



GOVERNMENT OF NCT OF DELHI  
**INTEGRATED INSTITUTE OF TECHNOLOGY**

Sector-9, Dwarka, New Delhi-110077  
 Phone: 25080585, 25072926 Telefax: 25073128 • E-mail: iitdte.delhi@nic.in



No.F.5 (5)/IIT/Mess/Hostel/2017/1096

DATED: 24.10.19

**N.I.T. FOR THE AWARD OF MESS CONTRACT**

Sealed tenders are invited from the experienced persons/ contractors for running Hostel Mess of Integrated Institute of Technology, Sector-9, Dwarka, Delhi for a period of one year. The terms and conditions for running the mess are enclosed. The tender must contain the following details and documents and must reach the undersigned by 15-11-2019, 02:00pm, The Tenders/Quotations will be opened on the same day at 3.00 p.m. Tender submitted after due date and time will not be accepted. The tenders must be submitted in sealed covers having inner two separate (Technical & Financial Bid) sealed cover with clear marking "TENDERS FOR HOSTEL MESS and specifying the tender no".

Earnest money through bank draft of Rs.20, 000/- in favor of the DDO, Integrated Institute of Technology Dwarka, Delhi must be tendered along with the application. An undertaking that terms and conditions are acceptable and the charges on account of electricity and water, PNG gas will be paid on monthly basis as per the reading of installed Meter/sub-meter.

The space available can be seen at Integrated Institute of Technology Dwarka, Delhi on any working day between 11.00 AM. To 4.00 PM. A copy of terms and conditions for running the mess can be collected from the office on all working days or can be downloaded from Delhi Govt website. Unsealed tenders will not be entertained. The undersigned reserves the right to reject any tender without assigning any reason. All the details in prescribed space must be filled. Contract bid money must be filled otherwise tender shall be rejected and all the tender documents must be signed by the tenderer. The tenderer or authorized representative of tenderer may be present at the time of opening of tender.

*[Signature]*  
 24/10/19

Principal  
 Integrated Institute of Technology

NO. F. 5(5)/IIT/Mess/Hostel/2017/

DATED:

Copy to:

1. PA to Director/Spl. Director, DTTE, Pitampura, Delhi.
2. Principals of all polytechnics/ITI's/BTE.
3. Notice board of IIT Dwarka.
4. Delhi govt website
5. Sh. Inderjeet to upload on Institute Website

*[Signature]*  
 24/10/19

Principal  
 Integrated Institute of Technology

*[Handwritten mark]*

**Terms & conditions the hostel mess contract for Integrated Institute of Technology Dwarka, Delhi function under the DTTE Govt. of Delhi, to be given for a period of one year.**

1. The contract will be awarded by the Principal of Integrated Institute of Technology Dwarka after approval of competent authority, to highest bid offered on the approval of principal and hostel committee who reserve the right to accept or reject any tender or all the tenders without assigning any reason.
2. The contract will be operative for a period of 12 months from the date of award, but yearly extension can be given for further two years by the competent authority on the recommendation of the Hostel Committee with the condition of enhanced bid money by 10% every subsequent years.
3. A bank draft of Rs.20,000/- as security deposit (refundable) in favor **of DDO , Integrated Institute of Technology Dwarka**, will be payable within a week's time of the award of the contract. The successful bidder shall start the mess within next two days failing which the security deposited may be forfeited at the discretion of the Principal / Hostel committee.
4. The contractor will attach bank draft of Rs.20,000/- as Earnest Money along with the tender in favor of the **DDO**, Integrated Institute of Technology Dwarka,, which will be refunded after the award of contract.
5. The contract (bid) money will be payable within a week's time of the award of the contract.
6. The contractor will not transfer or assign any part of interest of this contract and that the (period of this) contract shall also be liable to be terminated by the Principal on insolvency of the contractor before the expiry of the period of this contract.
7. The awardees of the contract will have to get his/her establishment inspected by MCD Health dept and a certificate has to be obtained from them within a period of 3 months from the award of the contract.
8. The awardees of the contract shall be bound to execute an agreement on Non-Judicial stamp paper of Rs. 100/- within seven days of award of work.

9. The contractor will ensure & comply with the provision of various municipal & other rules/regulation/law of the govt. in r/o wages & other benefits of Employee.
10. Contractor has to pay the electricity and water ,PNG Gas bill as per sub-meter Reading on monthly basis.
11. There are 144 seats available for both girls and boys some of which may be Vacant. Occupancy may be vary as per no of application received.
12. Hostel mess may be closed for 15-20 days during winter & 30-45 days during summer vacations. No charge will be taken from the inmates when the mess is closed.
13. The tenderer must have an experience certificate of at least two years in running similar type of mess. In event of any doubt Principal/hostel committee can get the verification done from issuing authority. The quotation will be summarily rejected in the absence of the experience certificate.
14. The contractor will maintain cleanliness in and around the mess and make arrangements for keeping all eatables covered to protect from flies, dust, and insects. No institute staff will be engaged for this purpose and maintenance of it will be the responsibility of the contractor.
15. The Principal/hostel committee may call for the advice of the medical officer on matters of Hygiene in the hostel mess.
16. It is agreed between the parties that no interest whatsoever in the licensed premises has been assigned by the institute to the contractor and the possession of the premises will always be that of the institute, even when the premises are in use or occupation of the contractor.
17. The mess will remain operational throughout the academic year. However, it may be closed during vacation with the prior permission of principal in case sufficient number of students is not residing in the hostel.
18. The contractor shall be provided by the institute the necessary space for Running the mess within the hostel premises and the necessary furniture, basic utensils and other utility items. He shall be responsible for the proper maintenance of the space, furniture and other infrastructure provided to him. The responsibility for any damage due to breakage, theft or fire will be that of the contractor.
19. The contractor shall use LPG/PNG gas for cooking purpose at his own cost.

The gas connection will be provided by the institute and operating expenses will be borne by the contractor. The contractor shall be responsible for the loss/ theft of the gas cylinders/PNG and other equipments provided.

20. The contractor shall provide all other implements for running the mess, things like crockery, cutlery, table linen, flower vases for the hostel mess of good quality.

21. The service hours in the hostel mess shall be as follows. However, the timings may be modified by the principal if and when considered necessary:

Breakfast            7:30 a.m. to 8.30 a.m.

Lunch                12:30 p.m. to 1:30 p.m.

Tea                    5:00 p.m. to 5:30 p.m.

Dinner                8:00 p.m. to 9:00 p.m.

22. The Principal/Hostel Committee will have the right to review the working of the contract from time to time. If at any time it is found that the contractor has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the Principal/ Hostel Committee may terminate his contract after giving the contractor one month notice. No such notice will be necessary if the contract is terminated on the ground of service misconduct or any other act as the principal/hostel committee may deem fit.

23. The Hostel Committee or its authorized representative shall have the rights to inspect the preparation from time to time and reject such items that are not considered wholesome or hygienic without any compensation to the contractor.

24. The contractor shall maintain a suggestion book for recording of suggestions for improvement by the residents and staff. Such suggestions as have the approval of the committee should be forthwith acted upon. The suggestion book should be kept open for inspection of the Hostel Warden and Hostel Committee.

25. Any servants or other person engaged by the contractor in the licensed premises shall be liable for suspension or dismissal by the Principal of the institute for disobedience or misconduct and the contractor shall accept the decision of the

Principal of the institute in this respect as final and binding upon him. The Principal of the institute shall not in any way liable, in respect of any claim made by any servant for wages or damages and the contractor shall keep the Principal of the institute indemnified.

26. It will be the responsibility of the contractor to get the police verification done of the employees engaged by him & will submit a copy of the same to the Principal.
28. The contractor shall obtain instructions from the authorized officer of the institute along with the type of Menu that may be served in the official lunch, dinner & tea parties to the participants of the training courses and on the day of academic audit by University etc.
29. The contractor should also provide skeleton services for supplying tea, coffee etc. after 7:00 p.m. on Working days also on Saturdays, Sundays and holidays when staff members are required to work for various training programs.
30. The contractor shall not engage any person suffering from infectious disease in the mess.
31. The contractor will be solely responsible for any incident of food poisoning.
32. The contractor shall display the approved menu prominently in the dining hall.
33. All the transaction must made on cashless base preferably through 'Buddy' or 'POS' or by any other means with prior permission of Principal.
34. Waste from mess shall have to be disposed by the tenderer at his own Expenses to safer place that is dust bin of MCD to maintain hygiene in the Mess.
35. In case of any dispute arising between the Principal/Hostel Committee and the Contractor on any point in regard to the mess contract, the decision of the Principal will be final.
36. The Tender should have valid PAN & GSTIN No.
37. The successful Bidder will submit the monthly demand to the Institute and the the institute will make payment (Collecting from the student) to the Bidder.
38. The TDS will be deducted from the payments made to the Contractor
39. The Contactor will be pay the License fee, if any according by the MCD delhi for Establishment of the Mess .
40. The only eligible Technical Bidders will be consider for financial bid.
41. The minimum menu served to the student shall be as follows:

