

TENDER DOCUMENT
FOR
GIRLS HOSTEL MESS SERVICES
SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
(University of Delhi)
Opposite Pitampura TV Tower, Delhi – 110034
Website: www.sggsc.ac.in
Tender Reference No.: [SGGSCC/Hostel Mess/2026-27/7607]
Financial Year: 2026-2027

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited by the Principal, Sri Guru Gobind Singh College of Commerce, University of Delhi, Pitampura, Delhi for the operation of Girls Hostel Mess services during the year 2026-2027.

Particulars	Details
Name of the work	Operation of Girls Hostel Mess at Sri Guru Gobind Singh College of Commerce
Cost of tender document (non-refundable)	[Rs. 1000/-] in the form of Demand Draft / Pay Order in favour of “Principal, Sri Guru Gobind Singh College of Commerce”, payable at Delhi
Earnest Money Deposit (EMD)	[Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)]
Start date and time for sale / download of tender	[25/08/2026, 5:00 PM]
Last date and time for receipt of bids	[06/09/2026, 5:00 PM]
Date, time and venue for opening of Technical Bid	[07/09/2026; 12:00 PM; Principal Office, SGGSCC]
Shortlisted of firms for opening of Financial Bid	Publish later on college website
Opening of Financial Bid	Publish later on college website

All amendments, corrigenda and clarifications relating to this tender shall be published only on the College website. No separate advertisement or individual notice shall be issued. Bidders are advised to visit the College website regularly and shall be deemed to have taken note of all such amendments, corrigenda and clarifications.

Any clarification regarding this tender may be addressed to the Principal by e-mail at principaloffice@sggsc.ac.in. Bidders shall read the entire tender document carefully and verify their eligibility before submitting a bid

HARDCOPY OF THE TECHNICAL BID DOCUMENTS SHOULD ALSO BE SUBMITTED TO THE OFFICE OF PRINCIPAL, SRI GURU GOBIND SINGH COLLEGE OF COMMERCE ON OR BEFORE 5:00PM ON 06/09/26

Principal

1. Terms & conditions for providing mess services:

- 1.1 The contract covers running and operation of the Girls Hostel Mess of the Sri Guru Gobind Singh College of Commerce. Approximately about 119 students and 10 supporting staff reside in the Girls Hostel.
- 1.2 Tenderers are advised to visit the Girls Hostel Mess of the Sri Guru Gobind Singh College of Commerce before participating and to assess the volume of business themselves. The College does not guarantee any minimum or maximum business.
- 1.3 June–July are relatively lean months when students are on vacation. Tenderers must factor this into their bids.
- 1.4 The tenderer should have a valid Health Trade License and valid Food License, FSSAI certification for operating/running of the mess.
- 1.5 Space: Accommodation will be provided for running the mess services against fixed License fee
 - (i) The **contract will be awarded on the basis of the highest monthly Licence Fee and GST extra as applicable** (excluding electricity and water charges) offered by the bidder, subject to the bidder agreeing to the rates approved by the College through this tender document (Annexure-I). The minimum Licence Fee is Rs.20,000/- (Rs. Twenty Thousand) per month alongwith reasonable rate of Mess Menu without compromise in Food Quality which will be decided by Tender Committee after Physical Inspection of existing place of work of contractor/bidder/vendor.

Note: For reference existing rate per student per day including all four meals is Rs.200/- +GST

All bills should be cleared within 15 days of issue every month, failing which a penalty for late payment will be charged.

Security deposit of Rs 10,00,000/- (Rs. Ten Lakhs only) in form of Demand draft in favour of Principal, Sri Guru Gobind Singh College of Commerce, Delhi collections after award of work contract. The above shall be non-interest-bearing payment and shall be released on completion of contract and adjustment of dues if any.

Payments of Bills:-

- (ii) For all bills of the tenderer, including for special arrangements such as parties/outdoor catering etc., payment will be made by the college within 15 days from the date of submission of the proper/satisfactory bill. The bills shall be submitted in triplicate along with a copy of duly signed work order issued by the college.
 - (iii) Final payment of the tenderer i.e., the last payment before expiring of contract will be cleared only after ascertaining clearance of any liability pending with the tenderer.
 - (iv) Tax will be deducted at source, as applicable. PAN should be quoted on each bill presented for payment.
- 1.6 The tenderer will be provided with the mess premises and furniture as available in the existing mess. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the tenderer.

