



# COEP TECHNOLOGICAL UNIVERSITY

(Unitary Public University of Government of Maharashtra)

(Wellesley Road, Shivajinagar, Pune – 411005)

(Formerly College Of Engineering Pune)



Ph: 020 25507009

Fax: 020 25507299

## INVITATION FOR QUOTATION

FOR

PROVIDING DINNER TO STUDENT FACULTY, STAFF, AND GUESTS IN  
“97<sup>TH</sup> REGATTA 2025” AT COEP TECHNOLOGICAL UNIVERSITY ( COEP  
TECH ), ON 16<sup>th</sup> MARCH 2025.

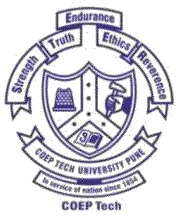
Ref. No: COEPTECH/BOATCLUB/OUTWARD/2024-25 /55

DATE: 05/03/202

Cost of document **Rs.1500 (Non-Refundable)**

**Ensure that the undertaking is signed on required pages with due stamp before submitting.**

**TEAM REFRESHMENT 97<sup>TH</sup> REGATTA**



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**Ref. No: COEP/BOATCLUB/REGATTA/DINNER/2022-23/381**

**Date: 05/03/2025**

## INVITATION FOR QUOTATION

**Name of Order:** Dinner for students, faculty, staff and guests in 97<sup>th</sup> Regatta 2025

Respected Sir / Ma'am,

Sealed quotations are invited for the following menu in Indian Rupees (INR) only, for 97<sup>th</sup> Regatta held on **16<sup>th</sup> March 2025** as per the given terms and conditions.

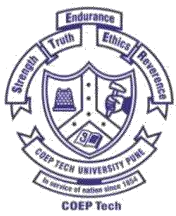
Last date for the submission of the sealed quotation: **11/03/2025**

The sealed envelope should be submitted at the following Address:

**Boat Club Office, COEP Technological University, College of Engineering  
Pune Campus, Wellesley Road, Shivajinagar, Pune-411 005, Maharashtra,  
India.**

Issue of Quotation Form	05/03/2025	
Last Date of Submission of Quotations	11/03/2025 before 12 PM	
Opening of Quotations	11/03/2025 at 2 PM	
Tender Fees	Rs 1500/- (Non- Refundable) shall be paid by SBI Internet banking or other Internet banking.	
	Account Number	11099464637
	Legal Name	COEP TECHNOLOGICAL UNIVERSITY
	Account Type	Current Account
	IFSC Code	SBIN0010431
	Beneficiary Bank	State Bank of India
	Branch Name	College of Engineering Pune, Shivajinagar, Pune – 411005
	GST Number	27AAAJC1237B1ZY
Correspondence Address	COEP Boat Club, COEP Technological University, College of Engineering Pune Campus, Wellesley Road Shivajinagar, Pune 411005	

97<sup>th</sup> Regatta, COEP Technological University, Shivajinagar, Pune – 411005  
+91 8080265253, +91 9359818082; boatclub@coep.ac.in ; www.coepboatclub.com



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## I. Eligibility Criteria:

1. The bidder must have minimum two years of experience in similar kind of catering services i.e., **providing dinner for Students, Faculty, Staff and Guests in Student Activities** at single event.
2. The bidder must have executed at least one service order of not less than (900) plates **Rs. 2 Lakhs (Single order)** during any of the last three years in an engineering/senior college.
3. Bidder should be a professional with a minimum of two years' experience in providing catering services in particular lunch/dinner to **professional institutions, training institutions etc. having students in the age group of 16 years to 25 years.**
4. Bidder should have among its client's; **professional colleges, training institutes / centres** for whom they have provided catering services of similar nature.
5. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the **Police/ Court/ Regulatory** authorities against the bidder.
6. Bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
7. Bidder must not have been **suspended/ delisted/ blacklisted/ fined** by any organization on any grounds.
8. The bidder should not have **rescinded/ abandoned** any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status of arbitration, if any.
9. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization including COEP Tech, then **COEP Tech reserves the right to reject the bids submitted by such bidders as per the decision of committee.**
10. Bidder should have applicable registrations with statutory authorities such as **Regional Labour Commissioner (Central), GST, PAN, TIN, FSSAI, etc.**

SR.NO	Pre-Qualification Criteria	Supporting Documents are to be <b>compulsory</b> enclosed with the Bid
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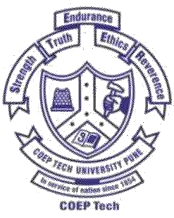


1.	Bidder should be registered in India under Appropriate Authority	Certificate
2.	The bidder must be a renowned Indian/Multinational Company with primary business in Outdoor Catering	GST/CST Registration Certificate. Certificates showing previous experience of similar work.
3.	Bidder must have experience of at least 02 years in the relevant field of Providing dinner for Outdoor Catering at least one per year	Copies/ Certificates of relevant work-order(s)
4.	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years	Relevant Documents
5.	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies	Self-Certification
6.	Bidder must have experience of at least 02 years in the relevant field of Providing dinner for Students, Faculty, Staff and Guest in any educational institute festival for minimum people	Work order /Certificate for the same

