

**KESHAV MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
PITAM PURA, DELHI – 110034**

Dated: 14.12.2016

**NOTICE**

Sealed quotations/tender are invited for running of Girls Hostel Mess on yearly contract basis by 5<sup>th</sup> January, 2017 upto 11.00 a.m. The quotation form along with terms and conditions is available on college website <http://www.keshav.du.ac.in> The vendor is requested to deposit Rs. 500/- (Rupees Five Hundred only) towards cost of form and Rs. 50,000/- (Rupees Fifty Thousand only) earnest money respectively payable through RTGS/ NEFT in college account as per details listed below:

Name of the Beneficiary	:	Principal, Keshav Mahavidyalaya
Account Number	:	2370101018813
IFSC Code	:	CNRB0002370
Bank/ Branch	:	Canara Bank, Rani Bagh

  
**Principal**  
*Principal*  
Keshav Mahavidyalaya  
University of Delhi,  
Pitampura, Pitampura  
Delhi-110034

**KESHAV MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
H-4-5 ZONE, PITAM PURA, DELHI – 110034**

**EOI/QUOTATION FOR PROVIDING MESS SERVICES  
AT KESHAV MAHAVIDYALAYA'S GIRLS HOSTEL**

The Girls Hostel at Keshav Mahavidyalaya under University of Delhi is equipped to offer stay to 80 Girls students. The Hostel is looking for vendors who can provide good quality food and service of the hostel mess. Of paramount importance is adherence to the best of quality and quantity at reasonable price for the academic session 2016-17.

The mess shall serve Breakfast, Lunch (or Packed Lunch), Evening Tea & Snacks and Dinner to the residents on all the days. A special dinner should be provided on six different occasions during over the one academic year (July-May). The Hostels remain full to the capacity from August to May while during May to July it remains partly occupied due to holidays.

The Keshav Mahavidyalaya's Girls Hostel is inviting Expression of interest (EOI)/Quotation from the Caterers/Hoteliers who will open a Cafeteria for providing catering services to Hostel residents.

**1. The Caterer/ Hotelier should have**

1. Experience of providing catering services to major Government / Public Sector/private Sector institutions/Hostel of repute for a minimum of 100 Persons per day.
2. Should have five years of experience in similar field.

**2. Mode of furnishing Expression of Interest (EOI)/Quotation:**

EOI (Profile of the Catering Agency) in prescribed form duly supported with the following documents:

- i. License from competent authority to run catering establishments/services.
- ii. EPF, ESI, VAT, FSSAI License Number, TIN / Service Tax Nos.
- iii. Copy of PAN
- iv. Testimonials of previous contracts performed
- v. Certificate issued by the Labor Department (Central/ State) etc.
- vi. Copies of audited financial statement for the preceding three years.
- vii. Certificate of Ethical Practices (specified below)

**Instruction to the Tenderer:**

(a) Sealed EOI/Quotation completed in all respects should be addressed to the Principal, Keshav Mahavidyalaya, University of Delhi, H-4-5 Zone, Pitam Pura, Delhi - 110034. The envelope containing the EOI/Quotation should be super scribed as "EOI/Quotation for opening a Cafeteria at Girls Hostel of Keshav Mahavidyalaya Campus". It should reach the Office of the Principal on

or before **05.01.2017 before 11.00 A.M.**, and will be opened on the same day on **Thursday, 05.01.2017 at 01.00 PM** at the Principal Office. The representatives of the agencies are welcome to be present at the time of opening of EOI/Quotation.

The tender forms can be obtained from college website [Keshav.du.ac.in](http://Keshav.du.ac.in) from 15.12.2016 to 05.01.2017 on payment of nonrefundable fee of Rs. 500/- each to be payable through RTGS/NEFT in college account as per details listed below:

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(b) The college will open/short list agencies based on the input provided in EOI/Quotation by the agencies. The bidders must fulfill the Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Bid.

(c) Tenderer has to provide a Certificate of Ethical Practices as below on a separate page:

### **CERTIFICATE OF ETHICAL PRACTICES**

I. I / We assure the college that neither I/We nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract awarded to us.

II. Neither I /We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the College.

III. I / We will have no conflict of interest in any of our works / contracts at the College.

SIGNATURE

(d) For clarification if any, please contact the Principal, Keshav Mahavidyalaya (University of Delhi), Pitam Pura, Delhi - 110034 (Telephone No. 011-27018805) on any working day (Monday to Friday) between 10.00 AM and 5.00 PM.

(e) The Principal, Keshav Mahavidyalaya (University of Delhi) reserves the right to reject any or all the EOI's/Quotation without assigning any reason.

(f) The College shall provide basic infrastructure such as space (Dining, Kitchen, Store and Washing area), Water, Electricity connection and Furniture. The selected vendor will have to pay for electricity consumed as per the sub-meter, and a fix charge of Rs. 1000/- per month towards water charges. The selected vendor also has to provide required Utensils, Crockery/Cutlery. The vendor should make its own arrangement for any special equipment requirement.