- 1.7 In addition, the successful contractor shall pay: Electricity charges as per actual reading of the sub-meter & water charges will be Rs.5000/- per month till sub-meter is installed.

2. DURATION OF THE CONTRACT

- 2.1 The contract shall ordinarily be in force for one year from the date of award, subject to extension each year on a certificate of satisfactory performance by the competent authority. The college also reserves the right to terminate the contract, at any time for reasonable cause by giving one month's notice in case of unsatisfactory services.
- 2.2 The College reserves the right to extend the contract, on mutual consent and on the same terms, for a maximum of two more years (one year at a time), upon satisfactory performance. On extension, the agency may seek revision of wages, restricted to the minimum wages notified by the Government of NCT of Delhi; the College shall consider and approve an appropriate amount. The College reserves the right to increase or decrease the contract period.

3. TECHNICAL AND QUALIFYING CRITERIA

Only bidders who meet all the following criteria and submit the supporting documents with the Technical Bid will be considered:

STATUTORY CERTIFICATES/REGISTRATIONS:

- 3.1 Licensed bidders having valid Food Safety License from FSSAI as per the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation 2011.
- 3.2 The bidder should have minimum three (03) years' experience {Two (02) year continuous/ without any break at single location and one (01) year additional} in the last five (05) years for running the canteen in Govt. Medical College/Hospitals/Central Govt./State Govt./Central Universities or State Govt. Universities/Institutions of National Importance/ Autonomous Bodies/Central Government Public Sector Undertaking/Central Government Public Sector Enterprises. The certificate should also mention that he/she is having experience of running a Canteen. The Bidder will also have to produce a latest certificate of satisfactory running of the canteen from the Head of the concerned Institution/ Organization or Govt. Competent Authority, where the canteen is being run presently along with his / her functional mobile number and email ID. The relevant document with regard to experience should be attached along with the bid as per Annexure. In case the experience certificate, as per Annexure is not enclosed, the Bid will be summarily rejected.
- 3.3 Company Profile on Letter Head should be attached along with the following as per Annexure-I:
- i) Valid FSSAI License
 - ii) PAN of the firm/company.
 - iii) GST No. of the firm/company.
 - iv) Partnership deed copy, if it is partnership firm

- 3.4 The bidder must have experience of at least three (3) years in running and operating a canteen in Government departments / PSUs / academic institutions / private organizations of repute with Rs.80 Lakh Financial Annual Value for one location or Rs.60 Lakhs each for two locations or Rs.40 Lakhs each at three location in one year.
- 3.5 The bidder must have an average annual turnover of Rs.50,00,000/- or more during the last three financial years, viz., 2023-24, 2024-25 and 2025-26. A copy of the Chartered Accountant's certificate / Income Tax Returns for these three years, in support of turnover, must be uploaded / enclosed with the Technical Bid.
- 3.6 Self-attested copies of a valid Registration Certificate of the agency / firm, GST Registration Certificate and PAN Card must be enclosed with the Technical Bid. Registration under GST is mandatory.
- 3.7 An undertaking shall be submitted by the bidder on its letterhead that only workers without any criminal / immoral background will be put on duty and police verification shall be got done for staff to be deployed in College Girls Hostel Mess.
- 3.8 An undertaking shall be submitted on the bidder's letterhead that it has not been blacklisted by any State Government / Central Government / Public Sector Undertaking / University in India in the last three years. If it is subsequently established that the bidder has given any false information, suppressed facts or manipulated documents, the Earnest Money Deposit or the Security Deposit, as the case may be, will be forfeited and no excuse whatsoever will be entertained.
- 3.9 The bidder shall submit a certificate that all the terms and conditions of this tender document are acceptable to it.
- 3.10 College reserve the right to cancel the contract any time without notice if any criminal activity and gross negligence of performance is observed in maintaining proper Hygienic conditions.
- 3.11 The contractor shall provide comprehensive pest control services atleast once every month for the entire kitchen, dining hall, food storage area, dishwashing area and mess premises at their own cost. Only approved non-toxic food grade and government authorized chemicals shall be used. Pest control activities shall be scheduled during non-operational hours to avoid contamination of food and inconvenience of users, students and staff members of the college.

