



UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

Quotation Ref. No.: SPC/ 01 /2023

Date 01 .11.2023

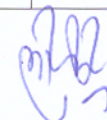
To, _____

Dear Sir/Madam,


University of Allahabad invites sealed tenders from reputed and experienced agencies for providing the Catering Services (Conference Food) during the International Conference from 22.11.2023 to 24.11.2023 as per requirements given in this tender Document for **Department of Physics, University of Allahabad**. Kindly send your QUOTATIONS giving lowest rates per unit along with terms and conditions in sealed covered envelope addressed to **Purchase Officer, Purchase & Stores Department, University of Allahabad, Prayagraj, (UP), Pin-211002**. This has to reach to the office on or before 16.11.2023 till **5.00 PM**. The word "Quotation for Catering Services (Conference Food) for Department of Physics UoA, Our Reference No & date of LTE" should be clearly mentioned on the sealed envelope.

Tentative Catering requirement for conference food during (22-24 November 2023)

Day- 1 (22 November, 2023)			
Detailed Menu	Number of person (approximate)	Rate per person (INR) inclusive of taxes	Estimated price (INR) inclusive of taxes
Morning Breakfast <ul style="list-style-type: none">● BreadPakoda● Bread, Butter and Jam● Tea and coffee (with and without sugar)● Fruits (apple, banana, red allahabadi-guava)-any 2● Mineral Water	250		
Packet for students (Morning) <ul style="list-style-type: none">● Cutlet● Sandwich● Samosa● Mithai (Kalakand)● Sauce (sachet)● Muffin (cup cake)● Juice(frooti/real) – 200ml● Banana● Mineral Water	250		
Morning High Tea	400		


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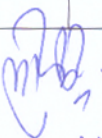
<ul style="list-style-type: none"> ● Cutlet ● Sandwich (white) ● Mix pakoda (saag, pyaaz, paneer, aloo) ● Variety of Chatani ● Kaju and mix dry fruit namkeen ● Cookies, Dry Cake ● Sandesh and Kalakand Mithai ● Tea and coffee (with and without sugar) ● Fruits – Apple/Banana/allahabadi-Guava (Red)-any 2 ● Mineral Water 			
Lunch <ul style="list-style-type: none"> ● Dal Fry (Yellow Dal) ● Aloo saag baigansubzi ● Matar Mashroom ● Malai Kofta ● Steam Rice and Jeera Rice ● Poori ● Tandoori Roti/Naan and Tawa Roti ● Creamy Macaroni Salad ● Sprout Salad ● Pineapple Raita ● Rasmalai ● Curd, Papad, Achar ● Mineral Water 	350		
Afternoon Tea <ul style="list-style-type: none"> ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		
Evening Tea with snacks <ul style="list-style-type: none"> ● Dhokla ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		
Dinner <ul style="list-style-type: none"> ● Soup (Mancoho/Tomato) ● Dal Makhani ● Jeera Aloo ● Kadhai Paneer ● Jeera Rice ● Poori ● Tandoori and Tawa Roti ● Hakka Noodles 	300		


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<ul style="list-style-type: none"> ● Manchurian ● Vegetable Salad ● Chena Payas ● Curd, Papad, Achar ● Mineral Water 			
Day – 2 (23 November 2023)			
Morning Breakfast <ul style="list-style-type: none"> ● Idli and Vada Sambhar, nariyalchatani ● Upma ● Shahi Kheer ● Milk and cornflakes ● Bread, Butter and Jam ● Tea and coffee (with and without sugar) ● Fruits (apple, banana, red allahabadi-guava)-any 2 ● Mineral Water 	250		
Morning Tea <ul style="list-style-type: none"> ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		
Lunch <ul style="list-style-type: none"> ● Dal Fry (Yellow Dal) ● AlooGobhi ● Matar Paneer ● Mix Veg Kofta ● Jeera Rice and mix veg rice (Biryani types) ● Poori ● Tandoori/Missi roti and Tawa Roti ● Creamy Macroni Salad ● Vegetable Salad ● Boondi Raita ● White Rasgulla ● Curd, Papad, Achar ● Mineral Water 	300		
Afternoon Tea <ul style="list-style-type: none"> ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		
Evening Tea with snacks <ul style="list-style-type: none"> ● PyaazalooPakora ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		

