

**Application form for Allotment of Mess Contract**  
**Session 2019-2020.**

1. Name of the Applicant : .....
2. Father's Name : .....
3. Date of Birth : .....
4. Academic Qualification : .....
5. Name of the firm and other Partners : .....
- (If applicants are Partnership firm) : .....
6. Present Address : .....

☎ .....  
 E Mail ID.....

7. Permanent Address : .....
- : .....
- : .....
- ☎ .....  
 E Mail ID.....

8. Present Main Occupation : .....
9. Professional Experience (give details)
- a) Hostel /Industry : .....
- b) Mess Contracts : .....
- c) Any other field : .....
10. Financial Position : .....

11. Level of Understanding about balanced Diet (enclose details) : .....
12. Deposit of Earnest Money/DD Number : .....
13. Submitted a valid licence & registration of food businesses under the Food Safety and Standards Act, 2006. : .....

14. Submitted a valid registration number of GST :.....
15. Submitted latest two year ITR copy, bank pass book copy, IFSC code and account number:.....

16. Submitted a valid certificate of registration: ..... under the Contract Labour (Regulation and Abolition) Act, 1970

17. Name and address of at least Two reference (Local) PHOTO  
Of Applicant

a) -----  
 -----  
 Tele. No.-----E Mail ID-----

b) -----  
 -----  
 Tele. No.-----E Mail ID-----

18. UNDERTAKING: I undertake to comply with all the terms and conditions of the agreement deed of the University to be agreed at the time of allotment of mess contracts & will execute a bond for the due performance of agreement deed & terms and conditions.

Date: \_\_\_\_\_

SIGNATURE OF THE APPLICANT

## AGREEMENT DEED 100/-

I.....S/o D/o W/o Shri.....

Address.....

.....bind my self for the hostel mess of University hostel licensed in my favour

on the following terms & conditions:-

1. That the duration of the license of the hostel mess shall be upto 30-06-2020 from the issue of license.
2. That I have deposited Rs.25,000/- as electricity security vide receipt no.....dated.....
3. That I have deposited Rs.3000/- as water charges vide receipt no.....dated.....
4. That I have deposited Rs.25,000/- as mess recurring charges vide receipt no.....dated.....
5. That I shall not sublet the mess in any form.
6. That I have submitted a valid licence & registration of food businesses under the Food Safety and Standards Act, 2006.
7. That I have submitted a valid registration number of GST.
8. That I have a submitted certificate of registration under the Contract Labour (Regulation and Abolition) Act, 1970.
9. That I shall not entertain my guest in the hostel premises.
10. That the quality of the food will be very good to the satisfaction of authorities and residents.
11. I shall maintain a register and allow the students to SIGN on a daily basis regarding the number of diets consumed.
12. That the service staff will be neatly and cleanly dressed and they will be provided uniforms as prescribed by the Coordinator/Warden. (Colour may be specified).
13. That I shall take care of the cleanliness of the mess as well as kitchen. This shall be responsibility of the contractor and not of the hostel sweeper.
14. That the behavior of the service staff and mine towards the hostel residents shall be good. In case, the behavior of the service staff and mine is not satisfactory towards the hostel residents, the license will be cancelled by the university giving one month notice.
15. That the Coordinator/Warden/Deputy Chief Warden/Chief Wardens if needed, may check the quality of the food served to the hostlers. If in the opinion of the Coordinator/Warden, quality of the meal being served to the hostel resident is not up to the mark, a fine of Rs.1000/- at one time for poor quality of food/poor cleanliness be levied. The Chief Warden/ Deputy Chief Warden can impose fine up to the extent of Rs.2,000/-. The observations of the Chief Warden/ Deputy Chief Warden will be taken into consideration during award of contract during subsequent years by the University.
16. That I shall claim only the actual mess bill amount deposited by the resident.
17. In case of any dispute between the two parties, the same will be referred for the arbitration & the provision of Arbitration & conciliation Act, 1996 as amended upto date will be applicable on the parties. Legal Jurisdiction shall be limited to Hisar only.

18. The terms & condition (Annexure 'I & II') will form the part of the agreement and binding on the Contractor.

In witness of which the parties have signed this agreement the day & year first above written.

Signed, Sealed & Delivered  
For and on behalf  
of.....