## **II. TERMS AND CONDITIONS:**

1. The tenure of the Contract will be for 1 day only i.e., **16<sup>th</sup> March 2025**.
2. The food (all items as mentioned in menu except dessert and Mukhwas) to be served as unlimited for all served plates.
3. The vendor should undertake that raw material used is certified by **FDA or /FSSAI**.
4. If the successful bidder fails, in course of the contract period, to comply with the terms and conditions of the Agreement/contract, the security deposit may be forfeited in full or in part as decided by the Competent Authority.





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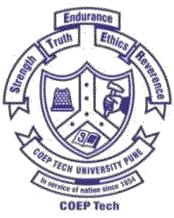
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5. The contractor shall provide Catering services as specified in “Scope of work and specific conditions for catering”.
6. The Catering services for the guests shall be provided on 16th March 2025 during the contract period (Guests means whoever is allowed to enter the refreshment arena after verification of validity and identity and carrying valid food coupon).
7. Failure to provide the service mentioned in work order shall attract penalty. The amount of penalty would be decided by COEP TECH and will be mentioned in the work order and shall be binding on the bidder.
8. Failure to services means
  - i. **Not maintaining the food quality.**
  - ii. **Shortage of food.**
  - iii. **Changing the menu without due permission from the signing authority.**
  - iv. **Not maintaining the hygienic conditions in preparation, storage and distribution and serving of food.**
  - v. **Misbehaviour with guests and COEP Tech representatives.**
9. COEP Tech shall pay the charges to the contractor for a minimum of **900 plates** for the day of **16<sup>th</sup> March 2025** for providing dinner to the guests. Extra plates if any will be paid extra as per the decided rate and to be claimed separately.
10. The contractor shall provide adequate number of competent and well-trained staff for cooking, serving cleaning etc.
11. Minimum number of staff shall be maintained at any point of time sufficient to manage the activities of the food supply at all times. The contractor should have full control of such employees and shall give necessary guidance and direction to carry out the jobs assigned to them by the contractor. The catering staff is to be identified separately and not allotted sundry duties elsewhere in the premises.
12. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
13. No advance shall be paid. Bills for catering services may be raised by the contractor after the contract is over and the same shall be settled within one month from the date of submission of the bills, provided the same are in order.
14. Applicable taxes will be deducted at source at the time of settlement of bills.
15. The contractor shall comply with the municipal and other regulations relating to preparation and sale of food stuffs, beverages and refreshment and shall obtain the necessary licenses and permits at his/her own cost.



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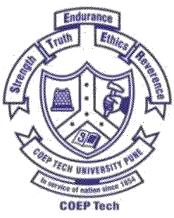
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16. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the contractor's end only.
17. It will be the contractor's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
18. Residential accommodation shall not be provided by COEP Tech to the workmen of the contractor.
19. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc., of COEP Tech for any purpose other than those expressly provided in the contract. It shall be open to officials of COEP Tech to inspect the kitchen and the arena.
20. In the event, any damage is caused to the movable or immovable property of the COEP Tech or its client or to the property of the employees of COEP Tech, the COEP Tech reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the institute and the remaining amount, if any, by way of civil damages or through the legal procedures.
21. The contractor should agree not to use the Trademark and or trade name of COEP Tech or letterhead of COEP Tech nor will the contractor hold himself as an agent of COEP Tech, the relationship between the contractor and COEP Tech being a principal-to-principal basis.
22. The contractor shall not use the COEP Tech's address on his letterhead/stationery for purposes of registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on COEP Tech's premises.
23. To ensure effective implementation of this contract, the Vice Chancellor or an authorized official of COEP Tech shall issue instructions, either orally or in writing to the contractor and such instructions shall be deemed to be a part and parcel of this contract and shall be binding on the contractor. In all matters relating to or incidental to this contract, if there arises any doubt or dispute or disagreement the decision of the Vice Chancellor, COEP Technological University shall be final and binding on the contractor.
- 24. Contractor's Employees**
  - i. The employees engaged by the contractor shall be of trained and experienced people having good health, character, well behaved; obedient and skillful in their tasks. They should be conversant with Marathi/Hindi/English. The Contractor shall ensure that a child labour is not employed.



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- ii. The Contractor shall ensure that they observe cleanliness and are properly dressed in clean uniform with identity cards during their hours of service.
- iii. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by the contractor and COEP Tech shall not be responsible in case of any eventuality.
- iv. The Contractor shall remove any employee who in the opinion of COEP Tech is guilty of misconduct, or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify COEP Tech against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of this agreement. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.
- v. The workmen/employees engaged by the Contractor shall not have any right/claim over the facilities enjoyed by COEP Tech staff, participants, etc.
- vi. It is clearly understood that the contractor's employees shall not have any employee- employer or master-servant relationship with COEP Tech.
- vii. The Contractor shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, smoke, etc., while on duty/COEP Tech premises.
- viii. The vendor must ensure that all his employees should have been insured.

