

Tender Notice for Catering Services during Snatak Sammelan
at Gujarat Vidyapith Campus
Tender No. 01/EST/2025-26

Gujarat Vidyapith invites online e-Tenders via the N-Procure portal from reputed and experienced catering service providers for providing vegetarian catering services during Snatak Sammelan to be conducted on 6th & 7th December 2025 at Gujarat Vidyapith campus.

The services include catering for Breakfast, Lunch, Snacks and Dinner on both days with *unlimited serving*, as per the detailed menu schedule and participant estimates provided in the tender.

1. Tender Schedule

Activity	Date & Time
Publication of Tender	26 November 2025 (10:00 hrs)
Last Date & Time for Online Bid Submission	02 December 2025 (17:00 hrs)
Last Date & Time for submission of Technical Bid through Speed Post/By-hand addressed to Registrar, Gujarat Vidyapith, Ahmedabad	03 December 2025 (11:00 hrs)
Opening of Technical Bid	03 December 2025 (11:30 hrs)
Opening of Financial Bid (after technical qualification)	03 December 2025 (same day)
Issuance of Work Order	03 December 2025
Commencement of Catering Services	06 December 2025, 07:00 hrs

Tenders must be submitted online only via N-Procure.

2. Total Estimated Tender Value - Rs. 26,00,000/- (Exclusive GST)

- Tender Validity: 180 days from the date of bid opening.
- Performance Security: 5% of contract value (to be submitted before work order issue).
- Bid Security: 2% of Estimated Tender Value (Exemption as per GFR Norms)

3. Scope of Work:

The selected vendor shall provide:

1. Only Vegetarian Catering Services
2. Unlimited food quantity per participant
3. Preparation onsite at Gujarat Vidyapith campus
4. Serving manpower, utensils, gas and equipment

5. Only steel utensils – *No plastic allowed*
6. Eco-friendly / biodegradable waste management mandatory

4. Menu Specification (Separate formats to be submitted)

A) Breakfast (Sample)

- Tea/Coffee
- Batata Poha / Methi Na Gota
- Chutney, Green Mirchi
- Unlimited serving

B) Lunch (Sample)

- Chokha ghee na ladu
- Phoolwadi
- Gujarati dal-bhat
- Kathol (pulses)
- Mix vegetable
- Puri, Papad
- Water
- Unlimited serving

C) Snacks

- Tea/Coffee
- Biscuit
- Chavanu
- Unlimited

D) Dinner (Sample)

- Gulab Jamun / Sukhadi
- Bhaji Paun
- Pulav
- Chhas
- Unlimited

*Bidders must quote item-wise rates per person excluding GST and all charges.
Menu formats must be submitted as per Annexures.*

5. Eligibility Criteria (Technical Bid)

1. Minimum 3 years of experience in catering for events handling at least 2,700 participants
2. Valid GST, FSSAI, PF, ESI registrations
3. Average Annual Turnover of at least 100% of tender value of last 3 financial years (CA-certified)
4. Copy of past work orders/completion certificates
5. Not blacklisted (Declaration as per Annexure 3)

6. Technical Bid Submission

Shall contain:

- Company Profile
- Valid registrations (GST, FSSAI, PF, ESI)
- Experience proofs
- Turnover certificate (Annexure 4)
- Participant handling capacity
- Signed & stamped tender copy

7. Financial Bid Submission

- To be submitted online only via N-Procure
- Item-wise rates inclusive of all taxes and charges
- Bidders must quote for *all categories* (breakfast, lunch, snacks, dinner)
- Partial bidding will not be accepted

8. Evaluation Criteria

1. Technical meeting minimum qualifications
2. Food quality assessment via tasting / presentation before finalization
3. Final selection based on overall value, not just lowest bidder

Evaluation shall be done by the Purchase Committee of Gujarat Vidyapith.

9. Penalty & Contract Terms

- Up to 10% penalty on order value for poor service, delay, food quality complaints.
- Performance Security may be forfeited in event of non-compliance.
- Bidder liable for food safety and hygiene.
- Contract may be terminated without notice if standards are not met.

10. Instructions for Online Submission

1. Bidders must submit bids through *N-Procure portal only*.
2. Financial bid in electronic format only.
3. Technical Bids shall be submitted before time as mentioned in Tender Schedule.
4. Bidder must sign & stamp all pages of the tender before upload.

11. Jurisdiction

Any disputes shall be under the jurisdiction of Ahmedabad courts only.

12. Committee

Tender opening, evaluation, presentation, and selection shall be done by the Purchase Committee of Gujarat Vidyapith.

