



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Govt. of NCT of Delhi  
Shahbad Daultapur, Bawana Road, Delhi 110 042



**F.No. DTU/GA/29/2023-24/1428**

**Dated: - 31.01.2024**

Delhi Technology University is a State University with approximate strength of 20,000 persons. which includes students, faculty/staff and residents. DTU wishes to invite reputed brands (preferably with Multi-National presence) for various food and beverages items such as subs, burgers, pizza, North Indian Cuisine, South Indian Cuisine, Continental, snacks such as momo, beverages such as tea, coffee, mock tails, etc.

The interested organizations may apply for the same on licence fee basis latest by 10 days from the publication of this advertisement. The application may be submitted in the prescribed Performa.

(Dr. Anil Kumar)  
(Deputy Registrar, GA)



**F.No. DTU/GA/29/2023-24/1428**

**Dated: - 31.01.2024**

## **NOTICE**

Delhi Technology University is a State University with approximate strength of 20,000 persons which includes students, faculty/staff and residents and wishes to allot Kiosk(s)/Cafeteria(s) on License Fee basis in DTU, Main Campus, Shahbad Daulatpur, Bawana Road, Delhi – 110042 and East Delhi Campus, Vivek Vihar Phase – 2, Delhi 110095. Application are invited from reputed participants/firms (preferably with Multi-National presence) for the purpose ibid on the following terms and conditions: -

- a) The agreement shall be initially for 03 years on license fee basis amounting to Rs. 1413/- + 18% GST per month per sq. mtr. and the same shall be increased by 8% annually as per O.M. of Directorate of Estate.
- b) The agreement may be extended further for subsequent year(s) based on performance.
- c) The Bidder must have FSSAI License.
- d) The timings shall be preferably from 09:00 AM to 09:00 PM or as mutually agreed between the DTU and the vendor.
- e) The function of the allotted Cafeteria and Food Counters may be stopped by giving a 60 days' Notice by either party.
- f) Sanitation Charges shall be Rs. 500/- per month.
- g) Water Charges shall be Rs. 550/- per month.
- h) Electricity Charges shall be as per actual consumption (sub meter to be installed by vendor at their own cost).
- i) DTU will provide the premises for allotment of the said Cafeteria/Food Counter.
- j) The storage arrangements such as racks, refrigerator, etc shall be arranged by the vendor at their own cost.
- k) Successful participant shall furnish a performance guarantee of three times of Quoted Monthly License Fee in the favour of Registrar, DTU.
- l) The participants may be asked to deposit an EMD of Rs. 5000/- along with their offer and in case of after awarding the Letter of Intent, if the participant denies to commence the work to operate the Cafeteria/Food Counter in DTU the EMD shall be forfeited.
- m) Rest of the Terms and Conditions shall be as per Annexure – A.
- n) However, in case, in particular domain, more than one proposal is received, then the following criteria may be adopted to prioritize the brand: -

S. No.	Particulars	Criteria	Marks
1.	Experience in retail in years (Maximum marks = 25)	00 to 05 years	10
		More than 05 to 10 years	15
		More than 10 years	25
2.	Gross Annual Turnover (Maximum marks = 25)	Upto 30 Lakhs	10
		More than 30 Lakhs to 100 Lakhs	15
		More than 100 Lakhs	25



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3.	Food Outlets like Restaurant/Kiosk etc. (as per license copy) (Maximum marks = 20)	0 - 01 Outlet	10
		More than 01 to 03 Outlets	15
		More than 03 Outlets	20
4.	Quoted License Fee/Financial Bid above the reserved price as per Annexure - B (Maximum Marks = 30)	00% to 10%	10
		More than 10% to 30%	20
		More than 30%	30
<b>Maximum marks</b>			<b>100</b>
<b>Note: - (i) Participants must enclose self - attested copies of supporting document such as license, registration, Turnover Certificate duly attested by Chartered Accountant, etc in a sealed envelope.</b> <b>(ii) Start-up firms are exempted from the Experience &amp; Turnover.</b>			

**NOTE: -**

1. Applications may be sent in a sealed envelope in prescribed format as per Annexure – A, B, C, D and E, in the office of the Deputy Registrar, General Administration, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi – 110042.
2. The last date and time for submission of the application is within 10 days from the date of publication of this Notice at 05:00 P.M.
3. The participants shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 5000/- in the form of Account Payee, Demand Draft, Fixed Deposit Receipt in favour of Registrar, Delhi Technological University. The same has to be submitted physically before the last date and time for the submission of applications. Applications not accompanied by Bid Security shall not be accepted.



**ANNEXURE - A**

**Terms and Conditions: -**

- (1). The grant of license is merely an arrangement to allow the licensee to operate the KIOSK/CAFETERIA in the University while the KIOSK/CAFETERIA space is under the legal possession, control, administration and supervision of the licensor. That it is agreed between the parties that this license shall not be construed as a tenancy or lease agreement or otherwise creating any other interest in favour of the licensee.
- (2). It is hereby expressly clarified that although licensee has entered into this Agreement with the Licensor, the KIOSK/CAFETERIA will be run by licensee and the said Licensee shall follow all the terms and conditions of this license agreement.
- (3). The license is granted for a period of 03 years on license fee basis w.e.f. the date of commencement of business and the same shall be extended for subsequent year(s) on performance basis. If the services provided by the Licensee is not satisfactory or violating any of the clause of the agreement, the licensor has the right to terminate the contract by serving 60 days' notice. That the licensee may also discontinue the contract by serving 60 days' notice to the Licensor.
- (4). The License is granted for a period of 03 years on License Fee basis w.e.f. the date of commencement of work. A minimum monthly license fee shall be applicable for the KIOSK/Cafeteria in accordance with Directorate of Estate's O. M. No. 18015(1)/80-Pol.IV dated 29.01.1982 with applicable taxes to the licensor on or before the 7th of every month, failing which will attract the penalty interest of 18% per annum for every month or part of the month for which the monthly rental was not paid and License Fee shall be increased annually @8% from 1st January as per laws laid down by the Govt. The Licensee shall deposit the license fee of first three months in advance.
- (5). Electricity charges will be payable monthly by the licensee as per actual monthly consumption on actual bill. Water charges as per actual or @ Rs 550/- per month whichever is higher shall be payable by the Licensee before 7th day of every month. Sanitation Charges of Rs 500 /- per month shall be payable. In the event of the license being revoked or terminated, the Licensee shall pay a proportionate part of the license fee at the rate in force including proportionate charge of water consumption or any other such charges for the fraction of the current month up to the date of such revocation of termination. In case the Licensee fails to deposit the license fee, water charges, electricity bill, etc. within the specified period, an interest @ 18% per annum shall be charged for the same from the Licensee. However, it shall be the responsibility of the Licensee to get all dues clearance from the appropriate authority before handing over the vacant charge of the premises otherwise the same will be recovered by the Delhi Technological University. In case of default, penalty will be imposed equal to two months' license fee. The electricity charges will be as per actual consumptions shown by sub meter. It will be responsibility of licensee to submit copy of receipt of dues deposited with cashier. Electricity meter will be installed by the licensor and the cost for the same will be borne by the licensee.
- (6). That the licensee shall operate the KIOSK/CAFETERIA during the timings set by the licensor i.e. from 9 AM to 9 PM on all working days and on any other day as mutually agreed between the parties. Apart from selling notified items the Licensee shall not deal in any other items. The licensee shall stock and sell only items approved by the Licensor for price and quality. The Licensee shall not sell any new items without the prior approval of the Licensor.
- (7). That the licensee shall not part with the possession, wholly or in part, of the said - space to any other person or entity.
- (8). That the Licensee shall use the KIOSK/CAFETERIA space solely for providing its products for which the Kiosk/Cafeteria is allotted to the students and staff of the Licensor and the space shall not be used for any other purpose whatsoever.
- (9). That the maintenance, cleanliness, up keep and hygiene around the KIOSK/CAFETERIA space will be the sole responsibility of the licensee and the licensee shall ensure cleanliness by deputing adequate staff for the purpose. If at any time it comes to the notice of the Licensor that the area around the said premises are being used by unauthorized persons with the connivance of the Licensee or that the Licensee has put up any hoardings, show-case etc. stacked any goods in such areas or is carrying on any activities which obstruct normal movement of public, Delhi Technological University personnel or other Licensee or which cause nuisance to other Licensees, or that the Licensee is using the said KIOSK/CAFETERIA for any purpose other than specified in the Agreement, then, notwithstanding anything contained in the Agreement, the licensor shall be entitled forth with to cancel the Licensee and to claim damages at such rate as may be decided by the licensor along with minimum penalty of Rs 2000/- (Rupees two thousand only).



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- (10). Licensee will set up the KIOSK/CAFETERIA including branding as may be needed for the brands, which shall be displayed. The entire cost for setting up stall shall be borne by the licensee including any modifications thereto. The Licensee will get the plan for setting up of the stall approved by the Licensor before commencing the work.
- (11). That the licensee or its employees shall use all possible care and diligence while selling items from the space and shall ensure to provide fresh and hygienic goods to safe guard and protect the reputation of the licensor.
- (12). The Licensee shall employ only those persons whose character has been verified by Delhi Police, submit the report of the same to the General Administration Branch, Delhi Technological University and it shall also ensure that personnel employed by it are in proper uniform and carry valid I-Card/Badges and are free from any infections/contagious disease. No personnel facing any criminal case or convicted by any criminal court shall be deployed.
- (13). The Licensee will have to display a list of items with their price sold and a copy of the same will have to be submitted to the licensor for any subsequent changes. The sold prices of all items should not exceed the Maximum Retail Price (MRP), wherever MRP is mentioned in the product/items. The licensee shall maintain a complaint/suggestion book at its stall to enable the parents/students to record complain/suggestion, if any and same will be shown to licensor fortnightly.
- (14). The licensor will not be responsible for any loss and/or damage caused to the licensee/its licensee due to fire, burglary or natural calamities.
- (15). On the expiry/termination of the license, the licensee shall hand-over vacant physical possession of the said space to the licensor in the original, condition in which the same was given. The License shall not, in any case, be or deemed to be irrevocable and shall at all times be and remain revocable by the licensor.
- (16). That the licensor through its designated officer/committee shall have the right at all reasonable times to enter upon and inspect the licensed space to check whether the terms and conditions of this license deed are being complied with the licensee/its Licensee.
- (17). That the termination of this license on its expiry or for any other reason whatsoever shall not give rise to any liability on the part of the licensor to pay any compensation to the licensee for the loss.
- (18). That the grant of this license shall not give the licensee or the employees of its Licensee any hope or expectation for any continuous business or employment with licensee.
- (19). That the Licensee will be responsible for the recruitment hiring of its employees and the service conditions of its (Licensee's) employees. The Licensee is an independent entity and the Licensee's employees deployed at the space shall not be deemed for any purpose to be the employee, agent, servant or representative of the licensor. The Licensee/its Licensee and/or its employees shall not raise any claim monetary or otherwise upon the licensor if the present license is terminated due to any (additions/alteration) reasons whatsoever.
- (20). The Licensee will not make any extension addition/alteration beyond the space allowed for the purpose of Delhi Technological University.
- (21). That the licensee agrees to defend and indemnities the licensor against any and all suits, actions penalties and liabilities that may arise from failure on the part of the Licensee to properly administer wages and other benefits/facilities to its employees working in the space in terms of all applicable laws. Licensee will be responsible for any dispute arisen on within its employees under various acts like contract labour Act, minimum wages, child Labour Act etc.
- (22). The licensee shall be sole responsible for the health and injury caused to any of the workmen or any dispute arisen within its workmen deployed by the licensee. In case, the behaviour of any of the workman deployed is not acceptable then the DTU shall restrict the entry of the said workman.
- (23). In the eventuality of discontinuation of operation at any stage due to unforeseen events, licensee will be given permission to take back machine and fixtures after clearing all dues of the University (Licensor) only. In case, licensee fails to clear dues, Licensor will recover dues from security deposit and in case that falls short of dues to be recovered, balance dues will be recovered by depositing of machines/fixtures as may be deemed appropriate to recover.
- (24). License fee will be annually revised as per direction of the Directorate of Estate's, time to time.



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- (25). The Licensee shall furnish a Security Deposit of three times of quoted monthly license fee in the form of FDR issued from a scheduled Bank drawn in favour of "Registrar, Delhi Technological University" Shahbad Daultapur, Bawana Road, Delhi – 110042. The FDR shall only be accepted if it is valid for 60 days over and above the period of contract to begin with and shall be extended along with the period of extension of contract.
- (26). Committee constituted by Hon'ble Vice Chancellor of the University or concerned office/officer appointed for the purpose may carry out the surprise inspection to check the quality & quantity of the product and other hygiene condition of the KIOSK/CAFETERIA. The penalty imposed by the Committee will be final.
- (26). Penalty: -
- (a) Setting up of a stall within outside the KIOSK/CAFETERIA for sale of items (s) not listed in the Memorandum of Understanding / unhygienic condition in the KIOSK/CAFETERIA and poor quality of products shall attract penalty of Rs 1,000/- first time, Rs 2000/- in the second and cancellation of contract in the third occasion.
- (b) Not maintaining cleanliness thrice in a day or ore as per the requirement and immediate disposal of garbage shall attract of penalty of Rs 2000/- per day.
- (c) Overcharging/non availability of listed items and non-courteous of the working staff shall attract penalty of Rs 1,000/- first time, Rs 2000/- in the second and cancellation of contract in the third occasion.
- (27). Licensees shall keep the KIOSK/CAFETERIA as Plastic, Smoking, Tobacco Free Zone.
- (28). It is advised that medical check-up may be carried out by Licenses for their employees.
- (29). The Licensee shall also supply/provide the items/products, if needed, on the request of DTU on various occasions.
- (30). DTU is free to engage external catering agency for providing snacks/lunch/ dinner/high tea for events, such as meetings, seminar, conferences and workshop etc.
- (31). The licensee will obtain the FSSAI License to operate the Kiosk/Cafeteria in DTU Main Campus/East Delhi Campus.



**Annexure - B**

**Details of Premises, Location, Area**

Name of Applicant/Firm \_\_\_\_\_  
Full Address \_\_\_\_\_  
PAN No. \_\_\_\_\_  
Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

S. No.	Particular	Location	Total Plinth Area	Area for License Fee shall be charged	Participants/Firms may check the box they are participating for.
01.	Non Cook Food Counter - 1 (Induction Cooking)	Raj Soin Hall, DTU Main Campus, Delhi - 110042	14.24 Sq.mt.	14.24 Sq.mt.	
02.	Non Cook Food Counter - 2 (Induction Cooking)	Raj Soin Hall, DTU Main Campus, Delhi - 110042	14.24 Sq.mt.	14.24 Sq.mt.	
03.	Food Counter - 3	Raj Soin Hall, DTU Main Campus, Delhi - 110042	41.08 Sq.mt.	41.08 Sq.mt.	
04.	Food Counter - 4	Raj Soin Hall, DTU Main Campus, Delhi - 110042	41.08 Sq.mt.	41.08 Sq.mt.	
05.	Cafeteria	Near Pragya Bhawan, DTU Main Campus, Delhi - 110042	166.96 Sq.mt.	26.00 Sq.mt.	
06.	Cafeteria	DTU - East Delhi Campus, Delhi - 110095	79.67 Sq.mt.	20.37 Sq.mt.	
07.	Specific/Additional requirement for allotment of space for setting up of Kiosk in DTU (If any): <b>NOTE: The cost of setting up of specific/additional Kiosk shall be borne by the participants at their own cost.</b>				Participants may Specify the details, Location, Area and others:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal/Rubber Stamp: \_\_\_\_\_



