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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING KALIKRI

INVITATION OF BIDS FOR LEASE OF COLLEGE CENTRAL STORES

Tender Document





JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING KALKIRI

INVITATION OF BIDS FOR LEASE OF COLLEGE CENTRAL STORES

TENDER No.02/JNTUA CEK/Estt./Running of Central Stores/Lease of Central Stores/2021,
Date:31/08/2021

Tender

On behalf of The Principal, Jawaharlal Nehru Technological University Anantapur College of Engineering Kalikiri (J.N.T.U.A.C.E. K), sealed items rated tenders are invited from reputed and eligible firms or individuals in two bid system (Technical bid & Financial bid) for running Central Stores/lease of Central Stores at JNTUA College of Engineering, Kalikiri-517234. Tender document can also be downloaded from college website www.jntuacek.ac.in.

1.	Name of the Item	Running college Central Stores/lease of Central Stores at JNTUA College of Engineering, Kalikiri – 517234
2.	Last date, time and venue for submission of EMD and bid documents	07.09.2021, up to 11.00 a.m. Principal's Office, JNTUA College of Engineering, Kalikiri – 517234
3.	Date and time for opening of bid	07.09.2021 at 12.00 noon
4.	Tender Fee	A demand draft for Rs 2000/- + 18.0% GST (Rs. 2,360/-) (Rupees Two Thousand Three Hundred and Sixty only) in favour of “The Principal, JNTUA College of Engineering, Kalikiri”
5.	EMD	EMD 2% of the Bid Amount + Rs. 10,000/- (Rupees Ten Thousands only) favour of “The Principal, JNTUA College of Engineering, Kalikiri”
6.	The bids shall be submitted in two parts viz.,(i) Technical bid (ii) Financial bid. Detailed specifications of the item(s) and rates, to be supplied are given in <u>Annexure-I</u> . The Technical & Financial bid should also be submitted along with Complete Tender Document with signature on each page as above.	

NOTICE INVITING TENDER

TENDER No.01/JNTUA CEK/ Running college Central Stores/lease of Central Stores /2021

The Principal, JNTUA College of Engineering, Kalikiri invites item rated tender (in two bid system) from reputed and experienced suppliers /firms /individuals for the following items:

- 1. Particulars of Items:** Running college Central Stores/lease of Central Stores at JNTUA College of Engineering Kalikiri in the room of 460 sft at College Student Amenities Building.
- 2. a) Tender Fee: Demand draft for Rs 2000/- + 18% GST = Rs. 2,360/- (Rupees Two Thousand Three Hundred and Sixty only)** infavour of “**The Principal, JNTUA College of Engineering, Kalikiri**”
b) Earnest Money Deposit (EMD): 2% of Total Bid Amount + Rs. 10,000/- in favour of “**The Principal, JNTUA College of Engineering, Kalikiri**”
- 3. Availability of Tender Document:** Tender Documents with detailed terms & conditions can be purchased by submitting Tender Fee as above at Principal’s Office during office timing during working days. It can be downloaded from College website. Tender document cost shall be submitted in a separate envelope if application is downloaded from website.
- 4. Qualification of the Tenderer:** To qualify for award of the work, the applicants should have a minimum experience of ONE years (in last five years) in running Central Stores in any Government Organizations/Govt. Undertakings, Private companies/ Private Institutions and Multi nation companies and a copy of the proof has to be enclosed along with Tender Document, Should possess required Registration.
- 5. Validity Period of Offer:** The Contract & rates offered in Annexure – I (Financial bid) should be valid for **ONE YEAR** from the date of opening of Technical bid of the Tender.
- 6. Receipt and opening of Tenders:** Tender document shall be submitted by due time as mentioned. The Technical Bid will be opened on 07.09.2021 **at 12.00 noon.**
- J.N.T.U.A.C.E.K reserves the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.
- Quotation shall be given for lease of Central Stores at given item rates and the highest bid will be considered over and above the minimum bid value.
- The successful bidder shall **pay the Bid Value through Demand Draft** in favour of “**The Principal, JNTUA College of Engineering, Kalikiri**” with in **THREE working days** after opening the tender. Otherwise the bid shall be cancelled without any notice.
- The Central Stores should provide all students’ requirements pertaining to academics, personal grooming, hygiene, and general day to day goods, grocery items, providing DTP centre to access internet, print outs, photo copying, lamination, binding etc., The general details of the items that is approved is enclosed. 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 form.
- The Committee appointed by the Principal, JNTUACEK monitors the operation of the Central Stores in all respects viz., Operation Timings, Operation Days, Quality, Quantity, Hygiene, Maintenance etc., and submits report to the Principal periodically. The Principal is authorized to cease the agreement without giving any notice / reason to the bidder.

