



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Govt. of NCT of Delhi  
Shahbad Daulatpur, Bawana Road, Delhi 110 042  
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



File No. DTU/GA/63/2024-25/1463

**NIT FOR GROUP – A MESS SERVICES IN DTU HOSTELS**

E-tenders are invited from the agencies who are interested to run the Group A hostel mess with the suitable and uniformed trained manpower at **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042**, for a period of Seven months initially and may be extended to the subsequent year(s) based on satisfactory performance on *monthly license fee basis*.

The interested tenderers should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids-all duly signed & upload on the: <https://govtprocurement.delhi.gov.in> latest by **18.07.2024 at 03:00 P.M.** An index prepared after pagination of all documents may also be uploaded. The technical bids will be opened online on **18.07.2024 at 03:30 P.M.** {those bidders only whose original EMD amount/DD is dropped in Tender Box is placed in the office of Deputy Registrar (General Administration)} in the presence of the bidders who wish to be present and will also be displayed on the website. For participation in the tender through e-procurement portal of Delhi Govt. NCT of Delhi at <http://govtprocurement.delhi.gov.in> will be considered for their evaluation.

Tender document is also available for viewing on the website of Delhi Technological University, Delhi at [www.dtu.ac.in](http://www.dtu.ac.in).

**Bid Schedule**

Date of start and downloading tender	27.06.2024
Earnest Money Deposit (EMD) (Rs.)	Rs. 50,000/-
Pre-Bid Meeting	04.07.2024 at 03:00 P.M.
Last date of submission of tender (online)	18.07.2024 at 03:00 P.M.
Date and Time of Opening Bid	18.07.2024 at 03:30 P.M.
Designation of the Authorized Officer and Address for Communication:	Deputy Registrar (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi-110042.

Deputy Registrar  
(General Administration)



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**GUIDELINES/PROCEDURE TO BE FOLLOWED IN INTRODUCTION OF 'E'-PROCUREMENT SOLUTION:**

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <https://govtprocurement.delhi.gov.in>.

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document statements and certificates uploaded by him, owing responsibility for their correctness/ authenticity along with original EMD. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favor of Registrar, Delhi Technological University, Delhi. Photocopy 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 up to Last Date and Time for receipt of tenders through e-procurement solution.

**4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>, which can be seen by all the bidders who participated in the tenders.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**6. Payment of Performance Guarantee:** The successful Tenderer shall furnish a bank guarantee/FDR of the value of 5% of the annual sum of the quoted monthly license fee for a period of sixty days beyond one year from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of deployment/installation/demonstration of equipment/manpower. In case the performance of the services is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.

**7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). Bidders can visualize the process online.

**8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

Deputy Registrar, (Gen. Admin)



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### TERMS AND CONDITIONS

1. The Contract shall be awarded for Nine months initially to the successful bidder. However, the period may be extended for subsequent year(s) based on the satisfactory performance and recommendation of Mess Council. The rates of food items may be revised based on mutual terms.
2. The Tenderer should have experience since last three years of running of Mess/Canteen in Reputed State/Central educational institutions such as IITs, NITs or central/state universities or any academic institution of National Repute only. **Bidder must submit self-attested Experience certificate from last 03 preceding years. Further, Letter of Award, Letter of Intent, work orders will not be considered.**
3. The Tenderer shall submit the documentary proof of service tax registration number / GST/ Permanent Account Number (PAN) and TIN Number etc. along with 03 years of annual return etc.
4. The Tenderer shall deploy only those workers who have Police Verification Certificate and shall provide a list of such staff along with their permanent and local addresses to the Hostel Office. In such cases, the Security Officer of DTU authentication is sought. If any law-and-order problem arising out of the involvement of mess worker, the responsibility shall lie with the contractor and this may result into the termination of the contract at any point of time. The staff deployed shall be free from any virulent or contagious disease (s), and the caterer shall submit their Medical fitness certificate from Registered Medical practitioner (M.P.). Staff shall be sober, polite and decent behavior. Preferably, the workers deployed in girl's mess shall be female.
5. The University may direct to the Tenderer to remove or replace any person engaged in the mess, at its discretion.
6. EMD's for mess tender shall be in shape of FDR/DD in favour of Registrar, DTU A/c \_\_\_\_\_ (name of the bidder). Photocopy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be send 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.
  - i. Group "A" Rs 50,000/- (Rupees fifty thousand only)
7. A minimum monthly license fee shall be applicable for the group of hostel in accordance with Directorate of Estate's O. M. No. 18015(1)/80-Pol.IV dated 29.01.1982 with applicable taxes to the licensor on or before the 7<sup>th</sup> of every month, failing which will attract the penalty interest of 18% per annum for every month or part of the month for which the monthly rental was not paid and License Fee shall be increased annually @8% from 1st February as per laws laid down by the State Govt. of Central Govt.
8. The tenderer shall keep the mess open every day from 7:00am to 10:00 pm. or as may be decided by the Chief Warden on the recommendation of the Mess Council from time to time.
9. The Tenderer shall serve food items strictly as per this agreement (Annexure – I), and the Hon'ble Vice Chancellor/Chief Warden or any other authorized officer may enter the mess 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 Tenderer, free of cost, for the purpose of inspection, testing, trial or analysis with a view to ensure that the food items served by the Tenderer are wholesome edible food and confirm to general guidelines / standards normally prescribed by FSSAI in respect of such food items for human consumption.



