



**DELHI TECHNOLOGICAL UNIVERSITY**  
**Shahbad Daultapur, Bawana Road, Delhi 110 042**  
Tel : +91-11-27294673 [www.dtu.ac.in](http://www.dtu.ac.in),  
email: [ga@dtu.ac.in](mailto:ga@dtu.ac.in)

F. No.DTU/Gen. Admn./090/2016-17

Dated.

**NIT FOR MESS SERVICES IN DTU**

e-tenders are invited from the agencies who are interested to run the mess with the suitable and uniformed trained manpower for the **Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi-110 042**, for a period of two years on licence fee basis.

Last date for submission/receipt of tender(s) is **08.08.2017 at 15.00 Hrs.** and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **15.35 Hrs.** in the Officer-In-Charge (Gen. Admin.). In case, any holiday falls on the day of opening, the tenders will be opened on the next working day. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

**Designation of the Authorized Officer:** Registrar  
**Name and Address of the Department:** Delhi Technological University  
Shahbad Daultapur, Bawana Road, Delhi-110 042.

**EMD** : 50,000/- for each group of mess  
**Date of publication of tender** : 17.07.2017  
**Last date of submission of tender** : 08.08.2017

## **Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:**

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <https://govtprocurement.delhi.gov.in>.

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at : <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in>. in support of their price bids. The bidder shall sign on all the pages of tender document ,statements and certificates uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Officer-In-Charge (GA), DTU along with original EMD. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of Registrar, Delhi Technological University , Delhi. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU upto Last Date and Time of receipt of tenders through e-procurement solution. Failure to furnish the original DD/PO/FDR against EMD within two days after the closure of e-tender will entail rejection of bid and blacklisting.

**4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>. which can be seen by all the bidders who participated in the tenders.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

**6. Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value starting from 05% of the cost of the item for a period of sixty days beyond one year from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of deployment/installation/demonstration of equipments/manpower. In case the performance of the services is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.

**7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:  
(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). Bidders can visualize the process online.

**8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

Officer-In-Charge (GEN. ADMIN.)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR, BAWANAROAD,  
DELHI – 110 042

## Terms and Conditions

1. Separate EMD are to be submitted for each Group of hostels. The envelope cover should have the name of the Group of hostels clearly written.
2. The Contract shall be awarded for a year initially to the successful bidder. However, the period may be extended on performance for another one year on year to year basis based on recommendations of the Mess Committee.
3. Mess bills are to be collected by the Contractor.
4. Contractor should have at least two years working experience Certificate regarding running of MESS/canteen in University/College/reputed organization.
5. The mess contractor shall employ only those workers who have Police Verification Certificate. If any law and order problem arising out of the involvement of mess worker, the responsibility shall lie with contractor and this may result in to the termination of the contract at any point of time. In particular, the staff of the girl's hostel mess should be descent in behavior and the contractor should ensure the civilized behavior of the workers. (preferably, contractor should employ women workers for mess)
6. EMD's for mess tender is as follows group wise in shape of FDR/DD in favour of Registrar, DTU A/c \_\_\_\_\_ (name of the bidder). Zerox copy of the DD/PO/FDR is to be scanned and uploaded alongwith the bid, and the original DD/PO/FDR shall be send to DTU so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting.
  1. Group "A" Rs 50,000/- (Rupees fifty thousand only)
  2. Group "B" Rs 50,000(Rupees fifty thousand only)
  3. Group "C" Rs 50,000/- (Rupees fifty thousand only)
7. The Licensee shall keep the mess open every day from 6 a.m. to 9 p.m. or as may be decided by the competent authority on the recommendation of the mess committee from time to time.
8. The Licensee shall serve food items strictly as per this agreement (sample menus attached) and the Hon'ble Vice Chancellor or his authorized officer may at any time enter the premises for general inspection without any prior notice. Such officer shall also be entitled to take away sample of food and other items prepared by the Licensee, free of cost, for the purpose of inspection, testing, trial or analysis with a view to ensure that the food items served by the Licensee are wholesome edible food and confirm to the general guidelines / standards normally prescribed by MCD in respect of such food items for human consumption. If the food supplied by the Licensee is found to be of substandard quality then the Hon'ble Vice Chancellor may cancel this agreement forthwith without giving any notice.
9. The Licensee shall prepare and prominently display the menu for the day for breakfast, lunch, dinner etc. which will be prepared in prior consultation with the Hostel Mess Committee and mess Warden of the said hostel. The Licensee shall serve only such items, which have been approved and agreed to.
10. The Licensee may also be required by the competent authority to supply food items, cold drinks, tea/coffee etc. as indicated in ANNEXURE – I hereto at the rates indicated therein, apart from catering for the regular meals served by the Licensee, provided this will not affect the running of main food services.
11. The Licensee shall also prominently display approved rate list for supply of extra items. The rates may be revised by mutual consultation from time to time but until the rates are revised, the Licensee shall not have any right to increase the rates mentioned above in para 10 or those mentioned in the ANNEXURE – I hereto.
12. No other food items, other than the three regular means, as recommended by the authorized officer shall be prepared.
13. No let out food items or material, will be taken out of the hostel premises without the Warden's approval.
14. Mess staff will wear head cap and gloves at the time of cooking and serving the food to the students.

