

LADY IRWIN COLLEGE

Tender No. : LIC/MESS/05-26/02

TENDER FOR HOSTEL MESS SERVICES

1. Online bids are invited on single stage TWO BID SYSTEM for “Tender for Hostel Mess Services”. Manual bids shall not be accepted.
2. 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 : 05-05-2026
Bid Document Download : 05-05-2026
Bid Submission Start Date : 05-05-2026
Bid Submission End Date: 19-05-2026
Technical Bid Opening Date: 20-05-2026

3. Bid Submission:
Bids shall be submitted online only at <https://lic.ewizard.in/>.
4. Not more than one tender shall be submitted by one contactor 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.
5. 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.

Tenderer who has downloaded the tender from the Lady Irwin College, University of Delhi <https://ladyirwin.edu.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.
7. Applicant/ bidder must provide non-refundable e-payment / of Rs. 2,000/- (Rupees two thousand only) with their application/downloaded tenders as the cost of tender forms. All applicable bank charges are to be borne by the applicant and the applicant shall have no claim what so ever on this account on College. Tender not accompanied with the cost of tender documents is liable to be rejected. EMD Payment: Earnest Money Deposit of Rs 1,50,000/- (Rupees one lakh fifty thousand only is to be deposited through E-Payment mode only. Exemption for EMD only for MSMEs/MSEs as per GFR 2017 Rule 170.
8. The bidder must submit all the documents online at the time of Bid Submission. The original copy of the same must be delivered to the Director, Lady Irwin College, Sikandra Road, New Delhi – 110001 on or before the date/time as mentioned in critical date sheet by the successful bidder. Tenderer shall likely to be liable for legal action for non- submission/ false submission of documents online at the time of Bidding. In case there are more than one L1 Bid, following criteria will be taken into account for considering L1:
 - Turnover for the last three financial years i.e. (2022-23, 2023-24 and 2024-25).
9. The bidders should have an Average minimum turnover of Rs 75 Lakhs from Canteen/ catering Services/Mess services for the last completed three financial years i.e. 2022-23, 2023-24 and 2024-25. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

AND

The Bidders should submit financial Statements (Audit Report including Balance Sheet, Profit and Loss accounts and Notes thereto, (In case of Non- Audit Case, the financial statement should be certified by Chartered Accountant along with UDIN No.) and Complete ITR) for the three years audit report, and ITR(Hard copy to be submitted by the successful bidder).

10. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well date of Price-Bid opening will be intimated latter.
11. The bidders shall at the own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employment of Children Act, 1938, The payment of Gratuity Act and/or any other Rules/regulations and/or statutes that may be applicable to

them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury/damage/theft/fire and expense arising out from the non-compliance of the aforesaid statutory provision.

12. Panel validity: - The College will prepare panel for lowest three bidders for Hostel Mess Services. In case of unsatisfactory service from first lowest bidder, the mess contract will be awarded to next lowest bidder. The panel will be valid for one year for award of any part of the contract.
13. Security Deposit:- Rs.5,00,000/- (Rupees Five Lakh only) as security deposit (Performance Guarantee) to be deposited before signing of agreement and refundable after the expiry of the contract and no interest shall be payable on it. This may be adjusted in case of any dues/ damages/penalty are reported during the tenure of contract period.
14. The College will have the right to recover any sum or to forfeit the security deposit in case of any loss due to negligence or theft by the persons deployed by the contractor or breach of any terms and conditions of this tender.
15. Period:- Initially, the contract will be awarded for two months. Agreement will be signed for remaining 10 months after two months of satisfactory report of Hostel committee and approved by Director.
16. Penalty:- Hostel Committee will be nominated by College to inspect and oversee the functioning of the hostel mess with a view to ensure hygiene and efficient services in the Mess. In case, there are repeated failures and lacuna noticed by the Hostel Committee in performance of duty by Contractor, the Director can impose a fine up to Rs. 1,00,000/- (Rupees One lakh only) for first time and in case of repeat of same mistake, then terminate/cancel the contract without any prior notice and forfeit the security deposit.
17. Before opening the bids, the Hostel Committee may visit the running site of the bidders for physical inspection to access the food quality supplied by the bidder or test the sample.
18. Where any negative report is noted by the Hostel Committee, the quotation of the said bidder(s) will not be opened. The decision of the Hostel Committee shall be final and binding to all.
19. Following documents need to be submitted along with Bid:
 - i. Certificate with respect to registration of the firm/ organization under the relevant law.
 - ii. Valid GST Registration certificate.
 - iii. Earnest Money Deposit (EMD) as detailed in terms and conditions of the tender notice.
 - iv. Details with respect to PAN of the bidder.
 - v. Valid Food License from Delhi Govt.
 - vi. Statutory Licenses obtained (if any).
 - vii. Undertaking (as per prescribed proforma in Annexure-I)
 - viii. Financial statement as detailed in point no. 8 & 9 above.