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If the food supplied by the Tenderer is found to be of substandard quality, then the Hon'ble Vice-Chancellor may cancel this agreement forthwith without giving any notice.

10. The Tenderer 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 Student Council and Warden of the said hostel (s). The Tenderer shall serve only such items, which have been approved and agreed to.
11. The Tenderer may also be required by the Competent Authority to supply food items, cold drinks, tea/coffee etc. in addition to those as indicated in ANNEXURE-I. Apart from catering for the regular meals served by the Tenderer, provided this will not affect the running of main food services.
12. The Tenderer shall also prominently display approved rate list for the supply of extra items. The rates may be revised by mutual consultation from time to time, but until the rates are revised, the Tenderer shall not have any right to increase the rates mentioned in the ANNEXURE-I hereto.
13. No left out food items or material, will be taken out of the hostel premises without permission of Warden.
14. Mess staff will wear head cap and gloves at the time of cooking and serving the food to the students.
15. The University will not provide to the Tenderer, the required no. of kitchen and mess utensils and chapatti plate/ additional gas stoves for cooking and dining, refrigerator etc. All such equipment shall be arranged by the Tenderer. The Tenderer shall keep these items functional at his/ her own expenses. Such other infrastructure as may be required for cooking, serving and catering the regular meals and other items to the residents, including crockery, cutlery tables flower vases, etc. Tenderer shall arrange liveries for the mess staff on her/his own cost and risk. Water tankers, if required, shall also be arranged by the Tenderer.
16. The Tenderer shall use commercial IGL connection at his own expenses and risk for cooking purpose and shall not use any other kind of fuel or electric heater.
17. The Tenderer 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.
18. No employee of the Tenderer shall be allowed to stay overnight in the Kitchen, Dining Hall or any other place in the hostel.
19. The Tenderer shall ensure that the pantry, Kitchen, Dining Hall and the kitchen and Dining Hall, Furniture, Water Cooler, Refrigerator, Fan, Tubes, Tables and Benches in the Dining Hall are kept neat and clean at all the times.
20. The Tenderer 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 Tenderer shall vacate the premises within 2 days of the conclusion of the agreement or on the termination of the agreement if takes place at an earlier date.
22. The Tenderer shall be allowed to remove his/her utensils and equipment, if any from the premises after obtaining a 'no dues' certificate from the concerned officer.
23. It shall be the responsibility of the Tenderer to give a clean and vacant possession of the premises on the conclusion or termination of this agreement.