4. GENERAL TERMS AND CONDITIONS

- 4.1 The successful bidder shall deposit Rs.10 Lakhs as Security deposit, EMD deposit will be adjusted against the Security deposit of successful bidder. EMD will be returned to unsuccessful bidder without interest after award of work.
- 4.2 The bidder shall furnish information only in the prescribed proforma as per **Annexure:VI**.
- 4.3 The contractor shall not deploy any minor (person below 18 years) in the canteen / mess. Contractor shall get the Health Checkup for all the staff deployed every year and Id proof of all workers shall be submitted by contractor/vendor.
- 4.4 The tenderer shall advice its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol and playing of cards within or around the premises of the College.
- 4.5 The tenderer shall be provided the necessary and requisite infrastructure for cooking and serving. In case any damage is caused to any of the item which is provided due to mis-handling, the item of the same quality shall be replaced by the tenderer. The amount of compensation payable for such damage shall be assessed by the college on replacement cost basis
- 4.6 The tenderer shall employ his own mess staff, provide them clean uniforms at his own cost and shall be responsible for timely payment of their wages/salary directly in their bank accounts. The tenderer will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. College shall not be responsible in any manner.
- 4.7 The tenderer shall not cause, to the security of the College Hostel, in any manner. The payment to mess staff employed by the tenderer must be released by the 7th of every month directly in their bank accounts.
- 4.8 The tenderer shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running the mess at his own cost. The quality of food shall be maintained in consultation with the management and the decision of the Tender Committee in respect of quantity and quality shall be final.
- 4.9 The tenderer will be required to strictly observe timings of the office and also rules framed by the college as amended/provided from time to time.
- 4.10 The College Girls Hostel Mess shall remain open from 8 a.m. to 10 p.m. on all days. The tenderer shall provide the mess services normally on all seven day a week and will also provide the said services on holidays or late hours in the college mess.
- 4.11 The EMD/Security deposit deposited by the successful bidder will be kept with College without carrying any interest and it shall be refundable upon termination of contract, provided the tenderer discharges his services, according to terms and conditions and satisfaction of the competent authority

of the College, failing which security deposit shall be forfeited. It is also provided that, if during the currency of contract, if the tenderer withdraws his services and/or fails to discharge his services upto the satisfaction of the management, the said security shall be forfeited. EMD of unsuccessful bidders will be returned without interest after the completion of tender process and award of contract.

- 4.12 The tenderer shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the college. The tenderer or his manager who should be qualified and professionally experienced must be available in the mess at all times to attend the complaints, if any.
- 4.13 The oil/ghee and other ingredients to be used shall be from amongst the brands as suggested by the committee. If no suggestion is made, it should have FSSAI/ FPO/AGMARK marking and shall be opened to inspection of the authorized representatives of the college. The tenderer shall provide a portable weighing machine in order to check the weight of the items provided as per approved rates/weight list.
- 4.14 Use of baking soda/MSG or any other Additive/preservative/ prohibited ingredients in the mess shall be strictly prohibited. Any violation shall attract a serious penalty including termination of contract.
- 4.15 All books of accounts, registers and other documents used in connection with running of the mess shall be maintained by the tenderer at his own cost and the same shall be produced for inspection either on demand by the MCI/ESIC/Provident Fund Authorities/Municipal Authorities or any other official Agency/officer authorized by the competent authority in this connection. The tenderer will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
- 4.16 It will be obligatory on the part of the tenderer to sign the offer and other documents for all the components & parts. After the work is awarded, the tenderer has to enter into an agreement for work awarded on a non-judicial stamp paper of Rs.100/- at his own cost within fifteen working days from the date of receipt of acceptance order or before the work is undertaken.
- 4.17 The tenderer should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
- 4.18 Due to any unforeseen, if the mess is closed for some time, it shall be the responsibility of the tenderer to provide food to the employees and the students on the same cost as has been agreed in the tender terms.
- 4.19 The courts of Delhi shall have the exclusive jurisdiction to try all major disputes if any arising out of this contract.