## 25. Failure to Exercise COEP Tech's rights:

Any omission on the part of COEP Tech at any time to exercise any of its rights under the terms of the catering arrangements shall in no way impair or affect the validity of the terms and the rights of COEP Tech to enforce its rights at any time subsequently.

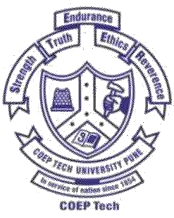
## 26. Tenancy Rights:

Nothing here is contained shall be construed to create any tenancy in Contractor's favour of the Canteen block and premises and COEP Technological may of its mere motion effect the termination of this catering arrangement, re-enter and retake and absolutely retain possession of the cooking area.

## 27. Licenses and Registrations:

- i. The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. COEP Tech





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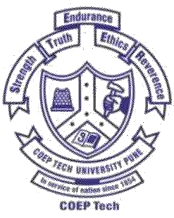
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- shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
- ii. The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour / Government of India rules and regulations and all other Statutory Acts/Regulations and rules relevant to this.
  - iii. The Contractor shall indemnify the COEP Tech authority against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time. The contractor will be responsible for the safety of his workforce.
  - iv. The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from concerned labour department is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory information / documents in proof of the above whenever called for by COEP Tech. In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only.

## 28. Disputes Resolution:

All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of COEP Tech or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of COEP Tech by whatever designation shall offer may be called hereinafter referred to as the said Officer and if COEP Tech or the said Officer is unable or unwilling to act, the sole arbitration of some other person appointed by COEP Tech or the said Officer and willing to act as such arbitrator. The Contractor has no objection to any such appointment to the effect that the arbitrator so appointed is COEP Tech's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding. Disputes if any will be resolved in Pune Jurisdiction only.





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## Undertaking:

I/We have read the above terms and conditions and are acceptable to me/us. Signature of the authorized person: .....

Name of the signatory (.....)  
(in block capital letters)

Status of the signatory i.e. proprietor/partner: .....

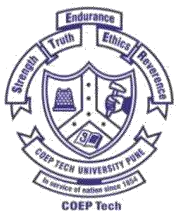
Date:

## III. CATERING - SCOPE OF WORK AND SPECIFIC CONDITIONS:

### 1. Scope of Work

During the contract period, the contractor shall be responsible for the following:

- i. Food to be provided unlimited (As per the menu attached) on 16<sup>th</sup> March 2025.
- ii. Providing dinner to guests of COEP Tech on programmed day as per the menu attached with this document or given to contractor
- iii. For the above purpose the Contractor will be permitted to use and occupy a space, reserved a cooking area adjacent to refreshment arena. This area can also be used as temporary stores
- iv. COEP Tech may decide to have additional items or change in the pre decided menu during the Programme days, the additional charges claimed by the Contractor for such special things will be agreed to by mutual discussions / agreed rates / quoted rates in the contract
- v. The bidder should not use disposable plates and bowls. Table and tea spoons can be disposable. The bidder will be responsible for piling/collecting the disposable



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material used, waste food etc and dispose of outside the COEP Tech campus at a proper dumping space permitted by local public authority. This material must be disposed of on the same day and the place must be cleaned before leaving the arena.

- vi. Service provider should remove his material within three days from the finishing date of the order from the campus.

## 2. Gas

Kitchen equipment and gas supply should be managed by caterers. The service provider should provide fire safety equipment in Kitchen shed.

## 3. Deliverable by COEP Tech:

COEP Tech will provide **(i) Single - phase Electric supply (ii) Water for washing and cooking.**

## 4. Furniture and Fixtures

All the furniture, fixtures, equipment and articles as per inventory separately prepared and all other furniture, fixtures, equipment and articles bought or made available by COEP Tech in or to the kitchen and dining arena shall remain to be the exclusive property of Institute and shall on termination/expiry of this contract be handed over by the Contractor to COEP Tech in the same order and condition in which they are at the beginning of the contract, except reasonable wear and tear.

## 5. Damage to other articles in the premises:

The Contractor shall be responsible for any damage to the canteen block of the building under the Contractor's occupation and to the fittings, fixtures, furniture, equipment entrusted to the contractor when such damage is in the opinion of COEP Tech, caused due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent and the Contractor shall be liable to pay to COEP Tech such amount in respect of such damage as may be assessed by COEP Tech officials.

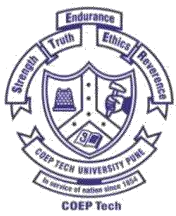
## 6. Crockery, Cutlery and Cooking utensils, etc.