15. The DTU will not provide to the Licensee the required no. of kitchen and mess utensils and chapatti plate/additional gas stoves for cooking, dining, refrigerator that shall be arranged by the Licensee themselves. The Licensee shall keep these items in functional order at his/her own expenses. Such other infrastructure as may be required for cooking, serving and catering the regular means and other items to the Residents, including crockery, cutlery tables flower vases, and liveries for the mess staff shall be arranged by the Licensee on her/his own cost and risk. Water tankers, if required, shall also be provided by the Licensee.
16. The Licensee shall use commercial IGL connection at his own expenses and risk for cooking purpose and shall not use any other kind of fuel or electric heater.
17. The Licensee shall keep suggestion/ complaint book to enable the Residents to lodge their complaints/ suggestions and shall abide by the decision of the University made in respect of any complaint/ suggestion and shall be bound to follow the same.
18. No employee of the Licensee shall be allowed to stay overnight in the Kitchen, Dining Hall or any other place in the hostel.
19. The DTU shall provide a suitable space to the Licensee for being used as a pantry and kitchen. This shall not confer any right in or upon the said premises of any kind whatsoever. The Licensee to use the said space shall be co-extensive with main contract (ie. the Agreement), and the said Licensee shall automatically come to an end on the conclusion of the same, as the case may be, on any ground whatsoever.
20. The Licensee shall ensure that the pantry and the kitchen and Dining Hall, Furniture, Water Cooler, Refrigerator, Fan, Tubes, Tables and Benches in the Dining Hall are kept neat and clean at all the times.
21. The Licensee shall not carry out any additional / alteration in the portion allowed to him for the above purpose, except with prior written permission of the University.
22. The Licensee shall vacate the premises within 2 days of the conclusion of the agreement or on the termination of the agreement if takes place at an earlier date.
23. The Licensee shall be allowed to remove his/her utensils and equipments, if any, from the premises after his/ her obtain a 'no dues' certificate from the concerned officer.
24. It shall be the responsibility of the Licensee to give a clean and vacant possession of the premises on the conclusion or termination of this agreement.
25. The Licensee shall pay electricity charges as per actual consumption however, he/she shall pay @ Rs.3000/- per month electricity charges, till meter is not installed but it should not be more than 03 months.
26. The Licensee shall not use electric heaters or any other heavy duty electrical appliances like ACs, heaters etc.. In case it is found these type of appliance are used, the licensee shall required to pay double of the amount i.e. Rs.6000/-p.m. electricity for the said period.
27. The Licensee shall pay fees @ Rs. 5000/- per month per kitchen to be used.
28. The Licensee shall also be provided with water supply and he/ she shall pay Rs. 2000/- (flat rate) per month per group. Water tankers, if found necessary on account of shortage of water supply, shall be arranged by the Licensee at his/ her own expenses.
29. The Licensee shall pay conservancy charges @ Rs. 500/- per month. The Licensee shall keep the premises neat and clean always conforming to the standards of hygiene prescribed by the MCD or as may be prescribed by the Hon'ble Vice Chancellor from time to time.
30. The Licensee shall engage his/ her own staff as may be required for efficient running of the hostel mess. The Licensee shall engage such staff with prior police verification and shall provide a list of

such staff along with their permanent and local addresses to the Chief Warden. In such cases the Security Officer of DTU authentication be sought. The Caterer shall take all reasonable precautions to ensure that staff engaged by him attire themselves, while on duty, in proper uniform to be prescribed in consultation with the Chief Warden and maintain at all times the decency norms so as to behave with the Residents in a civil, sober, polite and honest manner. The staff in the girls hostel shall be female only.

