

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY GORAKHPUR.

Hostel Rules for Boys & Girls Hostels.

“Hostel Authority” means DOSA/Chief Warden who would be overall In-charge to maintain discipline and harmony among the residents, worker of the messes, and employees of the University.

1. **“Chief Warden”** means the Chief Warden (CW) of the Hostels of MMMUT Gorakhpur, who shall be appointed by the Vice Chancellor of the University.
2. **“Associate Dean of Hostel Affairs”** (ADHA) of the Hostels of MMMUT Gorakhpur, who shall be appointed by the Vice Chancellor of the University.
3. **“Warden”** means the warden of the respective hostel to be appointed by the Vice Chancellor from the Faculty member of the University for superintending the management of the Hostel.
4. **“Hostel Assistant”** means an employee of the university and deputed to the Hostels.
5. **“Resident Warden”** means a Ph.D. scholar, or a guest faculty stays in hostel appointed to look after students by the warden/Chief warden.
6. **“Residents”** Residents means the students of the University who opt to reside in the hostel.
7. **“Mess Council”** means the independent body constituted for overall direction and control of student messes in the University.
8. **“Mess Committee”** means the independent Committee duly constituted from the boarders of each hostel in the presence of the warden of the hostel duly approved by the Chief Warden. Such Committee would be responsible towards the functioning of the mess of such hostel.
9. **“Funds”** means the amount of money collected from the students who opt to utilize the hostel facilities in the name of accommodation, meals charge, and interest generated from the deposit of hostel caution money collected from such students.
10. **“Ragging”** means teasing, manhandling, ill-treating with rudeness with any fresher, psychological harm that raises fear in the mind of fresher, asking the fresher to perform any act, this has the effect of causing or generating a sense of shame so as to adversely affect his/ her physique/ psyche.

HOSTEL FACILITY AND REGULATIONS:

GENERAL INFORMATION.

1. The University is a residential institution with Eleven Hostels namely: Subhash Bhawan, Raman Bhawan, Tagore Bhawan, Ambedkar Bhawan, Tilak Bhawan, Ramanujam Bhawan and Vishweswaraya Bhawan, Sarojini Bhawan, Saraswati Bhawan, Kalpana Chawla Bhawan and Kasturba Bhawan. These hostels accommodate a total of about 2800 students. The hostels are well furnished with necessary amenities available in the campus.
2. Students admitted to the University hostels are provided with the necessary furniture. The students will be personally responsible for upkeep of the articles issued to them by the warden in sound condition till the end of the session.
3. First year students are provided with three/two-seater room as available. Senior students shall be provided with double and single seated rooms depending upon availability.
4. The hostels are under the direct supervision of the wardens who are the faculty of the University appointed by the Vice-Chancellor after recommendation of Chief Warden.
5. The hostel messes are managed by the students themselves. They are required to deposit Rs. 12,000/- as mess advance subject to revision from time to time at the starting of the session which will be adjusted in the mess bills at the end of the session every year in the Hostel. The mess secretary shall submit details of monthly accounts every month to the warden and report the dues, if any, in the same month to the concerned students as well as to the warden.

6. In case of any grievance or complaint, students may first contact their hostel caretaker and wardens who will solve the problems or report to appropriate authorities. In case of any emergency, one may contact, Chief Warden, Associate Dean of Hostel Affairs (ADHA) and Registrar as well, but not in groups/masses.
7. The presence of student on the last day and the first day before and after the block holidays and vacations is compulsory. Every student should request his/her guests to co-operate in observing certain formalities at the main gate of the university, such as entry, vehicle number etc.
8. Students are advised not to indulge in forgery of signature of authorities, which is cognizable offence. Any such act will be reported to the police.

ADMISSION TO HOSTEL.

Only regular and full-time students of the University shall be admitted to stay in the hostels. There shall be separate hostels for male and female students. If any student wants to reside outside the University Hostel while already residing in any hostel, he/she should seek specific permission of the Warden/ADHA/Dean of Student Affairs (DOSA). Admission to hostel will be subject to payment of hostel fee as decided by University Authorities from time to time. The students/ boarders would be paying to run the mess and the workers who are employed to run the mess would be paid from such funds.

ALLOTMENT OF ROOMS.

Rooms will be allotted by the Warden(s) and Caretakers as per the policy for the allotment of rooms decided in a meeting of Chief Warden and Wardens. After allotment, a student will report to Hostel Caretaker or any other official authorized by Warden and take possession of room after signing inventory of the furniture, electrical and other items in the room. Warden(s) may consider written requests for change of rooms within the hostel and decide the same on merit of each case. The furniture, electrical and other items in the room are exclusive property of the University and their maintenance and upkeep would be the responsibilities of the University. Such facilities are provided by the University to the boarders to make their stay pleasant.

WITHDRAWAL/VACATION.

Any student withdrawing from the hostel will hand over the possession of the room and pay all the dues and seek clearance certificate from the concerned Warden and for the Mess Charges would seek no dues certificate from the Mess Committee or Mess Counsel and in case of urgency the same can be issued by the concerned warden who would place such no dues certificate to the concerned mess committee. At the end of every semester a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the Hostel Caretaker or any other official of the hostel authorized by the Warden. Any student desirous of retaining his room during the vacation must seek prior permission of his Warden.

GENERAL CONDUCT & DISCIPLINE RULE.

1. Students must occupy rooms allotted to them only. They are not allowed to change rooms without written permission of the Warden/Chief Warden. However, students have the option of pairing up within the first few days, in consultation with their Hostel Warden. Change of accommodation from one hostel to another is strictly not permitted without their allotment in the respective hostels.
2. The rooms allotted to the students at the time of admission are for a limited period of up to one year or more/less. If a student fails to occupy the allotted room within a specified time, it can be cancelled. Students will forfeit their rooms if they fail to clear all their dues to the hostel by the given day. In such cases, they will be asked to vacate the hostel.
3. The Chief Warden reserves the right to break open any room which is not vacated, pack up the belongings and store it. No complaints of breakage or loss will be entertained. The Chief Warden can also break open the rooms in case of any violation of hostel rules, suspected unlawful activities or based on security risk perceived.