- 4.20 The Girls Hostel Mess Committee with student /staff/faculty representatives along with the Hostel Warden will decide the menu for each month, any changes in the menu without the mess committee's consent will be fined.
- 4.21 In case any compromise in the quality of food is observed the mess vendor will be asked to provide fines (Annexure:IV).
- 4.22 Agency will be responsible for obtaining Health Trade License from MCD and FSSAI /other certifications as required for running the services of the mess.
- 4.23 The college will take feedback (thru feedback form) from Faculty/ Staff/ Students regularly (at least once every quarter). Further renewal of work will depend mainly on customer feedback.
- 4.24 No catering or on-line services from mess kitchens/ cloud kitchens shall be permitted. The mess should use non plastic items for all purposes. It should have facility to serve packed food thali lunch /dinner/breakfast to the transit /guest rooms /hostels/ offices as and when called for .
- 4.25 The workers of the vendor must maintain protocols against any infectious or epidemic or pandemic conditions as called for by the College/Institute/Govt. /etc. viz wearing masks, hand gloves, aprons, head gear etc. while handling food products /washing cleaning of raw materials / utensils / equipment etc.
- 4.26 The Licensee will also be capable of serving tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. in various official meetings, programs, seminars and functions organized by the College from time to time. In addition, people visiting College campus in connection with various academic activities of the College may also avail these services. However, College is free to engage external catering agency for providing snacks/lunch/dinner/night tea for events, such as meetings, seminar, conferences and workshop etc. The Licensee shall ensure that only hot and fresh food is served to the students/employee. Complaint, if any, in this regard shall be dealt with severely.
- 4.27 After award of the contract, it shall be the responsibility of the successful bidder to provide the required service as and when required by the College, at the same date, time and venue. If the contractor fails to provide the service, the College reserves the right to hire the service from other firms at the risk and cost of the contractor; the cost difference between the alternative arrangement and the tendered value will be recovered from the contractor.
- 4.28 The bidder must not compromise on the services. If at any stage the services are found not to be as per the terms and conditions, the contract is liable to be cancelled and a suitable penalty imposed, as decided by the College. Applicable taxes, if any, should be shown separately in the invoice(s).
- 4.29 The Financial Bids of only those bidders found suitable in the technical evaluation shall be opened. The Financial Bids of bidders not found technically suitable shall not be opened.

- 4.30 The bidder shall provide the contact details of a nodal person who can be contacted for services at short notice in any exigency.
- 4.31 Any sum of money due and payable to the bidder, including the Security Deposit, may be appropriated by the College and set off against any claim of the College arising out of this or any other contract with the College. If the successful bidder dishonours the contract in any way, the Security Deposit shall be forfeited.

5. INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION & OPENING OF BIDS AND EVALUATION

- 5.1 The tender shall be submitted offline in two parts, viz., “Technical Bid” and “Financial Bid”, in separate sealed envelopes placed inside one outer sealed envelope superscribed “Tender for College Girls Hostel Mess Services – [due date]”.
- 5.2 All pages of the bid must be signed and sequentially numbered by the bidder before submission. Offers submitted by telegram / fax / e-mail shall not be considered, and no correspondence will be entertained in this regard.
- 5.3 The “Technical Bid” shall comprise all documents as per Annexure-I and the signed tender document.
- 5.4 The “Financial Bid” shall comprise the price bid (Licence Fee) as per Annexure-II.
- 5.5 The Tender Acceptance Letter / Undertaking must be signed by the authorised signatory of the bidder with seal (Annexure-III).
- 5.6 Conditional bids will not be accepted.
- 5.7 The Technical Bids will be opened first on the notified date and time. After the technical evaluation, the College will open the Financial Bids of all technically qualified bidders on a notified date and time.
- 5.8 **The contract will be awarded on the basis of the highest monthly Licence Fee and GST extra as applicable** (excluding electricity and water charges) offered by the bidder, subject to the bidder agreeing to the rates approved by the College through this tender document (Annexure-I). The minimum Licence Fee is Rs.20,000/- (Rs. Twenty Thousand) per month alongwith reasonable rate of Mess Menu without compromise in Food Quality which will be decided by Tender Committee after Physical Inspection of existing place of work of contractor/bidder/vendor.
- 5.9 Tender committee will conduct the survey/inspection before finalization of the contract.

6. FACILITIES PROVIDED BY THE COLLEGE

The Hostel Mess premises comprise a furnished dining hall each for students and staff, purified drinking water, a kitchen with storeroom, a separate washing area and an open space.

