INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)
F-4, Hauz Khas Enclave
New Delhi-110016

Ref. No. IHE/2025-26/admin/1209 **18.11.2025**

Notice for Inviting Quotations for Catering Services for Event from 5th to 7th December, 2025

Institute of Home Economics invites offline quotations from reputed Caterers/catering service providers for providing food (Breakfast, Lunch & High Tea) for three days for the International conference, scheduled from 5th to 7th December, 2025 at Miranda House, University of Delhi as per details provided below.
The Quotations must be submitted in the prescribed format (Format Attached) to The Director, Institute of Home Economics, F-4, Hauz Khas Enclave, New Delhi- 110016 either by speed post or by hand on or before the last date mentioned in the schedule given below. Quotation
received after last date of submission will not be considered. Incomplete bids or late bid submissions are liable to be ignored and rejected.
The envelope containing the quotation should superscripted as "***Quotation for catering Service towards the supply of food items for conference***".

Important Information and Dates

S. No.	Description	Details
1	Quotation Submission Start date	18.11.2025
2	Last Date for Bid/quotation Submission	24.11.2025
3	Tender/Quotation fees (Demand Draft in favor of Director, IHE payable at New Delhi)	Rs 1000/-
5	Performance Security (Demand Draft in favor of Director, IHE payable at New Delhi)	Rs 10000/-
6	Service to be offered	Catering service as per Annexure II and III

Jyoti Dalal

Director

INSTRUCTIONS TO BIDDERS

- Bidder must have in business of providing catering or similar services.
- The Bidder is expected to examine all instructions, forms, terms and the scope of the work in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.

(A) Eligibility Criteria for Bidders

- Bidder must have local service and application office and infrastructure to attend visit whenever required in Delhi.
- Bidder must have engaged in catering service business.
- The Bidder should have minimum ten years of experience in providing catering service to Central University Colleges (preferably women colleges)/Department /Govt. Organisations.
- Bidder must not be blacklisted from any government/autonomous institute.
- Bidder must send all the required documents along with the hard copy of DD to the college on or before the last date of bid submission.
- Bids/quotations received after the last date will not be accepted.
- Bidder must have submitted the tender fees in the form of Demand Draft (DD) of Rs 1,000/- in favor of Director, Institute of Home Economics payable at New Delhi.
- Bids/quotations without the DD will not be entertained.
- The successful bidder must have submitted performance security of Rs 10,000/- in the form of DD in favor of Director, Institute of Home Economics payable at New Delhi immediately after the award of contract failing which the contract will be forfeited.
- Quotations received without all the required documents will be technically disqualified for financial evaluation.
- The Director, IHE reserves the right to accept/ reject any or all bids/quotations either in part or in full without assigning any reasons thereof.
- If there is any addendum/corrigendum related to the tender, it shall only be published on the IHE website (www.ihe.du.ac.in).The Bidders are advised to check the IHE website regularly. No other mode of notice will be given.
- The interested agencies/bidders may submit their quotations along with the following documents, duly authenticated and stamped by the proprietor or authorized signatory: (Certificate to be enclosed)

  - Registration certificate
  - Copy of PAN and GST certificate
  - Up-to-date IT returns for the last 3 financial years
  - List of clients where earlier service had been provided
  - Documentary proof for past services mentioning 10 years of service

- Hard copy of demand draft of tender fees
- Tender acceptance certificate (**to be printed on letter head**)
- Proforma of Technical Bid (**Annexure I**)
- Financial Bid (**Annexure II**)
- Self-declaration of non-blacklisting certificate (**Annexure III**)

Guidelines for Submission of Tender

The bids are to be submitted in two parts-

1) Sealed Technical Bid, along with Technical documents in one sealed envelope super- scribed "**TECHNICAL BID**" should be kept in Envelope I.
2) Sealed Financial Bid, placed in a separate envelope super-scribed "**FINANCIAL BID**," should be kept in Envelope II.

The above-mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelope super-scribed with the name of "***Quotation for catering Service towards the supply of food items for conference***" This bigger envelope, should be send either by post or by hand to the following address

The Director,
Institute of Home Economics,
F-4 Hauz Khas Enclave,
New Delhi-110016

3) **Place of the event:** Miranda House, University of Delhi, Delhi-110007
4) **Duration of Event**: 5th to 7th December, 2025
5) **Award of Contract**

The Purchaser will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract. The determination will take into account the Bidder's financial, technical and performance capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the Purchaser deems necessary and appropriate.