12. The Principal, JNTUACEK is having right to allow any other vendors for any purpose of business in the campus and bidder is cannot raise any objection.
13. Recurring bills like Electricity Bill, Water Bill shall be born and paid regularly as specified by the Principal or Concerned authorities.
14. The Central Stores Building in 'as is where is condition' will be handed over to the bidder upon completion of all bidding formalities. All the required furniture, equipment, machinery shall be arranged by the bidder with in 15 days from the date of award of contract and shall start operating. However the expiry of the bid period shall be ONE YEAR from the date of award of contract.
15. The Principal, JNTUACEK shall have right to extend the agreement for the mutual agreed period.

16. Definitions:

Bidder means the Direct Manufacturer or individual, proprietary firm, partnership firm, limited company private or public or corporation who participate in this bid/tender.

The Principal, JNTUACEK is the authorized person from the College establishment. He may appoint any authorized person for various dealings.

17. Who can apply:

Bidder should possess proper registration certificate issued by competent authority to run a Central Stores. Attested copy of registration certificate should be enclosed. The bidder should possess from the competent authority. In case of applicants with registration certificate are not available, then only other experienced applicants will be considered.

18. Bid Submission:

19.1 "**Technical Bid**" shall comprise of all documents as per **Clause-18**, and submit through sealed tender at Principals Office.

19.2 The "**Financial Bid**" shall comprise of the price bids and submit through sealed tender at Principal's Office.

19.3 Each page of the Technical Bid, Tender Document must have seal and signed by the authorized signatory of the bidder.

19.4 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

19.5 Conditions other than those laid down in the tender document will not be entertained.

**CHECK LIST - CENTRAL
STORES**

Sl. No	List of Enclosures	Submitted
1	Tender form filled and signed	Yes/No
2	Tender Document Fee Rs. 2000/- + 18% GST = Rs. 2,360/- (Rupees Five Thousands and Nine Hundred only) (If Tender Document downloaded from website) drawn in favour of "The Principal, JNTUA College of Engineering, Kalikiri"	Yes/No
3	EMD of Rs. 2% of Quoted Bid Value + 10,000/- (2% of Bid Value +Rupees Ten Thousand only) in favour of " The Principal, JNTUA College of Engineering, Kalikiri ”	Yes/No
4	Certificate of Registration (Photo copy)	Yes/No
5	Aadhar Card (Photo copy)	Yes/No
6	PAN Card (Photo copy)	Yes/No
7	Experience Certificates	Yes/No
8	Address Proof (Electricity Bill / Telephone Bill / Ration Card / House Tax Receipt / Voter ID card / Bank Passbook / Sale Deed etc.,)	Yes/No

SIGNATURE OF
APPLICANT

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Website: www.jntuacek.ac.in



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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

COLLEGE OF ENGINEERING KALKIRI

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF LEASING OUT
THE CENTRAL STORES, AT JNTUA COLLEGE OF
ENGINEERING KALIKIRI**

An agreement is made this _____ day of _____

Between _____ (hereinafter called as lessee with expression shall include his heirs, administrators, executors and legal representatives of the lessee) and the PRINCIPAL, JNTUA College of Engineering, Kalikiri (hereinafter referred to as the College)

SIGNATURE OF APPLICANT

PRINCIPAL

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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

COLLEGE OF ENGINEERING KALKIRI

LEASE PERIOD

The Central Stores lease period will commence from

06-09-2021 and ends on 05-09-2022.

SIGNATURE OF APPLICANT

PRINCIPAL

APPLICATION FORM FOR RUNNING THE CENTRAL STORES IN JNTUA COLLEGE
OF ENGINEERING KALKIRI

Applicant's
latest
passport
size
photograph

1. Name of the applicant :
2. Name of Father/Husband :
3. Age :
4. Aadhar No. & PAN No. :
5. Whether the firm is Registered or Not? :
(If registered Reg. No. & Issued by & Validity dates) :

6. Any Other Certificate No. & Date of Expiry :
7. Previous experience if any
(a separate sheet indicating the
the details may be enclosed) :
9. Residential Address :
.....
.....
10. Amount of lease offered for one year :
(**Minimum Bid Value Rs. 33,120/-** (Thirty Three Thousand One Hundred and
Twenty only) (Bidder who quotes to pay higher value over and above Min Bid
Value shall be declared as successful bidder)
11. Earnest Money Deposit
 - i) Demand Draft No./Date :
 - ii) Amount :

(2% of Bid Value + **Rs. 10,000/-** (2% of bid value + **Rupees Ten Thousand
only**))

Note: Successful bidder need to hand over the DD for the offered bid value in
favour of “**The Principal, JNTUA College of Engineering, Kalikiri**” within
THREE WORKING DAYS from opening the tender.