20. The agreement may be extended upto five years by the Director, Lady Irwin College after satisfactory service report by Hostel Committee on same terms and condition.
21. The contract cannot be terminated by the contractor in the midst of the period of award. If it is done, the security deposit shall be forfeited.
22. The bidder shall have to give Rs 15,000/-(Rupees Fifteen thousand only) as a License Fees towards the Lady Irwin College Society.
23. 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).

24. Other Terms and Conditions for submitting the tenders for providing Canteen Services

- a. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification toward this is required to be submitted by the contractor on letter head.
- b. The contractor must have FSSAI Registration/FSSAI license certificate for Hostel Mess services in Delhi, issued by appropriate authority i.e. License under Food Safety and Standard Act, 2006 (FSSAI, 2006).
- c. The contractor shall abide by all the prevailing laws for running of Hostel Mess and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
- d. The contractor shall ensure that applicable labour laws and minimum wages act (as applicable) are complied with.
- e. The contractor shall have to execute an agreement with the college on a non-judicial Stamp of Rs.100/- accepting all terms and conditions.
- f. The contractor shall keep the Mess area (in and around) neat and hygiene.
- g. The kitchen of the Mess shall be maintained with best of hygiene standard (including regular pest control measures).
- h. The contractor shall take all precautions to maintain quality of food.
- i. The College authority reserves the right to take samples of the food items/raw materials from the Hostel Mess for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons.
- j. In case of any food poisoning/contamination, the Contractor will be held fully responsible and he will be held accountable, fine may be levied and the contract may even be terminated in such case.
- k. The oil which remains from deep frying at the end of the day shall have to be disposed off and shall not be allowed to be reused for the purpose of cooking next day.
- l. Contractor shall bring his own kitchenware.

- m. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings etc. in the Hostel mess area. The College will not provide cleaning material/dusters etc. for the same.
- n. Steel/environment friendly materials should be used for all service.
- o. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the Mess which may pose threat to the health and safety of the people.
- p. The contractor shall use good quality branded ingredients for cooking and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients shall be allowed.
- q. The contractor shall not use the hostel/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night/holidays etc.
- r. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu / items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
- s. No staff of Hostel mess should be a minor.
- t. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the Hostel Mess.
- u. The police verification documents of the persons deployed should be deposited by the Contractor within 1 month of deployment to the office of Director, otherwise the person will not be allowed to work in the College and the Contractor will replace him immediately with a person whose verification is complete.
- v. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by him in the Hostel Mess and shall solely be responsible for any miss-happening or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor.
- w. The College shall have the right to search the Contractor's employees at any time while going out of the premises and there shall be no grievances expressed/felt on this account either by the contractor or his employees. The Contractor will issue ID card to the workers in the format approved by the College.
- x. A list of staff working in Hostel mess shall be forwarded to the police station concerned.
- y. The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
- z. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in Hostel Mess and no compensation of any kind shall be made by the College.
- aa. The contractor shall have to ensure that the Hostel Mess staff employed by him wears full uniform with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during food preparation and serving.
- bb. Mess Staff must frequently Wash the hands with soap and water, especially before handling food after using the restroom, after handling waste, or after touching non-food items. Hand

sanitizers can be used as an additional measure, but should not replace hand washing with soap and water.

cc. Uniform and Protective Gear. All workers must wear clean uniforms, which should be laundered regularly. In addition, protective gear such as aprons, gloves, and face masks should be worn when handling food or working in the kitchen. Gloves should be changed frequently, especially after handling raw food items.

dd. Personal grooming, such as trimmed nails, clean hands, and neat hair, is mandatory. Hairnets or caps should be worn at all times to prevent hair from falling into food.

ee. The contractor should be Delhi-NCR based and shall furnish the following documents in respect of the individuals who will be deployed by the contractor before the commencement of work.