4. No student should stay away from his/ her room during night, without prior written permission of the warden. Students, who wish to leave the campus temporarily or otherwise, should obtain the permission of the warden in writing. The application for permission must state, the date and time of his/her intended departure and return, as well as the destination in the leave form. All these details are to be entered in the in-out register maintained in every hostel.
5. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
6. The students are advised not to keep large amount of cash or valuables in the room. The students are responsible for his/ her belongings inside the room.
7. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
8. Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards.
9. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
10. Cooking in hostel rooms is strictly prohibited.
11. All instructions/ notices displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.
12. Substance abuse, consumption of alcohol and smoking / chewing of tobacco and related products is strictly banned in the hostels and in the university campus.
13. Playing of loud music or disturbing fellow hostel inmates will not be permitted. Use earphones while listening to music. Playing outdoor games inside the hostels/corridors is not permitted. The boarders shall observe 10.00 PM to 6.00 AM as silence hours. Serious action will be taken on the breach of this rule.
14. Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
15. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted as well. Bursting crackers, carrying crackers or relatable items to the rooms are strictly always prohibited in and around the hostel premises.
16. Residents must switch off all lights and fans, and all other permitted electrical appliances if any, before leaving their rooms.
17. Workers/electrician etc can visit the girls' rooms only after making proper entries and with the prior permission of the Warden/Hostel assistant.
18. All hostel inmates must report any in disciplinary matter or problems concerning them or their roommate/neighbour(s) coming to their notice to the Warden/ Chief Warden through hostel assistant or directly. In case their roommate is absent from the room without any prior permission or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.
19. The residents must lock the rooms and their respective almirahs before leaving their room. They are solely responsible for their Room/Almirah security.
20. All the resident of girl's hostel will return to their hostels by 8:00 p.m. regularly and however this time could change as per competent authority of University.
21. Residents returning late to their hostels without any prior permission by their respective hostel warden will be treated as indiscipline act and serious action could be taken. In acute cases the resident can be terminated from the Hostel.
22. Students from one hostel are not permitted to enter other hostels without any hostel warden permission.

23. The entry of all males is strictly forbidden inside girls' hostel except on University official duty with valid passes. Likewise, ladies are not permitted to enter the boys' hostels.
24. Vehicle and Parking: Students are not permitted to bring vehicles inside hostel campus.
25. All maintenance complaints/requirements will be attended to by office clerk. Complaint(s) must be entered in the register(s) available with hostel assistant of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/ Chief Warden. Residents are not permitted to employ any outsiders for any such job without the permission of Chief Warden.
26. Proxy or dummy roommates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students' rooms during nights. No unauthorized person will be allowed to enter or stay in the hostel premises. If the residents happen to find any such person, they should demand the permit/ Identity Card. And if it is not forthcoming, the matter should be brought to the notice of the Warden.
27. The boarders are not allowed to accommodate guests in their rooms without written permission of the hostel authorities.
28. Any act of manhandling, group fighting, intimidation or violence, wilful damage to property or drunken behaviour constitutes a serious offence.
29. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
30. The boarders shall not indulge in any act of theft, immoral acts, misbehaviour with hostel/mess staff, spread of regionalism, communalism and casteism etc.
31. The boarders are not allowed to take any common room or mess property into their rooms except on issuance of the same.
32. Students are not allowed to convene any meeting in or around hostel without the permission of Warden.
33. The boarders must abide by any other instructions conveyed by Vice Chancellor, Dean of student's affairs (DOSA)/ CW, associate dean of hostel affairs (ADHA) and Warden from time to time for smooth functioning of Hostels.
34. The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
35. He/she will have to take permission of warden to reopen the room lock in case of loss of key and discipline action would be taken by respective hostel warden in such case.
36. The boarders (boys) should report back in the hostel before the specified time daily.
37. In case of any emergency all the boarders should report the matter to any University employee on duty i.e., Vice Chancellor/ Registrar/Chief Warden/ Warden/ Faculty Member / Hostel assistant/ Resident warden immediately.
38. The boarder must possess their identity cards with them all the time including while they are going out. Prior permission from the Warden should be sought before leaving the station.
39. The boarders are required to pay the amount as specified by the Mess Counsel for effective running of the messes. The amount so collected would be strictly utilized for the meeting the expenses involved in running the mess including the wages of mess workers.
40. It is advisable for the students to use mosquito nets since malaria is endemic in this region.
41. Preference is given for accommodation in the hostels to students from outside Gorakhpur city. Those who desire hostel accommodation must apply to the warden. Admission to a course does not automatically guarantee admission to the hostel.
42. Possession of firearms, daggers, cycle chains, rods, iron rods or any other kind of weapons are strictly prohibited (Arms Acts.). Hostel inmates found in possession of the above will be handed over to the police or expelled from hostel immediately. No inquiry into the matter shall be required.

43. No one can take part in any type of video film show in the hostel premises without the permission of the hostel warden.
44. Unauthorized guests or outsiders in the hostel room are strictly prohibited. Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel. Guest may be allowed on prior written permission of the warden.
45. All complaints regarding thefts, repairs of furniture or electrical fitting etc. should be reported to the warden. Hostellers are warned not to keep valuable goods in their rooms. Hostel management shall not be responsible for the loss of valuable/belongings.
46. Students shall have to abide by the decisions of the hostel wardens with respect to enforcement of the hostel rules failing which strict disciplinary action may be taken.
47. During summer vacation or as soon as the final/annual exams are over all students excluding research scholars and other students who have their project work are required to vacate the rooms within two days, failing which a sum of money imposed per day as decided by the University will be charged in addition to disciplinary action taken by the Proctorial Board.
48. Hostellers are supposed to hand over the rooms along with the furniture there and fixtures intact. Damage to hostel properties such as doors, windows, electrical fitting, toilet fitting, glass panes etc. will lead to fine, disciplinary action, expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the course, towards the breakage other than those which are charged against the individuals.
49. There will be a Hostel Management Committee consisting of Chief Warden as Chairman and Warden as Vice Chairman along with student's representatives from each wing. The Student representatives will look after the issues of different sub committees such as maintenance, mess, and discipline etc.
50. The boarders must keep their rooms neat and clean. They must use wastepaper baskets of their own in their rooms. Any waste material found in hostel lobby is likely to get cleaned by the residents of the lobby and a fine shall be realized from the residents in a combined manner as deemed fit by the hostel management.
51. Each boarder should check the fittings in his room at the time of occupation and takeover of the fitting and furniture in writing which are returnable on vacation of the room. Any loss or damage will be borne by the concerned boarder or boarders.
52. Summer Hostel shall be available on payment basis as decided by the University from time to time.
53. Room furniture, electric fitting etc. are required to be maintained by the students in good conditions. At the time of allotment of seat / leaving the hostel for Summer Vacation every student must take over / handover the hostel room property and carefully. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized (individually or collectively), together with heavy fines imposed on them.
54. For any type of briefing students must take prior permission to respective hostel warden.
55. Parents/Guardian are not permitted to stay in hostel after 8.00 p.m. and guests of students are not allowed to stay in hostel.
56. Boarders shall not leave the hostel without prior permission of the Warden; they shall apply to the Warden/Chief Warden stating reason of leaving and address of destination. Boarders who leave without application and permission shall be deemed to be missing and Police authorities/parents may be intimated as such.
57. Boarders will be personally/collectively responsible for any loss or damage caused to the properties and equipment and other fitting in the common places, due to indiscipline act.
58. University will not be responsible for acts of student which lead to the disturbance of public peace and tranquility or in case of Law and Order in which they are knowledgeable or unknowingly involved, in or outside the university premises.
59. Students not on rolls are not eligible to stay in the hostels.
60. Any boarder harbouring any unauthorized element, or anyone expelled/removed from hostel earlier or any outside element, will be punished which may be up to removal from Hostels/ University.
61. Boarders shall treat their fellow boarders, University staff, hostel staff, mess staff with dignity and decorum.
62. Non-regular students having filled up form to appear at examination may be allowed to stay in the hostel temporarily subject to vacancy permitting, only if they obtain prior written permission of the authorities and undertake to abide by the hostel and deposit the fees of hostels in advance.
63. Students belonging to above categories willing to appear at their back-paper examinations may be allowed temporary accommodation in hostel not exceeding two months at a time, on payment of usual charges for food and accommodation to the hostel in advance, subject to satisfying other conditions.
64. No. hostel facilities shall be provided to Ex-Student.

