing of orders to L1. In such case, the L1firm shouldnot demand for issuing of orders.

11. **Contract Period:**

- a) The contract period will be for a period of One Year for a period of one year from the date of issue of orders to L1 initially from the date of supply order and may be extended with same terms and conditions for one more year based upon the satisfactory feedback from all the stakeholders of the University.
 - b) During contract period, University will not entertain any request to revision of rates whatever thereasons maybe.If L1bidder troubles the University and force to increase the rates and ifunable to supply, the EMD of thefirm will be forfeited by the cancelling the orders and also will be block listed.,
 - c) Contract is valid from the date of signing of formal agreement.
12. L1 bidder has to execute an agreement after receiving “**Letter of Award**” in a Non–Judicial Stamp Paper (Rs. 100/-) the cost of which is to be borne by the party.
13. **Sub.-Letting of Contract:** The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof.
14. After issuing orders to L1 Firms, if they fail to supply and comply with thetender conditions at any stage (beginning/middle/end), their EMDs will beforfeited besides keeping them in blacklist preventing to participate in futuretenders of the university. In such cases, the Authority will place the orders toL2 firms after negotiations in order to smooth functioning of the messes.
15. The University Authorities will not entertain any request to change the rate of any item during the whole contract period.

16. TERMS OF PAYMENT:

- a) The bills should be submitted before the first week of every month (Mess wise) and order form, delivery forms should be signed by the Mess Committee, Care Takers & JDs of respective messes.
 - b) The payment will be made within 45 days from the date of submission of bills. If sufficient funds are not available in Hostel Office, the payment of bills will be delayed up to 2 months,
 - c) After verification of submitted bills by Hostel Office and passing by the Audit, the Payment will be made online in firm A/c. Procedural delays may occur for which the Firms has to bear.
17. The contractor's performance regarding quality & quantity of food material as well as other aspects will be reviewed by the hostel mess committee, and Joint Director concerned or Director of Hostels on a monthly basis. If the authorities find inferior quality and less quantity of material of the orders will be cancelled and EMD will be forfeited. The payment will also be stopped.
18. If the supplier fails to comply with the relevant provisions of the above-mentioned Acts, then the University Authorities has got every right to withhold the bills or even terminate the work order.
19. The supplier shall be solely responsible to comply with all acts, laws, rules and regulations, as may be applicable from time to time in respect of supply of items.
20. Quality and regular supply are the essence of supply and Office of the Chief Warden, Satavahana University, Karimnagar will cancel the order unilaterally if the above are not complied with and violation of any terms and conditions.
21. The authorities will have a right to cancel the tenders and tender notice issued, if sufficient number of tenders are not received. In that case, the Director of Hostels may take appropriate decision.

II. SUBMISSION OF TENDER

1. Tender should be submitted with all required document **in two separate covers** i.e., **Technical Bids and Commercial Bids** as mentioned below by post/Hand on or before 5 pm on 26/09/2026., failing which the quotation shall be treated as invalid. The hostel office is not responsible for any postal delay or any loss of time or tender forms. The firms should take utmost care to place the documents properly in two separate covers and seal them tightly.
2. **Technical Bid Documents in Cover-I**
 1. Filled Application form
 2. Valid Trade License/Firms Registration Certificate/VAT/GST/TSGST certificate.
 3. Cancelled cheque/Bank Account passbook copy
 4. Demand Draft of EMD
 5. Tender processing fee payment proof
 6. Previous Orders, if any.
3. **Finance Bid Document in Cover-II**
 1. Price Quoted List
4. The two envelopes must be super scribed with the name of the item for which the tender is being submitted duly mentioning the firm's full address with mobile number.
5. All the tenders should be addressed to "The Registrar", **Satavahana University, Karimnagar – 505 002, Telangana State, India** .
6. The tender application forms and other details, please visit <https://satavahana.ac.in/>

Further Details Contact

Address/E-mail ID

Contact Details/Telephone, Fax

registrarsatavahana@gmail.com

Ph:+ 91-9392381909

APPLICATION FORM FOR SUBMISSION OF TENDER TO SUPPLY OF HOSTEL MESS ITEMS 2024-2025

TECHNICAL

1. Name of the Firm/Organization/Company :
.....
2. Address :
.....
.....
3. Telephone No./Mobile No. & Name of the Contact Person :
5. Email ID :
6. Do you have an office at Karimnagar? If so, Please provide the Address and Telephone No. :
7. Month and Year of establishment :
8. Name of proprietor\partners\directors :
9. No. of years of experience in this field, With References, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement):

2023-24 :
2024-25 :
2025-26 :
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and copy Of the latest assessment order :
12. Trade License from Competent Authority :
15. GST/VAT/TSGST/CST/TIN No. :
16. Bank Details (Bank Name, A/c.No, IFSC Code & Address (for ECS Payments) :
.....