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33. If the Licensee fails to serve the Residents during the currency of this agreement for whatever reason, the following penalty shall be imposed:
  - i. Rs. 2000/- on each occasion when the licensee fails to serve the meal on time as prescribed in NIT.
  - ii. If any dead insect / staled food / food adulteration/Veg and non veg Items prepared and served on the same utensils etc. is reported, then penalty of Rs. 5000 will be imposed on each occasion.
  - iii. Rs. 2000/- or each occasion for unacceptable behavior or misconduct with students or faculty/officer(s)/staff and improper management of licensee and the staff deployed by him.
  - iv. If any of the above penalty is imposed on the licensee on more than 03 occasions, then the contract may be cancelled by the Competent Authority.
34. If the Tenderer fails to serve any item to any resident in the prescribed meal hours as decided by the Chief Warden, the Tenderer shall have to serve that missed items subject to the approval of Warden.
35. Mess contract shall not employ workers below 18 Years of age and shall provide bio data of all the workmen along with their salary slip which includes PF, ESI, bonus, etc and Labour License No. received from the Govt. of Delhi. The Tenderer shall provide minimum wages prescribed by Government of NCT of Delhi to the deployed workers in the mess, whenever asked by the University.
36. The garbage collected from the kitchen, dining halls, dish wash area will be disposed of every morning in closed bins.
37. The latest rules of the DPCC (Delhi Pollution Control Committee) on Plastic management policy of the Institution must be followed.
38. Subletting of any portion in any form is not permissible. If found, action will be taken as deemed fit including forfeiting the security deposit and termination of the contract.
39. The Tenderer, himself, shall be responsible for any type of statutory/ Mandatory claims or penalties in light of the default, if any, with reference to statutory rules and/ or Government directives.
40. The Hon'ble Vice-Chancellor, DTU reserves the right to cancel the contract agreement in the event of non-commencement of services within two weeks of offer letter or unsatisfactory performance of work contract, the Tenderer will be black listed in the university for a period of 4 years from participating in such type of tender & His earnest money and security deposit may also be forfeited if so warranted.
41. In case, the Tenderer fails to render the services to the satisfaction of University authority, the authority will have full liberty to get the work done by the other party or enter into a fresh contract for the remaining period at the risk and expenses of the Tenderer.
42. In every case in which by virtue of the provisions of the Workman's compensation Act, the government of India/Government of Delhi is obliged to pay compensation to such person employed by the Tenderer in execution of the work the government will be entitled to recover from the Tenderer the amount of compensation so paid.
43. The Tenderer shall indemnify the University against all other damages/Charges and expenses for which the government may be held liable or pay on account of the negligence of the Tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or other wise and against all claims and demands thereof.



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44. One vendor cannot run both Mess and Canteen in Delhi Technological University. In case the vendor is awarded the tender for any group (A or B or C or D) of Mess then he shall not be eligible to participate in the subsequent NIT of Canteen.
45. Tenders shall submit the undertaking of Annexure-II in Rs. 100/- Non Judicial stamp paper.
46. Within 03 months of award of the contract, the vendor needs to furnish ESI, EPF Registration No., FSSAI certificate and MCD Health Trade License for working in DTU. If licensee fails to submit the same in stipulated time period, then the penalty of Rs. 1500/- per day will be imposed
47. Dining will be held in every Hostel mess, and the vendor shall start their services within 07 days from the award of contract.
48. During the winter/summer vacations following norms will be followed:
  - a. Mess has to be operated as per the decision and direction of warden council/Chief Warden and if mess is fully operational then contractor have to pay 100% of the License Fee.
  - b. In case the number of students availing mess services in their summer/winter vacation is significantly less than the number of students mentioned in that group then the license fee will be calculated on prorata basis according to the number of students.
  - c. No license fee will be paid by the contractor if the mess is not operational during vacations.
49. The contractor shall use only fresh food items and high-quality ingredients fit for human consumption and should be stored and cooked in hygienic conditions and if any penalties imposed by MCD / FSSAI or any agency like Food adulteration, Unhygienic food or premises, etc. during the tenure of contract, the cost of same shall be borne by the bidder itself and the University shall not be liable to pay any kind of penalty or damages of any kind.
50. Only RO/Filter water shall be used for cooking purposes.
51. The contractor will be paid the mess dues after deducting the license fee on monthly basis.
52. Same vendor is not permitted to run more than one activity like in case of Canteen / Night Café / Mess of any Group, Food / Milk / Juice / Tea – Coffee outlet or Kiosk in Delhi Technological University. In case the vendor is awarded the tender for providing any of the aforesaid services, then he shall not be eligible to participate in the subsequent NIT for Canteen, any of the food Kiosk, Night Café, Mess Services, Café, Juice corner, Milk Booth etc.