For and on behalf of  
Vice-Chancellor,GJUS&T, Hisar  
Signed by

Witness with full address  
of contractor

Name:-  
Designation:-Registrar  
GJUS&T, Hisar.  
Witness with full address of  
Registrar

1. 1.
2. 2.

**Annexure-I**  
**TERMS & CONDITIONS**

1. The duration of license of the University mess to each hostel for the year 2019-20 shall be from July 2019 to 30 June 2020.
2. Refundable earnest money/security (interest free) of Rs.1,00,000/- (one lac only in the form of DD) is required at the time of application. The same amount will be adjusted against security after allotment of the mess.
3. **After allotment, if mess contractor fails to join/start the mess or commit default in joining the mess the Rs.25000/- will be deducted from the refundable earnest money/security (interest free) of Rs.1,00,000/-.**
4. Electricity security at the rate of Rs.25,000/- per session will have to be deposited by the licensee in advance at the time of allotment of license. If the amount of actual meter reading after one year, increases from Rs.25,000/- the difference will have to be deposited by the licensee. The separate meter for use by the licensee for the dinning hall and kitchen will be provided by the office of Superintending Engineer. If the amount of actual electric consumption remains less than Rs.25,000/- the same will be refundable by the concerned Hostel Coordinator/Warden/SE office.
5. Water charges @ Rs.250/- per month may be charged from the licensee. Total amount (Rs.250x12= Rs.3000/-) shall be paid immediately on receipt of allotment letter.
6. Mess recurring charges 25000/- per session will have to be deposited by the licensee in advance at the time of allotment of license.
7. Hostel mess bill payment shall be made through online payment.
8. Hostel mess bill shall be display/upload by 2<sup>nd</sup> day of every month by mess contractor.
9. Duration up to 15<sup>th</sup> day of month is fixed for the payment of mess bill without fine. A fine of Rs.2/- per day will be charged on delay payment of mess bill upto last day of that month and afterwards fine will exceed to Rs.5/- per day till the payment. However the Warden/Chief Warden (boys)/ Deputy Chief Warden(boys) and Coordinator/Chief Warden(girls)/ Deputy Chief Warden(girls) can waive off the fine judicially.
10. Mess bill amount (actually collected upto last day of month) will be transferred without auditing to respective mess contractors account by upto 7<sup>th</sup> date of subsequent month after taking administrative/financial approval from the competent authorities by the hostel warden/coordinator. Further the fine etc. will be transferred to hostel account. The record shall be maintained and kept by the respective hostel office.
11. The mess contractor can claim only the actual mess bill amount deposited by the residents.
12. Subletting will not be permissible except with the approval of the competent authority.
13. The mess contractor should have a valid licence & registration of food businesses under the Food Safety and Standards Act, 2006.
14. The mess contractor should have a valid GST registration number and bank account.
15. The mess contractor should have a valid certificate of registration under the Contract Labour (Regulation and Abolition) Act, 1970.
16. The licensee will not entertain his guests in the mess.
17. The quality of the food should be good.
18. The service staff of mess contractor should be neatly and cleanly dressed.
19. The licensee will take care of the cleanliness of the mess as well as kitchen.
20. The behavior of the service staff and the licensee towards the hostel residents should be good. In case behavior of service staff and licensee is not satisfactory towards the hostel residents, the license can be

withdrawn by giving one month notice with the approval of the Vice-Chancellor. The Mess Contractor would employ minimum one waiter for each thirty residents other than kitchen staff members.