65. Students/Delegate from other organizations may be allowed temporary accommodation in hostel with permission from the Warden/Chief Warden, for which they may have to pay usual temporary accommodation charges.
66. No notice shall be put in the Hostel by any student directly unless such permission has been granted by the Warden of respective hostels.
67. No student shall raise or assist others to raise any subscription in the Hostel on any account without prior permission of the authorities.
68. No one should use the belongings of other students without their consent.
69. Employment of personal servant or attendant in a hostel is not allowed.
70. Disruption of electricity supply is beyond the responsibility of university authorities. Boarders should be equipped with flashlight / lamps for their own sake.
71. Residents desirous of purchasing second hand bicycle, calculator, mobiles, computers etc. should ensure about the authenticity of the of the owner to avoid purchase of stolen and incriminating items.
72. Boarders are not to patronized food / soft drinks / snacks from unhygienic shops and road-side vendors to avoid infection to themselves and spreading amongst fellow boarders.
73. The boarders must be very particular about payment of hostel dues / university fees. The Accounts Sections shall accept the University fees only after production of up-to-date mess dues clearance from the hostel.
74. A student must remember that the hostel is the home of the students on the campus' he/she should behave himself/herself on the campus as well as outside in such manner as to bring credit to him/her and to the University.
75. A student once admitted in the hostel continues to be a hostel inmate throughout the year. He/she has to pay the room rent for the full academic session. The amount will be forfeited if the inmate decides to leave the hostel in the mid – session.
76. Clearness of the room is to be maintained by the student himself/herself with the help of the ward boy/lady, failing which the student is likely to be penalized by the authorities.
77. A student should not enter the rooms of others who are not in their rooms.
78. A student shall not hand over the keys to his/her room to any other student/ person except the Warden or person authorized by him.
79. In all cases of violence or nuisance at public place inside or outside the campus, the University is not legally bound to defend any student or to take bail etc. If the necessity arises, the University authorities may inform the guardian / parents of the students involved in such incidents. The responsibilities of defending the case will be entirely of the concerned student (s). Students shall be responsible for their action. No student shall be above the law. The hostel cannot be considered as a hiding place for miscreants. The police authorities have the right to enter the campus, detain or arrest anyone depending upon the severity of the offence. Parents are especially requested to guide their wards so that they do not indulge in any physical violence.
80. Parents are requested to visit the University at least once in a year during stay of their wards.

RAGGING

1. No act of ragging shall be tolerated in any form.
2. Any act of ragging shall not go unnoticed and unpunished. It is incumbent on the boarders to inform such act to University Authority or to Chief Warden or Warden.
3. In case any boarder is found to indulge himself/ herself in the act of ragging by whatever means within premises of the University or outside the University shall expose himself/ herself for the following punishments.
 1. Expulsion from hostel.
 2. Fine with public apology.
 3. Withholding a scholarship or other benefit.
 4. Debarring from representation in events or campus placement.
 5. Adverse entry in Character Certificate.
 6. Suspension from the University.
 7. Expulsion from the University

PROCEDURE OF DISCIPLINARY PROCEEDINGS

If the appropriate authority is satisfied that a prima-facie case exists against the boarder for violation any of the rules he may be suspend such boarder(s) from the hostel, pending a final enquiry. The final inquiry is to be done within 30 days from the date of the suspension of the boarder(s). The outcome of which is to be announced not later than 30 days from such a suspension. In case, the final inquiry is not completed or is delayed by any reason for more than 30 days than such suspension will stand revoked without any further proceedings to be conducted on the same cause of the action.

1. Any boarder aggrieved by the decision of the appropriate authority may prefer an appeal to the Vice Chancellor within 07 days from the date of decision and during the pendency of the appeal or till the period of 07 days are not expired any such decision would not be implemented. The Vice Chancellor on receiving the appeal may dispose-off the appeal as he thinks fit in the facts and circumstances of the case within a period of 15 days. The order of the Vice Chancellor is final, and no further appeal lies to any authority or in any court.
2. The respective hostel warden will enquire all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action.
3. In case of serious of breach of conduct, the warden of concerned hostel may request Chief Warden to constitute a committee to enquire and take suitable action, defined under Disciplinary Penalties.
4. In case of the inter hostel dispute /conflicts a committee headed by Chief Warden will take appropriate actions after enquiry.
5. Vice Chancellor/Chief Warden may also appoint a committee for enquiry into breach of hostel rules.
6. The actions taken by above mentioned authorities/committees shall be reported to next Reviewing authority.
7. While conducting the final enquiry the concerned authority will ensure that opportunity is given to the boarder to present his viewpoint. After the decision is conveyed to the boarder, he may request the concerned authority for its review. An appeal for pardon, remission, commutation, reprieve, and respite shall be with the CW/ Dean of Student Affairs (DOSA) or Vice Chancellor as the case maybe.
8. Chief Warden may review action taken by Warden.
9. Action taken by Chief Warden may be reviewed by Vice Chancellor.
10. Vice Chancellor may review any decision taken by hostel authorities.

MISCELLANEOUS

1. Letters and messages must pass through the warden.
2. Students desiring overnight accommodation or meal for an outstation guest must secure prior permission from the warden.
3. All invitations to various activities and functions, social visits etc. must be approved by the warden before acceptance by the students.
4. Any student not abiding by the above rules and any other rules laid down from time to time by institute authorities will be subjected to disciplinary measures, If the offence is serious or repeated, he/she will be liable to suspension or expulsion from the University.
5. Hostel premises can be inspected any time by Wardens/Chief Warden/Vice-Chancellor. Hostellers are, therefore, advised to be properly dressed when coming out of their rooms, and keep their rooms neat and tidy.
6. Student will be permitted to go to city for marketing etc. only by the University vehicle trips arranged for them for first year students starting three months only.
7. No visit of any other type shall be permitted, except in the following condition:
8. Where the undertaking has been furnished by the parent/guardian.
9. Where prior permission of warden has been obtained.
10. Where the concerned student returns to hostel within time limit.
11. Student will be allowed to go to their local guardian' place after having secured prior written permission from the warden on written request of local guardians and in such case, local guardians are responsible for taking the students and bringing them back to the hostel in time.
12. Parent/ guardians will be responsible for the welfare of the students from the time they leave the University campus on permitted leave, till the time they return to the hostel.

13. Students may visit staff members or staff families staying in the campus only after taking permission from the warden.
14. Girl students are not allowed to return to their hostels after 8.00 P.M. except under any unavoidable circumstances that must be brought to the notice of the hostel warden.

MESS TENDER DOCUMENT:

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY GORAKHPUR.

We are in the process of selection of catering contractors for the mess in the **Hostels** of the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

1. Catering contract Hostel mess terms and conditions along with responsibilities of caterer.
2. Rules pertaining to the daily functioning of the mess.
3. Penalties for violation of mess rules.
4. General structure of the menu.
5. Proforma for Technical and Commercial Bids.
6. Annexures.