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## SCOPE OF WORK

## ANNEXURE – I

### MESS CONTRACT

Nature of the work : - To provide the good quality meal to the students of hostels of Delhi Technological University, Bawana Road, Delhi-42

Group – A (650 Students approximate) :- HJBH (Homi Jehangir Bhabha Hostel),  
VVSH (Vishveshwarya Hostel),  
APJH (A. P. J. Hostel)  
BCH (Bhaskaracharya Hostel)

**Mess charges shall be Rs. 116/-\*\*\* per day (116x30 = Rs. 3,480/- per month) for the following meals, Meal for a day shall consist of: -**

1. Breakfast - 7:00 A.M. – 9:30 A.M.
2. Lunch - 12:00 noon - 2:30 P.M.
3. Tea and Snacks - 4:30 P.M. – 5:30 P.M.
4. Dinner - 7:30 P.M. – 9:30 P.M.

#### **Breakfast will include: -**

- Two number of eggs/two vegetable cutlets/Vada/Idli/Utpam/Prantha with seasonal stuffing/Poha
- Tomato sauce
- 4 slices of white/brown/whole grain toast with butter (20gms) and jam (20gms)
- Tea/Coffee/Milk (200 ml)
- Pickle
- Fruit (Banana/Papaya/Seasonal Fruit)

#### **Lunch will include: -**

- Non-Veg. Dish with Lunch (Mutton/chicken/fish 150 gms.) Once a week and paneer/malai kofta for vegetarians
- Rice whole (good quality Basmati)
- Chappatis (as required)/Puri/Bhatura
- Dal/Sambhar/Rajma/Lobia/White Channa/Kala Channa
- Two Seasonal Vegetables
- Salad/Papad
- Achar/Chutney
- Curd with sugar/salt





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**Tea – Snacks will include: -**

- Tea/Coffee once
- Samosa/paneer pakora/Veg. pakora/bread roll /burger/patties/pastry/dhokla

**Dinner will include: -**

- Non-Veg. Dish with Dinner (Mutton/chicken/fish 150 gms.) once a week and paneer dish/malai kofta for vegetarians
- Sweet Dish
- Rice whole (good quality Basmati)
- Chappatis (as required)/Puri/Bhatura
- Dal/Sambhar/Rajma/Lobia/White Channa/Kala Channa
- Two Seasonal Vegetables
- Salad
- Papad
- Achar/Chutney
- Curd with sugar/salt

**\*\*\* If a student does not avail mess services on a particular day, then the mess charges will be reduced to 30%. Only 10 days off and with not less than 03 days in a month will be permitted.**

- The rates mentioned in Annexure-I are inclusive of all taxes.
- Extra packed items on sale shall be on as per MRP/- and will be introduced with and decided by and in the consultation with the respective mess council(s).
- The rates of daily meal for day scholars/faculty/staff: -

<b>Rates of daily meal for day scholars/faculty/staff</b>		
<b>S. No.</b>	<b>Items</b>	<b>Rate</b>
<b>01.</b>	Breakfast	Rs. 40/-
<b>02.</b>	Lunch	Rs. 60/-
<b>03.</b>	Evening Snacks and Tea	Rs. 25/-
<b>04.</b>	Dinner	Rs. 50/-
<b>05.</b>	Non Veg Dinner	Rs. 70/-
<b>06.</b>	Veg Dinner with Paneer	Rs. 70/- (With extra sweet)

**Note:** The services in r/o day scholars/faculty/staff, as per table above shall not be catered within the Mess premises by the service provider.