The Contractor should bring and use his utensils/crockery/cutlery/tables/ table linen & frills for cooking and serving the food to guests. The Contractor shall at all times keep and maintain all the articles in a clean, neat, hygienic and tidy order and condition which will be insured by concern committee Authority.

## 7. Kitchen Equipment

The contractor should bring all kitchen equipment required for cooking/preparation of food.

## 8. Electricity



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The charges for electricity consumed for lights, fans and other electrical appliances in the kitchen shed will be borne by COEP Tech but proper steps shall be taken by Contractor to ensure that electrical appliances are used with due economy and are switched off when not required or are used only to minimum extent necessary so as to avoid wasteful consumption of electricity. COEP Tech reserves the right/option to levy penalty on the contractor in case of wastage of electricity.

## 9. Water Supply

The water required for cooking/preparation of food, cleaning of utensils shall be supplied by COEP Tech. The Contractor shall ensure utmost economy in the consumption of water and shall ensure that there is no wastage of water in the shed and cleaning area. In case of water shortage/ no supply from the water board, the Contractor shall co-operate with COEP Tech for regulated supply by COEP Tech. The Contractor shall abide by such instructions, as may be by officials of COEP Tech or any other person authorized by COEP Tech in consumption of water. COEP Tech reserves the right/option to levy penalty on the contractor in case of wastage of water.

## 10. Maintenance of Kitchen and cleaning area

The Contractor shall keep the kitchen shed, cleaning area and the adjoining space around the arena in a clean and tidy condition and use branded detergent to clean the utensils and plates. The dining tables and the service tables have to be maintained in a clean and neat manner. It shall be open to any official of COEP Tech authorized in this behalf to inspect the cooking shed or any portion thereof at any time.

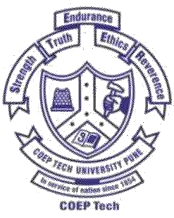
## 11. Personal Supervision

It will be the Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed and a competent and qualified person shall be appointed as Manager whose name should be informed to COEP Tech and who shall remain in person on the campus to manage and supervise the catering services properly. The Manager should be conversant with Marathi, Hindi and English.

## 12. Standard of Catering

- i. The quality of articles of food and provisions should be of good standard as specified. COEP Tech's officials will have authority to inspect such articles of food and provisions and will have full powers to order discontinuance of use of such articles of food and provision, which are found to be of unsatisfactory standard and on grounds of hygiene.
- ii. A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in





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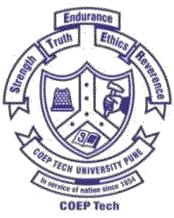
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preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness. Courtesy should be observed while servicing the guests, faculty, guest faculty, students, participants and staff members. Rating of the service should be maintained at very good and above at all times. The Contractor should note that in case 40% of the students/guests have rated as "poor" for the food served, the contractor will be blacklisted.

- iii. In case the food served by the contractor rated as "below average" by 50 % of the students/guests, the contractor will be penalized by COEP Tech at the rate of 10 % of the total food bill claimed by the contractor and shall be final and binding on the contractor.
- iv. The Contractor shall ensure that the food items supplied are as per the standards of fitness prescribed by the Government authorities and if at any time any fine is imposed by the Government authorities (for e.g. by the food inspectors/ food dept.) the same shall be borne by the contractor and COEP Tech will not pay any fine or penalty that may arise/or that may be imposed on account of the fault of the Contractor. The Contractor shall be personally and solely responsible for any consequences due to food poisoning. Besides refusal of the entire payment for the order, during which such food poisoning has occurred, COEP Tech may initiate further stringent action, as he may deem fit in purview of the law.
- v. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties of the amount to be determined by COEP Tech. The Contractor shall be bound by the decision of COEP Tech.
- vi. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- vii. The caterer should ensure that the entire catering premises are kept hygienic and clean. A thorough master cleaning ought to take place every day for all equipment, fixtures, utensils by removing the grime, grease, stains, oil etc. wiped well by clean cloth and dried.
- viii. Caterer should take away all the left outs and remove all wastage in 1 day immediately after the programme.

### 13. Provisions, fruits and vegetables etc.



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- i. The Contractor shall be solely and wholly responsible for the procurement of all articles of food and provisions at his own cost. The Contractor shall bear complete financial responsibility for all purchases and financial commitments he may enter for fulfilling the contract.
- ii. It shall be the responsibility of the Contractor to store the materials purchased by him in a neat, tidy and hygienic manner (Quality) in the space provided by COEP Tech. The security of such material shall be the sole responsibility of the Contractor.
- iii. Raw food stuffs such as vegetable, milk, fruits etc. shall be fresh and of good quality as per COEP Tech's approval and if found not to be fresh, it shall be rejected and the Contractor shall replace the same with fresh products from the approved source.
- iv. The contractor should not re-use the leftover food of one meal. It or any part of it shall not be served at the next meal.
- v. Reuse of burnt oil is strictly prohibited.

