



**OSMANIA UNIVERSITY
HYDERABAD – 500 007**

No. 62 /EC/NTH/2025

Dated: 30.04.2025

NOTIFICATION

Applications in the prescribed form for the lease of the **Function Hall inside the Non-Teaching Home Osmania University, Hyderabad** are invited in sealed covers addressed to the **Registrar, Osmania University, Hyderabad – 500 007**, so as to drop in the tender box on or before **13.05.2025 by 3.00 P.M. at Estate Cell, O.U.** The sealed covers will be opened at **4.00 P.M.** on the same day i.e. **on 13.05.2025** in the presence of applicants, in the Committee Room, Registrar's Office, Administrative Building, O.U. The undersigned reserves the right to reject any or all of the applications.

Application forms and the terms and conditions and other particulars can be had from Estate Cell, Osmania University by presenting a demand draft for **Rs. 5,000/- (Rupees Five thousand only)** non-refundable drawn in favour of the Registrar, Osmania University, Hyderabad – 500 007. The above notification along with all details is displayed in University web site www.osmania.ac.in.

Sd/-

REGISTRAR

Copy to:-

1. All the Members of the Licensing Committee, O.U.
2. All the Principals, University & Constituent Colleges, O.U., with a request to display in the College Notice Board.
3. The Public Relations Officer, O.U. with a request to arrange to publish the Notification in one English daily newspaper (City Edition).
4. The Director, Infrastructure, O.U. with a request to display the Notification in the University web site.
5. The Executive Engineer (Maintenance), Univ. Building Division, O.U.
6. The Chief Security Officer, O.U.
7. The P.A. to Vice-Chancellor, O.U.
8. The P.A. to Registrar



**OSMANIA UNIVERSITY
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No. 62/EC/NTH/2025

Dated: 30.04.2025

MEMO

Sub: Osmania University – Contract for maintain the Function Hall inside the Non Teaching Home, Osmania University Campus, Hyderabad- Regarding.

Ref:- OU Notification of Lease No. 62/EC/NTH/2025 Dated 30.04.2025

The Notification cited refers to the contract to maintenance of Function Hall inside the Non-Teaching Home Osmania University campus Hyderabad. The details of terms and conditions for the contract to maintain the Function Hall inside the Non- teaching home are appended. The Contract shall be given for a period of two (2) years, who offers highest bid amount in the tender. In case of a tie, the contract shall be put for open auction between the contenders as explained under terms and conditions of contract.

Interested persons shall have to quote the lease amount at which they wish to take over the contract of the Function Hall inside the Non-teaching Home on lease. A Demand Draft for **Rs.5,00,000/-** (Refundable) drawn in favor of the **Registrar, Osmania University** towards Earnest Money Deposit (EMD) should accompany the application form. The minimum bid amount for one (1) year shall be **Rs. 30,00,000/-**. The EMD of the successful bidder will be kept as security deposit which may refunded at the end of contract period duly deducting the dues if any.

It may be noted that the applicants shall have to submit a declaration in writing along with their application stating that they are ready to deposit the bid amount within 3 working days. if he declared as successful bidder.

Application form filled in all respects duly signed together with a Demand Draft of **Rs. 5,00,000/-** drawn in favor of the Registrar, Osmania University towards EMD in a sealed cover addressed to the Registrar, Osmania University, Hyderabad - 500007 may be dropped in the tender box kept in the Estate Cell not later than **3.00 P.M. on 13.05.2025**. To maintain the fair and transparency in tender process all the applicants are invited to be present at the time of opening of tenders. The sealed covers will be opened **at 4.00 P.M. on 13.05.2025** in the presence of applicants who ever present in Committee Room, Registrar's Office, Administrative Building OU. It may be noted that the successful bidder has to deposit entire lease amount within 3 working days. If the successful bidder fails to turn up within 3 working days his EMD will be forfeited and the next highest bidder will be given a chance. The next highest bidder has to pay the tendered amount within 3 days of intimation.

The undersigned reserves the right to cancel entire tender process or to reject any application without assigning any reasons thereof and also have a right to re-notify the same.

Sd/-

REGISTRAR

To
Sri _____
Applicant for Contract for the Non-teaching Home.

