

**INVITATION FOR QUOTATIONS OF FOOD AND HOSPITALITY
(CATERING) SERVICES FOR FOUNDATION DAY**

Sealed quotations are invited for providing **Foods and Hospitality for the Foundation Day** to be held at **SNDT Women's University, Pune Campus** on **5th and 6th July, 2026**. The service providers are advised to carefully study all technical and commercial aspects, instructions, terms and conditions mentioned in this document.

The **Foods and Hospitality** 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	Foods and Hospitality for Foundation Day
Event Dates	5th and 6th July, 2026
Services Required	Breakfast, Lunch, Tea and Snacks for both days (Menu is attached)
Venue of Submission	SNDT College of Home Science, 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	9762141515
Deadline of Submission	23rd June, 2026 upto 5.00 PM

Instructions

1. Dates mentioned herein are scheduled dates for the **Foundation Day**. 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:

Foods and Hospitality 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:

Menu :

Day – 1 (5th July, 2026)	Day – 2, (6th July, 2026)
VVIP Breakfast 1. Club Sandwich / 2. Idli Chatni 3. Fruit Plate 4. Fruit cake slice 5. Tea/Coffee 6. Water	----
Regular Breakfast 1. Idli Chatni / Pohe 2. Fruit Plate 3. Tea/Coffee 4. Water	Regular Breakfast 1. Mix Wada Sambhar 2. Pineapple Sheera 3. Tea/Coffee 4. Water

Special 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 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 Dhokhala 3. Cookies /Pastry 4. Tea/Coffee with Separate Sugar 5. Water	High Tea 1. Samosa 2. Dahi Vada 3. Cookies /Pastry 4. Tea/ Coffee with Separate Sugar 5. Water
Water Bottle	
Dry-fruits : 1. Kaju 2. Badam 3. Manuke, 4. Pista	
Fruits : 1. Apple 2. Banana	

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)
VVIP Breakfast – Day 1 (05.07.2026)			50	
Regular Breakfast – Day 1			450	

(05.07.2026)				
Special Lunch – Day 1 (05.07.2026)			600	
High Tea– Day 1 (05.07.2026)			300	
Regular Breakfast – Day 2 (06.07.2026)			300	
Lunch – Day 2 (06.07.2026)			300	
High Tea – Day 2 (06.07.2026)			200	
Water Bottle (500 ml)			500 nos.	
Water Bottle (200 ml)			1000 nos.	
Kaju			2 Kg	
Badam (Mamra)			2 Kg	
Manuke			2 Kg	
Pista			2 Kg	
Apple			5 kg	
Banana (elaichi)			5 dozen	

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 **JDBIMSR, SNTD 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.
8. **Preference** will be given to Pune vendors, considering the event venue at Pune.

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 Foundation Day (5th & 6th July, 2026)”

**Prof. Vilas Nandwadekar
Registrar,
SNDT Women’s University,
Churchgate, Mumbai -20.**