17. Details of Previous Contracts, if any

<u>Period of Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

<u>Period of Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Place:

SIGNATURE OF THE TENDERER

Date:

COMMERCIAL
LIST OF KIRANA PROVISION ITEMS-I*

SL.No.	Name of the Item	Qty/bag	Brand	Rate
1.	కారంపొడి	Per 55K.G	నం-1	
2.	పసుపు	Per 20 K.G	నం-1	
3.	చింతపండు	Per 60 K.G	నం-1	
4.	జీరా	Per 20 K.G	నం-1	
5.	ఆవాలు	Per 20 K.G	నం-1	
6.	మెంతులు	Per 12 K.G	నం-1	
7.	ఉప్పు(నన్నం)	Per 50 K.G	నం-1	
8.	ఉప్పు(దొడ్డు)	Per 50 K.G	నం-1	
9.	యాలకులు-ఎలచి	Per 1 K.G	నం-1	
10.	సాజీరా	Per 1 K.G	నం-1	
11.	దాల్చిచెక్క	Per 1 K.G	నం-1	
12.	లవంగాలు	Per 1 K.G.	నం-1	
14.	నువ్వులు	Per 10 K.G	నం-1	
15.	బటాని	Per 15 K.G	నం-1	
16.	దనియాలపొడి	Per 35 K.G	నం-1	
18.	సాంబార్ పొడి	Per 35 K.G	నం-1	
19.	ఎండుమిర్చి	Per 15 K.G	నం-1	
21.	బిర్యానీ ఆకు	Per 1 K.G	నం-1	
22.	బిర్యానీ పువ్వు	Per 1 K.G	నం-1	
23.	మారాడిమంతి	Per 6 K.G	నం-1	
26.	మిర్చియాలు	Per 4 K.G	నం-1	
27.	కొబ్బరి పొడి	Per 15 K.G	నం-1	
28.	ఇడ్లీ రవ్వ	Per 200 K.G	నం-1	
29.	సర్ప	Per 55 K.G	నం-1	
30.	Kabuli chana	50 kgs	నం-1	
37.	మీల్ మేకర్	Per 50 K.G	నం-1	
38.	SteelScrubbers	Per 60 Piece	నం-1	
39.	GreenScrubber	Per 60 Piece	నం-1	
40.	Doddu Ravva	70 kgs	నం-1	

Date:

Place:

SIGNATURE OF THE TENDERER

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

LIST OF KIRANA PROVISION ITEMS-II*

SL.No.	Name of the Item	Qty	Brand 1	Rate
1.	కందిపప్పు	300 kg bag	నం-1	
2.	పెసరపప్పు	60 kg bag	నం-1	
3.	శనగపప్పు	50 kg bag	నం-1	
4.	మిన్నపప్పు	150 kg bag	నం-1	
5.	గోధుమపండి	250 kg pack	నం-1	
6.	పల్లిలు(batti)	280 kg bag	నం-1	
7.	పల్లిలు	30 kg bag	నం-1	

Date:**Place:****SIGNATURE OF THE TENDERER**

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

LIST OF KIRANA PROVISION ITEMS-III*

SL.No.	Name of the Item	Qty	Brand	Rate
1.	అల్లం	50 kg	నం-1	
2.	వెల్లుల్లి or ఎల్లిగడ్డ	50 kg	నం-1	
3.	ఉల్లిపాయలు	540 kg	నం-1	
4.	ఆలుగడ్డ	200 kg	నం-1	

Date:

Place:

SIGNATURE OF THE TENDERER

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

LIST OF KIRANA PROVISION ITEMS-IV*

Sl.No.	Name of the Item	Quantity	Brand	Rate
1.	Cooking oil Sunflower (Quote All Brands)	50 kgs	No.1	
2.	Cooking oil Sunflower (Quote All Brands)	50 Kgs	No.1	

Date:**Place:****SIGNATURE OF THE TENDERER**

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

*

Annexure-V

EGGS & CHICKEN*

SL.No.	Name of the Item	Brand	Qty	Rate
1.	Eggs	Branded	100 (Quote as per paper rate) At least 50 grams	
2.	Chicken without skin	Branded	40 kg (Quote less as per paper rate)	

Date:

Place:

SIGNATURE OF THE TENDERER

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

FRUITS-VI*

SL.No.	Name of the Item	Brand	Qty	Rate
1.	Banana	Large size	1 dozen	

Date:

Place:

SIGNATURE OF THE TENDERER

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

*

RICE-VII*

SL.No.	Nameof the Item	Brand	Qty	Rate
1.	Rice (సన్న బియ్యం) Sona Masoor/BPT పాతవి (Raw rice/non-steamed)	నం-1	1 quintal	
2.	Rice (దొడ్డు బియ్యం)	నం-1	1 quintal	

Date:**Place:****SIGNATURE OF THE TENDERER**

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brands

LIST OF VEGETABLES-VIII*

Sl.No.	Name of the Item	Qty	Rate
1.	టమాట	Per1Kg	
2.	బీరకాయ		
3.	బెండకాయ		
4.	దొండకాయ		
5.	వంకాయ		
6.	చిక్కుడుకాయ		
7.	క్యారెట్		
8.	కాలిఫ్లవర్		
9.	క్యూబేజీ		
10.	పిర్ని		
11.	పుదీనా		
12.	నిమ్మకాయలు		
13.	ములక్కాయ		
14.	పాలకూర		
15.	గంగావాయలకూర		
16.	గొంగూర		
17.	కరివేపాకు		
18.	కొత్తిమీర		
19.	మెంతి కూర		
20.	సొరకాయ		
21.	కాకరకాయ		

Date:**Place:****SIGNATURE OF THE TENDERER**

MILK & CURD-IX*

SL.No.	Name of the Item	Qty	Any Brand Name	Rate
1	MILK & CURD (Quote All Brands)	1 Ltr		
2	CURD (Quote All Brands)	1per kg		

Date :

Place:

SIGNATURE OF THE TENDERER

* All items used for cooking food should be of Premium (ISI)/Number-1 quality and brand

