

S.N.D.T. Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०० ०२०.

Website : sndt.ac.in

Ref. No.: Accounts/2025-26/

A+ Grade (CGPA 3.27)

Date: 14/03/2026

INVITATION FOR QUOTATIONS OF CATERING SERVICES FOR NATIONAL CONCLAVE

Sealed quotations are invited for providing **Catering Services for the National Conclave** to be held at **SNDT Women's University, Pune Campus** on **27th and 28th March 2026**. The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The catering services shall include **Breakfast, Lunch, Tea and Snacks** for **two days**. Failure to furnish all the information required in the quotation may result in rejection of the quotation. The University reserves the right to reject any quotation, wholly or partly, without assigning any reason thereof.

Quotation Details

Particulars	Details
Name of Item / Service	Catering Services for National Conclave
Event Dates	27th and 28th March 2026
Services Required	Breakfast, Lunch, Tea and Snacks for both days (Menu is attached)
Venue of Submission	S.N.D.T. College of Education, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
To be Addressed to	The Registrar, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
Contact Telephone	9850434589
Deadline of Submission	22 March 2026 up to 5.00 PM

Instructions

1. Dates mentioned herein are scheduled dates for the National Conclave. Any changes in the dates of submission and processing shall be notified in the Quotations / Tenders section on the University website.
2. Quotations should clearly mention all the **technical specifications, menu details, rates, taxes and terms & conditions** mentioned in this document.
3. To view quotation notices, kindly visit the official website of **SNDT Women's University, Mumbai: www.sndt.ac.in**

The quotations are invited for the following services:

Catering Services:

The quotations are invited in **two parts under the Three Envelope System**. The **Technical Bid** shall be enclosed and sealed in **Envelope No. 1**.

The **Financial Bid / Schedule of Rates** shall be filled in and enclosed in **Envelope No. 2**.

Both the sealed envelopes shall be kept in **Envelope No. 3**, which shall be large enough to contain both envelopes.

On each envelope, the **name and address of the bidder**, along with the **contact number**, shall be clearly written. The **name of the bidder / catering firm** should be mentioned on the top of the envelope. The number of participants may vary at the time of placing the final order.

Envelope No. 1: The envelope must contain:

1. **Covering letter** with details of the bidder / catering service provider, including:
 - o Name of firm / proprietor
 - o Full address
 - o Contact number / mobile number
 - o E-mail ID
 - o Signature and seal

In case of a partnership firm, the name and address of partners along with a copy of the **Partnership Deed** should be enclosed.

2. **Type of business entity:** Caterer / Authorized Service Provider / Event Caterer / Any other (to be specified)
3. **Certified copy of GST Registration Certificate**
4. **PAN Card Copy**
5. **List of major clients / institutions served** (minimum 3)
6. **Work Experience Certificate / Work Orders / Service Completion Certificate** (at least from one client)
7. **Food Safety / Hygiene related certificate**, if applicable (FSSAI Registration / License, if available)
8. The details about the **menu, food quality standards, service arrangements and catering specifications** should be submitted in the prescribed format on the letterhead of the bidder or with the bidder's seal and signature as follows:

Conference Menu

Day – 1 (27 th March, 2026)	Day – 2, (28 th March, 2026)
Breakfast 1. Club Sandwich/Bread Jam Butter 2. Idli Chatni 3. Sabudana Khichadi 4. Fruit Plate 5. Tea/Coffee 6. Water	Breakfast 1. Aloo Paratha 2. Mix Wada Sambhar 3. Fruit Plate 4. Pineapple Sheera 5. Tea/Coffee 6. Water
Lunch 1. Puran Poli & Chapati 2. Batata Bhaji 3. Aamti & Methi Malai Matar 4. Khekda Bhaji -Papad 5. Varan Bhat 6. Veg Biryani/Pulav 7. Ice- Cream (vanila with Gulam small jam) 8. Water	Lunch 1. Shrikhand- Puri, Chole 2. Bhakri - Zunka & Vang Bharit 3. Mix Pakode 4. Masala Bhat 5. Salad-Papad 6. Matta – Jilebi 7. Water
High Tea 1. Kachori 2. Sandwich Dokhala 3. Chat 4. Cookies /Pastry 5. Tea/Coffee with Separate Sugar 6. Water	High Tea 1. Samosa 2. Veg Cheese Sandwich 3. Dahi Vada 4. Cookeeis /Pastry 5. Tea/ Coffee with Separate Sugar 6. Water

Additional Technical Requirements

The bidder should clearly mention the following in the Technical Bid:

- Whether vegetarian food only will be served
- Details of disposable / eco-friendly plates, cups, glasses, tissues, etc.
- Number of service staff to be deputed
- Arrangements for clean drinking water
- Assurance regarding hygiene, cleanliness and timely service
- Any special arrangements for conference guests / dignitaries, if applicable

Envelope No. 2: The envelope must contain:

The **Financial Bid** shall be submitted in the prescribed format on the **letterhead of the bidder**.

Financial Bid Format

Item / Service Description	Rate Per Person / Unit (INR)	Taxes (INR)	Approx. Quantity / No. of Persons	Total Estimated Cost (INR)
Breakfast – Day 1 (27.03.2026)			300	
Lunch – Day 1 (27.03.2026)			300	
High Tea– Day 1 (27.03.2026)			200	
Breakfast – Day 2 (28.03.2026)			200	
Lunch – Day 2 (28.03.2026)			300	
High Tea – Day 2 (28.03.2026)			200	

Financial Bid Terms & Conditions

1. The rate quoted should be **inclusive of all charges**, including preparation charges, serving charges, manpower / service staff charges, transportation charges, packing charges, utensils / disposable items / eco-friendly serving material (if applicable), and any other incidental expenses.
2. **Taxes / GST**, if applicable, should be **clearly mentioned** in the quotation.
3. The **final number of participants /quantity** may vary at the time of placing the final work order.
4. The caterer shall ensure **timely delivery and service** of food items at **JDBIMR, SNT Women's University, Pune** on both conference days.
5. The quoted rates shall remain **valid for 45 days** from the date of submission deadline.
6. The bidder shall provide food of **good quality, hygienic standards, and proper service arrangements** during the event.

7. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity / number of persons; and finalize the order as per institutional requirements.

Envelope No. 3

Envelope No. 3 shall contain:

- **Envelope No. 1 – Technical Bid**
- **Envelope No. 2 – Financial Bid**

The superscription on Envelope No. 3 should be:

“Quotation for Catering Services for National Conclave (27th & 28th March 2026)”



**Prof. Vilas Nandavadekar
Registrar,
SNDT Women's University,
Churchgate, Mumbai -20.**