



Dr. P. Hemalatha Reddy
Principal

श्री वेंकटेश्वर कलाशाला Sri Venkateswara College

(University of Delhi)

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Sealed Quotations for the Hostel Mess

Sealed quotations are invited from experienced agencies having valid FSSAI registration for the following job works in the College Hostel. The hostel has accommodation for 147 students (75 Girls & 72 Boys).

The hostel has a common kitchen, separate furnished dining halls for Boys & Girls. The hostel will provide all kitchen fixtures, refrigerator, gas cylinders water and electricity connection

The contractor will provide staff, crockery cutlery, additional utensils for cooking purpose etc. The contractor will also pay for the electricity consumed as per sub meter, a nominal License fee/Maintenance charges and deposit for the gas cylinders.

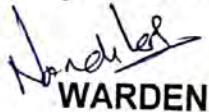
The mess will serve breakfast, lunch, dinner and evening tea with snacks to the residents on all the days.

List of items included in the tentative weekly menu is enclosed. Only vegetarian food will be served.

For further details please visit the college website www.svc.ac.in. Agency may also visit the Hostel premises on working days.

Quotations mentioning experience of running institutional mess services, contact number, permanent address and other details must reach the college hostel office by 30.09.2018 upto 05.00 pm.

The contract is initially for one year and renewable on satisfactory performance.


WARDEN


ADMINISTRATIVE OFFICER


PRINCIPAL

Copy to:-1.College Website

2. Delhi University Website

प्रशासनिक अधिकारी
श्री वेंकटेश्वर कॉलेज
(दिल्ली विश्वविद्यालय)
धौला कुंआ, नई दिल्ली-110029

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TO BE UPLOADED ON
COLLEGE & DU WEBSITE



Scope of work.

To provide and serve meals, including breakfast, lunch, evening tea / coffee with snacks and dinner on monthly basis for the residents of the Hostel, and occasionally for bonafide guests and visitors as per the menu suggested by the Hostel Mess Committee, and also to maintain the Hostel and its surroundings clean.

Terms and Conditions of the contract:

1. The Licensee agreement for Sri Venkateswara College Hostel Mess shall be for a period for 1 year .The Licensee may be terminated by either party on one month notice. The mess Licensee shall procure the license issued by the Health Authority Delhi, under the Food Adulteration Act, at his own cost.
2. The Licensee shall make a security deposit of Rs. 1, 00,000/- (Rupees One Lakh only) as a due fulfillment of the contract. The amount is to be deposited immediately on signing of the M O U. The security deposit is refundable without interest after deducting penalties, fines and compensations, if any. The amount shall be refunded within three months of the termination or expiry of the contract. However, incase of breach of contract by the Licensee, security deposit shall not be refunded.
3. The licensee shall pay Rs.10, 000/-per month as maintenance charges for using the mess premises, and Rs. 7,000/-per month as electricity charges provisionally till a separate electricity sub- meter is installed.
4. The mess bill shall be paid to the Licensee after deducting TDS as per the income tax rules as applicable.
5. The licensee shall provide breakfast, lunch, evening tea/coffee with snacks and dinner. The number of residents will approximately be 147. The rates may be revised in mutual consultation from time to time with the Hostel Committee and Wardens after six months of extension of contract. The rates shall be inclusive of GST and other charges.
6. The Licensee shall also prominently display approved rate list for supply of extra items. The rates may be revised in mutual consultation from time to time with the Hostel Committee and Wardens.
7. No other food items, other than the three regular meals and evening tea/ coffee with snacks recommended by the Mess Committee and Warden shall be prepared.
8. No food items or material will be taken out of the Hostel premises without the warden's approval.
9. 12 empty gas cylinders shall be provided to the Licensee. It shall be the responsibility of the Licensee to get refills of L.P.G for use. He shall also pay for their repairs, maintenance and loses.