31. The Licensee shall ensure that the dues of all the employees engaged by his/her are paid in time and their Provident Fund and ESI dues are deposited in time and DTU shall have no liability on his account.
32. The Licensee shall install fire fighting equipment in the kitchen as per Fire Regulation and keep the premises harmless and indemnified against any damage arising on account of fire, theft or negligence on the part of the Licensee or his/her staff, to any property, to any resident or staff, such loss or damage shall be made good at the cost of the Licensee.
33. The DTU shall not be liable for any payment to the staff of the Licensee on account of salary and Allowances, Leave, Uniform, Medical Aid, Insurance Policy, Provident Fund, ESI dues, and Services Tax payable to Govt. of Delhi / India etc. whatsoever, which shall be the responsibility of the Licensee. The Licensee shall also ensure that the norm prescribed by the Human Rights Commission or Government of India, Minimum wages Act, Provision of Industrial Disputes Act or any such other legislation, to the extent applicable, are fully observed by the Licensee and Hon'ble Vice Chancellor is kept harmless and indemnified in this behalf. The Licensee hereby undertakes to keep the Hon'ble Vice Chancellor harmless and indemnified against any claim or demand of his/her workmen under any industrial law for the time being in force, or as may be amended from time to time.
34. This agreement may be renewed by the parties on such terms and conditions as are agreed between the parties on the conclusion of this agreement. However, unless the contract is renewed, it shall come to an end as aforementioned.
35. The Licensee will ensure that all the Residents, except in the case of sick Residents, eat their meals only in the dinning hall and boiled food has to be made available to the sick and foreign Residents on demand, subject to the Warden's approval. The food will not be served in the rooms of the Residents. The guests of Residents alone may be permitted to eat with the prior permission of Warden at rates decided for the purpose.
36. The Hon'ble Vice Chancellor may appoint a sub-committee to monitor the performance and quality of food and other items supplied by the Licensee and if at any time it is found that the Licensee fails to fulfill any of the conditions of this agreement, the Hon'ble Vice Chancellor may impose a fine upto Rs. 20,000/- per default or terminate the contract by giving one month's notice to the Licensee. However, if the period of notice falls short of one month because of the contract coming to an end in its natural course, such a notice will be only for such no. of days a may be left for the contract to expire in its natural be applicable nor insisted.
37. If the Licensee fails to serve the Residents during the currency of this agreement for whatever reason, he/she shall be liable to pay Rs. 2,000/- as fine for each such meal which will be adjusted against the payment of food bills or recovered from the security deposit, as the case may be.
38. The Licensee shall pay through Demand Draft a sum of Rs. 50,000/- (Rupees fifty thousand only) to the Registrar, DTU as Security Deposit before the award of this agreement.
39. The security deposit will be interest free it shall be refundable to the licensee on the conclusion or termination of this agreement after adjusting such amounts as may be found due from the licensee including fines, if any, imposed on the licensee on account of deficient services.
40. If the Licensee fails to serve any item to any resident in the prescribed meal hours as decided by the Chief Warden, the Licensee shall have to serve that missed items subject to the approval of Warden.

41. The Licensee will have to submit the documentary proof of service tax registration number, Permanent Account Number (PAN) and TIN number etc. along with annual return etc. The licensee may also submit the proof of the experience of catering in reputed institutions.
42. Mess contract shall not employ workmen below 18 years of age and shall provide CV of all the workmen along with their PF, ESI, Labour License No. received from the Govt. of Delhi if the numbers of workmen engaged by them are more than 20.
43. A quality assurance certificate is required from the earlier licensor with undertaking from licensee too.