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Conference Dinner <ul style="list-style-type: none"> ● Chat, Golegappa and Chilla ● Soup (mix veg/Sweet corn) ● Chowmein ● Different variety of Pasta Salad ● Makkeki Roti and SarsokaSaag ● Dal Makhani ● Daal Fry ● Poori/Kachori ● Tandoori/Missi Roti and Tawa Roti ● Pea Pulao and Plain Rice ● Mix Veg ● Panner do Pyaza ● Mushoom corn ● DahiBada ● Pineapple Raita ● Imarti and Rabri ● Ice Cream ● Moong DaalHalwa ● GulabJamun ● Mineral Water 	450		
Day- 3 (24 November, 2023)			
Morning Breakfast <ul style="list-style-type: none"> ● Poori, Kachori and Dum Alookisubzi ● Jalebi and Curd ● Poha ● Bread, Butter and Jam ● Tea and coffee (with and without sugar) ● Fruits (apple, banana, red allahabadi-guava)-any 2 ● Mineral Water 	250		
Morning Tea <ul style="list-style-type: none"> ● Biscuit and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		
Lunch <ul style="list-style-type: none"> ● Chaneki Dal ● JeeraAloo ● Paneer Lababdaar ● Mushroom Corn ● Pea Pulao ● Poori ● Tandoori/Missi roti and 	300		


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<p>Tawa Roti</p> <ul style="list-style-type: none"> ● Creamy Macroni Salad ● Vegetable Salad ● Rasgulla ● Mix Veg Raita and Curd ● Papad, Achar ● Mineral Water 			
<p>High Tea (Valedictory Session)</p> <ul style="list-style-type: none"> ● Cutlet ● PalakPakoda ● Aloomatarkipotali ● Chatani ● Malai Roll ● Dry cake, Cookies and chips ● Tea and coffee (with and without sugar) ● Mineral Water 	300		

***Number of persons may vary, and the Competent Authority will inform the actual number of the persons 48 hours before.**

1. While submitting the quotation following should invariably be mentioned:
 - a) Name of the Agency of the item quoted along with brand name, if any, Details of specification.
 - b) Lowest rate F.O.R destination. Period of validity of quoted prices – **(Minimum Six Months)**.
 - c) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. Please fill in and return the Suppliers Profile Form & Mandate Form. Terms & Conditions as applicable are attached.
3. Quotations will be received **only through Speed Post/Register Post in Purchase & Stores Department, UoA.**
4. **Quotations received after the due date and time shall not be considered.**

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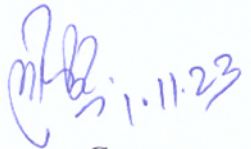
**Convenor
(MSMICFP-2023)**

**(Prof. Lokendra Kumar)
Convenor
MSMICFP-2023**



UNIVERSITY OF ALLAHABAD
General Terms & Conditions for LTE

1. Quotation received after due date and time shall be summarily rejected.
2. Unsolicited / conditional / unsigned tenders shall not be considered.
3. Complete details with all item name should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. Service/delivery shall be given on the dates of conference in consultation with the Head, Department of Physics or his nominee in the University Campus.
7. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
8. The service tax/gst amount shall be shown separately on the invoice along with the applicable registration numbers
9. Payment shall be made after completion of the work and satisfactory report of the Head of the department or the convener of the conference.
10. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
11. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons.
12. All the above instructions and our Special terms and conditions must be complied, failing which your offer may be liable for rejection.
13. All suits shall be in the courts of **Allahabad Jurisdiction** only.
14. Terms & conditions of work as per University rules shall be applicable.
15. **Vendor must enclose an authorization certificate of the company with tender document.**
16. Quotation should be addressed to the **Purchase Officer, Purchase & Stores Department, University of Allahabad, Prayagraj- 211002 (U.P.)**. Quotations received other than Purchase Office will not be considered.
17. **If required number of quotations will not be received by the last date of the LTE. The date may be extended as per rule.**