13. Enclosures / Annexures

1. Annexure 1 – Menu Format (Breakfast / Lunch / Snacks / Dinner)
2. Annexure 2 – Checklist for Documents
3. Annexure 3 – Self Declaration (Not blacklisted)
4. Annexure 4 – Turnover Certificate (CA-certified)
5. Annexure 5 – Technical Bid Format
6. Annexure 6 – Financial Bid Format

Annexure – 1
MENU FORMAT
(To be filled, signed, and stamped by the Bidder)

**All items must be prepared and served fresh at Gujarat Vidyapith Campus
using steel utensils only. No plastic usage is allowed.*

*All meals must be fully vegetarian and served on an unlimited basis.
Waste is to be handled through eco-friendly / biodegradable methods only.*

A) BREAKFAST MENU

Sr. No.	Item Description	Minimum Components	Notes	Date: 06/12/25	Date: 07/12/25
1	Hot Beverages	Tea / Coffee	Unlimited	2500 participants	2000 participants
2	Main breakfast item	Batata Poha / Methi na Gota or similar traditional item	Unlimited		
3	Accompaniments	Chutney (Green), Fried Green Chilli, Lemon wedges			
4	Drinking Water	Filtered / Mineral			

B) LUNCH MENU

Sr. No.	Item Category	Minimum Specification	Serving	Date: 06/12/25	Date: 07/12/25
1	Sweet	Chokha Ghee na Ladu / Traditional Gujarati sweet	Unlimited	4000 participants	2500 participants
2	Farsan	Phoolwadi or similar	Unlimited		
3	Dal & Rice	Gujarati Dal & Bhat (plain steamed rice)	Unlimited		
4	Sabji	Mix Vegetable	Unlimited		
5	Kathol	Cooked pulses (e.g. Chana/Moong)	Unlimited		

Sr. No.	Item Category	Minimum Specification	Serving	Date: 06/12/25	Date: 07/12/25
6	Bread	Puri	Unlimited		
7	Papad	Roasted/Fried	Unlimited		
8	Water	Filtered or mineral			
9	Pickle / Salad	Included			

C) SNACKS MENU

Sr. No.	Item Description	Minimum Components	Serving	Date: 06/12/25	Date: 07/12/25
1	Hot Beverages	Tea / Coffee	Unlimited	2000 participants	2000 participants
2	Dry Snack	Biscuit and Chavanu (or equivalent)	Unlimited		
3	Water	Filtered or mineral			

D) DINNER MENU

Sr. No.	Item Category	Minimum Specification	Serving	Date: 06/12/25	Date: 07/12/25
1	Sweet	Gulab Jamun / Sukhadi (Gujarati Traditional)	Unlimited	2500 participants	4000 participants
2	Main Dish	Bhaji Paun (Sabji-Pav style)	Unlimited		
3	Rice	Pulav	Unlimited		
4	Beverage	Buttermilk (Chhas)	Unlimited		
5	Water	Filtered or mineral			
6	Accompaniments	Pickle / Salad			

Annexure – 2
CHECKLIST FOR DOCUMENTS

(To be filled, signed, and stamped by the Bidder and submitted along with Technical Bid)

Name of Bidder / Firm: _____

Tender Name: *Tender for Catering Services during Snatak Sammelan at Gujarat Vidyapith Campus*

Tender Submission Date: _____

Required Documents Checklist

Sr. No.	Document Description	Attached (Yes/No)	Page No.
1	Signed and stamped copy of complete tender document (all pages)		
2	Cover Letter & Company Profile		
3	Valid GST registration certificate		
4	Valid FSSAI License		
5	PF registration certificate		
6	ESI registration certificate		
7	Copy of Permanent Account Number (PAN)		
8	Income Tax Returns for last 3 financial years		
9	Turnover Certificate (as per Annexure 4), certified by Chartered Accountant		
10	Work Orders / Completion Certificates proving minimum 3 years of experience in catering services (at least one event with $\geq 2,500$ participants)**		
11	Client list & Contact details of institutions served previously		

12	Details of manpower and infrastructure available for mass catering (including cooking equipment, serving staff, utensils)		
13	Notarized Declaration on confirming: <ul style="list-style-type: none"> • Bidder is not blacklisted • No criminal proceedings • No litigation affecting contract 		
14	Undertaking for use of only steel utensils and no plastic		
15	Commitment to eco-friendly & biodegradable waste disposal		
16	Details of proposed menu (as per Annexure 1)		
17	Signed acceptance of Terms & Conditions of tender		
18	Any additional documents as required		

Declaration by Bidder

We hereby confirm that all the documents listed above have been submitted and are true, correct, and complete to the best of our knowledge. We understand that failure to submit any of the required documents will result in automatic disqualification of our bid.

