

**ANNEXURE - I**

**APPLICATION FORM FOR RUNNING THE CANTEEN IN  
OSMANIA UNIVERSITY COLLEGE OF ENGINEERING, OU CAMPUS**

Application's Latest  
Passport size  
photograph to be  
affixed here

1. Name of the Applicant : \_\_\_\_\_

2. Name of the Father / Husband : \_\_\_\_\_

3. Age : \_\_\_\_\_

4. Residential Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Telephone No. / Mobile : \_\_\_\_\_

6. PAN No. : \_\_\_\_\_

7. GST No. : \_\_\_\_\_

8. Minimum lease amount fixed for one year : **Rs. 80,000/-** (Rupees Eighty Thousand Only)

9. Amount of lease offered : \_\_\_\_\_

10. Earned money deposit of Rs. 20,000/-: \_\_\_\_\_  
vide Demand Draft No. / Date

11. Previous experience if any : \_\_\_\_\_  
(A separate sheet indicating the details  
may be enclosed)  
(certificates issued by Principal / Competent authority to be enclosed)

Date :

Place :

Signature of the Applicant

## ANNEXURE - II

### TERMS AND CONDITIONS FOR THE LEASE OF CANTEEN

1. The Canteen Committee shall fix the rates (see Annexure-IV) 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 quantity fixed and a MENU chart should be displayed at the Canteen. For sale of any other items other than, those in the approved list, the Contractor shall obtain the Prior permission of the Canteen Committee.
2. The Canteen shall be given on lease for a period of one year only and the rates/quantity fixed for the items shall remain the same during lease period. The lessee shall deposit an amount of Rs. 20,000/- (Rupees Twenty Thousand only) towards EMD/security deposit which will be retained by the college during the lease period and the same will be returned on expiry of the term of lease.
3. Minimum lease amount shall be Rs.80,000/- (Rupees Eighty thousand only) for one year. The applicants shall quote the rate offered by them against Column 9 of the Application form.
4. A demand draft for Rs. 20,000/- (Rupees Twenty Thousand only) in favour of the Principal, University College of Engineering (Autonomous) payable at Hyderabad should accompany the application form towards EMD/security deposit without which the application will not be considered.
5. The applicants should submit a declaration in writing before opening of sealed covers that they have brought the lease amount offered by them and that they will deposit the same in case they are declared as successful lessee.
6. The person who has offered highest amount towards lease of Canteen shall be declared as successful lessee for a period of one year with effect from 23-07-2019 date of issue of orders leasing out the canteen would be in favor of him/her.
7. In case of a tie open auction subject to the following conditions:
  - i) The lease amount offered by such applicants should be deposited before the canteen is put for open action
  - ii) An undertaking in writing should be submitted stating that the differential amount will be deposited before 2-00 p.m. of next working day. Failure to do so, will entail to forfeiting the lease amount deposited.
  - iii) The principal reserves right to reject any or all applications without showing any reason.
8. The lease amount should be deposited on the day of announcement of the name of successful lessee.
9.
  - i). The electricity and water charges (borewell water as well as drinking water) charges should be paid by 5<sup>th</sup> of the succeeding month (a copy be given in the office of the Principal, UCE(A), OU) as per the demand notices issued by the office of the University Engineer failing which the connection shall be cut. In the event of disconnection the connection shall be restored on payment of penal charges levied by the Office of the University Engineer in addition to the usual charges.