- **Purchaser's right to vary Quantities at Time of Award**

The Purchaser reserves the right at the time of award of Contract to increase or decrease of the quantity of goods and services specified in the Schedule of Requirements without any change in price or other terms and conditions.

6) **Performance Security: Rs 10,000/-** shall be submitted by the successful bidder in the form of Demand Draft in favor of Director, IHE after the award of contract. The Performance Security will be refunded when satisfactory report is submitted by the convenor to the college within a month after the event is over. Return of Security deposits by the bidder shall be returned without any interest.
7) **Payment**: Tax invoice should be issued in favor of Director, IHE. 100% payment will be done after successfully completion of the event as per the bid requirement. Bills will be settled within 30 working days from the date submission.

Scope of the Work (CATERING REQUIREMENTS)

S.No.	Date & Time	Item
1	5/12/25 10:30am	Hi-Tea
2	5/12/25 1:30 pm	Lunch (as per annexure-III)
3	5/12/25 4 pm	Tea
4	5/12/25 6:30 pm	Dinner
5	6/12/25 10:30 am.	Tea
6	6/12/25 12 noon	Tea
7	6/12/251:30 pm	Lunch (as per annexure-III)
8	6/12/25 4pm	Tea
9	6/12/25 6pm	Tea
10	6/12/25 8 pm	Dinner
11	7/12/25 11 am.	Tea
9	7/12/25 1:30 pm	Lunch (as per annexure-)
10	7/12/25 6:30 pm	Hi-Tea

Terms & Conditions

1. The Service provider must have office in Delhi.
2. The Service provider must have the valid food license.
3. No money will be given by the college as advance; payment will be made after submission of the bill.
4. The caterer shall not subcontract to another person/business.
5. The caterer should provide quality food and service as per menu in Annexure III.
6. The caterer should keep in mind the unit cost/ per head cost as instructed by the college while providing foods to the guests, in case any deviation beyond the per head cost the agency should seek the consent of the responsible officials of the college.
7. The service should be provided smoothly and in a professional manner within the prescribed time and place.
8. The service provider must submit the tender fees of Rs.1000/- with quotation.

9. The documents, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.
10. The prices must be quoted as per the minimum assured quantity (~300 plates) mentioned in quotation document but final billing will be based on actual quantities used, which may be higher based on actual attendance. The rates must be inclusive of GST, applicable as per GOI Norms.
11. If the number of estimated attendees at the event is exceeded, the bidder has to cater to the same after ascertaining the increased count on actual basis. However, in such case prior intimation will be given to the caterer.
12. The price must be quoted on per plate basis for breakfast, hi-tea, lunch, evening-tea and dinner. Service stations for food counters, crockeries and required manpower for cooking and serving the food will be provided by the caterer. Institute will provide the venue, cooking area and serving area with tents.
13. Only neat and clean table cloths should be used at service counters and at eating tables. The table cloths should be changed on a daily basis.
14. All personnel/employees/workmen employed by the Caterer shall be in good health and sound mind. The personnel/employees/workmen of the Caterer shall wear proper uniform and be liable to security screening by the Security Staff deployed by Miranda House.
15. The area near food counters and sitting areas should be kept clean by the caterer all the time. Waste must be collected and disposed by the caterer.
16. For Tea/ lunch/Dinner clean and good quality ceramic plates, steel spoons and forks and other essential cutlery will be provided by the caterer.
17. The Caterer shall appoint fully qualified and competent workers as per the requirement at their own cost, to ensure that the services rendered by them are the best.
18. The Catering/Firm Agency will be paid as per approved rate with GST (award of contract/work order) by the Organizing Committee for the services provided on receipt of pre-receipted bill (in triplicate, at accepted bill of quantities), after invoice entry and certification that the satisfactory services have been rendered.
19. Any theft or damage caused due to negligence of the caterer shall be borne by the Caterer. Appropriate amount of penalty after due consideration and hearing will be imposed by the Organizing Committee/college or an officer nominated by him on his behalf, and the same will be deducted from the bill of the caterer.
20. The Organizing Committee/college will not be responsible for any injury, accident, disability, or loss of life to the caterer or to any of its personal that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the caterer.
21. Good quality of minimum two-ply paper napkins should be used during Tea/Lunch/Dinner.
22. Tea and Coffee should be served in small, at least 150 ml cups, (leak proof) bone China/ceramic/glass cups.
23. Food and drinks should be served by trained service staff and their number should be adequate (Minimum 10).
24. Cooking and service staff should be well dressed, preferably uniforms, and they should maintain hygiene at all times.
25. There should not be any delay in serving any food items.