Date: _____

SIGNATURE OF APPLICANT



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING KALIKIRI**

TERMS AND CONDITION FOR THE LEASE OF CENTRAL STORES

1. The Central Stores shall be given on lease for a period of ONE year to those who offers highest lease amount to run the Central Stores, not less than the Government/Minimum Bid Value fixed i.e., Rs.33,120/- (Thirty Three Thousand One Hundred and Twenty only) per annum. In case of tie, the Central Stores shall be put for open auction.
2. The College will provide building to the lessee (Central Stores proprietor) to run the Central Stores in the premises earmarked for the purpose in 'as is where is' condition and that he/she himself/herself make available furniture, ,equipment, machinery shall be arranged by the bidder within 15 days from the date of award of contract and shall start operating. The Bidder may visit the premises during office time during all working days.
3. The lessee / successful bidder shall abide by all terms appended in Annexure-I, Annexure-II and Annexure-III which are in detail, apart from this terms and conditions.
4. Any person who is related to any of the staff members of JNTUA College of Engineering, Kalikiri and any constituent colleges / units of JNTUA, Ananthapuramu are not eligible to apply for the tender.
5. The lessee should pay the electricity charges by 10th of every month as per the demand notice issued by the Principal, JNTUA College of Engineering, Kalikiri
6. In case of default, the connections (Water, Electricity etc.,) will be cut, without prior notice or intimation and the same will be restored on payment of bills and penal charges levied by the Principal, JNTUA College of Engineering, Kalikiri.
7. The Central Stores shall be operated on all times under authority of Principal, JNTUA College of Engineering, Kalikiri.
8. The Central Stores should be operated between 7.00 A.M. to 8.00 P.M. on all working days of College. The College shall however reserve the right to revise the timings. The Central Stores should take necessary permission from the Principal to be operated during holidays, College functions etc., The Central

Stores should not be closed for more than three days without assigning any reasonable cause.

9. The lessee (Central Stores proprietor) will have to abide by the decisions taken by the College from time to time for proper running of the Central Stores.
10. The Central Stores proprietor (lessee) should serve only those items that are approved by college at the rates and the quantum fixed during the period of lease and a price list accordingly should be displayed at the Central Stores. The Central Stores proprietor (Lessee) should not cater items which are not included in approved list of items including all forbidden items viz., cigarettes/ pan masala/ gutka, alcohol etc.,
11. A designated committee shall oversee the maintenance of the Central Stores and quality concerns. The committee shall inspect the Central Stores every month and submit evaluation report which will be binding. The undersigned reserves the right to terminate the contract anytime based on this report.
12. The premises of the Central Stores should be kept clean and tidy and the Central Stores proprietor (Lessee) will be fully responsible for the cleanness and hygienic maintenance of the premises. Further the proprietor should implement the following guidelines strictly.
 - a. All the items kept for sale should be kept in fly proof glass almirahs or should be kept well covered from flies and dust.
 - b. Dust bins or wooden boxes should be kept for throwing waste papers garbage etc. and they should be well covered.
 - c. The furniture, equipment, machinery etc., should be cleaned/washed with potassium permanganate lotion and hot water.
 - d. Flit and phenyl should be used to check fly menace.
 - e. Usage of plastic cups and plates are banned in Central Stores
 - f. General Grocery items should be preserved and stored appropriately in Central Stores
 - g. Any kind of indiscipline will be viewed seriously. Problems of any kind with students/staff should be brought to the notice of higher authorities for sorting out.
 - h. A suggestion /complaint book may be maintained to record suggestions.
13. The Lessee (Central Stores proprietor) should not use Central Stores premises (inside and outside) for any other purpose except for running of the Central