TERMS AND CONDITIOSN FOR THE LEASE OF NON TEACHING HOME

1. That the contractor appointed shall be responsible for the safety of the building and compound wall, all the fixtures and electrical and water fittings.
2. The contractor is solely responsible to maintain law and order, and fire safety measure, in the premises.
3. The account books should be checked by an officer of University finance section at the end of every financial year.
4. That the appointed contractor shall not sublet the hall to anybody for maintenance or for any purpose under any circumstances. If found the contract will be liable to be cancelled without any notice.
5. That the appointed contractor has no right to make any agreement or lease with anybody for any purpose such as supplying the Crockery, Furniture, Parking, Petty vendors, Tea stalls etc.
6. University reserves the rights to ask the contractor to vacate and handover the premises, if it is required for any other purpose, any time.
7. That the contractor shall be bound to vacate the premises within (3) months on receiving such notice from the University and handover it in good condition.
8. The premises should not be used for unlawful activity like gambling, betting etc.
9. That consuming liquor, and smoking in the premises is strictly prohibited.
10. That the white washing and coloring and all repairs whenever necessary, shall have to be carried out by the contractor himself duly obtaining written permission from the University.
11. Electricity and water supply charges should be paid by the contractor by 5th of every month as per the demand notice issued by the Executive Engineer-I, Univ. Buildings Division, O.U., failing which the connections shall be disconnected

without giving any notice to him/her. The connections will be restored only on payment of penal charges together with the arrears.

- 12. That the premises may be allotted for meetings, marriages and functions of General public and University employees. However preference should be given to the University employees who made bookings 30 days in advance.**
- 13. The maximum rate for the package for University employees having gathering up to 500 will be Rs 30,000/- and above 500 will be Rs 40,000/- per event.**
14. Meetings of the Political parties or any other meetings which are not acceptable to the University will not be allowed under any circumstances.
15. The contractor shall have to arrange himself decent furniture i.e. tables and chairs required to run the Function Hall inside the Non-teaching home. All crockery articles such as utensils for cooking and serving other crockery and cutlery shall have to be arranged by the contractor himself.
16. The premises of the Non- teaching Home should be kept clean and tidy and the contractor shall be fully responsible for the maintenance of hygiene.
17. The Function Hall inside the Non Teaching Home should not be used for any sort of advertisements, wall writings etc. The Licensing Committee shall have every right to inspect the Function Hall without any notice and can seal the Function Hall in case of violation of any of the terms & conditions.
18. The Licensing Committee has the right to terminate the contract by giving one month's notice if it feels necessary to do so. In such case, the contractor shall forego the lease amount.
19. The contractor should have at least (5) years period of experience in the field of maintenance of Function Hall. The applicant should produce documentary evidence to establish their experience of (5) years.
20. The contractor should execute an agreement bond in the prescribed proforma on notarized stamped paper of Rs.100/- duly.

21. The Bookings of the Non-teaching home will be maintained at Estate cell only with a nominal booking fees of Rs. 5000/- per event (Non refundable) credited in to the Registrar OU account.
22. Booking fee once paid will not be refunded/adjusted under any circumstances.
23. The contractor cannot make any bookings without notice of Director, Estate Cell O.U.
24. If it is found any event is being organized by the contractor without permission of the Estate Cell, OU the contract is liable to be cancelled without any notice.
25. The contractor should follow the rates and terms and conditions fixed by the University, time to time.
26. The contractor will not be allowed to keep any explosive items inside the Function Hall at Non-teaching home.
27. After expiry of the lease period (2 years) the contractor should vacate the Function Hall and hand over to Estate Cell with good condition.
28. In case of successful bidder the EMD of Rs. 5 Lakhs will be kept as security deposit and refunded at the time of vacation of the Hall duly deducting dues if any.
29. Necessary Govt and other permissions for conduct of the events are under sole responsibility of contractor/ Event holder. The University administration is not responsible for any untoward incidents during the events.
30. The contractor should not utilize the Function Hall and the premises other than the purpose allotted. No other activities such as parking of private vehicles, breeding of pet animals, organizing sports & Games ets

I declare that, I will be abide by the terms and conditions stated above from serial No.1 to 30. I will also abide by the terms and conditions that may be stipulated during the period of lease. I will be held responsible for any damage caused to the University property and that I will abide by the decision of University that may be taken under such situations.

Date: -05-2025.

SIGNATURE OF THE APPLICANT

Name

Address: