

**Dr. S.S. B. University Institute of Chemical Engineering & Technology, Sector - 14
PANJAB UNIVERSITY, CHANDIGARH 160014**

**Subject: Inviting quotation for CATERING SERVICES under TEQIP-III PROJECT
at Dr.SSB UICET, Panjab University, Chandigarh**

Dear Sir,

Dr. SSBUI CET, Panjab University, Chandigarh intends to hire catering services under TEQIP-III project for various activities. Initially, the contract is for one year, but it may be extended for another two years on the basis of satisfactory performance. Quotations are invited from reputed food caterers/ hoteliers having experience and expertise to cater food services as indicated below in accordance with the designed menu, terms & conditions prescribed by Dr. SSB UICET, Panjab University, Chandigarh.

Quotation should be submitted in a sealed envelope superscribed with words “**QUOTATION FOR CATERING SERVICES UNDER TEQIP-III PROJECT**” should reach the office of the undersigned on or before **03/10/2018** up to **3.00 P.M.** addressed to the Project Head, TEQIP-III, Dr.SSB University Institute of Chemical Engineering & Technology (2nd Floor), Panjab University, Chandigarh.

Note: The vendor should carefully adhere to the following eligibility criteria and terms & conditions of the bid while quoting their rates.

Eligibility Criteria	Document required for Pre-qualification
1. The firm should have a minimum of 3 years experience in catering and food services.	Necessary support documents i.e. ITR for the last 3 years.
2. The firm should have an average annual turn over of at least Rs.10 lacs or more for the last three financial years in catering services	Necessary support documents i.e. ITR for the last 3 years.
3. The firm should be FSSAI registered.	Supporting document and declaration
4. The firm should have GST number, PAN number and other necessary validation.	Supporting document and declaration

TERMS & CONDITIONS

1. The firm should have necessary experience of catering to such large events with atleast 500 persons for consecutive three days.
2. The infrastructure of the firm should provide adequate good quality crockery, cutlery, and staff uniform.
3. Poor Service or sub-standard food would warrant imposition of penalty to be decided by the Hospitality Committee. The decision of Hospitality Committee will be final. Hospitality Committee reserves the right for minor changes in the menu. Food must be prepared in absolutely hygienic conditions. This would be monitored time to time by Hospitality Committee.
4. The rate contract can be extended further for one year if the delivery is of satisfactory quality.
5. Food coupons for each food service will be printed and distributed to the participants by the organising committee of the program of Dr. SSB UICET, Panjab University, Chandigarh .
6. The participants will hand over the coupons at the time of food service.
7. The tentative number of participants will be around 2000 ($\pm 10-20\%$) for one year. Since the number of the participants on the first and last days is likely to vary, the exact number of the participants, will be intimated to the caterer one day prior to the commencement of the event.
- 8. Rate may also be quoted for catering of meeting consisting of 5-25 persons for tea/snacks/high tea/lunch as per attached manual.**
9. The firm must quote the prices separately for Breakfast, High Tea, Morning/Evening Session Tea and Lunch/Dinner. However, the bid will be decided on the basis of cumulative price quoted per head per day .Only packed and sealed spices/sauces/condiments/pickles etc with Agmark/food quality certified should be used, viz.
 - Basmati Rice Brands – Markfed/ Hafed/ Dawat/India Gate etc;
 - Spices Brands -MDH/Everest/ Ashok/Sunrise
 - Butter Brands -Amul/ Verka/ Vita /Britania
 - Flour (Atta) Brands- Whole Wheat atta- Kissan, Pillsbury/Annapurna/Shakti Bhog
 - Biscuits Brands - Parle/Britania/Cremica or equivalent
 - Milk Brands- Verka/Vita /Mother Dairy/Amul
 - Paneer Brands-Verka/ Amul/ Vita
 - Cooking oil Brands -Saffola /Fortune or equivalent
 - Bread- Britania/Kitty or equivalent
 - Sauces/pickles- Kissan/Maggi/Mother's Choice or equivalent
 - Papad – MDH or equivalent
 - Water – Himalaya/Bisleri/Kindley/Ganga/Jal or equivalent
 - Ice Cream- Amul/Kwality Walls/Vadilal/Mother's Dairy