- Stores and that the walls and surroundings of the Central Stores should not be used for paintings or display of any irrelevant content.
14. The management of the Central Stores should not be transferred to any other management or individual or agency.
 15. The proprietor (Lessee) of the Central Stores should be present at the Central Stores premises to supervise the day to day affairs of the running of the Central Stores and shall not give scope for any complaint either from the students/staff or customers.
 16. The Central Stores should be run with the name given to it by the College and no other name should be used.
 17. The Safety and Security of Central Stores workers is sole responsibility of lessee inside or outside the college premises, as they are employed by lessee. They cannot claim any benefit or compensation from college for any reason.
 18. The lessee should make necessary arrangements to clean, collect and dispose the all sorts of wastes (dry, wet, solid, liquid) away from the college premises as per local body norms.
 19. The lessee is bound to follow all statutory requirement of running a Central Stores and is responsible for any legal or punitive actions by competent authorities.
 20. The College shall have every right to inspect the Central Stores without any notice and can seal the Central Stores in case of violation of terms and conditions.
 21. The Lessee (proprietor) should operate the Central Stores within 15 days from the date of issue of orders leasing out the Central Stores in his/her name and submit this agreement failing which the lessee will have no claim over the Central Stores and that the EMD & lease amount deposited by him/her will be forfeited.
 22. In case of dispute, the final decision will be taken by the Principal which will be binding on the part of lessee.
 23. The lessee shall be abide by all the rules and norms stipulated by the Govt./Local Authorities/University/College in force.
 24. The College management is not responsible for loss of business due to holidays, bundhs, vacation etc., and such loss will not be compensated in any form.
 25. This agreement does not under any circumstances constitute a rental or tenancy agreement.

**SIGNATURE OF THE
APPLICANT NAME:**

ADDRESS:

In witness where of the parties to this agreement have affixed their signature to this agreement on this

_____ day of _____ on the presence of
the following witnesses.

WITNESSES:

- 1.
- 2.

SIGNATURE OF LESSEE

(SIGNATURE OF WITNESSES)

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

Signed by (Name & Designation)
Principal (or) for on behalf of Principal, JNTUA College of Engineering, Kalikiri

Annexure-I

List of items to be provided with quantity and price

S.No.	Item	Rate (Rs.)
1	Any Stationery / Grocery item	Should not exceed MRP
2	Photostat copy	Should not exceed 1.00 per page
3	Black and White Printing	Should not exceed 2.00 per page
4	Colour Printing	Should not exceed 10.00 per page
5	Spiral binding	At reasonable price
6	Lamination	At reasonable price

Note: Other non-MRP item/ service to be provided at reasonable price.

The above rates are inclusive of all taxes. The items mentioned above should be provided at the rates fixed. Required furniture, Computer(s) and Printer to be brought by the vendor. Internet facility has to be arranged by the vendor.

ANNEXURE-II

Measures for maintaining Cleanness in the Central Stores

The following measures are to be implemented to maintain cleanness in the Central Stores premises and surroundings.

1. The Central Stores (Inside and Outside) has to be cleaned by the vendor.
2. Working Personnel at Central Stores are appropriately attired in clean protective clothing, hair covering, footwear, gloves, facial mask etc.
3. Personnel should use disinfection and hand washing facilities whenever they enter or re-enter the stores.
4. Restriction to unhygienic practices such as eating, smoking, spitting, etc., within the premises are adhered to and strictly enforced.
5. All the area of central stores shall be kept clean always.
6. All work counters are cleaned & sanitized after use.
7. Trash must be emptied and cleaned regularly.
8. Sweep floors after meals and mop daily at least twice.
9. All tools cleaned and sanitized after use.
10. Used surface is cleaned properly with anti-bacterial agents.

Annexure-III

Electricity Bill

The Electricity bill shall be prepared for every month as per meter in the Central Stores at the rate of commercial connection of APSPDCL. The bill should be served before 5th of every month and bill amount should be deposited in college account by the Central Stores contractor before 10th of every month.

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 maintain good quality for items mentioned in enclosed statement and serve at the rates fixed. No spoiled items will be sold.
- ii) I will not serve the items other than those approved.
- iii) I will not use the Central Stores premises for any other purpose except that of running of the Central Stores and that I will keep the premises (inside and outside) clean and tidy.
- iv) I will run the Central Stores with the name given to it and no other name will be used and that the walls and surroundings of the Central Stores will not be used for advertising and paintings.
- v) I will take prior permission of the Principal to sell new items which are not included in the list of approved items and the rates of which will be fixed by the Principal
- vi) I will not give scope for any sort of complaints either from students/staff or customers.

(Signature of the Applicant)