Signature of Authorized Person: _____

Name & Designation: _____

Seal of Bidder: _____

Date: ____ / ____ / 2025

Annexure – 3
Self Declaration (Not Blacklisted / No Litigation)
(To be submitted on the Bidder's Letterhead)

To,
Registrar,
Gujarat Vidyapith

Subject: *Self Declaration regarding Non-Blacklisting and Legal Compliance*

I, the undersigned, _____ (Name), _____ (Designation), authorized representative of _____ (Name of Bidder/Firm), having registered office at _____, do hereby solemnly declare that:

- Our firm/organization is not blacklisted by any Government department, semi-government institution, PSU, Autonomous Organization, academic institution, or any other authority in India.
- There are no pending criminal proceedings or convictions against our firm/organization or its owners/directors.
- We are not involved in any litigation or dispute that may affect or jeopardize our ability to undertake and successfully execute the catering services required under this tender.
- We affirm that all information, documents, and certifications submitted in response to this tender are true, correct, and complete. If any information is found to be false, misleading, or suppressed, Gujarat Vidyapith reserves the right to reject our bid or terminate the contract at any stage, and may take appropriate legal or administrative action.
- We hereby confirm that:
 - Only vegetarian catering services shall be provided.
 - Steel utensils will be used only (no plastic usage).
 - Eco-friendly / biodegradable waste management practices will be strictly followed.
- We understand that this declaration is an integral part of the tender and shall form a basis of evaluation.
- The Bid Security (Earnest Money Deposit) furnished by the Bidder shall be liable to be forfeited, without prejudice to any other rights of the Employer/Client, in the following circumstances:
 - a. If the Bidder withdraws, modifies, or amends the bid or impairs or derogates from the bid in any manner during the period of bid validity.
 - b. If the successful Bidder fails or refuses to accept the Letter of Award / Work Order issued by the Employer/Client.
 - c. If the successful Bidder fails to execute the Contract Agreement within the stipulated period after the award of contract.
 - d. If the successful Bidder fails to furnish the required Performance Security within the prescribed time.

- Upon forfeiture of the Bid Security, the Bidder shall have no claim whatsoever over the amount forfeited or the decision of the Employer/Client in this regard.

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation shall lead to disqualification from the tender or termination of contract.

Signature: _____
Name: _____
Designation: _____
Name of Firm: _____
Seal of Firm: _____
Date: ____ / ____ / 2025
Place: _____

Annexure – 4
Turnover Certificate
(To be issued on the Letterhead of Chartered Accountant)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____ having registered office at _____, bearing PAN _____, has achieved the following turnover derived specifically from catering services or similar hospitality activities, during the last three financial years, as per the books of accounts and documents verified by us.

Sr. No.	Financial Year	Annual Turnover (Rs.)
1	2023–24	
2	2022–23	
3	2021–22	
Average Financial Turnover (Rs.)		

NOTE: The bidder must have achieved an Average Annual Turnover of at least 100% of tender value of the last 3 financial years.

Declaration by Chartered Accountant

The above details are true and correct based on verified records and financial statements submitted by the bidder. This certificate is issued at the request of the bidder to support their participation in the tender titled: “Tender for Catering Services during Snatak Sammelan at Gujarat Vidyapith Campus.”

Signature & Seal of Chartered Accountant

Name of CA: _____ Membership No.: _____

UDIN (if applicable): _____ Firm Name: _____

Firm Registration No.: _____

Date: ____ / ____ / 2025 Place: _____

Bidder Verification

I/We confirm that the above information matches our records and financial statements.

Authorized Signatory (Bidder): _____ Name & Designation: _____

Firm Seal: _____

Annexure – 5
Technical Bid Format
(To be filled, signed, and uploaded by the Bidder)

Tender Title: Tender for Catering Services during Snatak Sammelan at Gujarat Vidyapith Campus

Name of Bidder / Firm: _____

Registered Address: _____

Email: _____ Phone/Mobile: _____

Contact Person: _____ Designation: _____

A. Bidder Profile

Sr. No.	Particulars	Details
1	Legal Status (Proprietorship/Partnership/LLP/Company)	
2	Date of Establishment	
3	Registration Number (Attach Certificate)	
4	GST Registration No.	
5	FSSAI Registration No.	
6	PF Registration No.	
7	ESI Registration No.	
8	PAN No.	

B. Experience Details

Sr. No.	Details	Response
1	Total number of years in catering services	

2	Number of large-scale catering events ($\geq 2,700$ participants)	
3	Highest number of participants handled in a single event	
4	Have you provided catering for government/institutional events? (Yes/No)	
5	List at least two major clients where similar catering was provided (Attach certificates)	

Client 1:

Name: _____
Address: _____
Contact No.: _____
Event Date & No. of Participants: _____

Client 2:

Name: _____
Address: _____
Contact No.: _____
Event Date & No. of Participants: _____

(Attach Work Orders / Completion Certificates)

C. Financial Information

Sr. No.	Annual Turnover (Rs.)	Supporting Document (Page No.)
2023–24		
2022–23		
2021–22		
Average Financial Turnover (Rs.)		-

D. Infrastructure & Manpower Capacity

Component	Details
Total Catering Manpower Available	

Number of Serving Staff Available	
Cooking Equipment Owned	
Capacity to set up onsite kitchen (Yes/No)	
Number of events handled simultaneously	

E. Compliance Declaration

Requirement	Yes / No
Vegetarian catering only	<input type="checkbox"/> YES
Unlimited serving commitment	<input type="checkbox"/> YES
Steel utensils only (no plastic used)	<input type="checkbox"/> YES
Eco-friendly / biodegradable waste management	<input type="checkbox"/> YES
Accept terms of tender and GFR compliance	<input type="checkbox"/> YES
Willing to conduct food presentation/tasting if required	<input type="checkbox"/> YES

F. List of Documents Attached

Sr. No.	Document	Attached (Yes/No)
1	All documents as per Annexure 2 – Checklist	
2	Menu Format (Annexure 1)	
3	Self Declaration (Annexure 3)	
4	Turnover Certificate (Annexure 4)	

5	Any additional relevant document	
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G. Declaration

I/We hereby declare that the information provided above is true and correct. If any information is found false or misleading, our bid may be rejected or the contract may be terminated without notice.

Authorized Signatory: _____

Name & Designation: _____

Company Seal: _____

Date: ____ / ____ / 2025 Place: _____

Annexure – 6
Financial Bid Format
(To be submitted online only via N-Procure in electronic format)

NOTE TO BIDDER:

1. Rates must be quoted per person, unlimited serving, inclusive of all applicable taxes (including GST), transportation, manpower, utensils (steel only), fuel (LPG), equipment, service charges, and eco-friendly waste disposal.
2. Bidding is allowed only for all four meal categories together (Breakfast, Lunch, Snacks, Dinner). Partial quotes will lead to disqualification.
3. All food should be pure vegetarian, prepared onsite at Gujarat Vidyapith campus.
4. The bidder must account for variations in the number of participants.
5. All food ingredients shall be of high quality and hygienic grade, prepared with full cleanliness by trained staff, ensuring adherence to food safety standards at all stages – procurement, preparation, serving, and disposal.

A) PRICE BID TABLE (Per Person Rate)

Sr. No.	Meal Type	Menu (as per Annexure 1)	Rate per Person (Rs.) (Unlimited)	Estimated Participants	Total Amount (Rs.)
1	Breakfast	As per menu		4500	
2	Lunch	As per menu		6500	
3	Snacks	As per menu		4000	
4	Dinner	As per menu		6500	
Grand Total (Rs.) <i>including all charges if any</i>					

Note: GST shall be extra as per norms.

B) Notes / Conditions to be Confirmed by Bidder

Condition	Confirmed (Yes/No)
Rates are exclusive of GST and all taxes	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Rates include cooking at Vidyapith campus	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Unlimited food serving for all participants	<input type="checkbox"/> YES / <input type="checkbox"/> NO

Only steel utensils used (no plastic)	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Eco-friendly waste handling included	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Service staff, equipment, transport included	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Rates valid for 180 days from bid opening	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Performance Security of 5% will be submitted if awarded	<input type="checkbox"/> YES / <input type="checkbox"/> NO

C) Declaration

I/We hereby confirm that the above rates are quoted after fully understanding the scope of work, menu requirements, unlimited serving condition, hygiene and safety norms, and terms specified in the tender. The total quoted price is **exclusive of GST and all applicable charges**. No further claim will be made beyond the quoted price.

Authorized Signatory: _____

Name & Designation: _____

Seal of Bidder: _____

Date: ____ / ____ / 2025

Place: _____

GUJARAT VIDYAPITH,
ASHRAM ROAD, AHMEDABAD – 380 009
PHONE NO: (079) 40016200 / 27540746
Website: www.gujaratvidyapith.org

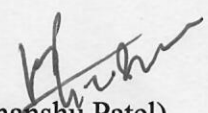
Ref. No. 107/EST/GVP/2025-26

Date: 26.11.2025

AMENDMENT-1

Name of Tender: Tender Notice for Catering Services during Snatak Sammelan at Gujarat Vidyapith Campus (Tender No. 01/EST/2025-26)

- Tender can be rejected/cancelled by the undersigned at any time without assigning any reasons thereof.
- Gujarat Vidyapith, Ahmedabad reserves the right to accept or reject any bid without assigning any reason.
- No tenderer shall withdraw his tender after the tender is opened. If a tenderer does so, such tenderer shall be considered ineligible for also in future and the amount of EMD will be forfeited.
- Transfer of Responsibility: The awarded contract is non-transferable. Vendors may not delegate responsibilities to other firms or subsidiaries.


(Dr. Himanshu Patel)
Registrar