10. The Caterer should provide sufficient packaged Drinking water in sealed 200 ml bottles and/or glasses of reputed brand with ISO certification.
11. There will be a minimum of **TWO** counters with the full menu and **ONE** counter for desserts & water at the designated venue for ordinary members/delegates. **ONE** separate counter in a separate cabin/space for dignitaries will be required. Each counter must be managed by minimum 2 waiters/ service providers. The waiters must wear a proper neat and clean, tidy uniform and disposable gloves during the service must be used.
12. Sufficient & adequate clean Dust-Bins are to be put inside the dining area with disposable lining. The cleaning staff must assure the regular cleaning of dust-bins.
13. Adequate cleaning staff should be deployed to clean the dustbins and the ground in the dining and surrounding area of the venue and area used by the contractor. The contractor must assure cleanliness of the area and filling up of any ground used for the purpose of the catering and food preparation after the completion of the event.
14. The disposable materials used for service such as napkins, cups, glasses, sweet bowls and the handling packets etc should be of high standard and hygiene.
15. The mid sessions tea/ coffee and biscuits will be provided at the respective session venues .The required arrangements should be made at the respective venue. The location and the number of participants at each venue will be intimated to the caterer 3-4 days before the commencement of the event.
16. The caterer shall be responsible to comply with all labour laws and regulations with respect to the labour engaged by him during the event.
17. The caterer shall be fully responsible in complying with the all statutory guidelines pertaining to safety and protection measures.
18. Income Tax as per existing rate will be deducted at source.
19. 100% Payment shall be made after the completion of the programme/event/meeting.
20. The Project Head, TEQIP-III, Dr.SSB UICET, Panjab University, Chandigarh will be the arbitrator for any dispute. The place of jurisdiction for the purpose of any dispute arising within shall be Chandigarh.
21. The Project Head, TEQIP-III, Dr.SSB UICET reserves the right to reject any or all offers without assigning any reason thereof.

Thanking You,
Yours Sincerely,

Prof. Anupama Sharma
Coordinator- TEQIP III

Prof. Amrit Pal Toor
Project Head

Tentative Menu

S. No.	Activity/ Time	Menu
1.	Breakfast (for veg.)	<ul style="list-style-type: none"> • Stuffed parantha with butter, pickle and curd • Bread and jam • Poha /Idli/ Oats/ Corn Flakes • Cheese Sandwich / Veg. Sandwich • Water, Tea, Coffee, Milk, Juice
2.	Breakfast (for non veg.)	<ul style="list-style-type: none"> • Stuffed parantha with butter, pickle and curd • Omelette and Bread • Boiled eggs/Scrambled eggs • Bread and Jam • Poha /Idli/ Oats/ Corn Flakes • Cheese Sandwich / Veg. Sandwich • Water, Tea, Coffee, Milk, Juice
3.	Lunch (for veg.)	<ul style="list-style-type: none"> • Salad Green • Paneer Item • Chana masala/Rajmah/Daal/Kadi pakora • Mixed Vegetables • Rice (Jeera/Fried) • Roti, Naan, Missi Roti, Lachha parantha • Dahi bhalla/Boondi raita/Pineapple raita • Pickle and papad • Sweet dish : Ice cream and moong/gajar halwa • Water
4.	Lunch/Dinner (for non-veg)	<ul style="list-style-type: none"> • Salad Green • Paneer Item • Butter Chicken /Rogan Josh • Channa masala/Rajmah/Daal/Kadi pakora • Mixed Vegetables • Rice (Jeera/Fried) • Roti, Naan, Missi Roti, Lachha parantha • Dahi bhalla/Boondi raita/Pineapple raita • Pickle and papad • Sweet dish : Ice cream and moong/gajar halwa
5.	Morning/Evening Session Tea	<ul style="list-style-type: none"> • Biscuits (Salted) • Biscuits (Sweet) • Water, Green tea, Tea, Coffee
6.	High Tea	<ul style="list-style-type: none"> • Cake • Mix pakora • Cheese Sandwich/Veg. Sandwich • Dhokla • Rasgulla/Barfi • Water, Green tea, Tea, Coffee

Annexure- I

Sr. No.	Description (As per tentative menu)	Price Quoted per Head/ plate
1.	Breakfast <ul style="list-style-type: none">• Veg• Non-veg	
2.	Lunch/Dinner <ul style="list-style-type: none">• Veg• Non-veg	
3.	Session Tea	
4.	High Tea	

Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to Dr.SSB UICET, Panjab University, Chandigarh verifying any or all the facts and information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the document and hereby accept the same completely.

Date:

Place: