

School of Planning and Architecture
(An National Importance Institution of Ministry of Education, Govt. of India)
Neelbad Road, Bhauri, Bhopal - 462 030 (MP)

LIMITED TENDER ENQUIRY

FOR

PROVIDING DINNER / CATERING SERVICES FOR THE 13TH CONVOCATION OF SPA BHOPAL

Tender Enquiry No.: SPAB/S&P/Convocation/2026

Date: 24.09.2026

Date of Convocation: 10.10.2026

Estimated Number of Persons: Approximately 1,500 and 400 food packets

Estimated Procurement Value: ₹6,30,000/-

Type of Procurement: Non-Consultancy Service - Catering/Dinner Arrangement

PART-I

NOTICE INVITING LIMITED TENDER

Sealed/online bids are invited from reputed, experienced and financially sound catering/service agencies for **providing dinner/catering services for approximately 1,500 persons and 400 food packets on 09.10.2026 in connection with the 13th Convocation of the School of Planning and Architecture, Bhopal, scheduled to be held on 10.10.2026.**

The catering agency shall be responsible for procurement/preparation, transportation wherever required, arrangement, serving and management of the complete dinner service, including manpower, crockery, cutlery, serving equipment, tables/service counters, lights, tent at venue drinking water and other allied requirements specified in this Tender Enquiry.

The procurement shall be made through **Limited Tender Enquiry** among suitable and capable service providers in accordance with the applicable Government of India procurement provisions, the Manual for Procurement of Non-Consultancy Services, 2025, GFR 2017 and applicable institutional procurement rules.

The estimated value of the procurement is approximately **₹6,30,000/-**. The estimate is indicative only and does not confer any right upon the successful bidder to claim the estimated quantity/value.

1. IMPORTANT TENDER PARTICULARS

Particular	Details
Name of Work/Service	Providing Dinner/Catering Services for 13th Convocation
Date of Event	10.10.2026

Venue	School of Planning and Architecture, Bhopal
Approximate Number of Guests	1,500 persons and 400 food packets on 09.10.2026
Estimated Value	₹6,30,000/-
Bid System	Two-Bid System - Technical & Financial
Tender Mode	Limited Tender Enquiry
Last Date & Time for Submission	01.10.2026 by 15:00 Hrs
Date & Time of Technical Bid Opening	01.10.2026 by 16:00 Hrs
Date & Time of Financial Bid Opening	To be intimated to technically qualified bidders
Earnest Money Deposit	₹12000/- (Exempted for MSME)
Completion/Service Date	10.10.2026
Place of Service	SPA Bhopal Campus, Neelbad Road, Bhouri, Bhopal
Contact Officer	Ramendra Singh Sisodiya
Email	ramendra.sisodiya@gmail.com
Tender Validity	90 days from the last date of submission

2. SCOPE OF SERVICE

The selected agency shall provide complete dinner/catering arrangements for approximately **1,500 persons and 400 food packets on 09.10.2026**, attending the 13th Convocation of SPA Bhopal. The food is to be arranged at three different locations in the same premises for approximately 900 (Venue 1), 350 (Venue 2) and 250 (Venue 3) persons.

The scope shall include, but shall not be limited to:

1. Preparation/procurement and supply of food items as per the approved menu.
2. Transportation of food and catering materials to the venue, wherever applicable.
3. Deployment of adequate trained catering/service staff.
4. Arrangement of serving counters/buffet counters.
5. Supply and arrangement of crockery, cutlery, serving utensils and other service equipment.
6. Supply of drinking water.

7. Arrangement of tables, service counters, tent, lights and related service material as specified by SPA Bhopal.
8. Maintaining cleanliness and hygiene during preparation, transportation, serving and after completion of service.
9. Removal of used crockery, waste and disposable material, if any.
10. Cleaning of the dining/service area after completion.
11. Deployment of adequate supervisors for overall coordination.
12. Ensuring uninterrupted service during the designated dinner period.
13. Compliance with all applicable food safety, hygiene, labour and statutory requirements.
14. Any other incidental activity necessary for satisfactory completion of the catering service.
15. Arrangement of 20 round tables with chairs at Venue 2 and approximately 04 round tables with chairs at Venue 3

The agency shall make all arrangements necessary for successful execution of the service even if a minor incidental item is not specifically mentioned but is reasonably necessary for providing the contracted service.

