



**Application form for Mess Contract for the Session 2024-2025**



1. Name of the Applicant : .....
2. Father's Name : .....
3. Mother's Name : .....
4. Aadhaar No. : .....
5. Date of Birth : .....
6. Academic Qualification : .....
7. Name of the firm and other Partners : .....
- (If applicants are Partnership firm) : .....
8. Present Address : .....
- : .....
-  : .....
- E Mail ID.....
9. Permanent Address : .....
- : .....
-  : .....
- E Mail ID.....
10. Present Occupation : .....
11. Professional Experience (with details)
  - a) Hostel /Industry : .....
  - b) Mess Contracts : .....
  - c) Any other field : .....
12. Financial Position with CIBIL Score : .....
13. Detail of Earnest Money with DD Number : .....
14. Copy of valid/active licence & registration : .....
- Number of food businesses under the Food Safety  
and Standards Act, 2006.
15. Copy of valid/active registration number of GST.....
16. Copy of active PAN : .....
17. Copy of last two years ITR,GST return and updated bank pass book copy,  
IFSC code and Current account number: .....

18. Copy of valid/active certificate of registration: .....

under the Contract Labour (Regulation and Abolition) Act, 1970

19. Name and address of at least Two reference (Local)

a) -----

----- Aadhaar No.-----

Tele. No.-----E Mail ID-----

b) -----

----- Aadhaar No -----

Tele. No.-----E Mail ID-----

20. 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 myself for the hostel mess of University hostel licensed in my favour on the following terms & conditions:-

1. The duration of the license of the hostel mess shall be up to 30-06-2025 from the date of issue of the license.
2. I have deposited Rs. 30,000/- as electricity security vide receipt no. [Receipt Number] dated [Date].
3. I have deposited Rs. 3600/- as water charges (300x12) vide receipt no. [Receipt Number] dated [Date].
4. I have deposited Rs. 36,000/- as mess recurring charges vide receipt no. [Receipt Number] dated [Date].
5. I shall not sublet the mess in any form.
6. I have submitted valid active license and registration of food businesses under the Food Safety and Standards Act, 2006.
7. I have submitted a valid active registration number of GST.
8. I have submitted a certificate of registration under the Contract Labour (Regulation and Abolition) Act, 1970.
9. I have never been blacklisted/debarred from any university/institute.
10. I shall not entertain my guests in the hostel premises.
11. The quality of the food will be of high standard up to the satisfaction of residents and authorities.
12. I shall maintain a register and allow students to sign on a daily basis regarding the number of diets consumed.
13. The service staff will be neatly and cleanly dressed with head cover, and they will be provided uniforms by me as prescribed by the Coordinator/Warden (Color may be specified).
14. I shall take care of the cleanliness of the mess as well as the kitchen area.
15. The behaviour of the service staff and mine towards the hostel residents shall be professional and courteous. Unsatisfactory behaviour may lead to cancellation of the license by the university authority at any time with one-month notice.
16. The Coordinator/Warden/Deputy Chief Warden/Chief Wardens may check the quality of food served to the residents. A fine of Rs. 2000/- for poor quality of food/poor cleanliness may be levied upon by the Chief Warden/Deputy Chief Warden if deemed necessary. Observations of the Chief Warden/Deputy Chief Warden will be considered during subsequent contract awarding by the University.
17. I shall claim only the actual mess bill amount deposited by the resident up to 31st July, 2025. In case of default in payment by residents, I will claim only Rs. 2500/- or due amount whichever is lower against the pending actual mess bill.
18. The terms & conditions (Annexure 'I & II') will form part of the agreement and are binding on the Contractor.

19. In case any dispute arises between the parties, it will be referred for arbitration under the provisions of the Arbitration & Conciliation Act, 1996, as amended up to date. Legal jurisdiction shall be limited to Hisar only.

In witness whereof, the parties have signed this agreement on the day & year first above written.

Signed, Sealed & Delivered

Signed, Sealed & Delivered  
For and on behalf

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

Name:-  
Designation:-Registrar  
GJUS&T, Hisar.