## SCOPE OF WORK

## ANNEXURE – I

### MESS CONTRACT

|                         |     |  |
|-------------------------|-----|--|
| Nature of the work      | : - | To provide the meal to the students of hostels of Delhi Technological University, Bawana Road, Delhi – 42  |
| Group – A               | : - | AryaBhatt Boys Hostel, Sister Nivedita Hostel, Type – II Girls Hostel, Kalpana Chawla Girls Hostel. Type III Girls Hostel, Transit Hostel (671 students approximate) |
| Group – B               | : - | C.V. Raman Hostel & Jagdish Chandra Bose Hostel, BM Hostel, (534 students approximate)   |
| Group – C               | : - | Sir M. Vivesvarayya Hostel, Sir Baskaracharya Hostel & H.J. Bhabha Hostel (520 students approximate)   |
| Items to be provided in | : - | Mess per month per students  |

#### **Meal for a day shall consist of:-**

|    |                |   |                        |
|----|----------------|---|------------------------|
| 1. | Breakfast      | - | 7:30 A.M. – 9:30 A.M.  |
| 2. | Lunch          | - | 12:00 noon - 2:30 P.M. |
| 3. | Tea and Snacks | - | 4:30 P.M. – 5:30 P.M.  |
| 4. | Dinner         | - | 7:30 P.M. – 9:30 P.M.  |

#### **Breakfast :- The breakfast will include :- ( Approximate rate Rs. 20:00)**

- Two eggs to order/two vegetable cutlets/Vada/Idli/Utpam/Prantha with seasonal stuffing/Poha
- Tomato sauce
- 4 slices of white/brown/whole grain toast with butter (20gms) and jam (20gms)
- Tea/Coffee/Milk (200 ml)

#### **Lunch :- (Approximate rate Rs. 30.00)**

- Non-Veg. Dish with Lunch (Mutton/chicken/fish 150 gms.) twice a week and paneer dish/malai kofta for vegetarians
- Sweet Dish or Fruit
- Rice whole (good quality Basmati)
- Chappatis (as required)/Puri/Bhatura
- Dal/Sambhar/Rajma/Lobia/White Channa/Kala Channa
- Two Seasonal Vegetables
- Salad
- Papad
- Achar/Chutney
- Curd with sugar/salt

#### **Tea – Snacks :- ( Approximate rate Rs. 10:00)**

- Tea/Coffee once
- Samosa/paneer pakora/Veg. pakora/bread roll /burger/patties/pastry/dhokla

#### **Dinner :- ( Approximate rate Rs. 30.00)**

- Non-Veg. Dish with Lunch (Mutton/chicken/fish 150 gms.) twice a week and paneer dish/malai kofta for vegetarians
- Sweet Dish or Fruit

- Rice whole (good quality Basmati)
- Chappatis (as required)/Puri/Bhatura
- Dal/Sambhar/Rajma/Lobia/White Channa/Kala Channa
- Two Seasonal Vegetables
- Salad
- Papad
- Achar/Chutney
- Curd with sugar/salt

**Notes:-**

1. Students may opt for mess rebate of 10 days (maximum) as per rules.
2. Brands of consumable permissible in mess

| Item                   | Brand  |
|------------------------|--|
| salt                   | Tata, Annapurna, Nature fresh                                  |
| spices                 | M.D.H. Masala, Satyam, Badshah, Everest                        |
| Chicken                | Venky's Chicken, Godrej Real good                              |
| Ketchup                | Maggi, Kissan, Heinz   |
| Oil (Sunflower)        | Sundrop, Godrej, Saffola, Fortune                              |
| Pickle                 | Mother's or Pravin or Priya or Bedekar or Nilon's or pachranga |
| Atta                   | Ashirvad, Pillsbury, Annapurnna                                |
| Instant Noodles        | Maggi, Top Ramen   |
| Flavoured fruit drinks | Rasna, Nestea  |
| Papad                  | Lijjat   |
| Butter                 | Amul, Britannia, mother dairy                                  |
| Bread                  | Modern, Kquality, Harvest, Britannia                           |
| jam                    | Kisan or Maggi, Tops   |
| Ghee                   | Amul, Mother Dairy, Britannia, Gits, Everyday                  |
| Milk                   | Mahananda, Amul, Mother Dairy (Without Water), DMS             |
| Paneer                 | amul   |
| Tea                    | Brook bond, Lipton, Tata                                       |
| coffee                 | Nescafe  |

The contractor may use any other brands only if permitted by the Mess Council





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**F. No.DTU/Gen. Admn./090/2016-17**

