



Government of National Capital Territory of Delhi
DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur: Bawana Road: Delhi – 110 042

File No. DTU/Gen. Admn./45/2011-12

Dated:

NOTICE INVITING TENDER FOR MESS GROUP B & C

Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide Mess with the suitable and uniformed trained manpower for the **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110 042**, for a period of two years on contract basis/outsourcing basis through **e-tendering**.

Last date for submission/receipt of tender(s) is 03.02.2012 at 14.30 Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at 15.00 Hrs. in the Office of **DELHI TECHNOLOGICAL UNIVERSITY, DELHI**. In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

Designation of the Authorized Officer: Joint Registrar (Admn.)

Name and Address of the Department: Delhi Technological University
Shahbad Daulatpur, Bawana Road, Delhi-110 042.



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APPLICATION FOR TENDER OF MESS

1. Name of the Group of Hostel: - _____
2. Name / Address of Firm/ Agency
And Telephone No. :- _____
3. Name, Designation, Address and
Telephone No. of authorized
Person of the firm/agency to deal
with :- _____
4. PAN No. of Income Tax: - _____
(Enclose the copy of ITCC/TDS
Certificate) _____
5. Demand Draft No. of EMD :- _____
6. Declaration:-

This is to certify that I / We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Signature of the tenderers: - _____
Name: - _____
Designation: - _____
Address: - _____
Phone No: - (O) _____
(R) _____

Terms and Conditions

1. Separate quotations are to be submitted for each Group of hostels.
2. The Contract shall be awarded for the period of two years initially. However, the period may be extended to another two years on year to year on the recommendation of the Mess Committee.
3. Mess bills are to be collected by the Contractor.
4. Contractor should have at least two years working experience Certificate regarding running of Mess in University/College/reputed organization.
5. The mess contractor shall employ only those workers who have Police Verification Certificate. If any law and order problem arising out of the involvement of mess worker, the responsibility shall lie with contractor and this may result in to the termination of the contract at any point of time. In particular, the staff of the girl's hostel mess should be descent in behavior and the contractor should ensure the civilized behavior of the workers. (Contractor should employ women workers for mess)
6. EMD's for mess tender is as follows group wise in shape of FDR/DD in favour of "**Registrar, Delhi Technological University**". Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting.
 1. Group "B" Rs 50,000(Rupees fifty thousand only)
 2. Group "C" Rs 50,000/- (Rupees fifty thousand only)
7. The Licensee shall keep the mess open every day from 6 a.m. to 9 p.m. or as may be decided by the Competent Authority from time to time.
8. The Licensee shall serve food items strictly as per this agreement (sample menus attached) and the Hon'ble Vice Chancellor or his authorized officer may at any time enter the premises for general inspection without any prior notice. Such officer shall also be entitled to take away sample of food and other items prepared by the Licensee, free of cost, for the purpose of inspection, testing, trial or analysis with a view to ensure that the food items served by the Licensee are wholesome edible food and confirm to the general guidelines / standards normally prescribed by MCD in respect of such food items for human consumption. If the food supplied by the Licensee is found to be of substandard quality then the Competent Authority may cancel this agreement forthwith without giving any notice.
9. The Licensee shall prepare and prominently display the menu for the day for breakfast, lunch, dinner etc. which will be prepared in prior consultation with the Hostel Mess Committee and mess Warden of the said hostel. The Licensee shall serve only such items, which have been approved and agreed to.
10. The Licensee may also be required by the Competent Authority to supply food items, cold drinks, tea/coffee etc. as indicated in ANNEXURE – I hereto at the rates indicated therein, apart from catering for the regular meals served by the Licensee, provided this will not affect the running of main food services.
11. The Licensee shall also prominently display approved rate list for supply of extra items. The rates may be revised by mutual consultation from time to time but until the rates are revised, the Licensee shall not have any right to increase the rates mentioned above in para 10 or those mentioned in the ANNEXURE – I hereto.

12. No other food items, other than the three regular meals, as recommended by the Authorized Officer shall be prepared.
13. No let out food items or material, will be taken out of the hostel premises without the Warden's approval.
14. The DTU will not provide to the Licensee the required no. of kitchen and mess utensils and chapatti plate/additional gas stoves for cooking, refrigerator that shall be arranged by the Licensee themselves. The licensee shall keep these items in functional order at her/his own expenses. Such other infrastructure as may be required for cooking, serving and catering the regular means and other items to the Residents, including crockery, cutlery tables flower vases, and liveries for the mess staff shall be arranged by the Licensee on her/his own cost and risk. Water tankers, if required, shall also be provided by the Licensee.
15. The Licensee shall use gas at her own expenses and risk for cooking purpose and shall not use any other kind of fuel or electric heater.
16. The Licensee shall keep suggestion/ complaint book to enable the Residents to lodge their complaints/ suggestions and shall abide by the decision of the University made in respect of any complaint/ suggestion and shall be bound to follow the same.
17. No employee of the Licensee shall be allowed to stay overnight in the Kitchen, Dinning Hall or any other place in the hostel.
18. The DTU shall provide a suitable space to the Licensee for being used as a pantry and kitchen. This shall not confer any right in or upon the said premises of any kind whatsoever. The Licensee to use the said space shall be co-extensive with main contract (ie. the Agreement), and the said Licensee shall automatically come to an end on the conclusion of the same, as the case may be, on any ground whatsoever.
19. The Licensee shall ensure that the pantry and the kitchen and Dining Hall, Furniture, Water Cooler, Refrigerator, Fan, Tubes, Tables and Benches in the Dinning Hall are kept neat and clean at all the times.
20. The Licensee shall not carry out any additional / alteration in the portion allowed to him for the above purpose, except with prior written permission of the University.
21. The Licensee shall vacate the premises within 2 days of the conclusion of this agreement or on the termination of this agreement if takes place at an earlier date.
22. The Licensee shall be allowed to remove his/her utensils and equipments, if any, from the premises after his/ her obtain a 'no dues' certificate from the concerned officer.
23. It shall be the responsibility of the Licensee to give a clean and vacant possession of the premises on the conclusion or termination of this agreement.
24. The Licensee shall pay electricity charges as per actual consumption however shall pay @ Rs. 3000/- per month till meter is installed.

25. The Licensee shall not use electric heaters or any other heavy duty electrical appliances like AC's. In case that is found that types of appliance are used, the Licensee shall be required by double of the amount i.e. Rs. 6,000/- Electricity for the said period.
26. The Licensee shall pay license fees @ Rs. 5000/- per month per kitchen to be used
27. The Licensee shall also be provided with water supply and he/ she shall pay Rs. 2,000/- (flat rate) per month per group. Water tankers, if found necessary on account of shortage of water supply, shall be arranged by the Licensee at his/ her own expenses.
28. The Licensee shall pay conservancy charges @ Rs. 500/- per month. The Licensee shall keep the premises neat and clean always conforming to the standards of hygiene prescribed by the MCD or as may be prescribed by the Competent Authority from time to time.
29. The Licensee shall engage his/ her own staff as may be required for efficient running of the hostel mess. The Licensee shall engage such staff with prior police verification and shall provide a list of such staff along with their permanent and local addresses to the Chief Warden. In such cases the Security Officer of DTU authentication be sought. The Caterer shall take all reasonable precautions to ensure that staff engaged by him attire themselves, while on duty, in proper uniform to be prescribed in consultation with the Chief Warden and maintain at all times the decency norms so as to behave with the Residents in a civil, sober, polite and honest manner. The staff in the Girls hostel shall be female only.
30. The Licensee shall ensure that the dues of all the employees engaged by his/her are paid in time and their Provident Fund and ESI dues are deposited in time and DTU shall have no liability on his account.
31. The Licensee shall install fire fighting equipment in the kitchen as per Fire Regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the Licensee or his/her staff, to any property, to any resident or staff, such loss or damage shall be made good at the cost of the Licensee.
32. The DTU shall not be liable for any payment to the staff of the Licensee on account of salary and Allowances, Leave, Uniform, Medical Aid, Insurance Policy, Provident Fund, ESI dues, and Services Tax payable to Govt. of Delhi / India etc. whatsoever, which shall be the responsibility of the Licensee. The Licensee shall also ensure that the norm prescribed by the Human Rights Commission or Government of India, Minimum wages Act, Provision of Industrial Disputes Act or any such other legislation, to the extent applicable, are fully observed by the Licensee and Hon'ble Vice Chancellor is kept harmless and indemnified in this behalf. The Licensee hereby undertakes to keep the Hon'ble Vice Chancellor harmless and indemnified against any claim or demand of his/her workmen under any industrial law for the time being in force, or as may be amended from time to time.
33. This agreement may be renewed by the parties on such terms and conditions as are agreed between the parties on the conclusion of this agreement. However, unless the contract is renewed, it shall come to an end as aforementioned.

34. The Licensee will ensure that all the Residents, except in the case of sick Residents, eat their meals only in the dining hall and boiled food has to be made available to the sick and foreign Residents on demand, subject to the Warden's approval. The food will not be served in the rooms of the Residents. The guests of Residents alone may be permitted to eat with the prior permission of Warden at rates decided for the purpose.
35. The Hon'ble Vice Chancellor may appoint a sub-committee to monitor the performance and quality of food and other items supplied by the Licensee and if at any time it is found that the Licensee fails to fulfill any of the conditions of this agreement, the Hon'ble Vice Chancellor may impose a fine upto Rs. 20,000/- per default or terminate the contract by giving one month's notice to the Licensee. However, if the period of notice falls short of one month because of the contract coming to an end in its natural course, such a notice will be only for such no. of days as may be left for the contract to expire in its natural course and shall be applicable and insisted.
36. If the Licensee fails to serve the Residents during the currency of this agreement for whatever reason, he/she shall be liable to pay Rs. 2,000/- as fine for each such meal which will be adjusted against the payment of food bills or recovered from the security deposit, as the case may be.
37. The Licensee shall pay through Demand Draft a sum of Rs. 50,000/- (Rupees fifty thousand only) to the Registrar, DTU as Security Deposit before the award of this agreement.
38. The Security Deposit will be interest free which shall be refundable to the Licensee on the conclusion or termination of this agreement after adjusting such amounts as may be found due from the Licensee including fines, if any, imposed upon the Licensee on account of deficient services.
39. If the Licensee fails to serve any item to any resident in the prescribed meal hours as decided by the Chief Warden, the Licensee shall have to serve that missed item subject to the approval of Warden.
40. The Licensee will have to submit the documentary proof of service tax registration number, Permanent Account Number (PAN) and TIN number etc. along with annual return etc. The licensee may also submit the proof of the experience of catering in reputed institutions.
41. Mess contractor shall not employ workman below 18 years of age and shall provide CV of all the workman alongwith their PF, ESI, Labour License number received from the Govt. of Delhi if the numbers of workman engaged by them are more than 20.

MESS CONTRACT

- Nature of the work :- To provide the meal to the students of hostels of Delhi Technological University, Bawana Road, Delhi – 42
- Group – B :- C.V. Raman Hostel & Jagdish Chandra Bose Hostel, BM Hostel, (534 students approximate)
- Group – C :- Sir M. Vivesvarayya Hostel, Sir Baskaracharya Hostel & H.J. Bhabha Hostel (520 students approximate)
- Items to be provided in :- Mess per month per students**

MEAL FOR A DAY SHALL CONSIST OF :-

1. Breakfast
2. Lunch
3. Tea and Snacks
4. Dinner

Breakfast :- The breakfast will include :- (Approximate rate Rs. 09:00)

Slice of bread with 25 gm of Amul butter and 150 ml of milk. Or
Slice of bread with 2 eggs omlate and 150 ml of milk.Or
Slice or bread with 1 spoon of Kissan Jam and 12.5 gm of Amul butter and 150 ml of milk.Or
Slice of bread with 2 boiled eggs and 150 ml of milk.Or
pieces of idli with sambar, chatani and 150 ml of milk.Or
pieces of sambar vada with sambar, chatani and 150 ml of milk.Or
Slice and 25 gm Amul butter and one seasonal fruit.Or
Parantha (unlimited) with subji and 150 ml milk.Or
Puri (unlimited) with subji and 150 ml milk.Or
An equivalent items menu suggested by the Mess Committee.