21. The Wardens/Coordinators/Deputy Chief Warden/Chief Wardens, if needed may check the quality of food served to the hostlers. If, in the opinion of the Wardens/Coordinators, quality of the meal being served to the hostel residents is not up to the mark, he/she may impose a fine upto Rs.1000/- at one time for poor quality of food/poor cleanliness. The Chief Warden/ Deputy Chief Warden is authorized to fine up to the extent of Rs.2000/- (Rs. Two thousand). The situation and the observations of the Chief Warden/ Deputy Chief Warden will be taken into consideration during award of contract during subsequent years by the University and committee constituted by Hon'ble Vice-Chancellor on need basis/requirement.
22. In case of any dispute between the two parties, the same will be referred for the arbitration & the provision of Arbitration & conciliation Act, 1996 as amended upto date will be applicable on the parties. However legal jurisdiction shall be limited to Hisar only.
23. The licensee will have to execute an agreement deed on the stamp paper of Rs.100/- duly attested by the notary public, which should contain all terms and conditions of the license on the format to be supplied by the office.
24. Guests of the hostel residents/University employees would also be charged the same rate of diet as approved for hostel residents plus Rs.5/- extra as guest diet for a limited period not exceeding seven days with prior permission of the Chief Warden/ Deputy Chief Warden/Warden/Coordinator. Guest entry would be made in the residents account only.
25. In case the licensee wants to vacate the hostel mess, he will have to intimate the Chief Warden one month in advance. On the other hand, if the licensee does not run the mess satisfactorily, he will also be given one month notice to vacate the hostel mess by the University. License can be revoked by the Vice-Chancellor without any notice and without assigning any reason, whatsoever.
26. The licensee will have to provide a towel, soap, sugar and sound after every meal.
27. All hostel property inside the Mess Hall shall be the responsibility of the contractor. He will take care of all the items of the hostel in the Mess Hall/Common Room and any other items issued to him by the hostel office. Maintenance of the mess area/mess items will be borne by the mess contractor.
28. The licensee shall report on a monthly basis, in writing, to the Warden/Coordinator of the hostel in case there are any defaulters on account of non-payment of mess bill. To avoid any dispute regarding the mess bill, he shall maintain a register and allow the students to SIGN on a daily basis regarding the number of diets consumed. It shall be countersigned by the Mess Contractor in the presence of the hostel resident on a daily basis.
29. The approved weekly menu, recommended for breakfast & canteen items, Diet charges shall be prominently displayed on the Notice Board inside the Mess Hall. In case of non-availability of any vegetable/item, he should inform the Warden/Coordinator.
30. The mess contractor is not allowed to serve the food to outsider that is non resident of the respective hostel without prior permission of the Warden/Coordinator/ Deputy Chief Warden /Chief Warden and for hostel resident no guest charge will be charged. In case of violation of this rule, a fine up to Rs.500/- will be imposed. The hostel mess bill payment will be paid online.
31. Utensils/mess items will be provided by the Hostel office. After completion of the mess contract, Mess contractor will return all the utensils/mess items in good condition to the hostel office else actual cost will be charged from mess contractor.
32. The contractor will supply quality items. If the contractor cannot maintain the quality of the canteen items, such responsibility can be given to any vendor related to hostel.

33. The mess contractor will arrange for identity cards for his workers/staff and their antecedents may be got verified by local police and the report be submitted to the office of the Chief Warden and the Warden/Coordinator of the concerned Hostel. Further, a medical fitness certificate for self/staff shall be submitted at the time of beginning the mess.
34. No room service will be provided to the hostel residents except on genuine medical grounds, after the approval of Warden/Coordinator. In case of violation of this rule, a fine of Rs.100/- each will be imposed on the mess contractor as well as residents.
35. It will also be the responsibility & liability of contractor/agency to adhere to all the provision of ESI, EPF & other labour acts.
36. Mess contractor will install fire extinguisher in the dining hall and cooking area, further the cooking gas cylinder shall not be kept in kitchen/cooking area.
37. The following additional instruction for the mess contractors for smooth functioning of hostel :-

If the food and service of the contractor is not upto the mark, the fine will be imposed in the following ascending order of warning by Deputy Chief Warden /Chief Warden:

On 1<sup>st</sup> recorded warning: Diet of that particular time will not be added in all the students mess accounts.

On 2<sup>nd</sup> recorded warning: Diet of that particular whole day will not be added in all the students mess account.

On 3<sup>rd</sup> recorded warning: Security amount of the contractor will be forfeited.

On 4<sup>th</sup> recorded warning: The contract will be terminated.

**Annexure-II**

**Rate per-Diet Rs. 32.00/- for Girls and Boys Hostels**

**Lunch:**

1. Rice-Pulao/Boiled/Fried.
2. Chapati.
3. Curd/Raita.
4. Vegetable-Seasonal vegetable/Mix vegetable (Ingredients as available).
5. Dal (Curry)-Rajmah/Chana/Urad Chana/Ghiya/Chana Dal/Kofta Ghiya / Sambhar.
6. Salaad-Kheera/Onion/Kakadi/Tomato/Radish/Carrot (Seasonable/available).

**Dinner:**

1. Rice.
2. Chapati.
3. Dry Vegetables – Pumpkin/Ghiya/Tinda/Shimla Mirch (Seasonal).
4. Dal-Arhar/Mixed Dal/Masoor/Saboot Moong/Saboot Masoor/Lobiya.
5. Salad (with seasonal vegetables).
6. Desserts-Kheer (Rice/Seviyan) Halwa (Dal/Suji) Custard/Fruits.