26. Penalty will be imposed of 5% of the cost for each meal where there are delays in service.
27. The right to reject all or any of the quotation and to split up the requirements for items or relax any or all the above conditions without assigning any reason is reserved by the IHE.
28. The IHE reserves the right to change the type of items indicated in the menu.
29. The linen should be of high quality (clean/properly ironed). There should be fancy decor in the layout.
30. Food must be served warm, as applicable.
31. Spice levels in the food must be maintained to suit every one's palate.
32. All the foods must be prepared in branded cooking medium.
33. Caterer must ensure proper hygiene in the serving areas, and thorough cleaning of the serving area must be done after each meal services.
34. In case of non-compliance lapses, Institute reserves the right to impose penalty (upto the value of bill) as decided by the competent authority.
35. Organizing committee will do the food tasting before finalizing the tender as a technical qualification criteria.

Other Conditions

1. The prices must be quoted as per the above minimum assured quantity of as above plates but final billing will be based on actual quantities used, which may be higher based on actual attendance but not less than above qty.
2. If the number of estimated attendees (As above) is exceeded, the bidder has to cater to the same and additional confirmatory order shall be placed to the bidder after mutually ascertaining the increased count on actual basis.
3. Quoted rates should be sufficient to meet all the contractual obligations efficiently including statutory deductions.
4. The caterer should ensure that there is an adequate number of arrangements to facilitate a smoother transition between the institutions, without compromising the facilities and food.
5. Hygienic conditions should be maintained by the firm during the preparation and service of the food. Venue should be cleaned properly after the event is finished.
6. Caterers will provide disposable, including plates, tea/coffee cups, glasses, tissues, and any other associated items.
7. The Buffet sets should be adequate in number. An adequate number of waste collection units should be provided.
8. Sufficient quantity of food should be prepared by the firm for the program. It should be ensured by the firm that scarcity of any item should not happen at the later stage of food serving.
9. All safety measures with regard to fire and theft /wastage of raw materials/ ready materials will have to be taken care of by the firm.

Proforma for Technical Bid **Annexure I**

<table>
<tr><th>S.No.</th><th>Details</th><th>Remarks</th></tr>
<tr><td>1.</td><td>Name of Tendering Company/ Firm/ Agency</td><td></td></tr>
<tr><td>2.</td><td>Name of Director/Proprietor of Company/Firm/Agency</td><td></td></tr>
<tr><td>3.</td><td>Full Address of Registered Office with
(i) Telephone/Mobile No.
(ii) E-mail</td><td></td></tr>
<tr><td>4.</td><td>Banker of Company/ Firm/Agency with full Address
(Attach self-certified copy of Bank Passbook/Statement for 3 years)</td><td></td></tr>
<tr><td>5.</td><td>PAN (Attach self-attested copy)</td><td></td></tr>
<tr><td>6.</td><td>GST No. (Attach self-attested copy)</td><td></td></tr>
<tr><td>7.</td><td>Whether rates are quoted as per format mentioned in the Bidding Document or not.</td><td></td></tr>
<tr><td>8.</td><td>Whether rates quoted are inclusive of all taxes or not.</td><td></td></tr>
<tr><td>9.</td><td>Do you have minimum ten years of experience in providing catering service to Central University Colleges (preferably women colleges) / Department / Govt. Organisations. If yes, attach relevant proof.</td><td></td></tr>
<tr><td>10.</td><td>Have you previously worked/organized any such event for Central UniversityCollege/ Department/ State/ Central Government? If yes, attach relevant proof.</td><td></td></tr>
<tr><td>11.</td><td>Details of successfully completed contracts in providing
catering services of similar magnitude at official
gatherings/ events in Central Educational</td><td><table><tr><td>S.No</td><td>Detail s of client</td><td>Amoun t of</td><td>Duratio n of Contra</td></tr></table></td></tr>
</table>