7. REQUIREMENTS FROM THE CONTRACTOR

7.1 Cleanliness and Hygiene

- 7.1.1** The contractor shall maintain the highest standards of cleanliness, hygiene and safety in the Hostel Mess kitchen, and shall ensure that all eatables are kept in safe, clean enclosures free from flies and insects. An adequate number of dustbins shall be placed in the kitchen and dining hall for proper, eco-friendly disposal of garbage and food waste. There shall be no littering of unused food or vegetables within the Hostel Mess.
- 7.1.2** The contractor and its staff shall ensure that no used utensils (cups, trays, trolleys, etc.) are left lying in the campus, and that these are removed immediately.
- 7.1.3** The contractor shall have dedicated staff for washing and cleaning, to be done at intervals of every four hours starting from 8:00 a.m. (8:00 a.m., 12:00 noon, 4:00 p.m. and washing thereafter). The cleaning staff shall sign a job card at each interval, countersigned by the contractor; the Tender Committee shall monitor this daily.
- 7.1.4** Food shall be cooked and served in clean utensils, which shall be kept sparkling clean at all times.
- 7.1.5** Kitchen and serving staff shall use hand gloves, head cover and apron to maintain hygienic conditions. The contractor shall ensure good personal hygiene of its staff.

7.2 Quality

- 7.2.1** The contractor shall procure all food articles, edible oil, ingredients, spices, etc., of the best quality / brand / make (ISI mark where applicable) to the satisfaction of the Tender Committee and Hostel Committee, which may require any unsatisfactory brand to be changed.
- 7.2.2** Food shall be cooked, stored and served under hygienic conditions. Only freshly cooked food shall be served; stale food shall not be recycled and shall be removed from the premises in an eco-friendly manner as soon as possible.
- 7.2.3** Food shall be neither too spicy nor too oily, shall be wholesome, and shall generally cater to the taste of students and staff.
- 7.2.4** Oil remaining from deep frying at the end of the day shall be discarded and shall not be reused for cooking.
- 7.2.5** The Tender Committee will be empowered to monitor the fulfilment of the conditions / guidelines and quality of food through surprise visits from time to time.
- 7.2.6** The menu (**Annexure:V**) may be revised from time to time as per the demand of students and staff, with the consensus of the majority of Committee members.

The contractor shall preferably use the following brands of raw materials (or other items / brands as approved in writing by the Committee). If the same are not available, the permission of Tender Committee is necessary

- Refined sunflower / soyabean / mustard oil: Fortune / Nature Fresh
- Spices: MDH / Everest / Catch

- Atta, maida, besan, sooji: Rajdhani / Aashirvaad / Shaktibhog / Fortune / Nature Fresh / Pilsbury
- Tea: Brooke Bond / Taj Mahal / Tata Gold / Red Label
- Coffee: Nescafe / Bru / Tata Grand
- Milk, paneer, curd: Mother Dairy / Amul
- Butter: Amul / Mother Dairy
- Bread: Britannia / Harvest
- Fruit juices: Real / Safal / Frooti / Slice
- Basmati rice: Sona / Lal Quila / India Gate

7.3 Service

- 7.3.1** The contractor shall provide service in the College Girls Hostel premises and also in various rooms of the College such as the Principal's office, staff room, departmental rooms / labs, etc. Such service shall be free of charge and prompt.
- 7.3.2** Food served in the departments / outside the College Girls Hostel mess shall be well packed with aluminium foil, cling film or food-grade wraps. Crockery used shall be of good quality (e.g., bone china). Special arrangements shall be made for meetings of the Principal, Staff Council, Associations and other departments / units.
- 7.3.4** College Girls Hostel Mess services for the month of June are required till the last day of Exam plus one week. In the month of July services will resume one week prior to opening of college. Also payment in these two months will be given on actual basis by the College to the Vendor.