The deadline for submission of technical and commercial bids, containing documents stated in later part of this tender document, along with an EMD of **Rs. 15 lakh** is **23rd June, 2021, 1:00PM**. Demand draft of this amount should be made in favour of **Registrar, MMMUT Gorakhpur** payable at Gorakhpur. The EMD amount will be refunded to unsuccessful bidders at the time of the award of the contract.

Address for submission of the bids is:

Registrar

**Madan Mohan Malaviya
University of Technology
Gorakhpur-273010 UP**

Please note that the average mess bill in hostels with privatized mess ranges **from Rs. 120 to Rs. 150 per head per day**.

No bid below Rs.110 will be accepted. In case of a tie the priority order given as per student feedback and visit will be followed.

Technical and commercial bids must be submitted in **SEPARATE** sealed envelopes. Interested caterers should submit a single technical bid, mentioning the hostels in which they are interested. Separate commercial bids should be submitted for each hostel.

The technical bids will be opened on **23rd June, 2021 5:00PM** in the office of Registrar, MMMUT Gorakhpur. Names of the parties shortlisted on the basis of technical bids and will be published on the

university website by the evening of **28th June, 2021 in the order of priority as per student feedback.**
Shortlisted parties will be invited to attend the opening of the commercial bids **at 4th July, 2021, 4:00PM.**

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF CATERER.

The Mess in each of the hostels consists of a kitchen and a dining hall. The important terms and conditions are listed below:

1. LEGAL TERMS ARE AS FOLLOWS:

1. The Contract Agreement would be for a period of **twelve months** and subsequently, may be renewed for additional period of one year or part thereof, subject to satisfactory performance.
2. After 45 days of operation the caterers will be evaluated based on the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the caterer fails to meet the expectation and promises made, then the leave and license agreement can be cancelled at that time.
3. **Within 15 days** of execution of the agreement, the caterer will be required to provide a **Bank Guarantee of Rs. 30 lakhs** for which agreement is entered. This Bank Guarantee should be from a scheduled nationalized bank and will be held against in default in performance and violations of terms and conditions. This Bank Guarantee shall be effective for a period of 13 months.
4. The catering contractor must pay license fee of Rs. 1000/- per month for the first year and at such rate as may be fixed by the University for the subsequent years.
5. The catering contractor will pay Rs. 500/- towards water charges every month. Wastage of water must be avoided.
6. Electricity shall be provided free of cost/ **actual meter reading bill to be paid by caterer.**
7. Contractor must submit all necessary statutory documents, as stated in later part of this document.
8. In the event of award of the contract, the contractor should register themselves with the **Regional Labour Commissioner, Uttar Pradesh** as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.

2. LABOURER RULES AND REGULATION:

1. The caterer should adhere to all the labour laws of the land, which include the provisions of the Provident Fund Act, the Minimum Wages Act, stipulated work hours, bonus payment issue of salary slip, experience letters, ID cards, Gate Pass and other such acts which are applicable. Penalty may be enforced on the caterer for not following the guidelines and complaint be registered with higher authorities.
2. The caterer should ensure that the payment is made to the laborers as per Minimum wages act to the satisfaction of MMMUT. The payment is to be made into the bank accounts of the employee's latest by 7th of every month and the statement of the accounts is to be deposited with the hostel officials every month/ every week. EPF and ESI facilities must be provided to the workers and proof of doing so must be submitted to the hostel on monthly basis.
3. The Caterer shall not employ child labourer. Upon violation of this requirement, legal action would be taken.

3. MESS RELATED TERMS:

1. Engagement of required staff, providing uniforms etc. shall be done by the caterer with approval of the mess council of the concerned hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms. Adequate and high-quality safety gadgets to be provided to the workers.
2. It is mandatory to have at least 1 helper per 25 residents and 4 cooks for first 200 residents. and 1 cook per 100 residents beyond that. This workforce should be divided into two. teams, to operate in two shifts of duration of eight hours each. 2 supervisors must be present in each shift. One of the supervisors should be entrusted the duty of quality control and hygiene.
3. The approximate strength of mess members for different Hostels during regular semester (January to April and mid-July to November) and during summer and winter vacations is as mentioned in **Annexure A**.
4. The timings, menu and price of extra items may be found in **Annexure A**. The right to make any changes after awarding the contract lie solely with the Mess/Hostel Council of the respective hostels. The extra items must be available during regular mess timings.
5. The caterer shall, at their cost, maintain adequate stock of food grain, grocery, and strictly adhere to the standards of the institute. The caterer shall be responsible for proper hygienic storage of all raw materials.
6. No food cooked in the mess may be taken out of the premises without prior permission of the Mess Council of concerned hostel.
7. Vegetarian and Non-Vegetarian food will be cooked and served separately.
8. The owner of the firm shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the owner himself or a senior representative, who is authorized to take policy & monetary decisions.
9. Compulsory facility of first aid box with adequate capacity, to be provided to the mess workers.

4. INFRASTRUCTURAL AND EQUIPMENT'S RELATED TERMS:

1. Major civil and electrical works will be attended to by MMMUT. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.
2. Kitchen equipment, cooking gas bank and dining hall furniture, service Counters, cooking utensils, crockery, cutlery etc. will be provided by MMMUT / Hostel. Upkeep of all items provided by the MMMUT / Hostel will be the sole responsibility of the caterer.
3. Refilling of cooking gas cylinders provided, and procurement of good quality provisions and other consumables is the responsibility of the caterer.
4. Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
5. Maintenance of kitchen equipment will be covered to the scope of service contract entered by MMMUT with equipment suppliers, but catering contractor should inform service contractor of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.
6. Any damage to the cooling equipment, gas pipeline etc by the caterer team will be charged 5 times the repair or replacements of the part damaged.
7. Caterer is supposed to take care of all the utensils and equipment handed over to him by the hostel. Mess manager/ Caterer is responsible if anything is stolen or taken by any student with permission.
8. No accommodation, except a changing/resting room, will be provided to the workers of the caterer.

5. CONTRACT TERMS AND CONDITIONS:

- 1. As per policy decision, no caterer will be awarded the contract of more than four mess in the University.**
- 2. Only those caterers who have establishment in Gorakhpur and adjoining areas shall be considered.**
3. The caterer should preferably have experience of catering in a registered establishment of a minimum of 700 meals per day.
4. If Hostel wants to terminate the contract before the signed duration, Caterer will be given 1 month notice by the Hostel Council. In case Caterer wants to quit before the contract termination, Caterer must give 3 months' notice to the Hostel Council or must stay till the time the next caterer takes over the mess.
5. The Hostels if clubbed together during tendering may have different mess menus within the general structure.

6. ISSUES RELATED TO HYGIENE IN THE MESS AND THE KITCHEN:

1. Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the caterer.
2. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, mess water cooler is also responsibility of the caterer. The highest possible standards are expected in this regard.
3. All possible measures must be taken to ensure hygiene in the kitchen and mess.