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10. Furniture (stool, dining tables, two service counters) and the kitchen equipment, shall be provided to the Licensee. Water Cooler with water purifier shall be provided in each dining hall. The maintenance and custody of the furniture in the dining hall and the kitchen equipment shall be the responsibility of the Licensee and any loss / damage of the furniture / kitchen items shall be the liabilities of the Licensee. The mess is already equipped with the refrigerator, gas chullahas, and kitchen items.
11. The Licensee should be allowed the use of kitchen and dining hall for discharging the contract. The Licensee shall use kitchen space only for persons actually working in the kitchen and dining hall for providing service under the contract.
12. Free water shall be provided in the kitchen / mess. The use of electricity shall be restricted to lights, fans, refrigerators and any other electrical equipment, which are consider necessary for smooth functioning of the kitchen and dinging halls. In no case electricity shall be used for cooking.
13. The Licensee shall make arrangements for hygienic storage and cooking of food. He/ She shall ensure that the kitchen and the dining halls are kept clean and tidy.
14. The Licensee shall follow the time schedule for opening and closing of the mess each day.
15. The Licensee shall be responsible for the good conduct and behavior of the persons employed by him for his/her assistance. He / She shall submit police verification details with Photo Id Address Proof of all the persons to the Warden, before employment.
16. The licensee shall provide neat and clean uniform to waiters hired by him/ her to work in the College Hostel Mess and take care of their personal hygiene.
- 17. The College will not allow more than 6 to 8 employees to stay in the College Hostel premises without written permission from the Hostel administration.**
18. The Licensee shall be personally responsible for any loss, damage and theft etc occurring to the college property on account of his employee being allowed to stay in the college as mentioned in the above. The Licensee shall be responsible for the loss, theft of the fittings and fixtures inside the mess premises.
- 19. The Licensee shall not cater to outsider other than the bonafide visitors of the College, with the approval of the administration.**
20. Any employee of the Licensee will not be allowed to use cigarette, liquor and other or any intoxicants in the mess premises.
21. If the Licensee commits a breach of any of the conditions or fails to carry out instructions and does not cater to the satisfaction of the hostel mess committee which shall personally supervise working of the mess on behalf of the College, the College reserves the right to cancel the License by giving 7th days notice in writing.

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22. Periodic menu shall be decided by the Hostel Mess Committee in consultation with the Wardens and the Licensee.
23. Meals shall be served in the dining hall only. Food shall be served through counters on self service basis.
24. The Licensee shall take all precautions to ensure that all persons employed by him to do any work for catering services are courteous, honest and free from any contagious diseases. He will also ensure that all the workers employed by him wear uniform which include a head cap during the services in the Hostel premises.
25. High quality of hygiene, sanitation and safety will be maintained in the kitchens and dining halls. The mess premises should be cleaned and washed daily.
26. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
27. The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning in closed bins. It is the responsibility of caterer to dispose-off garbage/waste from bin to an appropriate place outside the College campus strictly decided by the competent authority. The surroundings shall be kept clean and hygienic on all times.
28. After every meal (breakfast, lunch, evening tea and dinner) all the utensils, cutlery etc. should be cleaned in soap solution, hot water, dried and kept ready for the next meal. The cleaning material used should be of the quality approved.
29. All the kitchen equipments, cylinder shall be counted once in a month and the contractor will be responsible for the damage, breakage and loss of any items and its replacement.
30. The Licensee will be required to provide 'khichri' or any other suitable sick diets for sick residents in lieu of the regular meals as per doctor advise.
31. For residents observing fasts, the service provider will provide the substitute items in lieu of the regular meal on demand basis.
32. One supervisor will always be present during breakfast, lunch and dinner. In case of any change, the Hostel Warden should be informed.
33. The Licensee will make arrangements for hygienic storage and cooking of food and services in the dining hall. He will ensure that the kitchen/dining hall are kept clean and tidy.
34. The Licensee will have to register all his employees who will be working in the Hostel premises along with a copy of their photographs, residential details for clearance by the Hostel Authorities.

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35. The Licensee will ensure that all the mess workers wear the proper uniform, cover their head and carry identity card approved by the concern Warden during the service in the hostel premises. He will also ensure that the cooking area/mess premises are not used as a residence of the workers.
36. Licensee must abide by the *Child Labour Law and such other applicable labour & welfare laws.*
37. The Licensee will ensure that salary to his staff is duly paid regularly and a copy of certificate will be attached in the next mess bill before forwarded for clearance.
38. The minimum number of mess staffs for approximately 147 students should be as follows: Supervisor- 01, Cooks-02, Helpers-01, Service Boy-02 Cleaning Staffs (for cleaning Utensils/tables etc.) - 02. The Warden is authorized to check the staff strength of caterer on any time and shall report to the authorities in case of less staff provided by the caterer.
39. The Licensee shall solely be responsible either for any injury, damage, accident to the workman employed by the Caterer or for any loss or damage to the equipment/ property in the work area as a result of negligence/carelessness of its worker.
40. In case of deficiency in food quality, hygiene, or any other mess related relevant issue, the Warden and Hostel Committee may recommend for the termination of contract to the Principal and after approval the same may be executed by the competent authority of the College Hostel.
41. If the Licensee is found indulged in providing liquor or any form of intoxicant, space for taking the liquor or abating drinkers, The Hostel Committee may recommend the imposition of fine as deemed fit/ termination of the mess contract immediately.
42. Mess rebate is allowed to the student if he/she remains absent for 07 or more than 07 days with the prior intimation of minimum in the mess leaving register/Hostel office. Also he/she will be given mess rebate application.
43. On expiry of the contract, the caterer shall vacate the premises of the college hostel within 24 hours and hand-over the charge of equipment etc. peacefully to the College Hostel Authorities.
44. The Licensee shall be bound to follow all other terms and conditions framed by the "Competent Authority" from time to time for smooth functioning of Mess.
 - If any question or dispute arises about the interpolations' or violation of any of the terms and conditions of this contract, the matter shall be referred to the sole arbitration of the committee (appointed by the principal) whose decision shall be final and binding on both the parties.