Witness with full address of contractor

Witness with full address of Registrar

1. \_\_\_\_\_

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

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## TERMS & CONDITIONS

## Annexure-I

1. The duration of Mess license for each hostel for the year 2024-25 shall be up to 30<sup>th</sup> June 2025.
2. Refundable earnest money/security (interest free) of Rs.1,50,000/- (one lac fifty thousand only in the form of DD) is required alongwith 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, this will lead to termination of contract and Rs.50000/- will be deducted from the refundable earnest money/security (interest free).**
4. Electricity security at the rate of Rs. 30,000/- 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. 30,000/- the difference will have to be deposited by the licensee. The separate meter for use by the licensee for the dining hall and mess area will be provided by the University Works Department. If the amount of actual electric consumption remains less than Rs. 30,000/- the same will be refundable by the concerned Hostel Coordinator/Warden/SE office.
5. Servant room stay charges @1000/- + GST per month may be charged from the licensee of boys hostels only.
6. Water charges @ Rs.300/- per month may be charged from the licensee. Total amount (Rs.300x12= Rs.3600/) shall be paid immediately on receipt of allotment letter.
7. Mess recurring charges Rs. 36,000/- per session will have to be deposited by the licensee in advance at the time of allotment of license.
8. Hostel mess bill shall be displayed/uploaded by 2<sup>nd</sup> day of every month by mess contractor. Hostel mess bill will be collected directly by the mess contractor. The hostel administration is in the process of introducing “online mess bill payment” through the university website portal. As and when the Online portal for mess bill payment will be active, the mess bill payment will be switched to Online mode.
9. Mess contractor shall claim only the actual mess bill amount deposited by the resident upto 31<sup>st</sup> July, 2025. In case of resident who default to pay, Mess contractor will claim only Rs.2500/- or due amount whichever is lower against the pending actual mess bill.
10. On line mess bill amount (actually collected upto last day of month) will be transferred to respective mess contractor’s account by upto 15<sup>th</sup> date of subsequent month after deducting TDS as per CGST Act, and relevant SGST Act, and TDS as per Income Tax Act, if applicable and taking administrative/financial approval from the competent authorities by the hostel warden/coordinator. The record shall be maintained and kept by the respective hostel office. GST is to be paid by the contractor as per rules.
11. The mess contractor can claim only the mess bill amount deposited by the residents in actual. The excess etc. payment will be credited in the concerned hostel account along with hostel cash book.
12. The payment of last month of the session (in case of online payment) will be transferred after clearing all the dues by mess contractor.
13. The mess contractor should have an active licence & registration of food businesses under the Food Safety and Standards Act, 2006.
14. The mess contractor should have an active GST registration number and bank current account.
15. The mess contractor should have an active certificate of registration under the Contract Labour (Regulation and Abolition) Act, 1970.
16. The licensee will not entertain his/her 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 with head cover.

19. The licensee will take care of the cleanliness of the mess as well as kitchen area.
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. Contractor/Manager need to be present at the time of mess functioning and whenever asked to appear.
22. 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.2000/- for poor quality of food/poor cleanliness may be levied any number of time. The Chief Warden/ Deputy Chief Warden can impose fine up to the extent of Rs.5,000/- any number of time for the said reason. The observations of the Chief Warden/ Deputy Chief Warden will be taken into consideration during award of contract during subsequent years by the University.
23. In case of any dispute arises between the 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.
24. **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.**
25. Guests of the hostel residents/University employees will be charged Rs. 10/- extra over and above the diet rate as approved for hostel residents as guest diet for a limited period, not exceeding fifteen days with prior permission of the Chief Warden/ Deputy Chief Warden/Warden/Coordinator. Guest entry would be made in the residents account only.
26. In case the licensee wants to vacate the hostel mess, he/she will have to intimate the Chief Warden in one-month advance. On the other hand, if the licensee does not run the mess satisfactorily, he/she will also be given one-month notice to vacate the hostel mess by the University. License can be revoked by the Vice-Chancellor on the recommendation of the chief warden without any notice and without assigning any reason, whatsoever.
27. The licensee will ensure to provide a towel, soap on each wash basin in the mess.
28. All hostel property inside the Mess area (dining hall & kitchen etc.) shall be the responsibility of the contractor. He/she will take care of all the items of the hostel in the Mess area and any other items issued to him/her by the hostel office. Maintenance of the mess area/mess items will be borne by the mess contractor.
29. To avoid any dispute regarding the mess bill, he/she 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.
30. The approved weekly menu, breakfast, canteen items and 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.
31. The mess contractor is not allowed to serve the food to any outsider i.e. non-resident of any hostel without prior permission of the Warden/Coordinator/ Deputy Chief Warden /Chief Warden. For hostel residents no guest charge will be charged. In case of violation of this rule, a fine up to Rs.500/- will be imposed on mess contractor.
32. 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.