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**Annexure-II**

Tender No: \_\_\_\_\_

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

**UNDERTAKING**

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I/ We the undersigned, certify that I/ We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil / Criminal/ Income Tax/ Service tax/ blacklisting case is pending against my firm.
3. The rates quoted by me/ us are valid and binding on me/ us for acceptance for the entire period of contract.
4. I/ We undersigned hereby bind myself/ ourselves to the Registrar, Delhi Technological University, Delhi to provide mess services in Delhi Technological University, Delhi during the period of contract.
5. The Security Money deposited by me shall remain in the custody of the Registrar, Delhi Technological University, Delhi till two months after the expiry of the contract.
6. I/ We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the mess.
7. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/ our contract and award the work to another agency and the costs difference may be recovered from me/ us and can forfeit security money.
8. The food/ eatable items will be genuine, fresh, hygienic and good quality.
9. In the event of any breach/ violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and can forfeit the security money deposited by me/ us.
10. I/ we will be wholly responsible for providing Hostel Mess Services at Delhi Technological University, Delhi-110042 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior/ act of employees engaged by me for running of Hostel Mess of the University.
11. I/we shall be responsible for health and injury caused to the worker while working in the mess.
12. I/we shall be responsible for any loss or damage to the university property by the employee engaged by me/ us.
13. The Vice Chancellor, Delhi Technological University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Delhi Technological University, Delhi will be binding upon me.
14. I/ we shall conspicuously display the Rate List per unit of all available cooked items on the two separate boards' first at the entrance of the mess and second at the cash counter of the mess.
15. I/ we shall vacate the mess premises on completion of the contract period. In case of unauthorized retention of the mess premises beyond the contract period, a penalty of 50% over the above the pre-existing rate will be levied on me/us during the period of unauthorized retention.
16. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
17. I/we shall be responsible for any theft/ loss/ damage to university property/ fixtures and I will rectify/ replace the same.
18. I/We have not been prosecuted for violation of FSSAI prescribed norms by any organization where i/we are/have operated/operating the mess/canteen and i/we have not been punished by way of penalty by that organization.

Signature of the Tenderer

Name of the firm/ Tenderer

Seal of Firm



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**ANNEXURE - III**

**File No. DTU/Gen. Admn./090/2016-17/836**

**Technical Bid**

1. Proof of identity of tender such as Name of the proprietor, Residence address and telephone no.
2. **Self-attested** copy of PAN No. of Income Tax Department.
3. **Self-attested** copy of GST Registration Number by Government of India / Delhi **along with annual returns of preceding 03 years.**
4. **Self-attested** copy of valid Health Trade License / License received from the concerned Authority or an Undertaking for the submission of the same within 03 months from the date of award of contract.
5. **Self-attested** copy of FSSAI Registration:
6. Annexure-II on Rs. 100/- Non Judicial Stamp Paper:
7. Proof of Fixed Deposit Receipt/DD toward EMD:
8. Copy of **Experience Certificate** of running mess services in the **preceding last three years** at Reputed State/Central educational Institutions such as IITs, NIT's or central / State Universities or any Academic Institute of National Repute only. (**Bidder must submit self-attested Experience certificate from last 03 preceding years. Further, Letter of Award, Letter of Intent, work orders will not be considered**)
9. Tenderer shall provide a certificate stating that he has not been debarred or blacklisted by any participating Central/State Government Department/ Bodies/PSU/etc from participating in the Tender process.
10. Turnover above Rs. 25,00,000/- (Rupees Twenty-five Lakh only) in at least one year during last 03 years. Balance Sheet of the said year to be submitted.

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. Also, I/We hereby declare that the information given in the technical bid by the undersigned is correct.

**Signature of the tenderers:** - \_\_\_\_\_  
**Name:** - \_\_\_\_\_  
**Designation:** - \_\_\_\_\_  
**Address:** - \_\_\_\_\_  
**Phone No:** - (O) \_\_\_\_\_  
(R) \_\_\_\_\_



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**ANNEXURE – IV**

**File No. DTU/Gen. Admn./090/2016-17/836**

**FINANCIAL BID FOR HOSTEL MESS**

Name of the Tenderer/ Firm \_\_\_\_\_

Full Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

- I/We accept all the Terms & Conditions received with Tender Documents.
- I/We have submitted Technical Bid separately.
- I/We now offer to pay a monthly license fee (including taxes if any (Rs.) follows:

