

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला
विद्यापीठ
१. नाथीबाई ठाकरसी मार्ग
Mumbai 400 020
Telegram : UNIWOMEN
Website : sndt.ac.in

Ref:Estb/Web Notification/2025-26/

Date:21st June 2025

Invitation for Quotation**for Outsourcing of Hospitality and food / catering services(table, chair and food serving) for the Foundation Day Programme**

The sealed Quotation is invited for Outsourcing of Hospitality and other catering services for the Foundation Day at Churchgate, campus of the University likely to be held on 05/07/2025. The Bidders will be responsible for successful Hospitality and other catering services of this very important event. The caterer is advised to understand the requirements of hospitality, safety protocols, instructions, terms, and conditions carefully as mentioned in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation without assigning any reason thereof.

Name of Item	Outsourcing of Hospitality and other catering services (table, chair and food serving) for the Foundation Day Program
Venue of submission	The Registrar, SNDT Women's University, Churchgate, Mumbai-400020
To be Addressed to:	The Registrar, SNDT Women's University, Churchgate, Mumbai-400 020.
Contact Telephone	022-22031879.
Deadline of Submission	30th June till 4.00 pm.
Specification & Requirement	Hospitality and other catering services for the Foundation Day Program

Instructions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in the Tender/Quotations section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly follow the website of SNDT Women's University, Mumbai: sndt.ac.in . Quotation should clearly mention all catering related specific requirements mentioned in this document.

The quotations are invited in two parts under Three Envelope System. Technical information shall be enclosed and sealed in envelope No-1. Schedule of Rates shall be filled in and enclosed in Envelope No-2. Both the sealed envelopes shall be kept in envelope No-3 which shall be big enough to contain two envelopes.

On each envelope name and address along with contact number of bidder shall be written. On the top of it the envelope name of the bidder should be mentioned.

* Maharashtrian cooks specializing in Maharashtrian Cuisine will be preferred.

Envelop No-1-

1. The Covering letter with details of Bidder, Address, Name of Proprietor Telephone Number, Mobile Number, e-mail ID, Name, Signature, and seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Certified copy of GST registration along with seal.
3. PAN Card No. (Certified/Self Attached Copy) with seal.
4. List of main clients.
5. The details about Hospitality and food services should be submitted in the prescribed format signed by the bidder along with a seal.

Envelop No-2:

The financial bid may be submitted in the prescribed format (Annexure-I) as attached on the letterhead of the bidder.

BUDGET HEAD	COST PER PERSON (Rs)	NUMBER OF PARTICIPANTS
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Tea/ coffee/ dry fruits Snacks 50 members		50
Lunch for VIPs		100
Lunch box for staff and students		1000
Water Cans		5
Water glasses		1000
Total budget (estimated)		

The rate validity will be up to 45 days from the date of submission deadline.

Notes:-

1. All necessary documents, manuals to be handed over to the SNDT Women's University.
2. Packing and transport charges, transit insurance, charges for any Government permissions will be inclusive in the quoted rate.
3. Please note that the University reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever.
4. Selection will be done based on the cost as well as quality (QCBS).
5. No partial/Incomplete financial bid will be considered.
6. The successful Bidders shall follow all the security protocols.


 (Dr. Vilas D. Nandavadekar)
 Registrar

Annexure 1-

Morning Refreshments at the arrival of the guests(n=50):-

- Tea,
- Coffee,
- Dry fruits(limited in grams),
- Cookies(limited in grams),
- Biscuits, ½ Sandwich chutney, Idli chutney, sambar.

Lunch for VIPs(n=100):-

- Methi malai
- Mix Veg
- Varan Bhaath
- Chapati
- Multigrain Bhakri/Jowar Bhakri
- Mix Bhajia
- Shrikhand
- Modak(30 pieces)
- Buttermilk
- Papad
- Salad
- Pickle

Working lunch Menu to be given in a box(1000 boxes) :-

- Bhaji
- Puri
- Hara Bhara kabab
- Kala Jamun