	Institutions/ Autonomous Bodies/Public Sector Undertakings.	along With address, telephone and e- mail Id / Contract (in Rs.) / ct (From To)
12,	Acceptance of terms & conditions attached. Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	
11.	Number of Satisfactory Performance Certificate/Work Order	
12.	CA certified copies of annual accounts P&L account, Income and expenditure account along with Balance Sheet for the preceding three years (FYs-2022-23 to 2024-25).	
13.	Details of Submission of Tender Fees i) DD No. (ii) Date (iii) Amount Proof of transaction to be Submitted with technical bid	
14.	Self-declaration on No-Pending Litigation	
15.	FSSAI registration	

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

(Signature & Seal of the authorized signatory of Tendering Firm)

Date: Name:

Place: Address:

Mobile No:

Annexure II

Important Note:

i. Details of catering services provided for previous events/conference (for more than 300 delegates) should be attached along with the tender document.

ii.While submitting your quote please mention rate per plate and minimum number of plates to be ordered.

iii. 300 Number of participants are anticipated. However, actual no. of participants and requirement will be confirmed before 48 hours of commencement of the event.

iv. Additional charges such as taxes, transportation etc., if any may be indicated separately.

v. 100% payment against delivery/ completion of the event.

Financial Bid format and Detailed Menu

Note: 1. The prices must be quoted in INR per plate/person. 2. Quoted rates should be sufficient to meet all the contractual obligations mentioned in the bid document. **Day: 1 Date 5.12.2025**		
Hi-Tea		
Menu	**Time (Tentative)**	**Price (per person)**
Dhokla Mix Pakoda Veg Sandwich Chips Walnut Cake Cookies (02 Types) Tea/Coffee	**10:30 am**	
	Lunch	
Main Course Paneer Lababdaar Malai Kofta Daal Makhni Mix Veg Jeera Rice MIx Raita, Laccha Prantha, Amritsari	**1:30 pm**	

Kulcha, Plain Roti Green salad Papad & Pickle Rasmalai		
	Tea	
Tea/Coffee Cookie (2 types)	**4:00 pm**	
	Dinner	
Main Course Karahi Paneer Yellow Dal Tawa Sabzi (Assorted) Boondi Raita Laccha Prantha, Amritsari Kulcha, Plain Roti Green salad Papad & Pickle Butter Chicken Moong Dal Halwa	**6:30 pm**	
Day: 2 Date 6.12.2025		
	Tea	
Tea/Coffee Cookie (2 types)	**10:30 am**	
	Tea	
Tea/Coffee Cookie (2 types)	**12:00**	
	Lunch	
Main Course Malai Kofta Daal Makhni Mix Veg Sarso Ka Saag Jeera Rice MIx Raita, Laccha Prantha, Amritsari Kulcha, Plain Roti,Makki Di Roti Green salad Papad & Pickle	**1:30 pm**	

Gajar ka Halwa		
	Tea	
Tea/Coffee Cookie (2 types)	**4:00pm**	
	Tea	
Tea/Coffee Cookie (2 types)	**6:00pm**	
	Dinner	
Main Course Mutter Mushroom Butter Paneer Dal tadka Butter Chicken Mix Veg Boondi Raita Laccha Prantha, Amritsari Kulcha, Plain Roti Green salad Papad & Pickle Jalebi (With Rubri)	**8:00 pm**	
Day: 3 Date 7.12.2025		
	Tea	
Tea/Coffee Cookie (2 types)	**11:00 am**	
	Lunch	
Main Course Sahi paneer Karahi Kofta Daal Makhni Mix Veg Jeera Rice Boondi Raita, Laccha Prantha, Amritsari Kulcha, Plain Roti,Butter Naan Green salad Papad & Pickle Gulab jamun	**1:30 pm**	
	Hi-Tea	

Khandvi Mix Pakoda Veg Sandwich Chips Walnut Cake Cookies (02 Types) Tea/Coffee	**6:30pm**	

Annexure -III

NON-BLACK LISTING DECLARATION (on letter head of company)

Format of undertaking, to be furnished on company letter head with regard to blacklisting/non-debarment, by any organisation/ Institute/Govt Agency/College etc

Undertaking regarding blacklisting

To,
The Director,
Institute of Home Economics,
F-4 Hauz Khas Enclave,
New Delhi-110016

We hereby confirm and declare that we, M/s ----------, are not blacklisted/ De-registered/ debarred by IIITD/any Government department/ Public Sector Undertaking/ Private Sector/University or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Signature of the Authorized Signatory with Seal of the Agency/ Firm