S. No.	Details of the Hostels	Approximate No. of Students	Area (Sq. mt.)	Rate per Sq. mtr. for year 2024-2025 + applicable taxes	Quoted Monthly License Fee include taxes if any (Rs.)
1.	<b>Group A: (Minimum Monthly License Fee: Rs. 94,612/- + applicable taxes)</b> 1. HJB (Homi Jehangir Baba Hostel), 2. VVSH (Vishveshwarya Hostel), 3. BCH (Bhaskaracharya Hostel), 4. APJ (A. P. J. Hostel)  <b>(Meal in all hostels will be provided as per Annexure-I)</b>	650	62 sq.mt. (or as per actual)	1526/-* + GST	

Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Seal/ Rubber Stamp: \_\_\_\_\_

N.B.

1. Rates should be quoted on monthly basis inclusive of all taxes/ levies. Nothing extra will be considered.
2. Rates should be mentioned both in words and figures.
3. Financial Bid will be considered only if the Competent Authority accepts technical Bid.
4. Only one kitchen in group – A will be operational (License Fee for the same has been calculated accordingly, \*Minimum reserved License fee of each mess will be @ Rs.1526/- + 18% GST per square mtr with @8% annual increment in license fee from 01<sup>st</sup> February as per Directorate of Estate’s O.M. No. 18015(1)/80-Pol.IV dated 29.01.1982 or as per the directions of Govt. of NCT of Delhi/DTU from Time to time). Food will be served in each Hostel Mess of group - A.



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Govt. of NCT of Delhi  
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**ANNEXURE – V**

**File No. DTU/Gen. Admn. /090/2016-17/836**

**FORM OF AGREEMENT**

This AGREEMENT IS MADE on the \_\_\_\_ day \_\_\_\_ (Month) \_\_\_\_ (Year) between the Board of Management of the University through the \_\_\_\_\_ (Name & Address of the department) herein after called “the department” which expression shall unless excluded by or repugnant to the context be deemed to include its successors in office and assigns of the one part AND \_\_\_\_\_ (Name & address of the Tenderer) through Sh. \_\_\_\_\_ 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 endeavor’s to provide Hostel Mess Services at Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the terms and conditions hereinafter referred to.
2. The following documents shall 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 of Bid.
  - c) Notice Inviting tender.
  - d) Scope of work and Mess contract.
  - e) Bills of Quantities.
  - f) Addendums, if any;
  - g) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Contractor of the University as hereinafter mentioned, the contractor hereby covenants with the employer to execute and the Mess Service w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Contractor Tenderer hereby covenants to pay the University in consideration of the execution and completion of the Contract as per the provision of this Agreement and the tender documents advance license fee of Rs. \_\_\_\_\_ ( \_\_\_\_\_ Rupees in words) per month by 7<sup>th</sup> of each month failing which will attract the penalty interest of 18% per annum for every month as a late fee.
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there form as may be made under the provisions of the contract at the times in manner prescribed by the contract.



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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

For and on behalf of Board of Management of University, DTU.

Signature of the authorized official

Signature of the authorized Officer

Name of the Official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

\_\_\_\_\_ Name

\_\_\_\_\_ Name

On behalf of the Contractor in the presence of:

On behalf of the Employer in the presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_



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### **INSTRUCTIONS**

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each column in the space provided.
3. If any column is left blank or not properly replied to or the application is not accompanied by the pay order/demand draft of the requisite value, the application is liable to be rejected summarily.
4. The License granted is liable to be cancelled forthwith, if it is found that the applicant had given wrong or false information in the application for the issue of authorization.
5. Only those bidders who qualify the Pre-Qualification cum Technical Stage (As per the requirement of Technical Bid) shall be considered for Price (Financial) Bid Evaluation.
6. The Financial bid evaluation sum Selection of bidders will be done on the basis of highest quoted monthly license fee (Rs.) in each group of the hostels as given in FINANCIAL BID FOR HOSTEL MESS.
7. In case of a tie, the successful bidder would be decided by a draw of lots in the presence of the bidders, who may wish to be present on the occasion.
8. ***Any clarifications regarding NIT to the bidders can be done in the pre bid meeting.***

Digital Signature