- ii). Any repairs such as Electrical / Civil Works etc., during the Contract period are to be attended by Contractor / Management of the Canteen only and the College / University will not be responsible for such repairs
10. Utensils required for cooking and other crockery and cutlery shall have to be arranged by the lessee.
  11. The premises of the canteen should be kept clean and tidy and the lessee shall be fully responsible for the maintenance of hygiene
  12. The canteen premises (inside and outside) should not be used for any other purposes except for running of the canteen and that the walls and surrounding of the canteens should not be used for paintings/advertisements.
  13. The lessee should not transfer the management to any other individual or agency. The Manager of the Canteen should be present at the premises and attend to the complaints (if any) either from students / staff or customers.
  14. The canteen should run with the name given to it, if any, and no other name should be used.
  15. The Canteen Committee shall have every right to inspect the Canteen without any notice and can seal the canteen in case of violation of terms & conditions.
  16. The Canteen should run on all working days during the timings from 8-00 a.m. to 8-00 p.m. The college shall however reserve the right to revise the timings.
  17. The Canteen should not be kept closed on working days without prior permission of the Principal, University College of Engineering (Autonomous), OU.
  18. The Principal, on the recommendation of the Canteen Committee has the right to terminate the lease by giving one month's notice. In such case, the lessee shall forego the lease amount.
  19. The lessee should execute an agreement bond (Annexure-V) in the prescribed proforma on non-judicial stamped paper of Rs.100/- (Rupees One Hundred only).
  20. Unsuccessful bidders will be refunded the E.M.D. DD's immediately.
  21. Successful bidder will have to deposit the lease amount immediately. In case of failure to do so they forfeit the E.M.D. amount
    - i) I declare that I will abide by the terms and conditions stated above from serial No. 1 to 21
    - ii) I will also abide by the conditions that may be stipulated during the period of lease.
    - iii) I will be held responsible for any damage caused to the College property and that I will abide by the decision of Principal, University College of Engineering (Autonomous) that may be taken under such situations.

SIGNATURE OF APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**ANNEXURE - III**

**DECLARATION – CUM – UNDERTAKING**

I declare that I shall abide by the terms and conditions of lease, I also abide by the decision of Canteen Committee / University College of Engineering (Autonomous), Osmania University.

***I undertake that:***

- i) I will serve the items mentioned in the enclosed statement in good quality at the rates fixed and duly maintaining the quantity indicated therein, and a “MENU” will be displayed showing the details.
- ii) I will not serve the items other than those approved
- iii) I will not use the canteen premises for any other purpose except for 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 if any and no other name will be used and that the walls and surroundings of the Canteen will not be used for paintings/advertisements.
- v) I will not give scope for any sort of complaints either from Students / Staff or Customers.
- vi) I will be fully responsible for proper upkeep and maintenance of the Canteen Building, Furniture, Fittings, Gas connections, Electrical appliances, etc.

Date:

Signature of the Applicant

**ANNEXURE - IV**

<b>Sl. No.</b>	<b>Item</b>	<b>Qty</b>	<b>Rates</b>
1.	Idly	120 grams	20.00
2.	Wada	120 grams	25.00
3.	Upma/Tamato Bath	120 grams	20.00
4.	Puri	150 grams	25.00
5.	Masala Dosa	120 grams	25.00
6.	Plain Dosa	120 grams	20.00
7.	Onion Dosa	120 grams	20.00
8.	Ravva Dosa	120 grams	25.00
9.	Dahi Wada	120 grams	25.00
10.	Pesarathu	120 grams	30.00
11.	Uttappa	120 grams	25.00
12.	Mysore Bajji	120 grams	20.00
13.	Tea	100 ml	7.00
14.	Special Tea	100 ml	10.00
15.	Coffee	100 ml	10.00
16.	Milk	100 ml	10.00
17.	Gulab Jamun	80 grams	25.00
18.	Curd Rice	200 grams	30.00
19.	Lemon Rice	200 grams	30.00
20.	Veg. Biryani	200 grams	35.00
21.	Chapathi	150 grams	25.00
22.	Alu Samosa	1 piece	10.00
23.	Masala Wada	2 pieces	10.00
24.	Veg Puff	1 piece	10.00
25.	Egg Puff	1 piece	15.00
26.	Small Onion Samosa	1 Piece	7.00
27.	Sandwich Plain / green	--	--
28.	Plate meals with (1 chapati, 1 fry curry, 2 curries, 1 Dal, Sambar / Rasam, curd, Pickle, Papad)	1 Plate	60.00
29.	Extra Rice	--	15.00
30.	Veg Fried Rice	--	40.00
31.	Veg Manchuria (fry)	--	40.00
32.	Veg noodles	Single	40.00
33.	Maggi	--	20.00
34.	Parotta	2 Nos	40.00

## **ANNEXURE – V**

### **FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF LEASING OUT CANTEEN OF UNIVERSITY COLLEGE OF ENGINEERING (AUTONOMOUS), OSMANIA UNIVERSITY, HYDERABAD – 500 007.**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_  
between the Principal, University College of Engineering (Autonomous), Osmania  
University, and \_\_\_\_\_  
(hereinafter called lessee with expression shall include his heirs, administrators,  
executors and legal representatives of the one part) and the Principal, University  
College of Engineering (Autonomous), Osmania University (hereinafter referred to as  
the College the other part).