**Annexure – C**

**Application for setting up of Kiosk/Cafeteria at DTU**

1. Name of the firm: .....
2. Brand Name: (if different from the firm): .....
3. Type of Kiosk (Tick): Beverages (Tea/Coffee/Mock tail/Shake)  
Food (North Indian/ South Indian/ Continental/ Subs/ Burger/  
Pizza/Snack)  
Any Other Items (if any) .....
4. GST No.: .....
5. PAN No.: .....
6. MSME: .....
7. Self-Attested copy of FSSAI Registration: (attach copy)  
.....
8. Last 3 years Income TAX return (attach copy) .....
9. An undertaking for not blacklisted for any other organization (attach copy).
10. Self-Attested Photo of the proprietor/Authorized person and company details  
(attach copy).
11. An undertaking that the bidder will sell their own brand products only.  
(attach copy).
12. No. of Multi-National outlets (if any): .....
13. No. of Outlets PAN India: .....
14. Rest of the terms & conditions shall be as per Annexure – A.
15. Details of premises, location, area are as per Annexure – B
16. Duly signed Undertaking as per Annexure – D.
17. Financial Quote as per Annexure – E.

**For any other assistance/ query contact the office of the undersigned at  
011-27294673 or email [ga@dtu.ac.in](mailto:ga@dtu.ac.in) (General Administration Branch).**





**Annexure - D**

**UNDERTAKING**

I/We, the undersigned \_\_\_\_\_ Son/Daughter of Sh. \_\_\_\_\_ have carefully read and understood all terms and conditions of the agreement and hereby convey my/our acceptance of the same.

I/We wish to run the Kiosk/Cafeteria in DTU, Main Campus, Shahbad Daultapur, Bawana Road, Delhi - 110042/DTU, East Delhi Campus, Vivek Vihar Phase - 2, Delhi 110095.

I/We also declare that the Firm/Agency/ namely M/s. \_\_\_\_\_ has not having any pending criminal case against Partners/Proprietor/Others and we are not blacklisted by any Govt. Agency for any fraudulent Practices so far.

The information/documents furnished along with the above application are true and the best of my/our knowledge and belief.

I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection at any stage besides liabilities towards prosecution under appropriate law.

Details of participant and supporting documents: -

S. No.	Particulars	Remarks/Document
01.	Name of the Applicant(s) along with identity proof	
02.	Name of the Firm/Agency	
03.	Details of PAN	
04.	GST Registration	
05.	Registration Certificate/License under Pharmacy Council	
06.	Experience Certificate in retails	
07.	Certificate attested by the Chartered Accountant specifying Annual Turnover of the Firm during last 03 Financial Year	
08.	Food Outlets like Restaurant/Kiosk etc. (as per license copy)	
09.	Details of FSSAI Registration Certificate	
10.	Details of EMD	
11.	Other document (if any)	

NOTE: All the documents submitted must be legible and self-attested.

**Signature of the Authorized person (With Seal/Stamp)**

**Name of the Applicant :**

**Mobile No. :**



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**Annexure – E**

**FINANCIAL BID FOR KIOSK/CAFETRIA**

Name of Applicant/Firm \_\_\_\_\_  
Full Address \_\_\_\_\_  
PAN No. \_\_\_\_\_  
Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Financial Bid**

Minimum License Fee is reserved at Rs. 1413/- + 18% GST per square meter per month with @8% annual increment in license fee from 01st February as per Directorate of Estate's O.M. No. 18015(1)/80-Pol.IV dated 29.01.1982 or as per the directions of Govt. / DTU from Time to time.

I/We accept all the Terms & conditions.

I/We have submitted the details and supporting documents separately.

I/We now offer to pay monthly license fee of Rs. (in figures) \_\_\_\_\_ (Rupees (in words) \_\_\_\_\_ only) including GST per month for running Kiosk/Cafeteria in Delhi Technological University, Main Campus/East Delhi Campus.

Details of Kiosk/Cafeteria for which the participant has quoted the monthly License fee as per Annexure – B: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal/Rubber Stamp: \_\_\_\_\_