- List of manpower to be deployed by the contractor containing full details, i.e, date of birth, marital status, address, Aadhar etc.
- Past experience of running Hostel Mess and their licenses.
- Aadhar certificate.
- Medical Fitness Certificate along with Microscopic and Culture test of stool and urine and Widal test to diagnose carrier of Typhoid.

ff. The contractor shall have to make their own arrangements to remove / dispose-off garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.

gg. The contractor shall have to provide “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Director office for inspection every month.

hh. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure prompt and efficient services.

ii. The contract may be terminated by giving one month notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Director shall have the rights to revoke the contract immediately without any notice.

jj. College reserves the right to change any terms and conditions governing the operation of Hostel Mess as and when circumstances so warrant.

kk. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.

ll. The Hostel Mess premises should not be used for any other commercial activity by the contractor. No outside catering or delivery shall be conducted from the college premises.

mm. The contractor shall maintain best quality of products served in the Hostel Mess and during the function of the college. The contractor shall provide food for college events as per menu and rate mutually agreed upon.

- nn. The members of Committee / SO or any other staff as deputed by the Director can inspect the Hostel Mess any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
- oo. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
- pp. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain unresolved, the same shall be resolved by an arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
- qq. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.
- rr. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

Director

SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., Technical bid and Price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email or any other messaging website/ application shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- 1) Signed and Scanned Copy of Tender fee.
- 2) Signed and Scanned copy of GST certificate, PAN No., Food License, etc.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted (like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade licence certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents as listed in point no 20 above.
- 5) Signed and scanned copy of Tender Acceptance Letter. (Annexure -I) and Technical data sheet (Annexure –II)
- 6) Signed and Scanned Copy of An Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.
- 7) **HOSTEL MESS 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

The lowest bidder (L1) shall be determined based on the lowest rate quoted for the Hostel Mess Menu, calculated on a per day, per student basis, as specified above.

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HOSTEL MESS AGREEMENT

(to be signed with successful bidder)

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 Lady Irwin College website , <https://ladyirwin.edu.in/> and the Website of ITI Limited, <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 conditions 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 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 and Hostel Committee. 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 Rs ____ per head per day. 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 50 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 they have permission only to use the kitchen and he shall have no right or interest in the said kitchen. They are 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 the contractor in a clean condition and all the kitchen garbage would be disposed off 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 of reputed brands 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 their staff is not drunk or found smoking in kitchen and college campus.

11. The Contractor and their employees 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 the 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. Contractor staff will not be allowed to report drunk or drink or smoke in Hostel. He/she shall further ensure that each on their staff is paid at least the prescribed minimum wages and provided 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 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 staff 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.

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 made available 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 behaviour of the persons employed by him.

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

30. Opening and closing of the Hostel during the period of vacations of the college shall be intimated to the Contractor by the Warden.

31. That the Director of the college, Warden of the Hostel 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/harmful 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.

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

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 them.

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 at the address director@lic.du.ac.in.

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 Contractor.

38. The Contractor will not take out of college premises any article or equipment without a Gate Pass to be issued by the Section Officer Administration duly forwarded by the Hostel warden and approved by the Director.

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. 5,00,000/- (Rupees five lakh only) 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 a No Dues Certificate from the Hostel Warden duly approved by the Director . No interest shall be paid on this security amount.

41. The contractor shall be required to pay Electricity charges at Rs 13 per unit as per actual usage.

42. In the event of any dispute or difference arising between the parties 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.

NO ELIGIBILITY CLAUSE IS MENTIONED IN THIS TENDER.

College

Contractor

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'.

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