3. PROPOSED MENU

1. Dinner Menu

Sr No.	Proposed menu for approx 1500 persons
1.	Tea & Coffee
2.	Jeera Rice
3.	Dal Fry
4.	Paneer Veg (Butter Paneer Masala)
5.	Seasonal Vegetable
6.	Noodles
7.	Poori (Normal & masala)
8.	Tandoori Roti & Tawa roti
9.	Salad, papad, achar, mirch fry
10.	Gulab Jamun, besan barfi & Ice Cream(amul or top n town)
11.	Veg Noodles
12.	Dahi Vada
13.	Tawa Veg
14.	Clean and cover water campers with paper glass

2. Food Packets for Rehearsal Day

Sr No.	Proposed menu for packets
1.	Samosa
2.	Bakery Cookies (Sunfeast dark fantasy pack of 2)
3.	Cup Cake (Top n Town / Bake n Shake)
4.	Banana 1 piece
5.	Juice 180 ml (Tetra Pack) (Real)
6.	1 packet namkeen (Haldiram/ Akash)
7.	Napkin/Tissue Paper
8.	Water arrangement

The final menu, quantity, quality, serving time and other requirements shall be communicated to the successful bidder.

The bidder shall quote a **composite per-person rate for the complete menu/service**.

4. IMPORTANT NOTE REGARDING QUANTITY

The quantity of approximately 1,500 persons and 400 food packets is indicative and may vary depending upon actual attendance.

No payment shall be made for persons not actually served.

SPA Bhopal may, depending upon actual requirement, increase or decrease the quantity within reasonable limits without giving rise to any claim for compensation or loss of profit.

5. ELIGIBILITY CRITERIA

TECHNICAL QUALIFICATION CRITERIA

The Technical Bid shall be evaluated on a **Pass/Fail basis** against the following minimum qualification criteria. Only bidders fulfilling all the mandatory technical requirements shall be considered eligible for opening/evaluation of their Financial Bids.

Sl. No.	Technical Qualification Criterion	Minimum Requirement	Documentary Evidence
1	Legal constitution	Bidder must be a legally constituted proprietorship/partnership/LLP/company/society/co-operative or other legally competent entity	Registration/constitution certificate
2	FSSAI Registration/License	Valid FSSAI Registration/License appropriate for catering/food service activities	Copy of valid FSSAI certificate/license
3	GST Registration	Valid GST registration, wherever applicable	GST Registration Certificate
4	PAN	Valid PAN of firm/proprietor/company	PAN copy
5	Similar experience	At least 3 completed catering assignments during the last 3 financial years , each	Work orders/completion

		involving catering/food service for at least 500 persons	certificates/client certificates
6	Large-scale catering experience	At least one completed catering assignment for 1,000 or more persons during the last 3 financial years	Work order + completion/satisfactory service certificate
7	Government/Institutional experience	At least one catering assignment executed for a Government Department, Government Institution, PSU, Autonomous Body, educational institution, reputed corporate institution or similar organisation during the last 3 financial years	Work order/completion certificate
8	Financial capacity	Average annual turnover from catering/food-service-related activities of at least ₹30 lakh during the last 3 financial years	CA-certified turnover statement/audited financial statements/ITR
9	Non-blacklisting	Bidder must not have been blacklisted/debarred by any Central/State Government Department, PSU, Autonomous Body or Government Institution as on the date of bid submission	Self-declaration on firm's letterhead
10	Manpower capability	Ability to deploy adequate trained catering/service personnel and at least one responsible event supervisor for the assignment	Manpower declaration/details
11	Food safety compliance	Undertaking to comply with applicable FSSAI/food safety, hygiene and sanitation requirements	Signed undertaking
12	Acceptance of tender conditions	Unconditional acceptance of essential terms and conditions of the tender	Signed tender document/undertaking
13	Bid validity	Bid shall remain valid for at least 90 days from the last date of submission	Bidder's undertaking
14	EMD	EMD submitted as prescribed, or valid exemption document submitted where applicable	EMD proof/exemption certificate

6. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

The bidder shall submit the following:

1. Covering letter.
2. Firm/company registration/constitution document.
3. PAN card.
4. GST registration certificate.
5. Valid FSSAI registration/license.

