

Lady Irwin Collge University of Delhi

New Delhi 110001

LIC/Hostel/Mess/2026/03/01

Dated : March 10, 2026

NOTICE INVITING TENDER FOR HOSTEL MESS SERVICES

Online bids in two Bid system (Technical Bid and Financial Bid) are hereby invited by the Director, Lady Irwin College, University of Delhi, New Delhi 110001 from entities/agencies fulfilling the eligibility criteria for providing Hostel Mess Service

1. Document Download: Tender documents may be downloaded from Lady Irwin College, University of Delhi web site <https://ladyirwin.edu.in/> and Website <https://lic.ewizard.in/> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	10 th March 2026
Bid Document Download	11 th March 2026
Bid Submission Start Date	11 th March 2026
Bid Submission End Date	25 th March 2026
Technical Bid Opening Date	27 th March 2026
Estimated Cost of Tender	Rs. 40 Lakh
Cost of Tender Document	Rs. 2000/-
Security Deposit	Rs.100000/-

2. Bid Submission:

Bids shall be submitted online only at <https://lic.ewizard.in/> :

Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure “Tender for Canteen Services” for online submission of bids - .Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
4. The college has discretion to relax any of the condition(s) mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.
5. Tenderer who has downloaded the tender from the Lady Irwin College, University of Delhi <https://ladyirwin.edu.in/> and Website <https://lic.ewizard.in/> shall not tamper/modify the tender form including downloaded financial Bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Lady Irwin College.
6. Intending tenderers are advised to visit again Lady Irwin College website <https://ladyirwin.edu.in/> <https://lic.ewizard.in/> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

HOSTEL MESS AGREEMENT

This agreement is made and executed at New Delhi on ____ between Lady Irwin College, a college of University of Delhi through its Director at Sikandra Road, New Delhi-110001, herein after called as the party of the First Part or the 'College'

And

____ through ____ at ____ New Delhi ____, herein after called as the party of the Second Part or the 'Contractor'

WHEREAS the college had issued tender notice dated ____ published in College website, <https://ladyirwin.edu.in/> <https://lic.ewizard.in/> for running Hostel Mess for 200 students at Lady Irwin College, Sikandra Road, New Delhi-110001;

WHEREAS the Hostel Contractor has represented that he/she is a professional Contractor and has got the necessary expertise and infrastructure to run and provide catering services to the College Hostel.

WHEREAS the Contractor being the lowest bidder and further having shown his credentials to provide catering services as per the terms and condition of the tender, the college has decided to award the contract for running the Hostel Mess to the Second Party, AND

WHEREAS after negotiations, the parties have entered into the present agreement with the following terms and conditions:

NOW THIS AGREEMENT IS WITNESSETH AS UNDER: -

1. The agreement shall be valid initially for a period of one year from ____ to ____ and thereafter and it may be extended on the same terms and conditions or with some additions/modifications as may be necessary on mutual agreement, for a further period not exceeding one year.
2. That the Contractor shall provide meals each day to the students residing in the Hostel strictly according to mess timings.

3. The meals shall be vegetarian meals and shall comprise, inter-alia, of seasonal vegetables, except that eggs preparations shall be served.

4. That the Menu/Snacks shall be decided by the students residing in the Hostel by the Hostel Committee Members. The standard Menu is as follows

HOSTEL MENU

BREAKFAST	Tea+ Milk + Hot cooked item (Stuffed Paratha /Poha / Upma /Idli etc), Seasonal fruit +Branded Butter + Fresh Bread etc
Lunch	Seasonal Vegetable+ Pulse/Legume + Rice + Roti + Packed Curd + Salad etc
Evening (Two Snacks)	Two Snacks - 1. Fried 2. Non fried + Tea/ coffee
Dinner	Seasonal Vegetable+ Pulse/Legume+ Rice+ Roti+ Packed Curd+ Salad etc

5. (a) That the college shall pay to the Contractor of @ Rs ____ per head per day (**Subject to Upper Limit of Rs.110/-**). Meal shall comprise of and include Breakfast, Lunch, Evening Tea/Coffee with Snacks and Dinner. The payment shall be made according to the attendance of the students on previous day.

(b) If the number of students falls below 30 then per head per day cost will be decided mutually between Director and contractor.

