



SATAVAHANA UNIVERSITY, KARIMNAGAR
UNIVERSITY COLLEGE OF ENGINEERING, HUSNABAD
TENDER DOCUMENT

For Providing Mess Catering Services to Hostel Students

Tender No. 790/SU/Tenders/2026-27

Dated:16/09/2026

1. TENDER NOTICE

Sealed quotations are invited from experienced and reputed catering agencies/contractors for providing Mess Catering Services to approximately 250 Boys and Girls Hostel Students of the University College of Engineering, Husnabad.

The contractor shall provide Breakfast, Lunch and Dinner every day as per the approved menu and the terms and conditions given below.

2. SCOPE OF WORK

The successful contractor shall be responsible for:

1. Preparation and serving of hygienic Breakfast, Lunch and Dinner.
2. Procurement of all groceries, vegetables, milk, cooking oil, spices and other food materials.
3. Providing all required utensils, cooking equipment, serving vessels and kitchen accessories.
4. Providing adequate cooks, helpers, cleaners and serving staff.
5. Maintaining cleanliness and hygiene in the kitchen and dining hall.
6. Proper disposal of kitchen waste.

3. NUMBER OF STUDENTS

The approximate strength is 250 Hostel Students (Boys & Girls).

The number of students may increase or decrease depending upon hostel occupancy. Payment shall be made only for the actual number of students taking meals.

4. RATE

The bidder shall quote one consolidated rate per student per day covering:

- Breakfast
- Lunch
- Dinner

The quoted rate shall be inclusive of all expenses, taxes, labour, transportation, groceries, cooking fuel and other incidental expenses.

The quoted rate shall remain fixed throughout the contract period and no increase shall be permitted.

5. NO MESS BILL DURING VACATIONS

- No mess charges/bill shall be payable by the University for any vacation period when the hostel/mess is not functioning, including short-term vacations, semester vacations and other holidays declared by the University.

- Payment shall be made only for the actual days on which the mess is functioning and meals are provided to students.

6. CONTRACT PERIOD

- The contract shall initially be for one academic year.
- The contract may be extended based on satisfactory performance and with the approval of the University for one more year.

7. MINIMUM ELIGIBILITY CONDITIONS

The bidder should:

1. Have experience in institutional/hostel catering services.
2. Possess a valid FSSAI Licence.
3. Possess GST Registration, if applicable.
4. Have adequate manpower and infrastructure to operate the mess.
5. Submit relevant experience certificate/documents.

8. RESPONSIBILITIES OF THE CONTRACTOR

The contractor shall:

1. Arrange all groceries and food materials at his own cost.
2. Arrange cooking equipment, utensils and cutlery.
3. Provide sufficient cooking, serving and cleaning staff.
4. Provide uniforms to mess employees.
5. Bear the cost of LPG/cooking fuel, transportation and cleaning materials.
6. Maintain cleanliness and hygiene in the kitchen and dining hall.
7. Ensure timely preparation and serving of all meals.
8. Use good quality and fresh food materials.
9. Not sublet the mess contract to any other person/agency.

9. QUALITY AND HYGIENE

1. Fresh and good quality vegetables, rice, dal, oil, spices and other groceries shall be used.
2. Only branded edible oil and quality food materials shall be used.
3. Stale or leftover food shall not be served.
4. Safe and potable water shall be used for cooking and drinking.
5. The University authorities may inspect the kitchen and food quality at any time.
6. The contractor shall immediately rectify any complaint regarding quality or hygiene.

10. APPROVED WEEKLY MENU

Day	Breakfast	Lunch	Dinner
Monday	Idli& Sambar	Rice, Dal, Curry, Sambar, Curd	Rice, Curry & Samber
Tuesday	Kichidi	Rice, Curry, Sambar, Rasam	Rice, Curry & Samber
Wednesday	Pulihora	Rice, Dal, Vegetable Curry, Curd	Rice, Curry, Samber & egg
Thursday	Bonda	Rice, Sambar, Fry, Dal	Rice, Curry & Samber
Friday	Upma & Chutney	Rice, Dal, Curry, Rasam	Rice, Curry & Samber

Saturday	Zera Rice	Rice, Curry, Sambar	Rice, Curry & Sambar
Sunday	Masala Dosa/Idli	Special Meal with Chicken/Egg	Rice, Curry, Sambar & egg

Note:.. The University may make reasonable changes in the menu whenever necessary.

11. PAYMENT

1. Payment shall be made monthly based on the actual number of students taking meals and actual days of mess operation.
2. The contractor shall submit the monthly bill along with the required attendance/meal statement.
3. Payment shall be released after verification and satisfactory certification by the competent University authority.
4. No payment shall be made for vacation periods, including short-term vacations, when mess services are not provided.

12. PERFORMANCE

The contractor shall ensure:

- Timely preparation of food.
- Timely serving of meals.
- Adequate quantity of food.
- Good quality and taste.
- Clean kitchen and dining hall.
- Proper hygiene.
- Courteous behaviour of mess staff.
- Proper uniform for mess employees.

If students are not satisfied with the quality, quantity or service, the University may instruct the contractor to improve the service immediately.

13. PENALTY AND TERMINATION

The University may impose suitable penalty for:

- Poor quality or insufficient quantity of food.
- Delay in serving meals.
- Unclean kitchen/dining hall.
- Absence of required staff.
- Violation of food safety standards.
- Failure to follow the approved menu.
- Violation of tender conditions.

Repeated complaints or serious violations may result in termination of the contract.

If the majority of hostel students' express dissatisfaction regarding food quality, quantity or service, the University reserves the right to terminate the contract as per university rules.

14. SECURITY DEPOSIT

The successful bidder shall deposit the Security Deposit of Rs.1,00,000/- (Rupees One Lakh only) as prescribed by the University before commencement of the work.

The security deposit shall be refundable subject to satisfactory completion of the contract and adjustment of any dues/penalties, if applicable.

15. GENERAL CONDITIONS

1. The contractor shall comply with applicable food safety and labour laws.
2. All employees engaged in the mess shall be the responsibility of the contractor.
3. The University shall not be responsible for payment of wages to the contractor's employees.
4. All expenses relating to manpower, groceries, LPG, transportation, utensils, cleaning materials and kitchen maintenance shall be borne by the contractor.
5. Transport facility for supplying food from the Girls' Hostel cooking area to the Boys' Hostel shall be provided and borne by the contractor.
6. The quoted rate shall remain firm during the contract period.
7. No price increase shall be permitted during the contract period.
8. The contract shall not be transferred or sublet without prior permission of the University.
9. No mess bill/charges shall be payable for the vacation period, including short-term vacations.
10. The University reserves the right to inspect the mess and verify the quality of food at any time.
11. The decision of the University shall be final and binding in matters relating to the tender.

16. EVALUATION OF TENDERS

The tender shall be considered based on:

1. Compliance with minimum eligibility conditions.
2. Catering experience.
3. Availability of manpower and infrastructure.
4. Food quality and service capability.

17. DOCUMENTS TO BE SUBMITTED

The bidder shall submit copies of:

1. Covering Letter.
2. Price Quotation in sealed cover.
3. Catering Experience Certificate.
4. FSSAI Licence.
5. GST Registration Certificate, if applicable.
6. PAN Card.
7. Aadhaar Card of Proprietor/Authorized Signatory.
8. Bank Account Details.
9. Any other document required by the University.

18. SUBMISSION OF TENDER

The bidder must pay **Non-refundable Tender Fee, Rs. 5,000/-** (Rupees Five Thousand only) In the form of Demand Draft in favor of **“Registrar, Satavahana University, Karimnagar -505002, Telangana State, India.**

The tender shall be submitted in a sealed cover superscribed:

"TENDER FOR PROVIDING MESS CATERING SERVICES TO HOSTEL STUDENTS – SATAVAHANA UNIVERSITY, KARIMNAGAR.

The bidder must submit the Documents on or before **26-09-2026 by 5.00 P.M.** at Office of the Registrar, Satavahana University, Karimnagar -505002, Telangana State, India.

Further Details Contact

Address/E-mail ID	<u>registrarsatavahana@gmail.com</u>
Contact Details/Telephone, Fax	Ph:+ 91-9392381909

19. ACCEPTANCE OF TENDER

The University reserves the right to accept or reject any or all tenders without assigning any reason. The decision of the University shall be final and binding on all bidders.

Place: Karimnagar

Date: 16-09-2026.

Sd/-
Registrar
Satavahana University
Karimnagar