6. Experience certificates/work orders.
7. Details of similar assignments executed.
8. Documentary evidence of financial capacity, wherever required.
9. Non-blacklisting declaration.
10. Declaration regarding acceptance of all terms and conditions.
11. Details of manpower and catering infrastructure.
12. Details of major institutional/government/corporate catering assignments.
13. Bank details.
14. EMD, wherever applicable.
15. Signed copy of the Tender Enquiry document.
16. Any other document specifically requested by SPA Bhopal.

Failure to submit mandatory documents may result in rejection of the technical bid.

7. TECHNICAL QUALIFICATION

The technical bid shall be evaluated on a **responsive/non-responsive basis** against the eligibility requirements.

A bidder shall be considered technically responsive only if:

- a. All mandatory documents have been submitted;
- b. The bidder meets the eligibility criteria;
- c. The bidder possesses valid FSSAI/GST registration;
- d. Required experience is demonstrated;
- e. The bidder accepts the tender terms;
- f. The bidder demonstrates adequate capability to execute the assignment.

Only technically qualified/responsive bidders shall be considered for financial evaluation.

8. FINANCIAL BID

- a. The bidder shall quote the rate in the prescribed Financial Bid format.
- b. The financial quote shall preferably be on a **per-person basis**.
- c. The quoted rate shall include all costs required for complete execution of the service, including all applicable taxes.
- d. The bidder shall clearly indicate GST separately.

- e. No additional payment shall ordinarily be admissible for incidental expenses.

9. FINANCIAL EVALUATION

The contract shall ordinarily be awarded to the **Lowest Responsive Bidder (L-1)** among technically qualified bidders, subject to:

1. Compliance with all tender requirements;
2. Reasonableness of rates;
3. Availability of budget;
4. Approval of the Competent Authority; and
5. Satisfactory verification of documents, wherever required.

SPA Bhopal reserves the right to seek clarification regarding an abnormally low or otherwise unusual quotation.

Acceptance of the lowest financial bid shall not be automatic if the bid is found non-responsive or the quoted rates are not considered reasonable in accordance with applicable procurement rules.

10. EARNEST MONEY DEPOSIT

The bidder shall submit EMD of ₹12000/- in form of DD/FDR, bidders can also submit the EMD with Payment online through RTGS / internet banking in

Beneficiary name: SPA BHOPAL INTERNAL RECEIPTS

Account No.: 2073201002565

IFSC Code: CNRB0004725

Bank Name: CANARA BANK

Branch address: BHAURI BHOPAL

The EMD of unsuccessful bidders shall be returned after finalization of the tender in accordance with applicable rules.

EMD exemption, wherever applicable to eligible bidders under Government rules, shall be allowed subject to submission of valid documentary proof.

11. TENDER VALIDITY

The bid shall remain valid for **90 days** from the last date prescribed for submission of bids.

No bidder shall be permitted to withdraw or modify its bid during the validity period except in accordance with applicable procurement rules.

12. FOOD QUALITY AND HYGIENE

The contractor shall ensure:

1. Fresh and wholesome food.
2. Use of good quality raw materials.
3. Proper storage of food/materials.
4. Hygienic preparation.
5. Clean utensils and serving equipment.
6. Proper hand hygiene of catering personnel.
7. Appropriate food covering and protection.
8. No stale, contaminated or substandard food.
9. Proper disposal of food/waste.
10. Compliance with FSSAI requirements.

SPA Bhopal may reject any food item found to be substandard, stale, contaminated or otherwise unsuitable for consumption.

13. MANPOWER

The contractor shall deploy sufficient trained manpower for:

- a. Food service;
- b. Buffet management;
- c. Table/service counter management;
- d. Cleaning;
- e. Water service;
- f. Supervisory functions; and
- g. Other catering activities.

All deployed personnel shall be properly dressed and maintain appropriate personal hygiene.

The contractor shall ensure that its employees behave courteously with students, parents, dignitaries, faculty, staff and guests.

14. SERVICE TIMINGS

The exact dinner service timing shall be communicated by SPA Bhopal.

The contractor shall ensure that:

- a. All arrangements are completed sufficiently before commencement of dinner;
- b. Food is ready and properly arranged before service;
- c. Adequate quantities are maintained throughout the service period; and
- d. Service continues without interruption until authorized closure.