These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, hand gloves for mess workers who handle items like salad, pani puri etc., head caps for mess workers and other measures as advised by the council. Maintaining soap for hand wash at the students' wash basin is also responsibility of the caterer.
4. Highest levels of hygiene must be maintained in the mess workers' toilet, with provisions for soap, towels etc.
5. Mess workers should be provided the necessary training to maintain the highest possible standard of hygiene, as is expected.
6. MMMUT / Hostel would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
7. No price hike will be provided to Caterer for any reason during the entire duration of the Tender Contract, except Government imposed additional taxes applicable.

7. SERVICES TO BE PROVIDED IN THE MESS:

- 1.** The contractor must implement and follow the Packed Food on Demand System in Academic Area that is decided by the University. Please read the terms and conditions of the system in **ANNEXURE C**
- 2.** The contractor always needs to keep a counter for extras. The menu and suggestive prices for the extras in different meals is available in **ANNEXURE D**. The final decision on the rates, however, may be decided in consultation with the Hostel Mess Council.
- 3.** The contractor must follow the Non-Veg meal system. Please read the terms and conditions for it in **ANNEXURE E**.

RULES PERTAINING TO THE DAILY FUNCTIONING OF THE MESS
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Timings for the mess:

Actual timing will depend upon the decision of the respective Hostel's council and caterer would be obliged to adhere to the council's instruction regarding it. Following is a tentative timing.

	Weekdays	Weekends
Breakfast	7:30 AM to 9.45 AM	7:45 AM to 10:00 AM
Lunch	12:00 noon to 2:15 PM	12:00 noon to 2:15 PM
Evening Snack	4:30 PM to 6:15PM	4:30 PM to 6:30 PM
Dinner	7:30 PM to 9:45 PM	7:30 PM to 9:45 PM

RULES PERTAINING TO FOOD:

1. Adequate Salad will be provided during lunch and dinner. It will comprise of lemon, green chillies (both raw and fried). Either tomato or onion must be there in the salad. It will also contain any two of the following in every meal: cucumbers, beetroots, carrots, and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served. The choice of salads is completely with the Mess council irrespective of their rates in the market.
2. Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.
3. The composition of a vegetable item should be exactly as specified by the council. e.g., if the council requires that onion or potato should not be mixed to an item, then it should be strictly followed.
4. Seasonal drinks must be served in the mess as per requirement given by the mess committee.
5. *Raita* to be served when dishes like Biryani is served. Plain rice must be served in addition when there is biryani or pulao.
6. Ketchup, Butter, Jam (of mention brands), Curd and *Chutney* must be provided along with all dishes which need them and as decided in the menu.

7. (a) Caterer should provide special Dinner or Lunch on occasions like festivals for **eight to ten days in a year**, as decided by the mess council, **at no extra cost**. Tea parties (once a semester) and **regional food festivals** should be organized occasionally at no extra cost, as decided by the mess council. Sample Special dinner menu could include: 2 starters (veg+non-veg), 2-sabji, sweets (2pcs or 1 pc of two different sweet or equivalent/ice-cream etc.), dal, rice, drinks, papad, salad etc. Non-veg can be served as well, as extras. One sweet dish shall be served on the festival days.

Note: This is just a sample format menu, changes are possible based on decisions of mess council. There is possibility of serving limited non-veg with no extra cost as well if some items from menu are removed by council.

(b) In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to food charges for that meal. This is expected to happen no more than twice a semester. Cost decided in consent with mess council.

8. Special food on days of fasting should be served, as decided by the mess council, at no extra cost. The cost of only one meal (Dinner) will be levied on the students taking this facility.

9. Food should be always served and maintained warm.

10. Paper napkin should be provided when fried food is served. Butter paper should be used to keep the fried items.

11.No use of Dalda / Vanaspati Ghee is allowed unless council explicitly gives written consent for the same, with approval from the Warden.

12.Different quality of rice should be used for Biryani and normal rice. **Kolam** rice should be there during normal meal and for special dinner / lunch, biryani branded basmati rice should be used.

13.Water should be served on the tables and filled salt dispensers must be always available on the table.

14.Cleanliness of the dining area to be always maintained by the caterer.

15.Curd to be always served with Parathas.

16.Curry Maggi/ Poha / Maggi and Tea /Coffee should be served in disposable plates during End-Semester and Mid- Semester Examination (40-45 Days in a Year), Or any other snack menu as prepared by the council. Predecided prices shall be paid by students who avail this facility.

17. Food should be kept after regular time if council requests to do so.

18. The performance of manager as per his skills to manage staff and students would be judged by the mess council. The manager would be allowed to continue only if the mess council is satisfied with his/her performance. The contractor would otherwise have to arrange for another manager.

19. THE DISHES/ITEMS WITH THEIR FREQUENCY IS GIVEN below:

Dish/Item	Minimum Frequency
Paneer	Twice a week
Adequate Rasna, Khus Sharbat, Lemon water, Roohafza, Jalzeera, Aam Panna Or soups	5 days in a week, other than the days of Chaas , Lassi
Adequate Chaas, Lassi	Twice a week
Banana is to be served in breakfast OR other fruit	7 days in a week
fruits must be served in tiffin / dinner	7 days a week
Cornflakes/Oats/Chocos/Muesli	7 days a week
Plain curd will be served, plain curd should be made from non-toned full cream milk.	four times a week
Fruit custard	Once a week
Sweets (including ice-cream)	7 days a week
One glass of milk (200ml)	7 days a week in Breakfast/Tiffin/Dinner
60gm of Shrikhand / yoghurt	Once a week
Slice of cheese	Once a week

**** The composition of the dishes/items will be decided by the council, and their position in the menu will also be decided by the council.**

OTHER RULES-

1. Menu as decided by the mess council should be strictly followed. Failing in which penalty would be imposed as mentioned on "Penalties and Violation" page.
2. The use of monosodium glutamate (*ajinomoto*) is strictly prohibited.
3. A sufficient number of counters, as decided by the Mess Council, should be operational. No mess worker should stay/sleep in the mess during nighttime after 10:30/11:00 PM except when midnight snacks (midnight maggi) is requested by the council.
4. A list of management or supervisory position must be given by the caterer to the mess council, which states the name of person whom the mess council should contact for a particular issue in the mess. This list should be maintained formally and given to mess council. Any changes in these positions should be told beforehand unless there is an emergency.
5. Caterer should maintain a complaint and suggestion register and every complaint should be responded by taking corrective measures in consultation with hostel council.