8. TERMS AND CONDITIONS GOVERNING THE CONTRACT

- 8.1** Bids received after the last date of submission will be summarily rejected. The College reserves the right to accept or reject any or all bids, in full or in part, without assigning any reason.
- 8.2** Bids shall remain valid for three (3) months from the last date of submission. The rates approved by the College shall remain valid for the entire contract period.
- 8.3** The successful bidder shall execute an agreement on non-judicial stamp paper of Rs. 100/- within seven days of issue of the award letter, undertaking to comply with all terms and conditions.
- 8.4** The contract, once awarded, may be terminated by either party after giving one month's notice. If the contractor seeks termination during the contract period, its Security Deposit shall be forfeited; if the College terminates, the Security Deposit shall be refunded.
- 8.5** The contractor shall provide a list of its workers with identity proof, police verification and medical fitness certificate of each worker to the Administrative Office / Principal's Office.
- 8.6** The contractor shall ensure that all its employees / workers are paid wages as per the minimum wages notified by the Government of NCT of Delhi. Any complaint in this regard will be treated as a breach of contract.

- 8.7** The contractor shall be solely responsible for compliance with all statutory obligations under the applicable laws – including labour laws, EPF and ESI, and licences required under the FSSAI norms.
- 8.8** The contractor shall provide, at its own cost, neat and clean uniforms, head covers / caps and aprons for its staff, which shall be worn at all times and only person with sound health shall be deployed.
- 8.9** The College Girls Hostel Mess shall remain open from 8 a.m. to 10 p.m. on all days. The Girls Hostel Mess service shall not be closed on any day without the written permission of the Principal / Tender Committee.
- 8.11** The College reserves the right to require the contractor to remove any of its workers / employees without assigning any reason.
- 8.12** The College shall in no case be responsible for any accident, loss or damage to the staff employed, or to the articles / equipment used, by the contractor.
- 8.13** The contractor shall get its establishment inspected by the Municipal Corporation of Delhi (MCD) Health Department and obtain a certificate within 30 days of award of the contract.
- 8.14** The contractor shall arrange, at its own cost, crockery, utensils, refrigerator and any other equipment required, as directed under “Quality”.
- 8.15** The Hostel Mess and kitchen may be inspected by the Tender Committee; if any substandard material or food is found, the contractor will be penalised at the discretion of the Tender Committee as per **Annexure:IV.**
- 8.16** The contractor shall arrange sufficient equipment and crockery to ensure proper and efficient service.
- 8.17** The contractor shall receive payments through a token / coupon system and shall also provide cashless payment facilities (credit / debit cards, e-wallets, UPI, etc.) to students and staff.
- 8.18** The contractor shall maintain a freely accessible suggestion book / box for complaints and suggestions from students and staff.
- 8.19** No worker shall be allowed to stay overnight in the Girls Hostel Mess premises.
- 8.20** The contractor shall ensure all safety measures, including precautions against fire hazards, and shall provide and periodically refill at least five (5) fire extinguishers.
- 8.21** The College shall not be responsible for any credit sales by the contractor or for any loss caused to the contractor due to pilferage or otherwise.
- 8.22** The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- 8.23** The College reserves the right to change any term or condition governing the operation of the Mess services as and when circumstances warrant.
- 8.24** The contractor shall arrange a separate landline / telephone connection for the Hostel Mess, if required.

- 8.25** In the event of delay in deposit of the monthly Licence Fee, electricity or water charges, interest at the rate of 1% per month (compounded) shall be charged on the outstanding amount.
- 8.26** Contractor shall charge the rates as per the approved list for item not covered in the list can be sold by the Contractor after getting quality and rates approved by the Principal, Sri Guru Gobind Singh College of Commerce.
- 8.27** Contractor will not sell any narcotics / drugs / liquor or Tabaco contain products in any form. If any violation is observed that than college can cancel the contract immediately without any notice and take any other appropriate legal action against the Contractor.
- 8.28** College has provided Girls Hostel Mess furniture and costly kitchen equipment's at the time of taking over Contract shall check that equipment and furniture as per inventory is in working order and shall hand over back in good running and working conditions. Contractor shall maintain furniture and equipment at his own cost.
- 8.29** Preference will be given to vendors/agencies having experience in providing mess services to reputed educational institutions/Universities/Delhi University.
- 8.30** In Girls Hostel (female cooks shall be preferred).