33. The contractor will provide quality food items in the canteen. If the contractor does not maintain the quality of the canteen items, such responsibility can be given to any vendor related to hostel.
34. The mess contractor will arrange for identity cards for his/her workers/staff and their antecedents may be 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. Health checkup or medical fitness of all workers will be monitored by mess contractor from time to time. In case of any replacement of mess worker same procedure be followed for verification under intimation to the Chief Warden/Warden/Coordinator of the concerned hostel.
35. Gambling, use & selling of alcoholic drink/drugs/pan masala/gutkha/tobacco etc, in any form, are strictly prohibited. A fine of Rs. 500/- will be imposed upon the Mess Contractor in case of violation.
36. The mess contractor and his/her staff must not keep iron rod/ weapon/ arms of any kind in the hostel or keeping them will be considered as violation of law/rules & disciplinary action will be taken as per law.
37. 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 on residents.
38. The contractor shall be sole responsible for all statutory provision of relevant enactments (contract labour (Regulation & Abolition) Act. and all other industrial labour enactment etc. at his risk & cost in respect of all staff by him. The university shall be indemnified for any action brought against it for any violation/noncompliance of any of the provision of any acts etc.
39. The university shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract through claim from insurance company. The contractor shall indemnify and keep the university indemnified against all such damages and compensation whatsoever in respect or in relaxation thereto.
40. 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.
41. In case the hostel resident didn't pay the mess bill for consecutive 02 months by the due date, the mess account of the resident will be suspended by the contractor. Further, Compulsory diets per month will be charged as mess charges. **Contractor will charge compulsory diet from the resident of that hostel.** Only. However, warden/Coordinator/Deputy Chief Warden/Chief Warden can waive off compulsory diet charges on genuine grounds.
42. Timing of meal hours will be notified time to time on recommendation of hostel administration.
43. 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 for smooth functioning of the hostel mess:

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.

By signing below, the licensee acknowledges that he/she has read, understood, and agree to abide by all the terms and conditions set forth in this agreement.

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Weekly menu and canteen items for hostel mess (for Boys & Girls Hostels Rate per-Diet Rs. 40.00/- (Including GST) for Girls and Boys Hostels for the session 2024-25**

**Lunch:**

1. Rice-Pulao/Boiled/Fried.
2. Chapati
3. Curd/Raita.
4. Vegetable-Seasonal vegetable/Mix vegetable (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 Bhature may also be made available. **Compulsory diets will be EIGHT diets per month.** Further, The Chief Warden may waive off compulsory diets of the students in special circumstances on the recommendations of Warden/Coordinator/Deputy Chief Warden.



**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/Mix Dal	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/Seasonal	Raita-Khira	Urad	Seasonal Vegetable	Two Banana/one Apple
Sunday	Pulao & Puri	White Chana	Matar Paneer/Palak Paneer	i)Dahi /Raita	Saboot Masoor	Mix Vegetable	Sevian Kheer

Note:

- Rice, Aata, (Hafed/Shakti Bhog/Deepak Brand), cooking oil (Hafed/Fortune/Ginni), Hafed Brands food items & Milk (Vita/Verka) will be of 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.
- Cooking or serving of non-vegetarian food is strictly prohibited in the Mess/ Kitchen area.

**Recommended Rates for Breakfast & Canteen Items 2024-2025 (including GST)**

Sr. No.	Name of the Item	Rate Including GST (in Rs.)
1.	Tea (per cup) 150 ml	8.00
2.	Milk Tea (per cup) 150 ml	10.00
3.	Daliya (Full plate)/Khichri	15.00
4.	Prantha (Simple)	12.00
5.	Stuffed Parantha (Potato/Onion/Mooli/Gobhi)	15.00
6.	Bhature (2)/Puri (4) with Chhole	30.00
7.	Curd 100 gm.	10.00
8.	Lassi 100 gm (curd)	10.00
9.	Milk Shake (Banana/Mango) 250 ml	20.00
10.	Milk Shake (Roohafja) 250 ml	15.00
11.	Fruit Chat (seasonal fruits) medium size plate	20.00
12.	Samosa/Bread Pakora/Bread Roll	15.00
13.	Patties (Veg.)	15.00
14.	Maggi (full packet) preparation with mixed vegetables	25.00
15.	Maggi (full packet) plain	20.00
16.	Sandwich (Two bread piece) a) With vegetables b) With butter c) With vegetable & butter d) With jam e) With paneer	10.00 10.00 12.00 10.00 12.00
17.	Idli (02pcs)/Dosa(01Pc)/vada(02pcs) with Sambhar	35.00
18.	Lemon water	10.00
19.	Pav Bhaji (two piece)	25.00
20.	Poha (Beaten Rice)/Chirwara	25.00

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.

\* Rate of packed eatable /food/cold drinks etc. shall not be exceeding MRP.

## UNDERTAKING FROM APPLICANT

I.....D/S/W of ..... has agreed to the following conditions at GJUS&T, Hisar.

1. I and my staff shall not claim any medical assistance.
2. In case of any unforeseen incidence (like hooliganism/medical etc.) with me and my staff, I will take the full responsibility and inform the hostel administration.
3. If at any stage, me and my staff stay in the University and hostels or found under the influence, possession or consumption of Drugs or alcohol I will accept appropriate punishment, fine or both from the university authorities and be ready to face legal action.
4. I \_\_\_\_\_ D/S/W of \_\_\_\_\_ do hereby assure that I will vacate the hostel immediately any time as per requirement of the University.
5. I have never been black listed/debarred from any university/institute.
6. In no case the University shall be responsible for any dispute/conflict between me and my workers.
7. I do hereby also declare that the information provided in application & affidavit is true to my knowledge and I will update it with hostel office whenever any change is there.

Signature of the Applicant