#### 14. Complaints and improvements

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the students, guest, faculty and staff either directly to him or through its Manager.

#### 15. Service Timings

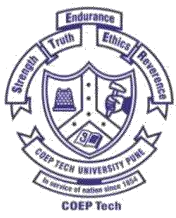
The timings for serving the students / Staff / Guest Faculty / guest shall be:

- **16<sup>th</sup> March 2025 (Regatta) : 7.00 pm to 11.30 pm**

The above timings could be generally observed. However, there could be exceptional circumstances warranting catering service before or beyond the above timing to which the Contractor should provide. The Contractor shall supply and serve wholesome and hygienic dinner in accordance with the menu as stated in Annexure-A and at the rates as agreed in the contract. Normally the service is a buffet service, however at times on instructions services as per specifications are to be provided any other form. The service of all food items (as per the Menu) should be "**UNLIMITED**" as per the requirement of the participants/guests from the spread available.

#### 16. Miscellaneous

- i. Food should be cooked only in the kitchen of the canteen or Contractor should bring or serve any food prepared or cooked outside. No outsider should be permitted inside cooking area. Food should not be served to any outsider, either on payment or free of cost.
- ii. The Contractor shall not be allowed to carry any material/item out of the campus.



# COEP TECHNOLOGICAL UNIVERSITY

(Unitary Public University of Government of Maharashtra)

(Wellesley Road, Shivajinagar, Pune – 411005)

(Formerly College Of Engineering Pune)



Ph: 020 25507009

Fax: 020 25507299

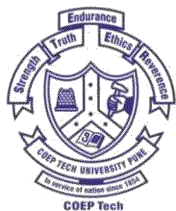
- iii. Accommodation shall not be provided by COEP Tech to the staff of the Contractor.
- iv. The Contractor shall co-operate with the other Contractors working in the campus.
- v. The disposal of leftover foods and other garbage will have to be done by dumping the same in a garbage bins of COEP Tech. Disposal/transportation of waste/garbage from garbage bin to dumping area marked by local authority located anywhere outside COEP Tech campus area will be the responsibility of the contractor. Leftover food should not be sold or sent out of the campus.
- vi. The authorized representatives of COEP Tech shall check the quality and quantity of the items supplied and served.
- vii. The contractor is not permitted to use institutes' cleaning services.
- viii. Contractor will be required to make provision for drinking water and hand wash facility with no spill away. In addition, the Contractor shall keep and make available workmen for providing water to the participants, faculty, guests and office staff at all times if so, required.
- ix. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for dinner for dining purpose as well as small ones while serving soup, chat, etc.
- x. The contractor shall prepare and serve the dinner as per Menu, in a pleasing and presentable manner. White clothes and coloured frill clothes required for covering the serving table and dining tables shall be provided by COEP Tech.

## **IV. SCHEDULE OF ITEM TO BE SERVED FOR THE DINNER ON 16<sup>th</sup> March 2025 from 7 pm to 11.30 pm**

### **MENU**

<b>SR.NO</b>	<b>PARTICULARS</b>	<b>ITEMS</b>	<b>QUANTITY</b>
1.	Soup	Manchow Soup & Noodles	900 plates on 16 <sup>th</sup> March 2025, 7:00 p.m. onwards (Extra plates if any will be paid as per
2.	Starters	Paneer Chilly, Dry Veg Manchurian	
3.	Salad	Green Salad	





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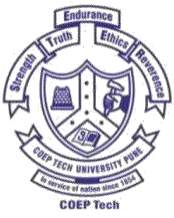
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4.	Vegetables	Veg Maratha & Paneer Tikka Masala	the decided rate and to be claimed separately)
5.	Bread	Fulka Roti & Butter Tandoor Naan/Roti	
6.	Rice	Veg Pulav + curry	
7.	Sides	Papad, Pickle, Chutney (Green mint and coriander)	
8.	Ice Cream	American Dry Fruit	
9.	Sweet	Aamras & Gulabjamun	
10.	Mineral Water	(Recognized and renowned brand)	

## **V. QUALITY OF THE MATERIALS TO BE USED**

1. Rice – Basamati ( Branded) , Sona Mussorie ( Kurnool)
2. DALS - Tur/Urad/Moong – Best Quality
3. PULSES - Masoor No.1, Kabuli Chana No.1, Fresh Green Peas, Frozen Green Peas
4. OIL - Refined Ground / Sunflower, Postman / Dhara / Godrej / Sundrop/Equivalent Brand
5. ATTA - Wheat fresh Atta, Pilsbury, Annapurna, Farm Fresh, Ashirvad/Equivalent Brand
6. PICKLES – Best renowned brand
7. PAPPAD – Best renowned brand
8. BREAD - Modern / Britannia /Spencer
9. BUTTER - Amul / Vijaya /Britannia
10. JAM – Good quality brand as per requirement
11. SAUCE – Good quality brand as per requirement
12. MILK - Pasteurized Dairy Whole Milk
13. FRUITS(\*) - Banana, Papaya, Grapes, Mango, Chickoo, Orange, Apple, Water Melon, Pomegranate, Custard Apple, Pineapple.
14. ICE-CREAM-Any branded Ice cream to be served in 100 ml cup size. “Frozen Desserts” are not permitted.



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15. MASALA - Sona/Everest/Bedekar/Badshah/any other popular brand approved by the competent authority.

(\* First quality as approved by concerned authority shall be provided.

Note:

- a. The Contractor should at all time ensure that he uses the specified brand only and having the latest validity i.e. expiry date at least six months later.
- b. Food Colours: Only certified food colours can be used.
- c. Mouth Fresheners are to be distributed in paper sachets.

Seal and signature of Manager / Representative of the firm on behalf of the firm submitting Tender

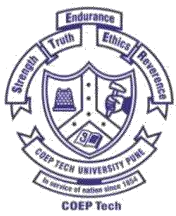
Telephone: .....

Mobile: .....

Fax: .....

Mail .....

Contact Person Name and Designation: .....



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Fax: 020 25507299

## 1. Bidding Process:

The Bid / Quotation document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

**Part 1: Technical Bid** - detailed profile of the agency/organization, eligibility for selection, Quotation terms & conditions, etc. - to be submitted in a separate sealed cover. This should include **Annexure- I and documents** in support of **turnover, experience, list of similar projects, client list, Pre- Qualification / Eligibility Criteria, Appendix –A** etc.

**Part 2: Commercial Bid** - As per the Quotation, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

## 2. Submission of Quotation Documents:

- i. **Bid must be accompanied with the relevant documents as mentioned in the Quotation Document.**
- ii. The date & time of submission shall strictly apply in all cases.
- iii. Instruction for submitting bids are given below:

**Part 1: Technical Bid** – in prescribed format sealed and duly signed. Part 1 shall contain the following:

1. A covering letter in the format enclosed and Annexure-I.
2. Details of bidder's experience and capabilities in the format (Appendix –A) Balance sheets / audited accounts for the past three years.

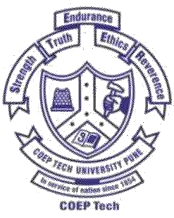
**Part 2: Commercial Bid** - Bidder shall submit their prices for Commercial Bid in Prescribed format in a separate envelope. Price quoted elsewhere shall be liable to rejection.

3. Acceptance of Quotation conditions: Both cover of Part 1 & 2 must be submitted on or before the last date for submission of Quotation.

The last date for submission of Quotation document is 11/03/2025 before 12.00pm.

The Part 1 (Technical Bid) will be opened on at 5.00 p.m. at college in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, corrigendum the same will be intimated on college website portal.





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**Part2 (Commercial Bid) : 1.** will be opened only after the technical evaluation of Quotations and only eligible and technically qualified bidders will be invited for commercial bid opening procedure at the same venue in presence of the bidders' representatives who wish to attend.

2. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders.

3. In the event of any change in the date of opening, the same will be intimated to all.

4. The Institute reserves the right to accept or reject any or all bids.

5. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.

**6. Incomplete Quotations will be rejected without consideration.**

7. Payment Terms & Conditions:

Payment: **100% payment** shall be made at the earliest after **successfully completion** of the work. No advance payment will be given. The work will be evaluated by the college Authorities.

8. The vendors shall have to quote for **all the items** of the Quotation. Part Quotations/incomplete Quotations shall be summarily rejected.

**9. Offers in bid should be written in English and price should be written in both figures and words.**

10. The relevant supporting document(s) should be enclosed along with the offer.

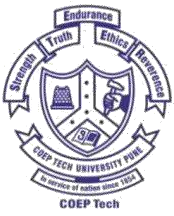
11. Bid(s) received after last date of bid submission will be rejected.

**12. No bid will be entertained by E-mail /FAX.**

**13. The Institute reserves the rights to cancel the Quotation without any reason thereof And the tender fee will not be refunded.**

**14. The Institute reserves the rights to split the purchase order.**

**15. The Institute reserves the rights to cancel any of the items of Quotation Without any reason thereof.**



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16. The Institute reserves the rights to decide the quantity of any of the items of Quotation for finalizing the purchase order without any reason.

17. The Institute reserves the right to cancel purchase order, before or after the delivery of material, before making payments without giving any reasons thereof.

18. Institute reserves the right to cancel the order due to covid pandemic or any natural Disaster.

**Appendix –A (To be filled up by the bidder) Following details required for all bidders**

**Profile of the bidder (Part-I) – Basic Information**

Sr. No.	Particulars	To be filled by the bidder
1	Name of the bidder firm/organization/company	
2	Type of firm/organization (proprietorship/ partnership Pvt Ltd etc) Furnish copies of partnership/ memorandum of articles of association etc)	
3	Name of proprietor / partners/ Vice-Chancellors of the firm	
4	Year of incorporation / registration	
5	Registered address of the firm	
6	Name, designations, telephone no, email of the contact person/ authorized signatory	
7	License for providing housekeeping and catering services (Registration under shops & Est. Act) obtained (Yes/No)	
8	Trade license from local public /issuing authority (Yes/No)	
9	Whether the firm has been in business of catering and housekeeping for at least 5 years (Yes/No)	
10	Annual turnover of the firm for last three years (in Rs Lakhs) Furnish copies of audited balance sheets and profit and loss account statement.	
11	Details of registration (Firm, Company etc) a) Registering Authority b) Date c) Number	
12	Registrations Nos. Under various statutory acts viz. GST/PAN/FSSAI Labour license (copy of registration certificate to be enclosed)	



13	GST	
14	PAN (Copies of income tax returns for last three years to be enclosed)	

15	FSSAI	
16	Whether registered /empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc as approved vendors and if so, furnish details	
17	Whether involved in any litigation earlier with any organization? If so, please submit the details	
18	Any civil suits pending in any of the works executed? Yes or No. If Yes, furnish details.	
19	Any other information which the bidder feels relevant.	

(Signature and Name of the authorized person of the firm/bidder with office seal)

Name:

**Profile of the bidder (Part-II) – Experience**

A) List of similar works already executed/completed by the Bidder during the last 5 Years.

Sr. No	Name &Address of the organization for whom the work was executed. Along with contact persons and their telephone no.		Nature/Type of work(Please specify catering or housekeeping or both)	If food cooked or precooked food served	Maximum no of person catered on a single day and single time	Value of the work executed (Rs.)	Duration of the contract with commencement and date of completion.

Note: Copies of the work orders should be enclosed

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name:

Seal and signature of  
Manager /Representative  
of the firm on behalf of  
the firm submitting  
Tender

Telephone:.....

.....

Mobile:.....

.....

Fax:.....

.....

Mail:.....

.....

Contact Person

Name:.....

Contact Person

Designation:.....

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan No.	
3.	Previous work order details	
4.	Whether limited company or Pt. ltd. or Partnership	
5.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
6.	Turnover for the last three financial years. 2021-22 2022-23 2023-24	
7.	Do you have Outdoor Catering as a primary business?	
8.	Do you have experience of at least 02 years in the relevant field of <i>Providing</i> dinner for Students, Faculty Staff and Guest.	
9.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
10.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager /Representative of the firm On behalf of the firm submitting Tender

Telephone:.....

Mobile:.....

Fax:.....

Mail:.....

Contact Person Name:.....

Contact Person Designation:.....

**Part 1: Technical Bid:**

Providing dinner for Students, Faculty Staff and Guest in College  
“97<sup>th</sup> Regatta” at College of Engineering Pune.

**FORMAT & REQUIREMENTS**

1. Quotation Ref. No:.....
2. Name of Quotationer :.....
3. Complete office address of Quotationer.....
4. Contact details of authorized person of Quotationer who have signed the Quotation. a.  
Name.....  
b. Designation.....  
c. Phone (Office).....  
d. Phone(Mobile).....  
e. E mail.....
5. Due date & Time of submission of bid:.....
6. Submission of technical confirmation to the requirement.
7. Documents to be enclosed with the Technical bid are as under:
  - a. Duly signed & stamped Quotation documents (All pages) as a mark of your acceptance.
  - b. Details of latest at two ( at least One) customer/clients to whom similar works were made should be submitted in the following format:-

Sr. No.	Name of Client along with contact details
1.	
2.	
3.	
  - c. Copies of PAN, GST duly Signed &Stamped.

Signature of the Vendor with stamp



## Appendix -B

### Format of Quotation Providing Dinner to Students, Faculty, Staff, And Guests Etc for 97<sup>TH</sup> REGATTA at College of Engineering, Pune.

## MENU

Sr. no.	Particulars	Items	Quantity
1	Soup	Manchow Soup and Noodles	900 no. of plates on 16 <sup>TH</sup> March 2025 (Extra plates if any will be paid extra as per the decided rate and to be claimed separately.)
2	Starters	Paneer Chilly and Dry Veg Manchurian	
3	Salad	Green Salad	
4	Vegetables	Paneer Tikka masala and Veg Maratha	
5	Choice of Bread	Fulka Roti And Butter Tandoor Roti/ Naan	
6	Rice	Veg Pulao with curry	
7	Sides	Papad, Pickle, Chutney (Green mint and coriander),	
8	Ice-Cream	American Dry Fruit	
9	Sweet	Aamras and Gulab Jamun	
10	Mineral Water	Recognized and renowned brand	

### Annexure- I

### Format of Providing dinner for Students, Faculty Staff and Guest in Regatta at College of Engineering Pune

#### 97<sup>th</sup> REGATTA

Sr.no.	Particulars	Items	Quantity
1	Soup	Manchow Soup and Noodles	900 no. of plates on 16 <sup>TH</sup> March 2025 (Extra plates if any will be paid extra as per the decided rate and to be claimed separately.)
2	Starters	Paneer Chilly, Dry Veg Manchurian	
3	Salad	Green Salad	
4	Vegetables	Paneer Tikka masala and Veg Maratha	
5	Choice of Bread	Fulka Roti and Butter Tandoor Roti / Naan	
6	Rice	Veg Pulao with curry	
7	Sides	Papad, Pickle, Chutney (Green mint and coriander),	
8	Ice-Cream	American Dry Fruit	
9	Sweet	Aamras and Gulab Jamun	
10	Mineral Water	Recognized and renowned brand	

**Annexure- I****Part 2: Commercial Bid**

Providing dinner for Students, Faculty Staff and Guest in “97<sup>th</sup> Regatta 2025” at College of Engineering Pune.

1) Part 2: Commercial Bid

**FORMAT & REQUIREMENTS**

Quotation Ref. No.: .....

Name of the Bidder/ Vendor: .....

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations: However, quantity may increase/ decrease. The format of commercial offer is as below:

**MENU ( 97<sup>th</sup> Regatta 2025)**

Sr.no.	Particulars	Items	Quantity	Rate per Plate in Rs. (Exclusive of all taxes)	Total amount in Rs. (Exclusive of all taxes)
1	Soup	Manchow Soup and Noodles	900 no. of plates on 16 <sup>TH</sup> March 2025 (Extra plates if any will be paid extra as per the decided rate and to be claimed separately. )		
2	Starters	Paneer Chilly , Dry Veg Manchurian			
3	Salad	Green Salad			
4	Vegetables	Paneer Tikka masala and Veg Maratha			
5	Choice of Bread	Fulka Roti and Butter Tnadoor Roti/ Naan			
6	Rice	Veg Pulao with curry			
7	Sides	Papad, Pickle, Chutney (Green mint and coriander),			
8	Ice-Cream	American Dry Fruit			
9	Sweet	Aamras and Gulab Jamun			
10	Mineral Water	Recognized and renowned brand			
<b>(As Applicable by Govt. Rules) GST%</b>					
<b>Total Amount</b>					

## I. PRICE BID FOR CATERING SERVICES

The contractor shall arrange for cooking & services of food for any number of participants depending upon the attendance/occasions decided by COEP TECH from time to time. Usually number of students, faculty, guests, staff etc. on the day (16<sup>TH</sup> March 2025) for Regatta is approximately 985. But the number of plates may vary but COEP TECH guarantee minimum number of participants as 900 on the day. The charges for catering services shall be on per head per day for plates served.

**Note: Applicable Taxes if any for the above may please be indicated separately.**

I/We accept to all the Terms & Conditions, Specifications, and Guidelines as indicated in the Tender Document including the penalty clause.

(Signature and Name of the authorized person of the firm/bidder with office seal)  
Name:

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price. All other costs if to be, quoted separately.

SD/-Vice-Chancellor  
College of  
Engineering, Pune -05

## **III. RATES FOR ADDITIONAL ITEMS**

The contractor should quote the rates for the additional items to be served during dinner occasionally as extra in addition to regular lunch/dinner. The rates quoted shall be written both in words as well as in figures. COEP TECH shall pay applicable Taxes to the contractor on the above rates.

Note: Rates quoted for additional items shall not be considered for  
evaluation of Price Bid.

(Signature and Name of the authorized person of the firm/bidder with  
office seal)

To,  
The Vice-Chancellor,  
College of Engineering Pune,  
Shivajinagar , Pune – 411005.

Sub: Quotation for service work of “Providing dinner for Students, Faculty Staff and Guest in “97<sup>TH</sup> Regatta 2025” at College of Engineering Pune.

Sir,

I have carefully gone through the Quotation document regarding the prequalification of agencies/ vendors for service work of “Providing dinner for Students, Faculty Staff and Guest in “Regatta 2025” at College of Engineering Pune.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered etc., provided in my offer is true and without any alteration/modification.
2. All the provisions of the Quotation documents are acceptable to my company. No violation of the terms and conditions as mentioned in the Quotation document has been made.
3. I declare that my company or any member of the company has not been debarred / blacklisted by any Government / Semi –Government organizations in India.
4. I certify that the period of validity of bid is 60 (Sixty Days) days from the last date of submission of proposal I further certify that I am authorized signatory of my company, and I am, therefore competent to make this declaration.

Yours faithfully,  
(Signature of the bidder)

Seal and signature of the manager  
/Representative of the company/Firm  
on behalf of the company/  
Firm submitting tender.  
Telephone:  
Mobile :  
Fax:  
Mail:  
Contact person name :  
Contact person Designation:



**[This page is intentionally kept blank]**

List Of The Documents By The Bidder