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List of indicative brands of items to be used in catering

S. No.	Item	Brand
1	Milk	Mother Dairy/ Amul (Packed)
2	Bread	Britannia/Harvest
3	Butter	Mother Dairy/Amul
4	Jam	Kissan/ Tops
5	Tomato Sauce	Kissan/ Tops
6	Chilli Sauce	Kissan /Tops
7	Tea	Taj Mahal/ Tata Brooke Bond/Tata Birla
8	Coffee	Nescafe / Bru
9	Refined Vegetable Oil	Safola/ Fortune/ Sun flower/Ruchi
10	Vanaspati Ghee	Dalda/Rath
11	Mustard Oil	Fortune/Dhara
12	Rice	Basmati (India Gate)/ Parimal/Ponni
13	Sugar	Good quality
14	Atta/maida/besan	Shaktibhog/ Ashirwad/ Rajdhani/Hathi
15	Pulses	Good quality Agmark ISI brand
16	Spices	M.D.H./CatchAgmark ISI brand/Krishna
17	Fruits/vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green fresh vegetables

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वीरेन्द्र कुमार
प्रशासनिक अधिकारी
श्री वेदवत्सेश्वर कॉलेज
(दिल्ली विश्वविद्यालय)
धौला कुआ, नए दिल्ली 110029

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Day	Breakfast	Lunch	Evening Tea	Dinner
Monday	Aloo Parantha, Curd, Pickle, Tea	Rice, Chapati, Rajma, Beans, Jeera Raita	Palak Pakoda, Pudina Chatni, Tea	Rice, Chapati, Egg Cury, Paneer Bhurji, Moong Dal, Sewain
Tuesday	Upma or Bread Jam, Chutney, Milk, Tea,	Rice, Chapati, Lobia Dal, Mix Veg, Boondi Raita	Bread Pakora, Tea	Jeera Rice, Chapati, Urad Dal, Sarso Saag, Jalebi
Wednesday	Idli, Vada, Sambar, Coconut Chatni, Milk, Tea	Veg. Pulao, Chapati, Kala Chana, Baingan Bharta, Kheera Raita	Samosa, Chutny, Tea	Rice, Chapati, Chana Dal, Shalgum Butter scotch Icecream
Thursday	Puri, Aloo Matar/Bread Jam, Pickle, Tea, Milk/	Rice, Chapati, Palak Paneer, Masor Dal Jeera Tadka, Boondi Raita	Sandwich (grilled), Tea	Rice, Chapati, Aloo baigun Rasam, Sambhar, Gajar Ka Halwa
Friday	Utthapam, Red Chatni, Milk, Tea	Rice, Chapati, Curry, Mix Veg, Veg Raita	Aloo Tikki, Dahi Payaj, Tea	Rice, Tandoori Roti, Dal Tadka, Methi, Gulab Jamun
Saturday	Bread Omlate, Bread Jam, Banana Milk, Tea	Chole Bhatore, Rice, Lassi, Onion Salad	Spourts, Tea	Veg Biryani, Chapati, Dal Tadka, Dahi
Sunday	Dosa, Sambhar, Chatni, Milk, Tea	Rice, Poori, Sahi Paneer, Moong Dhuli Dal, Kheera Raita	Macroni, Tea	Khichri, Chatni, Chapati, Cauliflower, Dahi

Note: 1: There would be special Lunch or Dinner on every major festival.
2: Sweets, Vada, egg, lassi, fruits, Dahi are limited.

Timings:

Breakfast : 8:00 to 9:15am (Sunday: 8:00 am to 9:30 am)
Lunch : 12:30 to 1:45 pm (Sunday 1:00 pm to 2:15 pm)
Tea : 5:00 to 6:15 pm
Dinner : 8:00 to 9:15 pm