6. Catering services for University and any other events held within the premises of the hostel may be undertaken only after obtaining a written permission from the mess council at least three days prior to the event.
7. Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the caterers. The price of the same shall be decided by the mess council in consultation with the Caterer.
8. For every guest meal through coupon the hostel will get 60% of 1/3rd of the amount charged to guest for that meal. i.e., Hostel will get 20% share for every guest meal.
9. **Students approved for the rebate should get 100% rebate 30 days in an academic year.** Rebate application will be submitted to hostel office online/offline and mess office will be informed online/offline at least before 2PM of the previous day as per rule. The caterer must submit an email id to receive the rebate application.
10. Pest control in the Kitchen area, Dining area and the Storage area should be carried out through licensed agencies at least once a month by the caterer. In case if the hostel council contacted and paid the pest control agency, full amount of the Pest control contract should be reimbursed to hostel.
11. In case the mess is closed on any occasion or for pest control then special dinner / lunch shall be provided, in lieu of the missed meals, at no extra cost, if mess council requests. For every two-pest control there would be one special Dinner/lunch.
12. In case special Dinner / lunch is not provided as per clause number 11, full refund for the missed meals must be given to all students.
13. Distribution and order of pizza, burger, Mod from dominos, McD and fish to be done by the contractor as per the list given and instructed by council. It is the sole duty of contractor to provide workers who will distribute these items.
14. Caterer should use fresheners regularly in mess dining, kitchen and washing area to avoid foul smell.
15. Disposable Glasses and plates, spoons, or any other disposable items, as instructed by mess council, should be provided to students at no extra cost at the time of breakfast and **tiffin**.
16. No stale (not fresh, items used in a meal) items should be found in mess after 36 hours of preparation. Fine will be imposed as decided by mess council & Warden.
17. Food wastage should be weighed daily for all meals and should be displayed in the mess. The surplus mess food from each meal could be distributed to the workers of the hostel as decided by the hostel council.
18. All the coupons purchased shall be punched properly and shouldn't be reused in any circumstances, failing to do so council has rights to take strict actions against the caterer.
19. A bifurcation of prices of each meal should be done and shared with the hostel council.

GENERAL STRUCTURE OF THE MENU:

The following is the general structure of the menu. The detailed sample menu for respective hostels is provided in Annexures.

BREAKFAST

1. Indian dish
2. Adequate Toasted Brown Bread and normal bread with butter, jam and ketchup
3. Sprouts/Boiled Pulses/Corn
4. Milk (one Glass of 200 ml) with Bournvita/Complan OR Juice (200 ml)
5. Cornflakes/Oats/Chochos/Muesli
6. The egg/banana/paneer burji system that is to be followed is number of eggs + number of bananas = 3. For eg: Boiled egg (1 egg = 1 item worth), Omelette (1 egg omelet = 1 item worth), egg burji (1 cup = 1 item worth), banana (1 banana = 1 item worth), fruit other than banana (1 piece fruit = 2 items worth), paneer burji (1 cup = 2 items worth). The caterer is supposed to serve 3 items worth of either egg/banana/fruit/paneer burji.
7. Adequate Tea and Coffee

LUNCH

1. Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu (e.g., Dum biryani, tomato rice, jeera rice, curd rice etc.)
2. Unlimited Chapatti (with and without Ghee)
3. Adequate Dal, Sambar and Rasam
4. One unlimited vegetable curry and one unlimited dry vegetable
5. Adequate Salad
6. Pickle
7. Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
8. Fryums, *Chutney* as mentioned in the menu.
9. Curd/*Raita*/Lassi/Chaas/Rasna/Nimbu Pani/Jaljeera/Kokum as mentioned in menu

EVENING SNACK

1. One snack item
2. Adequate toasted brown/ white bread with butter, jam and ketchup. Peanut butter should be served twice a week if the mess council so desires.
3. Adequate Tea and Coffee to be served on all 7 days of the week

DINNER

1. Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (e.g., Dum biryani, tomato rice, jeera rice etc.)
2. Adequate Chapati (with and without Ghee)
3. Adequate Dal, Sambar and Rasam
4. One Adequate vegetable curry and one adequate dry vegetable
5. Adequate Salad
6. Pickle
7. Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
8. Sweet Dish (2 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or in dinner)
9. Curd/ *Raita* as mentioned in the menu.
10. One fruit

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS.

The caterer will be fined in case of violation of the following rules.

Rule Violation	Minimum Fine per complain
Non-availability of complaint register on the counter / discouraging students from registering complaints	Rs . 5,000/-
Insects cooked along with food	Rs. 25,000/-
Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 5,000/-
Any complaint of stones / pebbles of diameter more than 2 mm	Rs. 8,000/-
Hard and / or sharp objects like glass pieces, nails, hard plastic etc.	Rs. 10,000/-
Three or more complaints of unclean utensils in a day week	Rs. 5,000/-
If mess council in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra	Rs. 5,000/-

oily	
Food poisoning	Atleast Rs. 2 lakhs or more
Timings mentioned in the tender or decided with the respective council should be followed strictly.	Rs 8,000/-
If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast and Tiffin.	Rs. 5,000/-
Changes in menu of any meal without permission of mess committee	Rs. 8,000/-
If the quality of milk is not found up to be appropriate, or it is diluted. It should have 3-4% fat content or as recommended by council.	Rs 10,000/-
Inappropriate personal hygiene of workers including their dress and / or misbehaviour by workers etc.	Rs. 15,000/-
Failure to maintain a proper health check-up of the workers	Rs. 10,000 /-
Using brands not mentioned in the contract without prior permission and adulteration	At least Rs 50,000/-
Any tampering with gas cylinders / gas pipelines	At least 10,000/-
Use of newspapers to keep fried items or any cooked food will be fined severely.	At least 1,000/-

Please Note-

1. Food Poisoning shall invoke a hefty fine of at least Rs. 2 lakhs or more, along with cancellation of contract and possible blacklisting of the caterer. The security money deposited by the institute will not be refunded to caterer in case contract is cancelled for the above reason.
1. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous will attract 5 times the initial amount of fine on the caterer.
3. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on caterer.

4. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens.
5. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. **In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.**

BRANDS OF CONSUMABLES PERMISSIBLE.

Mess Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Catch, Everest, Mothers
Chicken	Venky's Chicken, Godrej Real good, Zorabian, Suguna, Al Kabeer
Ketchup	Maggi, Kissan, Heinz, Del Monte
Oil (Sunflower)	undrop, Godrej, Saffola, Fortune, Dhara use of Hydrogenated (vanaspati) oil is strictly prohibited)
Pickle	Mother's, Priya, Tops, Nilon's
Atta	Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi, Top Ramen, Yipee
Flavoured drinks	Rasna, Roohafza, Mapro
Papad	Lijjat
Butter	Amul, Mother dairy, Govardhan
Bread	Modern, Kwality, Wibs
Cornflakes	Kellogg's
Chocos	Kellogg's
Jam	Kisan, Mapro, Druk, Maggi
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday,
Shrikhand	Amul
Frozen yogurt	Mother dairy
Cow Milk(Half Cream/non-toned)	Amul, Mother Dairy, Govardhan
Paneer	Amul, Mother Dairy
Tea	Brooke bond, Lipton, Tata, Taaza
Coffee	Nescafe, Bru
Ice Cream	Amul, Mother Dairy, Kwality. Natural's, Havmor
Soya	Nutrella
Frozen	Peas Safal (offseason), Al Kabeer
Cheese	Amul, Mother Dairy, Britannia
Kolum	Rice Royal, Donur
Basmati Rice for special rice	Everyday, Daawat Devaaya,
Custard Powder	Brown Polson
Handwash	Lifebuoy (non-diluted)
All non branded	As decided by the council

The caterer may use any other FPO approved brands only if permitted by the Mess Council, in writing.

APPLICATION FOR CONTRACT FOR HOSTELS IS TO BE SUBMITTED TO THE UNDERSIGNED ON SEPARATE SEALED ENVELOPE MENTIONING THE HOSTEL NAME.