REQUEST FOR PROPOSAL (RFP) FOR OPERATING
SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
GIRLS HOSTEL MESS SERVICES **TECHNICAL BID**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Contact Number	
6.	Email	
7.	Details of statutory licences obtained(if any)	
8.	Details of PAN/TIN/GST Registration No.	
9.	Numbers of employees currently on rolls of the bidder(chefs/cook, Service staff etc. to be detailed separately)	
10.	Details of organization served/presently being served (certificates to be attached)	
	Period	
	From	To
(a)		
(b)		
(c)		

Signature of the Bidder_____

Date:_____

Place:_____

Seal

Name_____

Designation_____

Address_____

REQUEST FOR PROPOSAL (RFP) FOR OPERATING
SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
GIRLS HOSTEL MESS SERVICES **FINANCIAL BID**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity (Proprietor/Director/ Official)	
5.	Permanent Income Tax Account (PAN No.)	
6.	Contact Number	
7.	Email	
8.	Licence Fee for using Sri Guru Gobind Singh College of Commerce Hostel Mess Premises The contract will be awarded on the basis of the highest monthly Licence Fee. Minimum License Fee:20,000/- per month Quoted Meal Cost of Mess Menu per student per day	Willing to pay Rs..... Per Month (in words) towards Licence Fee Willing to Charge Rs..... towards Cost of Mess Menu
9.	GST extra as applicable	

Date: _____

Place: _____

Seal

Signature of the Bidder _____

Name _____

Designation _____

Address _____

UNDERTAKING / TENDER ACCEPTANCE LETTER

To,

The Principal

Sri Guru Gobind Singh College of Commerce (University of Delhi)

Opposite TV Tower, Pitampura, Delhi – 110034

Sir / Madam,

I / We, the undersigned, certify that I / We have gone through the terms and conditions and the price list of the items to be supplied in the Girls Hostel Mess, as mentioned in the tender document, and hereby undertake to agree to and comply with them in their entirety.

I / We understand that in case of breach of any of the terms and conditions on my / our part, the contract for operating and running the College Girls Hostel Mess will be liable to be terminated.

Date: _____

Place: _____

Seal

Signature of the Bidder _____

Name _____

Designation _____

Address _____

LIST of penalties : To be included.
Penalty for Mess and other Eateries Non Compliance

S.no	Penalty/issue	Fine/Penalty
1	False claims by vendors (example: taking some action under the name of any authority without their permission)	1000/-
2	Feedback register not available	500/-
3	Denying from previous commitment	5000/-
4	Not reporting the issue on time	500/-
5	Unhygienic food with foreign material (insect/housefly, plastic, Hair (exceptional case only- check clause 7), etc.)	5000/-
6	Non-Use of disposable headgear and gloves by staff	500/- per staff
7	Kitchen Area not clean	500/-
8	Use of unbranded items	1000/-
9	Not displaying the price list	500/-
10	Handling food items with bare hands	500/-
11	Tables not clean	1000/-
12	Plates, spoon, glass not clean	1000/-
13	Food not served in time	500/-
14	Store not properly arranged	500/-
15	Cooking utensils not clean	500/-
16	Selling items not approved by mess committee	500/-
17	Selling items at higher rates	1000/-
18	Selling items at rates higher than MRP	1000/-
19	Misbehavior of the staff (includes biased attitude towards mess committee members, if observed the vendor will be fined and member will be removed from group)	Enquiry will be done (fine will be decided post the enquiry) Min fine 1000/- to dismissal of employee from our site
20	Selling expired item	5000/-
21	Adulteration in milk and other food items	5000/-
22	Items not available as per menu (not informed to any mess committee member or authority)	1000/-
23	Cutting vegetables in open area	500/-
24	Number of monthly complaints submitted to the Mess Committee a. 10 complaints in a month b. More than 15 complaints in a month	5000/- Change of Chef/Vendor

MATA SAHIB KAUR GIRLS HOSTEL – WEEKLY

(Indicative menu; may be revised from time to time with the consensus of the Hostel / Tender Committee.)