15. CROCKERY AND CUTLERY

Unless otherwise specified in the BOQ, adequate crockery and cutlery shall be provided by the contractor. Ceramic crockery is to be arranged for VIP area.

Disposable items shall not be used where SPA Bhopal specifically requires reusable crockery/ cutlery.

16. DRINKING WATER

Adequate safe drinking water shall be made available for all guests. The contractor shall ensure adequate quantity throughout the service.

17. CLEANLINESS AND WASTE DISPOSAL

The contractor shall maintain cleanliness throughout the service period.

All waste generated due to catering activities shall be collected and disposed of in the designated area in accordance with the instructions of SPA Bhopal.

The venue shall be left clean after completion of the service.

Any damage caused to SPA Bhopal property by the contractor or its personnel shall be recoverable from the contractor.

18. MENU SUBSTITUTION

The contractor shall not substitute any approved menu item without prior approval of SPA Bhopal.

In case any particular ingredient/item becomes unavailable for reasons beyond the contractor's control, an equivalent or superior substitute may be provided only with prior approval.

19. ADDITIONAL REQUIREMENT

If additional food/service is required due to higher attendance, SPA Bhopal may place an additional requirement subject to the permissible variation and applicable procurement rules.

The contractor shall not claim additional payment for quantities not ordered or not served.

20. PAYMENT

Payment shall be made after satisfactory completion of the service. Payment shall be released after verification and certification by the authorized officer. Payment shall normally be based on the actual number of persons served at the accepted per-person rate, subject to applicable terms. No advance payment shall be made unless specifically approved by the Competent Authority under applicable rules.

21. LABOUR LAWS

The contractor shall comply with all applicable labour laws. The contractor shall remain solely responsible for its personnel. No employer-employee relationship shall arise between SPA Bhopal and the personnel deployed by the contractor.

22. STATUTORY COMPLIANCE

The contractor shall obtain and maintain all licences, registrations, permissions and approvals required for carrying out catering activities.

These may include, as applicable:

- a. FSSAI;
- b. GST;
- c. Labour registrations;
- d. Municipal/local authority permissions;
- e. Fire/safety compliance; and
- f. Other statutory requirements.

23. INSURANCE AND RISK

The contractor shall be responsible for the safety of its personnel, equipment and materials.

Any loss, theft, damage or accident involving the contractor's personnel/equipment shall be the responsibility of the contractor.

The contractor shall indemnify SPA Bhopal against claims arising from negligence, misconduct or statutory non-compliance attributable to the contractor.

24. FOOD POISONING / CONTAMINATION

In the event of any complaint or incident attributable to contaminated, adulterated or unsafe food supplied by the contractor, the contractor shall be liable for consequences arising from its negligence or failure to comply with food safety requirements.

SPA Bhopal shall be entitled to recover the cost of corrective measures, penalties, damages or other recoverable amounts as per applicable law and contract conditions.

The contractor shall extend full cooperation in any investigation.

25. PENALTY / LIQUIDATED DAMAGES

In case of delay, inadequate service, shortage of food, poor quality, failure to deploy adequate manpower or other deficiency attributable to the contractor, SPA Bhopal may impose appropriate deductions/penalties as specified below, subject to applicable rules:

Deficiency	Proposed Action
Delay in setting up arrangements	Deduction/penalty as decided based on actual deficiency
Short supply of food	Proportionate deduction and recovery of additional cost
Poor quality/substandard food	Rejection/replacement and appropriate deduction
Inadequate manpower	Deduction based on deficiency
Failure to maintain hygiene	Penalty and corrective action
Failure to complete service	Recovery of additional expenditure and other contractual remedies
Damage to SPA property	Actual cost of repair/replacement

The total penalty/recovery shall be subject to the applicable contractual and procurement provisions.

26. FAILURE TO PROVIDE SERVICE

If the successful bidder fails to provide the contracted service on the scheduled date, SPA Bhopal may, after recording reasons and following applicable contractual procedure:

1. Arrange the service through an alternative agency;
2. Recover the additional expenditure from the contractor;
3. Recover other admissible losses; and/or
4. Take action under applicable procurement rules.