6. The meals shall be prepared in the kitchen of the Hostel and will be served to the students residing in the Hostel. Neither any left over nor any stale food nor any canned food, stored food, cooked food from outside will be permitted to be brought in the kitchen and/or served to the students.

7. The Contractor shall use the kitchen provided by the college for cooking of the meals for hostel only. The Contractor accepts that he has only permission to use the kitchen and he shall have no right or interest in the said kitchen. He is only being permitted to use the kitchen for the limited purpose of cooking and providing fresh meals to the students residing in the Hostel of the college during the tenure of this agreement and for no other purpose whatsoever.

8. That the Kitchen shall be maintained by him in clean condition and he shall dispose off kitchen garbage regularly. Left over food, if any, shall be taken away from the College. Regular pest control will also be done by the contractor

9. That the goods supplied shall be fresh, unadulterated and hygienic. No stale item shall be retained by the Contractor in the college premises. Fresh meals with only 2 hrs holding time will be served. Only curd, milk and dessert can be refrigerated. The oil, spices and other ingredients used in cooking shall be brand at and approved by the college authorities.

10. Consumption of any kind of intoxicants as well as smoking is strictly prohibited in the Hostel premises, therefore, the Contractor shall ensure that his staff is not drunk or found smoking in kitchen and college campus.

11. The Contractor and his/her employer should abide by POCSO Act and [Sexual Harassment of Women at Workplace \(Prevention, Prohibition and Redressal\) Act, 2013](#) (POSH Act)

12. The Contractor shall ensure that the food articles supplied under this agreement are cooked by experts, persons deputed for preparation are experienced persons and are polite to the staff and students of the college. Serving of food will be done by college bearers and adequate food should be ensured.

13. The Contractor shall be responsible for bringing the necessary equipment, gadgets for cooking Utensils. Some gadgets, chimneys and cooking vessels and trolley can be issued from college to Contractor for use within the hostel premises. They are to be maintained and cleaned by the contractor. The Contractor is liable to compensate the damage as demanded by the college. Crockery, glass-ware and Service utensils will be provided by college to the college bearers.

14. In case the Contractor engages any employee for carrying out his obligations under this Agreement, he shall ensure that such person does not suffer from any communicable disease and/or infectious ailment.

15. They will not be allowed to report drunk or drink or smoke in Hostel. He/she shall further ensure that each of them is paid at least the prescribed minimum wages and the statutory benefits.

16. The Contractor has Provident Fund Code No. ____ and ESI Code No. ____

17. That the Contractor shall also comply with Statutes, Rules & Regulations including Food Adulteration Act, Municipal Corporation Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Employees Provident Fund & Miscellaneous Provisions Act, Employees State Insurance Act, Contract Labour (Regulation & Abolition) Act etc.

18. The contractor shall furnish the following documents in respect of the individuals who will be deployed by the contractor before the commencement of work:

i. List of manpower to be deployed by the contractor containing full details i.e. date of birth, marital status, address etc.;

ii. Bio-data and copy of Aadhar card;

iii. Character Certificate from a Gazetted officer of the Central/State government;

iv. Certificate of verification of antecedents of manpower by local police authority;

v. The Contractor shall provide photo I-Cards to its workers.

19. The contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed by him in connection with his employment. The College shall, in no way, be responsible for the settlement of such issues whatsoever. The College shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by the contractor in the course of their performing the functions/duties, or for payment towards any compensation.

20. That the Contractor shall obtain licence/permission, if so, required from the appropriate authorities.

21. In case of any food poisoning/Contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination. College reserves the right to take samples of the edibles/ raw material from the hostel kitchen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorised person/persons in the manner and as per procedure laid down in PF Act.

22. The Contractor shall maintain necessary records of the persons deputed by him in the college for carrying out his obligations under the agreement which record, inter-alia, shall include attendance register,

wages/salary payment register, payment of provident fund contribution. Returns filed with the authorities etc. Such records shall always be open to the college authorities for inspection. Contractor shall at his own cost provide true, certified copy of such records, if so demanded by college.

23. The Contractor shall indemnify College for any damage and/or loss of its property and/or any injury and/or disablement suffered by any employee or any other person and/or death of any employee or other person during the course of the employment and/or due to and/or in connection with negligence of the Contractor.

24. To ensure that the persons using electric and/or gas gadgets are conversant with the same and that all preventive steps are taken by them before using the same. The contractor will use only smokeless fuels in hostel.

25. The persons deputed by the Contractor to carry out his obligations under this Agreement shall wear neat and clean uniform. The contractor shall be responsible for the good conduct and behavior of the persons employed by him for his assistance.

26. The Contractor shall not allow any person other than authorized by him to use the kitchen and/or any other place which the college may have permitted him to use.

27. To ensure that no person and/or his employee shall reside in the Kitchen and/or at such place which the college may have permitted him to use. The Kitchen shall be used only for the limited purpose of cooking and providing meals.

28. That the catering services shall be provided only to students of the college hostel.

29. The timings of meal shall be decided by the Hostel Committee of the college.

30. Opening and closing of the Hostel during the period of vacations of the college shall be intimated by the Warden along with Hostel Committee Members.

31. That the, Hostel Committee Members or any other person nominated by the Director shall have the right to inspect the Kitchen and/or such other place from where catering services are being provided and they shall have a right to taste the food/articles supplied by the Contractor. They can inspect the raw ingredients used and absence of stale food.

32. That the persons deputed by the caterer shall have no privity of contract with the college and they shall neither claim nor hold out to be employees of the college and/or of the Society.

33. That neither the Contractor nor any of his employees, agent, shall be entitled to enter or remain stay in the Kitchen and/or in the premises of the college unless expressly authorized by the college.

34. That the Contractor shall not sub-contract any of his/her obligations set out in this agreement and/or change the constitution of which at present is exclusively owned by him/her.

35. That this agreement shall be effective from _____. In case of breach of any term and condition herein contained, the College authorities shall be at liberty to terminate the contract without assigning any reason and the Contractor shall have to vacate the premises allotted to him/her within the time specified by the College authorities. The notice to be served to the contractor shall be at the following address:

M/s _____

All communications required to be made under this Agreement with the college shall be given to the Director of the College at the address mentioned below.

36. The hostel contract cannot be terminated or foreclosed by the contractor in the midst of the period of award. If it is done, the security deposit shall be forfeited.

37. On the expiry of the agreement and/or its earlier termination, the Contractor shall remove all his stock, material, crockery, utensils, equipment forthwith failing which college shall be entitled to remove the same at the cost of the caterer.

38. The Contractor will not take out of college premises any article or stores without a gate pass to be issued to both Hostel and Section Officer Administration.

39. That College shall be entitled to terminate the agreement at any time if the Contractor or any of his employees commit a breach of this agreement.

40. The contractor has deposited Rs. 100000/- with the College at the time of signing of the present agreement as Security Deposit which will be refunded on expiry of the contract on producing no due certificate from hostel authority and no interest shall be paid on this security amount.

41. **The contractor shall be required to pay:**

*** Water charges to be fixed for Rs. 3,000/- per month.**

*** Electricity charges of Rs 10 per unit as per actual usage.**

*** Monthly contribution towards Lady Irwin College Society shall be Rs 16000 per month.**

42. In the event of any dispute or difference arising between the parties hereto the same shall be referred to the arbitration of Chairperson of Governing Body of the College whose decision shall be final and binding on the parties. The arbitration proceedings shall be governed by the provisions of Arbitration & Conciliation Act 1966 or amendment thereof.

43. Any dispute/litigation is subject to courts of Delhi jurisdiction.

Director

Contractor

Lady Irwin College

ADDITIONAL INSTRUCTIONS TO BIDDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://lic.ewizard.in>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- Bidders to enroll on the e-Procurement module of the portal <https://lic.ewizard.in> by clicking on the link “Bidder Enrolment” and payment of registration fees.
- The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id ewizardhelpdesk@gmail.com for activation of your account.
- For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

2. Tender Document Search

- Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a

form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.

- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective '**Interested Tenders**' folder. This would enable the Online Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Bid Preparation

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule.

4. Bid Submission

- Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid.
- Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.

- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://lic.ewizard.in>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://lic.ewizard.in> under the link 'DSC help'.

Technical Support - Phone: 8448288992, 9355030621

Tel: 011-49606060

Email ID:- ewizardhelpdesk@gmail.com