Day	Breakfast	Lunch	Snacks	Dinner
Monday	Bread-butter + tea/coffee + pav bhaji	Mix veg + arhar dal + raita	Tea/coffee + tikki	Fried rice + manchurian + soyabean + chapati
Tuesday	Bread-butter + tea/coffee + chana + aloo puri	Rajma-chawal + arbi + raita	Tea/coffee + veg roll / cutlet	Kadhai paneer + dal + chapati
Wednesday	Bread-butter + tea/coffee + aloo/paneer/onion paratha	Chana dal + aloo karela + raita	Tea/coffee + mix pakode / pasta	Kale chane + mix veg + chapati
Thursday	Bread-butter + tea/coffee + idli sambhar / sambhar vada	Chana puri + sitaphal (pumpkin) sabzi + raita	Tea/coffee + samosa	Veg biryani + dal + raita
Friday	Bread-butter + tea/coffee + dahi aloo + ajwain paratha	Kadhi-chawal + aloo beans	Tea/coffee + french fries / bread roll	Pav bhaji + dal + chapati
Saturday	Bread-butter + tea/coffee + dal paratha	Dosa + fried rice + chutney	Tea/coffee + sweet corn chaat	Rajma + jeera aloo + dahi + chapati
Sunday	Bread-butter + tea/coffee + chila / upma / poha + fruits	Chana bhature + chhole kulche	Tea/coffee + chaat papdi / chowmein	Naan + dal makhani + paneer + chapati

Note: Menu is subject to change as per choice of students and availability of vegetables options as per season with the approval of the Tender Committee. In winters soups or salads may be added. Number of items to be provided shall remain same.

Annexure:VI

Details of Tenderer

1. Name of the Tenderer

2. Address

3. Registration/License No.

(Attested Photocopy of license issued by the competent authority may be attached)

4. GST No.

(Attested photocopy of GST certificate should be attached)

5. Year of Establishment

(Attested photocopy)

6. Details of contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

S.No.	Name of Contracts	Period	Govt./Educational Institutes/Semi Govt./Private/Universities

7. Details of present contracts in hand:

S. No.	Name of Contracts	Period	Govt./Educational Institutes/Semi Govt./Private/Universities

8. Pan Card No. _____

(Copy of the Income Tax Return filed in the previous three years may be enclosed) GST Registration No:

(Copy of proof of same to be attached.)

9. Manpower/Resources available:

10. Earnest Money Deposit: DD No. ____ dt. ____ For Rs. _____/- drawn on

11. Certified that I have not been blacklisted /debarred /have not paid dues/under any litigation with any of my previous customers/clients.

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Tenderer with stamp

Dated:

(on the official letterhead of the firm)

Declaration by the Bidder/Tenderer

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further, I/We hereby declare the following:-

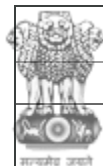
1. I/We have never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not to object to our disqualification on the basis of the above declaration, if found wrong and misrepresented at any point during the contract.
2. The workers deployed will be more than 18 years and shall comply with all the statutory requirements

Bidders signature

Official Seal



Basic Details

Organisation Chain	University of Delhi Sri Guru Gobind Singh College of Commerce-DU		
Tender Reference Number	SGGSCC/Hostel Mess/2026-2027/7607		
Tender ID	2026_UoD_849257_1		
Tender Type	Open Tender	Form of contract	Lump-sum
Tender Category	Services	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	As per Tender Document
2	Finance	.xls	As per Tender Document

Tender Fee Details, [Total Fee in ₹ * - 1,000]

Tender Fee in ₹	1,000		
Fee Payable To	Principal, Sri Guru Gobind Singh College of Commer	Fee Payable At	Delhi
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	2,50,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Principal, Sri Guru Gobind Singh College of Commer	EMD Payable At	Delhi

Work /Item(s)

Title	Girls Hostel Mess Service at Sri Guru Gobind Singh College of Commerce				
Work Description	Girls Hostel Mess Service at Sri Guru Gobind Singh College of Commerce				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	80,00,000	Product Category	Hotel/Catering	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	15
Location	Mata Sahib Kaur Girls Hostel	Pincode	110034	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Principal, Sri Guru Gobind Singh College of Commer

Critical Dates

Publish Date	25-Aug-2026 05:00 PM	Bid Opening Date	07-Sep-2026 12:00 PM
Document Download / Sale Start Date	25-Aug-2026 05:00 PM	Document Download / Sale End Date	06-Sep-2026 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	25-Aug-2026 05:00 PM	Bid Submission End Date	06-Sep-2026 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	As per Tender Document	884.4

Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	HostelMess.pdf	As per Tender Document	884.4

Tender Inviting Authority	
Name	Principal
Address	Sri Guru Gobnd Singh College of Commerce, University of Delhi, Pitampura, Delhi-110034

Tender Creator Details	
Created By	Harpreet Singh
Designation	Professor
Created Date	25-Aug-2026 04:14 PM