27. FORCE MAJEURE

Neither party shall be liable for failure to perform contractual obligations to the extent such failure is directly caused by events beyond reasonable control, such as:

- a. Natural calamity;
- b. War;
- c. Riot;

- d. Government-imposed restrictions;
- e. Epidemic/pandemic restrictions;
- f. Fire or other major unforeseen events.

The affected party shall immediately notify the other party.

Force majeure shall not cover ordinary shortages of manpower, raw materials, transport or financial difficulties of the contractor unless directly caused by a qualifying force majeure event.

28. SUB-CONTRACTING

The contractor shall not assign or sub-contract the complete catering service to another agency without prior written approval of SPA Bhopal.

The contractor shall remain fully responsible for the service even where any incidental activity is performed through another agency/person.

29. RIGHT TO REJECT

SPA Bhopal reserves the right to reject any food/material/service that does not conform to the approved specifications or quality requirements.

Rejected food shall be replaced immediately at the contractor's cost.

30. DISQUALIFICATION

A bid may be rejected if:

1. Mandatory documents are not submitted;
2. False/inaccurate information is submitted;
3. The bidder does not meet eligibility requirements;
4. The bidder has been blacklisted/debarred and fails to disclose it;
5. The bid is conditional in a manner contrary to tender conditions;
6. The bidder attempts to influence the tender process;
7. The bidder submits materially incomplete information; or
8. Any other ground exists under applicable procurement rules.

31. CONFLICT OF INTEREST

The bidder shall disclose any actual or potential conflict of interest relevant to the procurement. The bidder shall not attempt to influence officials involved in the procurement process. The bidder shall also submit the certificate regarding near relative.

32. LATE BIDS

Late bids shall not be accepted where submission is through an electronic system. For physical submission, bids received after the prescribed date and time shall not be considered.

33. OPENING OF BIDS

Technical bids shall be opened on the date and time specified in the Bid Data Sheet. Financial bids of only technically qualified bidders shall be opened. The date of financial bid opening shall be communicated to technically qualified bidders.

34. CANCELLATION OF TENDER

SPA Bhopal reserves the right to cancel or withdraw the tender process, wholly or partly, before award of contract in accordance with applicable procurement rules. No bidder shall have a claim for compensation merely because the tender has been cancelled.

35. ACCEPTANCE OF BID

The Competent Authority of SPA Bhopal shall have the final authority to accept or reject bids in accordance with applicable rules.

The lowest bidder shall not acquire an automatic right to award.

36. DISPUTE RESOLUTION

Any dispute arising out of the contract shall first be resolved through mutual discussion between the authorized representatives of SPA Bhopal and the contractor.

If the dispute cannot be resolved, the matter shall be dealt with in accordance with the applicable contractual provisions and Government/institutional rules.

37. JURISDICTION

Subject to applicable law and contractual dispute resolution provisions, courts/competent authorities having jurisdiction over **Bhopal, Madhya Pradesh** shall have jurisdiction.

PART-II

TECHNICAL BID FORMAT

TECHNICAL BID CHECKLIST

Sl. No.	Requirement	Submitted (Yes/No)	Page No.
1	Covering Letter		
2	Firm Registration/Constitution		
3	PAN		
4	GST Registration		
5	FSSAI License/Registration		
6	Experience Certificates/Work Orders		
7	Similar Catering Experience		
8	Financial Capacity Documents		
9	Non-Blacklisting Declaration		
10	Manpower/Infrastructure Details		
11	Acceptance of Tender Conditions		
12	EMD/Exemption Document		
13	Bank Details		
14	Signed Tender Document		

PART-III

DETAILS OF SIMILAR EXPERIENCE

Sl. No.	Client/Organisation	Nature of Service	No. of Persons	Date/Period	Contract Value	Completion Certificate
1						
2						
3						
4						

PART-IV

DETAILS OF CATERING INFRASTRUCTURE

The bidder shall provide details of:

1. Food preparation facility:
2. Address:
3. FSSAI Licence No.:
4. Number of kitchen staff:
5. Number of service staff:
6. Number of supervisors:
7. Transportation facilities:
8. Serving equipment:
9. Crockery/cutlery:
10. Experience in catering events exceeding 1,000 persons:
11. Other relevant facilities:

PART-V
FINANCIAL BID
PRICE SCHEDULE

Name of Bidder: _____

Description	Approx. Quantity	Unit	Rate per Person (₹)	GST (₹)	Total Rate per Person incl. GST (₹)	Total Estimated Amount (₹)
Complete Dinner/Catering Service as per approved menu and tender conditions	1,500	Person				
Food Packets on 09.10.2026	400	each				

Total Estimated Bid Value:

In figures: ₹_____ (inclusive of all taxes)

In words: Rupees _____ only.