Proforma for the Technical Bid

Hostels for which the bid is being made: _____

Name of the Party: _____

1. Name(s) of the Proprietor(s)/Partner(s): _____

2. Contact Address: _____

3. Contact Number: _____

Fax: _____

Email Address: _____

Cell Phone: _____

4. Major establishment in/around Gorakhpur:

1. _____

2. _____

3. _____

4. _____

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: _____ Name of the signatory: _____

Place: _____ Designation: _____

Stamp

INFORMATION TO BE PROVIDED WITH THE TECHNICAL BID.

1. Details of Experience of handling large institutional/corporate cafeteria/food outlet:

Current and Earlier (during last 7 years).

Please include copies of work orders for values of Rs. 30 lakhs and above for contract periods of one year. For the purpose of evaluation, it is necessary that the caterer must have executed 1 work order of 80% or 2 work orders of 60% or 3 work orders of 40% of a notional value of Rs. 1 core over one year period in last 7 years.

2. Any other pertinent information.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID.

1. Two References establishment where caterer has provided service in the past or present

2. Photocopy of the following documents:

- a) Bank solvency certificate
- b) Income tax return certificate -last three years and PAN card copy
- c) Catering (from FDA), food outlet & labour license
- d) Registration Certificate
- e) Details about PF/ESIC registration
- f) Balance Sheet - last 3 years
- g) Partnership deed (If applicable)
- h) Sales Tax certificate
- i) Shop & Establishment Registration from municipality

Please note that bids without the information and documents mentioned above will be rejected without further consideration

Proforma of Commercial Bid

Hostel for which the bid is being made: Hostel _____

Registrar, Madan Mohan Malaviya University of Technology
Gorakhpur

Sub: Mess catering contract for Hostel_____, MMMUT Gorakhpur.

Name of the Party: _____

Our quotation for the mess of Hostel _____ is: Rs_____ (In words: _____
_____)

per day per student. The above quotation includes all applicable taxes as detailed below:

Catering Charges per day per person for
Inclusive of all taxes. (In Rs.)

We have read and agreed to:

1. Terms and conditions pertaining to mess tendering contract
2. Rules pertaining to daily functioning of the mess.
3. Penalties for violation of rules, terms and conditions.

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: _____ Name of the signatory: _____

Place: _____ Designation: _____

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Stamp:

ANNEXURE A

Minimum number of students during the semester or during summer/winter breaks-

Minimum number of combined students in all hostels during the semester i.e., (July to November) and (January to April)	Minimum number of combined students in all hostels during the Summer/Winter break i.e., (December) and (May, June, July)
2400	500

IMPORTANT NOTE:

These numbers are liable to change. Any student can choose not to register for mess facility permanently, in such a case Rs.1300/per month will be paid to the caterer for each such student as a compensation.

ANNEXURE B:

HOSTEL MESS SAMPLE MENU

Representative menu for different hostels can be found in following links. (Please note that this menu is just for the reference, actual menu may deviate from this one, as per instruction of the council)

Day	Breakfast	Lunch	Evening Snack	Dinner
Monday	Gobi Paratha, Schezwan, Chutney, Pickle, Boiled Egg, Bhurji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Aloo Chatpata, Rajma, Dal, Tomato Rice, Methi Puri, Chhas, Papad, Salad	Burger, Bbj, Tea, Coffee, Milk(Hot/Cold)	Veg Makkhanwala, Gobi matar Chaman, Chapati, salad, Rice
Tuesday	Poha + Sev, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Tikka Masala, Rasam, Dal, Chapati, Masala Rice, Papad	Masala Dosa, Cold Coffee, Sambhar, Chutney, Bbj, Tea, Coffee, Milk(Hot/Cold)	Malai Kofta, Arbi dry, Chapati, Rice, Dal Makhani, salad

Wednesday	Mix Veg Paratha,, Curd, Pickle, Boiled Egg, Bhurji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chana Masala Dry, Kadi Pakoda, Dal Khichdi, Sada Puri, Boondi Raita, Papad	Samosa, Ice Tea, Bbj, Tea, Coffee, Milk(Hot/ Cold)	Baigan Bharta, Tomato Carry, Salad,,Dal, Rice,
Thursday	Medu Vada, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee,Milk(Hot/Cold)	Veg Kolhapuri, Aloo Gobhi Matar Dry, Paratha, Jeera Rice, Dal, Papad	Veg Cheese Burger , Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Butter Masala, Bhindi Fry,Dal, Rice, Chapati, salad
Friday	Onion Tomato Utpam,Sambhar, Chutney, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee,Milk(Hot/Cold)	Corn Matar Kadhai, Sprouted Dry, Dal , Chapati, Rice , Papad	Noodles, Bbj, Tea, Coffee, Milk(Hot/Cold)	Rajma, Paneer bhurji,Dal, Jeera Rice, Chapati,
Saturday	Puri Bhaji, Boiled Egg, Bhurji, Banana, Bbj, Tea, Coffee,Milk(Hot/Cold)	Kala Chana, Dum Aloo Gravy, Chapati,Rice, Papad, salad	Pav Bhaji, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chhole Tariwaala , Aloo gobi, Chapati, Dal, Rice, Salad,
Sunday	Idli, Sambhar, Chutney, Boiled Egg, Omlete, Banana, Bbj, Tea, Coffee, Milk (Hot/Cold)	Chhole Bhature, Tur Dal, Imli Chutney, Rice, Salad, papad	Bhel Puri, Nimbupani, Bbj, Tea, Coffee, Milk (Hot/Cold)	Gatte Ki Sabji, Missi Roti, Chutney, Pulao,

ANNEXURE C:

Packed Food on Demand System in Academic Area.

1. The caterer will have to provide the delivery service to the academic area for Lunch.
2. Extra packing charges and nominal delivery charges as quoted by the contractor initially will be paid by the student for every meal that is being delivered.
3. The items and quantity to be served in the Packing is specified in the “General Structure of the items to be served in Packing”.
4. The contractor needs to maintain a separate book where the students can ask for the packed service for a minimum period of one month, the dates should only start from 5th of the month to the next.
5. The contractor needs to send the packed food to two fixed places in the academic area as decided by the council by 12.30 PM in the afternoon from where the students can collect the packed food.
6. The items in the packing will be same as the menu served in the mess.
7. The food should be packed in steel containers which will be bought by the hostel. The contractor should provide disposable spoon and tissue paper along with the dabba.
8. The delivery boy should wait at the delivery point for one and half hour, i.e., 12.30 PM to 2 PM or till all the dabbas have been collected (whichever is earlier). In case a student wants to return the dabba in the mess later, the provision for the same should be made.

GENERAL STRUCTURE OF THE ITEMS TO BE SERVED IN PACKED SYSTEM.

Lunch:

1. Rice (Minimum 100 gms)
2. 4 Chapattis (with and without Ghee)
3. Dal or Sambar (min 100 ml)
4. One vegetable curry and one dry vegetable
5. Salad and Pickle

#The quantity in the packing may vary according to the need of the student and the hostel council.