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Convenor
(MSMICFP-2023)

(Prof. Lokendra Kumar)
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Special Terms & Conditions for LTE

1. The Agency shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to University of Allahabad, whatsoever it may be.
2. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by University of Allahabad.
3. The Contractor shall not be entitled to claim any amounts towards escalation cost, idle manpower etc
4. In case of any changes to the constituents of the agency, the commitment towards University of Allahabad should not suffer.
5. All personnel engaged under this contract by the Agency shall be employees/contractual staff of Agency. University of Allahabad shall not have any liability/ responsibility to absorb the persons engaged by the Agency.
6. The Agency shall maintain good standard of food quality/services as indicated. In case the quality of food/services is not found up to the mark, a warning note shall be issued to the agency specifically indicating the discrepancy and a deduction to the extent of 10% of the billed amount for that particular instance (Tea/Meals) shall be levied by the Competent Authority.
7. The University of Allahabad shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract.
8. Before submission of the bill, the Agency shall ensure that the payment of persons deployed by the Agency have been made for the billed period.
9. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
10. The Contractor shall not employ any person of age below 18 years and above the age of 50 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any illness, infection and disease.
11. All liabilities arising out of accident or death of any personnel while on duty shall be borne by the Contractor.
12. The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, damage or misuse.
13. The Contractor shall duly maintain all records/registers required to be maintained by him under various labour laws mentioned above and shall produce the same before the concerned Statutory Authorities whenever required and called upon to do so.
14. Services may be asked to provide at different locations as per the direction of the Head, Department of Physics, but within the campus of university.
15. The final bills must include satisfactory report of the Head of the department or of the Convener of the Conference, for inspection of quality of raw material, production, taste and services of food items including hygiene and cleanliness of cutlery, crockery, glasses, linen and others.
16. The persons serving to the guests must be in proper uniform and needs to follow grooming standard.
17. All types of wastages need to be put at places designated for it.


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(Prof. Lokendra Kumar)
Convener
MSMICFP-2023

18. While submitting your quote, please mention the rate per plate and minimum number of plates to be ordered.

19. Number of person may vary by $\pm 20\%$. The actual number of persons and requirement will be confirmed before 48 hours of commencement of the conference.

20. SCOPE OF SERVICES:

- a. Agency shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services.
- b. Agency shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality at the location dedicated location. Utensils for serving warm food shall also be provided by the Agency.
- c. The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services in the dedicated location. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis. The Agency has to create its own pantry as per the requirement for the purpose for which he may be required to have other arrangements like fans, candle burners / gas burners, table ware and thermo ware etc.
- d. The waiters/serving staff shall be well dressed, presentable, well mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.
- e. The Agency shall arrange for such of those special equipment and apparatus if any required for cooking etc in the Cafeteria and Kitchen at its own cost.


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Convenor
(MSMICFP-2023)

(Prof. Lokendra Kumar)
Convenor
MSMICFP-2023

Mandate Form for Payment-2019

Public Fund Management System(PFMS) Facility for receiving Payments

Details of Account Holder/Firm:

1.	Firm/Contractor/Agency	
2.	Name of Account Holder	
3.	Complete Contact Address	
4.	Telephone Number	
5.	E-mail	

Bank Accounts Details:

1.	Name of the Bank viz. SBI/PNB	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

Date:

Signature of Customer

I hereby certify that all the details mentioned above are true to my knowledge and belief.

Bank Stamp

Signature of Branch Manager

Name.....

Mobile No.....

E-mail.....