## **MENU FOR THE HOSTEL MESS**

### **BREAKFAST:**

(FOR ALL DAYS EXCEPT SATURDAY & SUNDAY)

1. Two Stuffed Parantha (Seasonable Vegetable.) / 4 slices with butter(25 gm)/other item of equivalent cost
2. Milk (200 ml)

### **Saturday and Sunday Breakfast:**

- 1 Four Puri with one bowl aloo/ Two bhatūre with one bowl chana
2. Milk (200 ml)

### **LUNCH: (All days)**

1. Dal fried / Rajma /Kaddi with Pakoda/ Chole Kabuli/kale chane (Minimum 150gm)
2. Sabji (Seasonable Vegetable! Green Vegetable).(variety of veg in rotation) (Minimum 100gm)
3. Rice (Minimum 200gm)
4. chapati (Minimum 25gm)
5. Salad.(Minimum 100gm)

### **EVENING TEA:**

Tea along with Bread Pakoda / Samosa/ Bread roll / /burger/ Chowmin/Poha/Tikki etc.

### **DINNER: - (Monday to Saturday)**

1. Dal Fried (different dal in rotation 10-12 variety) (minimum 150gm)
2. Sabji (Minimum 100gm)
3. Rice (minimum 200gm)
4. Chapati. (minimum 25 gm)
5. Salad. (Minimum 100gm)
6. Raita (only on Sunday) (Minimum 100gm)

### **Special Dinner once a week:**

1. Puri.(Minimum 50gm)
2. Shahi Paneer/Matar Paneer(Minimum 100gm)
3. Pulao. (minimum 200gm)
5. Sweet Dish (Custard /Kheer/  
etc.)(Limited)
6. Papad. (Limited)

### **Note:**

1. Quantity of food will be unlimited for lunch, dinner and special dinner except for special items like sweet papd etc.
2. Mess charges will be Rs. 3000/-pm and minimum charges will be Rs. 1500/- up to 15 days for a month.
3. Special dinner/ lunch are to be provided on all the festivals to the students.
4. Hostel mess may be closed for 15 days in winter & one month in summer vacation. No charge is to be taken from the inmates when the hostel mess is closed.
5. The contractor has to provide the food according to above said menu; any alteration can be made with the consent of hostel warden/hostel mess committee/ principal.

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Scan Document required for Technical Bid

1. Experience Certificate of Last Three years
2. Registration Certificate of the Firm
3. Copy of the PAN Card
4. GST No. (if Applicable)
5. Id Proof of the concerned person
6. An undertaking that the term & Conditions laid down by the Institute shall be acceptable by the Contractor.



**Annexure II**

Govt. of NCT of Delhi  
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Sector-9, Dwarka, New Delhi-110077

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**Undertaking**

Photograph of Tenderer (Photograph should be attested by Gazetted Officer
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1. Name ,Address of the Firm/Agency and Telephone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Registration No. of the Firm/Agency : \_\_\_\_\_
3. Copy of PAN card : \_\_\_\_\_

Declaration of the Bidder

It is certify that I/We before signing this tender have read and fully understood all the Terms & Conditions contained herein and undertake my Self/ourselves abide by them

(Signature of the Bidder)

**Annexure III**

Govt. of NCT of Delhi  
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**Price Bid**

S.No.	Work Description	Rate per Annum (In Rs.)	Rate per Annum (in Rs.) (In Words)
1	Running Hostel Mess in Integrated Institute of Technology		

(Signature of the Bidder)  
 Name and Address(with Seal)