ANNEXURE D:
EXTRA ITEMS/ LIST OF ITEMS:

Item	Maximum Price
Cold Drinks & Ice Creams	MRP
Variety of dosas- Eg. Sada/Onion Dosa; Masala Dosa; Onion/Tomato Uttapam, etc	Rs.23
Variety of Frankie's- Eg. Paneer Frankie, Egg Frankie, Veg Frankie	Rs.26
MilkShakes- Eg. Rose Milk Shake, Apple Milk Shake, Chocolate Milkshake, Bournvita Milkshake, Cold Coffee ,Banana Milkshake ,Butterscotch ,Chikoo Shake ,Mango Milk Shake, Badam Lassi, Mango Lassi, etc	Rs.20 or MRP
Sandwiches- Eg. Veg / Aloo / Egg Sandwich, Chicken Sandwich, Bread Butter	Rs.22
Rolls- Eg. Veg Roll, Chicken Roll, Veg Burger, Veg Patties, Paneer Roll, etc	MRP
Soups and instant noodles	Rs.20
Juices	Rs.20
Parathas- Aloo Paratha, Onion Paratha, Gobi Paratha, Palak Paratha, Mix veg Paratha, Paneer Paratha, etc.	Rs.18
Egg Items(omelette, scrambled)	Rs.25
Dal Khichdi	Rs.35
Gravy Items- Eg. Paneer, Chicken, etc	Rs.45

NOTE: The prices of the items will be decided in consultation with the Hostel Mess Council. The upper cap on the prices will be shared with the council beforehand. This should be entirely a separate counter and should be functional for the entire length of mess timings, could possibly also extend beyond the same. This is only a suggestive menu with a broad pricing range, the same should be formalized and changed to implementation as per the directions from the mess council.

ANNEXURE E:
NON-VEG MEAL SYSTEM

1. Non-veg will be served on all seven days of the week in dinner as decided in agreement by hostel council and mess contractor.
2. The rates of the Per day non-veg meal will differ from veg meal by a particular constant amount as decided by the Mess council in consultation with the mess contractor.
3. Non-Veg dish will be served in place of veg curry vegetable and dry vegetable only in dinner.
4. The student can opt for the everyday non-veg meal system for minimum period of **1 month** the duration of which shall start with 5th of every month.
5. The non-veg dishes can be served to students who have not opted for Non-veg meal system on certain days of the week as decided by the mess council. Else the students can be referred to extras counter. However, nonveg should be available to people who have subscribed for the mess for the entire length of time.
6. Penalties for violation of rules remains the same as in the original contract.
7. The complete responsibility of bifurcating veg and non-veg students is of the caterer. This can be done using different colour mess cards for non-veg meal students.

**RULES PERTAINING TO DAILY FUNCTIONING OF THE NON-VEG
DINNER MESSING.**

1. Non-Veg items should be available throughout the dinner timings as mentioned in the mess contract.
2. Fish is to be served at least once a week as decided in the menu.
3. The composition of the Non-veg items should be exactly as specified by the council.
4. Minimum 2 eggs should be served with any egg dish served in the dinner. (For Eg. 2 eggs must be served in Egg curry or Egg biryani)
5. Adequate Raita is to be served with dishes which include biryani with them.
6. Menu as decided by the mess council should be strictly followed. Failing which penalty will be imposed.
7. Minimum 150 gm of chicken should be served.

GENERAL STRUCTURE OF THE NON-VEG MESS MENU.

Dinner Menu for a student opting Non- Veg menu becomes-

1. Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice etc.)
2. Adequate Chapati (with and without Ghee)
3. Adequate Dal or Sambar
4. Non- Veg dish (Replacing Vegetarian curry dish)
5. Adequate Salad
6. Curd/ Raita as mentioned in the menu.
7. Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week

ANNEXURE F:

Following are the additional terms and conditions to be followed by the caterer:

1. At least one fried item must be there during lunch or dinner daily.
2. Fruit custard should comprise of grape, pomegranate, apple only.
3. Muskmelon and Watermelon cannot be served more than once a week.
4. Fried vegetarian dishes should be provided as decided by the council.
5. Two scoops of ice-cream is to be served.
6. For each hostel, caterer should arrange a tea party once a semester.
7. The new mess manager can join mess only after a probation period of at least 1 month under the previous managing team. However, the performance of manager as per his or her skills to manage staff and students would be judged by the mess council. The manager would be allowed to continue only if the mess council is satisfied with his/her performance. The contractor would otherwise have to arrange for another manager or continue with the current manager. The failure to notify mess council prior to changing manager would attract a penalty of Rs.750/- per day. The fine however may be exempted in case of emergency, the nature of which again would be decided by the mess council.
8. Caterer will put board for Hostel mess displaying ISO certification and guidelines etc. Payment will be made from hostel account. Caterer will strictly follow ISO guidelines. while caterer will get full cooperation from hostel students and mess committee, but on violation by caterer appropriate action can be taken as decided by mess committee with consent of warden.
9. It is mandatory to have 4 main cooks and caterer should change main cooks after consulting with mess committee.
10. Menu display board will be put by caterer cost will be borne by the hostel.
11. Amras (200 ml) will be served twice a week during the three months of mango season.
12. At least 2 types of pickles to be served during the meals.
13. Tandoor item should be served at least 2 times in lunch and 2 times in dinner in a week

14. Food should be kept after the time of dinner if council requests to do so, i.e. on special occasions other events when hostel representatives might miss dinner due to those reasons
15. Milk should not be stored i.e. no using of previous day milk is allowed.
16. Caterer should co-operate regarding the cleanliness of the dining area during Festival.
17. Butter paper should be provided during fried items
18. Sweets in dinner will be decided by hostel council
19. Only pure ghee is acceptable. Quality is to be approved by Warden.
20. Curd to be always served with Parathas.
21. Council, can do checks of the kitchen after the mess closing hours, under the monitoring of the security staff.

Annexure G:

List of hostels with student capacity

S.N.	Name of Hostel	Capacity
1.	Subhash Bhawan	455
2.	Raman Bhawan	500
3.	Tagore Bhawan	240
4.	Tilak Bhawan	152
5.	Ambedkar Bhawan	320
6.	V S Bhawan	320
7.	Ramanujan Bhawan	324
8.	Kastoorba Bhawan	140
9.	Saraswati Bhawan	266
10.	Kalpana Chawala Bhawan	144
11.	Sarojni Bhawan	149

VI. TERMS OF PAYMENT

1. Mess Committee shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents, satisfactory performance certificate along with documents verifying payment by the agency to its employees in the previous month. No other charges of any kind shall be payable. No advance payment shall be made to the Agency. There would be no increase in rates payable to the Agency during the Contract period. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
2. Similarly, as and when faculty/staff/visiting faculty avail Mess/mess services, such charges should be collected by the tenderer directly, and the Institute shall not be responsible for the same.

OR

1. Contractor will collect payment from students directly. It may be taken in advance for one/current month.
2. Contractor should made available all payment modes to students such as e-transfer, RTGS/NEFT, Mobile app transfer, POS machine, etc. No cash transaction will be allowed in this regard.
3. All the Tax liabilities will be borne by the caterer.