**Note:**

Once in a week (Sunday) there shall be a special lunch whereby the above vegetable will be replaced by Matar-Paneer/Palak Paneer and Chapati's be replaced by puries. On Sunday break fast, Puri Chhole/Chhole Bature may also be made available. Compulsory diets will be ten diets per month. Further, The Warden/Coordinator/Deputy Chief Warden/Chief Warden may waive off compulsory diets of the students on genuine ground.

**Rate per-Diet Rs.32.00/-for Girls and Boys Hostels**

**WEEKLY MENU FOR HOSTEL MESS**

<b><u>Day</u></b>	<b><u>Lunch</u></b>				<b><u>DINNER</u></b>		
	Rice	Dal	Vegetable	Raita	Dal	Veg.	Sweet Dish
Monday	Boiled	Rajma	Seasonal Veg.	Raita	Moong Dal	Shimla Mirch	Rice Kheer
Tuesday	Fried	Kadhi	Soyabean Badi	_____	Mixed	Bhindi	Suji Halwa
Wednesday	Pulao	White Chana	Aloo Baingan	Ghiya Raita	Chana	Ghiya Kofta	Fruit
Thursday	Boiled	Sambher	Aloo Matar	Dahi/Bhalla	Saboot Moong	Pumpkin	Gulab Jamun/ Rasgulla
Friday	Fried	Urad Rajma	Mix vegetable	Vegetable Raita	Arhar Dal	Shimla Mirch & Aloo	Custard
Saturday	Boiled	Black Gram	Bhindi	Raita-Khira	Urad	Seasonal Vegetable	Two Banana/ one Apple
Sunday	Pulao & Puri	White Chana	Matar Paneer/Palak Paneer	i)Dahi Bhalla ii)Ice	Saboot Masoor	Mix Vegetable	Sevian Kheer

				Cream			
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Note:

- Rice, Aata, (Hafed/Shakti Bhog/Deepak Brand), cooking oil (Hafed/Fortune/Ginni), Hafed Brands food items & Milk (Vita/Verka) will be standard brand .
- Vegetable items may be changed depending on availability with the prior approval of the respective Coordinator/Warden/Deputy Chief Warden/Chief Warden.
- Mess committee will be formed in the beginning of the session and with the approval of Mess Committee, the menu may be adjusted as per requirements.

### **Recommended Rates for Breakfast & Canteen Items 2019-2020**

Sr. No.	Name of the Item	Rate
1.	Tea (per cup) 150 ml	6.00
2.	Milk Tea (per cup) 150 ml	7.00
3.	Milk (Packed)	MRP
4.	Milk (Sugar+ Hot)	MRP+1+1
5.	Daliya (Full plate)/Khichri	12.00
6.	Prantha (Simple)	<b>8.00</b>
7.	Stuffed Parantha (Potato/Onion/Mooli/Gobhi)	<b>10.00</b>
8.	Bhature (2)/Puri (4) with Chhole	22.00
9.	Curd 200 gm.	8.00
10.	Curd 200gm (With sugar)	8.00+1
11.	Fruit Juice (Big Size Glass)	15.00
12.	Lassi 200 gm (curd)	8.00
13.	Milk Shake (Banana/Mango) Big Size Glass	15.00
14.	Milk Shake (Roohafja) Big Size Glass	15.00
15.	Cold Drinks-Fruity etc.	MRP
16.	Fruit Chat (seasonal fruits) medium size steel plate	15.00
17.	Samosa/Bread Pakora/Bread Roll	8.00
18.	Patties (Veg.)	10.00
19.	Maggi (full packet) preparation with mixed vegetables	22.00
20.	Maggi (full packet) plain	16.00
21.	Sandwich (Two bread piece) a) With vegetables b) With butter c) With vegetable & butter d) With jam e) With paneer	 5.00 5.00 7.00 5.00 8.00
22.	For biscuits & other packed items	MRP
23.	Chaumin (Full plate)	20.00
24.	Lemon water	6.00
25.	Pav Bhaji (two piece)	22.00
26.	Poha (Beaten Rice)/Chirwara	20.00

The contractor will supply quality items. If the contractor cannot maintain the quality of the canteen items, such responsibility can be given to any vendor related to hostel.