(g) The college is in the process of providing the Piped Natural Gas (PNG) through IGL. The ground work by IGL have been completed and the internal piping work is under progress. The vendor has to pay charges to the college as reading of the meter bill of the IGL once it becomes operational. Till the piping is being laid down, the vendor may use the commercial LPG cylinder as per his/her requirement.

(h) Before submitting the EOI/Quotation the interested agencies may visit our Hostel Campus and may seek clarifications if any from the Principal, Keshav Mahavidyalaya (University of Delhi), Pitam Pura, Delhi -110034.

(i) The agency should submit the monthly rate for individuals with all inclusive and also with detailed breakup for full occupancy as well as for part-time occupancy. And the rate will be valid for a period of one year from the date of award of the contract.

(j) The Mess Menu (Indicative) is enclosed.

(k) Security deposit of Rs. 50000/- (Rupees Fifty Thousand only) is to be submitted along with the bid through RTGS/ NEFT in college account as per details listed below:

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The tender without security deposit will be rejected. The Security deposit of parties, who have not been awarded the contract, will be returned within 45 days upon finalization of the tenders. However, the Security deposit of the party, who has been awarded contract, will be returned only after successful completion of the contract. No interest will be paid on the amount of the security deposit.

(l) In case, the agency fails to comply the terms & conditions, the College may terminate the contract without assigning any reason.

(m) The college reserve the right to change the menu at any point of time during the tender process or after the process.

(n) Three vendors who have quoted minimum prices shall be called for quality inspection of food.

**PRINCIPAL**

Place:

Date:

Signature of the Caterer/Hotelier

Expression of Interest (EOI/Quotation)

Profile of Caterer/ Hotelier

<b>Sl. No.</b>	<b>Particulars</b>	
1.	Name of the agency	
2.	Address	
3.	Telephone/ Mobile No. & Fax. Email	
4.	Month and year of establishment	
5.	Name of Proprietor / Partner	
6.	Annual turn over during the last 3 years 2013-14 2014-15 2015-16 (enclose copies of the audited financial statement)	
7.	Whether the firm is income-tax assessee? If yes please give the details of PAN NO. and copy of the latest assessment order.	
8.	Registration No.	
9.	EPF No.	
10.	ESI No.	
11.	VAT No.	
12.	FSSAI License No.	

13.	TIN No.	
14.	Service Tax No.	
15.	Do you have office at Delhi. If so, please provide the address and Tel. No.	
16.	Details of Infrastructure, persons employed, number of Offices/ branches available with the Agency	
17.	Name at least 2 References of repute with address and tel. nos. (enclose their certificates)	

### **Previous Contracts**

Period of Contract		Name & address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual) and other details
From	To				

(18)

**Give details of current contracts, if any, of similar nature being rendered by you and which will be available for inspection by our officials.**

**Present Contracts**

Period of Contract		Name & address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual) and other details
From	To				

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SIGNATURE

**List of documents:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Annexure**

## Mess Menu Indicative

Day	Breakfast	Lunch	Dinner
Mon	Bread Butter 4 Slice + Jam/ Veg Dalia/ Omlet+Coffee	Kadi + Jeera Rice + Aloo + Roti + Salad	Paneer Bhurji/ Egg Curry + Chana Dal + Rice + Roti + Halwa
Tue	Veg Pratha + Curd + Tea	Besan Subzi + Mixed Veg + Roti + Salad + Rice	Kadai Paneer + Dal + Rice + Roti + Kheer
Wed	Milk Cornflakes/ Bread Butter + Jam	Rajma+Aloo Subzi + Rice + Roti + Dahi+ Salad	Malai Kofta / Chicken + Dal + Rice + Roti+ Gulab Jamun
Thu	Upma + Chutney + Veg Sandwich (Toasted)	Seasonal Subzi + Chana Dal + Roti + Rice + Salad	Seasonal Sabzi + Dal Makhni + Rice + Roti + Samiya
Fri	Aloo Prantha + Curd + Tea	White Chana + Rice+Roti + Dahi+ Sesonal Subzi + Salad	Shahi Paneer / Mutton + Mix Dal + Rice + Roti + Halwa
Sat	Chole Bhature	Rajma + Mixed Veg + Jeera Rice + Dahi + Roti + Salad	Dal + Soyachaap+ Rice + Roti + Custard
Sun	Aloo Puri + Seeta Phal Subzi	Veg. Biryani + Mix. Dal + Roti + Raita + Salad + Papad	Dal Makhni + Matar Paneer/Chicken + Rice + Roti + Ice Cream
Evening Refreshments	Tea/Coffee with snacks with approx quantity with rates		

- In case of illness of a student, Mess Contractor to provide special items like khichdi, sheera etc.

Place:

Dated:

Signature of the Caterer/Hotelier