The quoted rate shall include all charges and all taxes.

PART-VI

BIDDER'S DECLARATIONS

DECLARATION - 1

Acceptance of Terms and Conditions

I/We hereby declare that I/we have carefully read and understood all the terms and conditions contained in this Limited Tender Enquiry and agree to abide by them.

I/We further declare that the information and documents submitted by us are true and correct.

Name of Firm: _____

Name of Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Seal: _____

DECLARATION - 2

Non-Blacklisting

I/We hereby declare that our firm/agency has not been blacklisted, debarred or banned by any Central Government Department, State Government Department, PSU, Autonomous Body, Statutory Body or Government Institution as on the date of submission of this bid.

I/We further undertake to inform SPA Bhopal immediately if any such action is initiated against us during the validity of the bid/contract.

Signature: _____

Name: _____

Date: _____

Seal: _____

DECLARATION - 3

Conflict of Interest

I/We hereby declare that there is no conflict of interest affecting our participation in this tender and that we have not attempted and shall not attempt to improperly influence the procurement process.

Signature: _____

Name: _____

Date: _____

Seal: _____

PART-VII

UNDERTAKING REGARDING FOOD SAFETY

I/We undertake that:

1. All food supplied shall be fit for human consumption.
2. All food shall be prepared/stored/transported hygienically.
3. Valid FSSAI requirements shall be complied with.
4. No stale, contaminated or adulterated food shall be supplied.
5. Adequate hygiene shall be maintained by all catering personnel.
6. Any complaint relating to food quality shall be immediately attended to.
7. We shall comply with all directions issued by SPA Bhopal concerning food safety and hygiene.

Authorized Signatory: _____

Name: _____

Firm: _____

Date: _____

PART-VIII

FORMAT OF WORK COMPLETION CERTIFICATE

This is to certify that M/s _____ has satisfactorily provided dinner/catering services for the 13th Convocation of SPA Bhopal held on 10.10.2026.

Approximate/actual number of persons served: _____

The services were completed satisfactorily / with deficiencies as noted below:

Authorized Officer

School of Planning and Architecture, Bhopal

Date: _____

PART-IX

GENERAL CONDITIONS

1. SPA Bhopal reserves the right to verify any information submitted by the bidder.
2. False information may lead to rejection and further action under applicable rules.
3. All documents must be legible.
4. The bidder shall quote only after satisfying itself regarding the complete requirement.
5. The bidder shall inspect the venue, wherever considered necessary.
6. No claim arising from failure to understand the site/event conditions shall ordinarily be entertained.
7. The contractor shall coordinate with the Convocation/Event Committee.
8. The contractor shall comply with all reasonable instructions of the authorized officer.
9. The contractor shall maintain adequate reserve quantities of essential food items.
10. The contractor shall not use the name/logo of SPA Bhopal for promotional purposes without written permission.
11. The contractor shall ensure that its personnel do not cause disturbance to the academic/institutional activities of SPA Bhopal.
12. The contractor shall be responsible for all losses arising from its negligence.
13. All measurements/quantities shall be verified by the authorized representative.
14. The decision of SPA Bhopal regarding satisfactory completion shall be subject to the terms of the contract and applicable law.
15. Matters not specifically covered in this Tender shall be governed by applicable Government procurement rules and SPA Bhopal's applicable procurement provisions.

ANNEXURE-I

BID SUBMISSION LETTER

To
The Director/Competent Authority
School of Planning and Architecture, Bhopal
Bhopal, Madhya Pradesh

Subject: Limited Tender for Providing Dinner/Catering Services for 13th Convocation of SPA Bhopal

Sir/Madam,

With reference to the Limited Tender Enquiry No. _____ dated _____, I/We hereby submit our bid for providing dinner/catering services for approximately 1,400 persons for the 13th Convocation of SPA Bhopal scheduled to be held on 10.10.2026.