WHEREAS the College wants to operate canteen in the Engineering College Campus  
premises by giving on lease and the lessee has agreed to operate such a canteen, this  
agreement is entered on the following terms and conditions:

1. The College will provide remodeled Building along with well laid out furniture,  
fans, fittings, water cooler, and gas stoves with 10 empty cylinders and the lessee  
(canteen proprietor) will run the canteen in the premises earmarked for the purpose  
and that he/she himself/herself shall make available utensils, crockery, gas and  
cutlery etc., required for the canteen. The lessee shall deposit an amount of  
Rs.20,000/- (Rupees Twenty Thousand only) towards EMD/security deposit which  
will be retained by the college during his term of lease. This amount will be  
returned after expiration of the lease period.
2. The lease of canteen shall be for a period of one year.
3. The electricity & water (Bore well water as well as drinking water) charges should  
be paid by 5<sup>th</sup> of the succeeding month as per the demand notice issued by the  
Office of the University Engineer failing which the connection shall be cut. In the  
event of disconnection the connection shall be restored on payment of penal  
charges levied by the Office of the University Engineer in addition to the usual  
charges.
4. The canteen shall be operated on all times under authority of the College Canteen  
Committee.
5. The Canteen should run on all working days from 8-00 a.m. to 8-00 p.m. The  
college shall however reserve the right to revise the timings. The Canteen should  
not be kept closed on working days without prior permission of the Principal,  
University College of Engineering (Autonomous).

6. The lessee (Canteen Proprietor) will have to abide by the decisions taken by the College Canteen Committee from time to time for proper running of the Canteen.
7. The Canteen Proprietor (Lessee) should serve only those items that are approved by the College Canteen Committee at the rates and the quantity fixed during the period of lease and a MENU chart should be displayed at the canteen.
8. The Canteen Proprietor (Lessee) should not cater items, which are not included in the approved list of items. He shall invariably obtain the prior approval of the Canteen Committee in case he wished to prepare and sell other items.
9. The premises of the canteen should be kept clean and tidy and the canteen Proprietor (Lessee) will be fully responsible for the cleanness and hygiene maintenance of the premises. Further the proprietor should implement the following guidelines 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) Dustbins 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 flies.
10. The canteen premises (inside and outside) should not be used for any other purposes except for running of the canteen and that the walls and surrounding of the canteen should not be used for paintings/advertisements.
11. The management of the canteen should not be transferred or subleased to any other management or individual or agency.
12. The Proprietor (Lessee) of the canteen should be present at the canteen premises to attend to the day-to-day affairs of the running of the canteen and shall not give scope for any complaints either from the students/staff or customers.
13. The canteen should be run with the name given to it by the College, if any, and no other name should be used.
14. The College Canteen Committee shall have every right to inspect the canteen without any notice and can seal the canteen in case of violation of terms and conditions.
15. The Lessee (Proprietor) should operate the canteen within one week from the date of issue of orders leasing out the canteen in his/her and submit this agreement failing which the lessee will have no claim over the canteen and that the lease amount deposited by him/her will be forfeited.
16. In case of dispute the final decision will be taken by the Principal on the recommendation of the College Canteen Committee, which will be binding on the part of lessee (Proprietor).
17. The Canteen Committee has the right to terminate the contract by giving one month's notice to the proprietor during the period of contract if it feels necessary to do so.
18. This agreement does not under any circumstances constitute a rental or tendency agreement.

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

**Witnesses:**

- 1.
- 2.

SIGNATURE OF LESSEE

Signed by (Name & Designation)

Principal (or) for and on behalf of Principal, University College of Engineering  
(Autonomous), Osmania University.

- 1.
- 2.

SIGNATURE OF THE PRINCIPAL  
(or) The Authorized Officer

(Signature of Witnesses)

\* \* \* \* \*



