



SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

(An Institution of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Village Bhauri, Bhopal

To,

Dated: 09.12.2025

Dear Madam / Sir,

On behalf of School of Planning and Architecture (SPA) Bhopal, we are pleased to inform you that, Institute is going to celebrate its **12th convocation on 10.01.2026 (Saturday)**. We need to get supply of food refreshment as per menu given below alongwith tent & catering services for dining areas. You are requested to quote your best prices for supplying and serving hot at the venue (SPA Bhopal) as per schedule date and time.

(1) Food Packets

| S. No. | Tentative Menu for Rehearsal on 09.01.2026, Friday (around 3:00 PM) (400 Food packets) |
|--------|--|
| 1 | Veg Patties/ Samosa/Kachori (anyone) |
| 2 | Bakery Cookies / Biscuits small pack / cup cake (Bourbon/Hide & seek) anyone |
| 3 | Cup cake/ Boondi laddu / Besan Laddu (anyone) |
| 4 | Juice pack 150 ml Paper boat |
| 5 | 1 no. of seasonal fruit (banana) |
| 6 | Napkin / tissue paper |
| 7 | Ketchup sachet |
| 8 | Clean & cover water camphor(s) with paper glasses at identified venue(s) |
| | <i>* 50 food packets and water camphor (with paper glasses) needs to be delivered on 09.01.2025 at night to venue preparation team</i> |

(2) Dinner menu

| S. No. | Tentative Menu for Dinner on 10.01.2026, Saturday for 1400 persons |
|--------|--|
| 1 | Soup – tomato, hot and sour |
| 2 | Rice – jeera, pulao |
| 3 | Dal fry |
| 4 | Dal Makhani |
| 5 | Paneer Butter Masala |
| 6 | Methi Malai Matar |
| 7 | Alu Gobhi Matar |
| 8 | Puri, Tandoori, Naan |
| 9 | Veg raita |
| 10 | Salad, papad, achar, mirch fry |
| 11 | Moong halwa, gulab jamun, jalebi |
| 12 | Pasta |
| 13 | Manchurian |
| 14 | Alu chat |
| 15 | Pani Puri |
| 16 | Tawa veg |
| 17 | Clean & cover water camphor(s) with paper glasses at identified venue(s) |

Contd...



(3) A. Tentative Items for Preparation of dining area (Tent & Catering services)

Sufficient covered area with plain ceiling and light for food zone, curtain wall, carpet and 15 feet wide entry gate needs to be prepared to serve lunch for VIP guests, student, parents, faculty & staff. This will also include following.

- A separate 15 feet x 30 feet area for onsite food preparation
- 05 Nos. of dining platform (2' x 16') each with top cover and front frills for student, faculty and parents
- 01 Separate counter with top cover and front frills for drinking water.
- 01 Separate counter with top cover and front frills for desert (Ice-cream and Gulab jamun)
- 01 Separate counter with top cover and front frills for tea coffee juice
- 20 Nos. of Dining table (Round) with 6 chair each (with covers)
- 1400 Nos. of dining plates with spoon, fork and Katori (as per menu)
- Hot serving chulha, utensils, serving spoon, serving tray and bowl, waste collection bins etc as per need of food suppliers and menu requirements
- Cold storage for ice-cream and hot cases for other hot served items
- 8-10 Nos of standing fans and Halogen light

B. An area of 20 feet diameter fully covered with umbrella ceiling needs to be preparing to serve lunch for **VIP Guest**. This may include Seating and serving arrangements for 50 Persons.

- Adequate nos. of persons (12-15) for serving and garbage clearance
- Any other items as per need of Food supplier vendor

Important conditions

- Food suppliers those do not have catering services with them, can make a consortium or collaboration with catering service provider for the event.
- Separate dining stall should be provided for student, faculty, staff and VIP.
- Preparation of venue for dining including placement of all tent material i.e., wall, ceiling, carpets, tables, chairs, etc., should be ready by 11:00 AM on 10.01.2026.
- Food stall should be ready to served by 6:00 PM
- Disposable items should NOT be made of single use plastic to serve food and water etc.
- Adequate nos. of waste bins should be provided
- Items need to be arranged and served hot latest by 6:00 PM on 10.01.2026.
- Quantity of supplied items needs to be checked by officials / refreshment committee of SPA Bhopal.
- All the waste generated near the venue would be removed by the vendor immediately after the closing of event and dispose the waste out of campus its vendor's duty. If hot campus makes any complaint regarding waster or damage to their property, vendor will be penalize for recovery.

Sd/-

**On behalf of Food Committee
(12th Convocation)**



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FORMAT FOR FINANCIAL BID

(To be submitted **by 15.12.2025, Monday upto 5:00 pm**
On vendors firm Letter head by post/hand/e-mail)

The Food Committee – 12th Convocation of SPA Bhopal
School of Planning and Architecture (SPA) Bhopal
Neelbad Road, Village Bhauri, Bhopal

I have understood the required services for food and catering to serve for 12th Convocation of SPA Bhopal to be held on **10.01.2026 (Convocation Day) & 09.01.2026 (Rehearsal day)**. Following is the Financial Bid for supplying food and catering services for 12th Convocation of SPA Bhopal on **10.01.2026 (Convocation Day) & 09.01.2026 (Rehearsal day)**.

Please visit the venue and discuss with the coordinators before filling the financial bid to avoid any last minute confusion / misunderstanding.

| S.N. | Particulars | Per person / box including taxes transportation, serving etc. | Lump sum amount including taxes transportation, serving etc. | Remarks, if any |
|------|--|---|--|-----------------|
| 01 | Supplying food packets for Rehearsal on 09.01.2026 (as per menu) (approx 400 nos.) | | | |
| 02 | Serving Food for 12 th Convocation 10.01.2026 (as per menu and schedule) (approx for 1400 persons) | | | |
| 03 | Catering services for food preparation serving and dining facilities as per requirements As listed above in (3) A & B (including installation and dismantling) | | | |
| | Total | | | |

In words:

Signature of vendor

Firm Seal & Date