**Dated.**

**Technical Bid**

1. Name of the Group of Hostel(refer para 6 of NIT)
2. Name / address of the agency and telephone no.
3. Name, designation, address and telephone no. of a thorized person of the firm/ agency to deal with
4. EMD
5. Self attested copy of PAN No. of Income Tax Deptt.
6. Self attested copy of Valid Sale Tax/ VAT Regn. Certificate alongwith return of last financial year.
7. Self attested copy of Valid Trade License for last two years.
8. Service Tax Registration Number
9. Self Attested copy of GST registration
10. Self Attested copy of FSSAI Registration
11. Employee Liability/ Workers Compassion Policy (WC Policy)
12. Public Liability Policy
13. Labour License
14. At least two years working experience certificate regarding running of Mess/ Canteen in University/College/Reputed Organization.
15. Quality Assurance certificate from earlier licensors
16. Copy of the eating House License from local Police
17. EPF & ESI registration number
18. Solvency Certificate of Rs. 50 lakhs duly signed by Authorized signatory.

**Declaration:-**

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Signature of the tenderers: - \_\_\_\_\_**  
**Name: - \_\_\_\_\_**  
**Designation: - \_\_\_\_\_**  
**Address: - \_\_\_\_\_**  
**Phone No: - (O) \_\_\_\_\_**  
**(R) \_\_\_\_\_**



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**FINANCIAL BID FOR MESS**

Name of the firm :-

**GROUP A:-**

| S.No. | Name of the group of hostels | No. of Students | Monthly license fee basis |
|-------|------------------------------|-----------------|---------------------------|
| 1     | Aryabhata Hostel             | 170             |                           |
| 2     | S.N.H. Girls Hostel          | 98              |                           |
| 3     | Type – II Girls Hostel       | 179             |                           |
| 4.    | Kalpana Chawla Hostel        | 45              |                           |
| 5.    | Type – III Girls Hostel      | 124             |                           |
| 6.    | Transit Hostel               | 55              |                           |

**GROUP B:-**

| S.No. | Name of the group of hostels | No. of Students | Monthly license fee basis |
|-------|------------------------------|-----------------|---------------------------|
| 1     | C.V.R. Boys Hostel           | 178             |                           |
| 2     | J.C.B. Boys Hostel           | 178             |                           |
| 3     | B.M.H. Boys Hostel           | 178             |                           |

**GROUP C:-**

| S.No. | Name of the group of hostels | No. of Students | Monthly license fee basis |
|-------|------------------------------|-----------------|---------------------------|
| 1     | V.V.S. Boys Hostel           | 178             |                           |
| 2     | B.C.H. Boys Hostel           | 178             |                           |
| 3     | H.J.B. Boys Hostel           | 164             |                           |



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Dated.

**FORM OF AGREEMENT**

AN AGREEMENT IS MADE on the \_\_\_\_ day \_\_\_\_ (Month) \_\_\_\_ (Year) between the Delhi Technological University through the \_\_\_\_\_ (Name & Address of the department) herein after called “the department” which expression shall unless excluded by or repugnant to the context be deemed to include his successors, in office and assigns of the one part AND Sh. \_\_\_\_\_ (Name & address of the contractor) through Sh. \_\_\_\_\_ the authorized representative ( hereinafter called “the contractor”) ( which expression shall, unless excluded by or repugnant to the context, be deemed to include its /their heirs, successors, executors, administrators, representatives and assigns) of the other part,. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Mess Services in Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the terms and conditions of the contract hereinafter referred to.
2. The following documents shall deemed to form and be read and constructed as part of this agreement, viz:
  - a) Letter of acceptance of award of contract;
  - b) Terms and conditions
  - c) Notice Inviting tender.
  - d) Bill of quantities.
  - e) Scope of work.
  - f) Addendums if any;
  - g) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the department to the contractor as hereinafter mentioned, the contractor hereby covenants with the employer to execute the Mess Service w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the work/services as per the provision of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ (\_\_\_\_\_ Rupees I works).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor  
Signature of the authorized official

For and on behalf of the Management, DTU  
Signature of the authorized Officer

Name of the Official  
Stamp/Seal of the Contractor

Name of the Officer  
Stamp/Seal of the Employer

By the said \_\_\_\_\_ Name

By the said \_\_\_\_\_ Name

On behalf of the Contractor in  
the presence of :

On behalf of the Employer in  
the presence of :

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

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Telephone No: \_\_\_\_\_

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Telephone No : \_\_\_\_\_