Lunch :- (Approximate rate Rs. 17.00)

1. Rice, Chappatti, dal and Salad – all unlimited.
2. Vegetable – seasonal, raita/curd.
3. Pickles and papad.

Tea – Snacks :- (Approximate rate Rs. 6:00)

Tea or Coffee or Rasna
And

2 samosa or 2 cutlets or 2 bread roll or 1 burger or 1 patties or 1 pastry or 2 pieces of dhokala
Or 1 plate of veg. pakoda or an equivalent items menu suggested by the Mess Committee.

Dinner :- (Approximate rate Rs. 17.00)

1. Rice, Chapati, dal and salad – unlimited.
2. Subji – limited.
3. Sweet – limited.
4. Special dinner once in a week as per the suggestions of the Mess Committee.
5. Non – veg Dinner once in a week and for those who do not take non – veg. other special dish to be served.

Notes :-

1. Students may opt for mess rebate of 8 days (maximum) as per rules.
2. Either Mother Dairy or DMS milk to be used for serving and making curd.
3. Quality of the rice should not be less than parmal rice available in the Super-Bazar.
4. Modern / Britannia bread should be used.
5. Good quality refined oil is to be used for cooking.



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ANNEXURE - II

NIT NO: -

TECHNICAL BID

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID: -

Please check whether the attested copies of the following documents have been attached or not.

1. Name of the Group of Hostel: - _____
2. Name/Address of firm/Agency and Telephone No: - _____
3. Name, Designation, Address and telephone no. of authorized person of the firm/agency to deal with _____

- | | |
|---|---------|
| 1. PAN No. of Income Tax Deptt. Or Income Tax Clearance Certificate: - | YES/NO |
| 2. Service tax registration certificate : - | YEA/NO |
| 3. TIN Registration No. issued by the Competent Authority. | YES/NO. |
| 4. Fixed deposit receipt/DD towards earnest money Rs. | YES/NO. |
| 5. Contractor should have at least two years working experience certificate regarding running of Mess in University/College/Reputed Organization. | YES/NO. |
| 6. Terms & conditions of the tender. | YES/NO. |

Declaration:-

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the tenders: - _____
Name: _____
Designation: _____
Address: _____
Phone No :- (O) _____

(R) _____

ANNEXURE – III

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FINANCIAL BID FOR MESS

Name of the firm :-
NIT No. :-

GROUP B:-

S.No. (A)	Name of the group of hostels (B)	Tentative No. of Students (C)	Monthly charges or rate per month per student (D)	Monthly charges for students as mentioned in column No.C (E)
1	C.V.R. Boys Hostel	178		
2	J.C.B. Boys Hostel	178		
3	B.M.H. Boys Hostel	178		

GROUP C:-

S.No. (A)	Name of the group of hostels (B)	Tentative No. of Students (C)	Monthly charges or rate per month per student (D)	Monthly charges for students as mentioned in column No.C (E)
1	V.V.S. Boys Hostel	178		
2	B.C.H. Boys Hostel	178		
3	H.J.B. Boys Hostel	164		



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FORM OF AGREEMENT

THIS AGREEMENT is made on the ____ day _____ (Month) _____(Year) Between the President of India through the _____ (Name and address of the Department) hereinafter called “the Department”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Laboratory Attendants to Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Laboratory services w.e.f _____ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official

For and on behalf of the President of
India
Signature of the authorized Officer

Name of the official
Stamp/Seal of the Contractor

Name of the Officer
Stamp/Seal of the Employer

By the said _____ Name

By the said _____ Name

on behalf of the Contractor in
the presence of:

on behalf of the Employer in
the presence of:

Witness _____
Name _____
Address _____

Witness _____
Name _____
Address _____

Telephone No: _____

Telephone No: _____