I/We have examined the complete Tender Enquiry and agree to all the terms and conditions contained therein.

I/We undertake to provide the services in accordance with the prescribed specifications, approved menu and instructions of SPA Bhopal.

Our financial quotation is enclosed in the prescribed format.

Yours faithfully,

Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm: _____

Address: _____

Mobile: _____

Email: _____

Date: _____

Seal: _____

BIDDER INFORMATION FORM

Particular	Details
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Name of Firm	
--------------	--

Constitution	
--------------	--

Registered Address	
--------------------	--

Correspondence Address	
------------------------	--

Proprietor/Partner/Director	
-----------------------------	--

Contact Person	
----------------	--

Mobile No.	
------------	--

Email	
-------	--

PAN	
-----	--

GSTIN	
-------	--

FSSAI Licence No.	
-------------------	--

Bank Name	
-----------	--

Account No.	
-------------	--

IFSC	
------	--

Years in Catering Business	
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No. of Employees	
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No. of Supervisors	
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APPROVED MENU SHEET

1. Dinner Menu

Sr No.	Proposed menu for approx 1500 persons
15.	Tea & Coffee
16.	Jeera Rice
17.	Dal Fry
18.	Paneer Veg (Butter Paneer Masala)
19.	Seasonal Vegetable
20.	Noodles
21.	Poori (Normal & masala)
22.	Tandoori Roti & Tawa roti
23.	Salad, papad, achar, mirch fry
24.	Gulab Jamun, besan barfi & Ice Cream (Amul or Top n Town)
25.	Veg Noodles
26.	Dahi Vada
27.	Tawa Veg
28.	Clean and cover water campers with paper glass

2. Food Packets for Rehearsal Day

Sr No.	Proposed menu for packets
9.	Samosa
10.	Bakery Cookies (Sunfeast dark fantasy pack of 2)
11.	Cup Cake (Top n town / bake n shake)
12.	Banana 1 piece
13.	Juice 180 ml (Tetra Pack) (Real)
14.	1 packet namkeen (Haldiram/ Akash)
15.	Napkin/Tissue Paper
16.	Water arrangement

COMPLIANCE STATEMENT

Tender Requirement	Compliance by Bidder Remarks
FSSAI Licence	Yes/No
GST Registration	Yes/No
PAN	Yes/No
Similar Experience	Yes/No
Manpower Capacity	Yes/No
Catering Infrastructure	Yes/No
Crockery/Cutlery	Yes/No
Food Safety Compliance	Yes/No
Non-Blacklisting	Yes/No
Payment Terms Accepted	Yes/No
Penalty Terms Accepted	Yes/No
Other Tender Conditions Accepted	Yes/No

PRE-EVENT COORDINATION REQUIREMENTS

The successful bidder shall attend a coordination meeting with the authorized representatives of SPA Bhopal before the event.

The following shall be finalized:

1. Final number of guests.
2. Final menu.
3. Dinner timing.
4. Venue/layout.
5. Entry/exit arrangements.
6. Number and location of buffet counters.
7. Number of service personnel.
8. Drinking water points.
9. Waste collection points.
10. Electrical requirements, if any.
11. Arrival and setup time.
12. Vehicle entry arrangements.
13. Emergency contact numbers.
14. Any special dietary requirement communicated by SPA Bhopal.
15. Other event-specific requirements.

SPECIAL CONDITIONS FOR 13TH CONVOCATION

1. The event is scheduled for **10.10.2026** and the contractor shall ensure complete readiness before the prescribed reporting/service time.
2. Since the event is an important institutional function, the contractor shall deploy an experienced event supervisor.
3. Adequate contingency stock of food shall be maintained.
4. No food item shall be removed from the venue before completion of service without permission.
5. The contractor shall maintain professional standards throughout the event.
6. The contractor shall ensure that all serving staff are appropriately dressed.
7. The contractor shall make arrangements to prevent spillage and wastage.
8. The contractor shall immediately rectify any service deficiency pointed out by the authorized representative.
9. The contractor shall ensure that the venue is restored to a clean condition after dinner service.
10. The contractor shall provide contact details of its responsible officer available on the event date.

**For and on behalf of
School of Planning and Architecture, Bhopal**