



KERALA AGRICULTURAL UNIVERSITY
College of Agriculture, Vellayani – 695522.

No. KAUC/FC/VLY/2024

Date: 14/05/2024

QUOTATION NOTICE

Sealed competitive quotations are invited on behalf of the General Convenor Convocation(2023), Kerala Agricultural University for “**Catering Services for Convocation – 2023- KAU** ” at Kerala Agricultural University Vellayani campus, Thiruvananthapuram with the following specifications in connection with the Convocation 2023.

Quotation Details		
1	Name of the item	Catering Services for Convocation – 2023- KAU
2	Quotation Address	The Chairman Food and Refreshment Committee Convocation 2023 Kerala Agricultural University, Vellayani, Thiruvananthapuram- 695522
3	Location of supply	College of Agriculture, Vellayani, Thiruvananthapuram- 695522, Kerala Agricultural University
4	Date and Time of Publication of Quotation	15-5-2024, 3.00 pm
5	Last Date and Time of Receipt of Quotations	24-5-2024, 2.00 pm
6	Date and Time of Opening of Technical Bid	24-05-2024, 3.00 pm
7	Venue quotation opening	College of Agriculture, Vellayani, Thiruvananthapuram- 695522

1. Quotation form should be submitted in the prescribed format. The sealed cover containing the quotation should be superscribed as “Quotation Catering Services for Convocation – 2023”
2. The quotation cost and GST amount should be specified while submitting the quotation.
3. Sealed quotation in prescribed proforma marked Quotation for “Catering Services for Convocation – 2023” at KAU Campus, Vellayani” must reach the above address latest by **02:00 PM on 24th May, 2024**. The offers received beyond the stipulated date & time will not be accepted/considered under any circumstances.
4. Quotations will be opened at **3.00 PM on 24.05.2024** in the presence of those bidders who are available at that time.

5. Quotations insisting payment in advance, either in full or in part for the supply of the item are liable to be rejected. Payment will be made by invoice cum cheque/ NEFT basis after successful completion of the service.

1. Technical Specifications

1. Kerala Agricultural University invites techno-commercial sealed bids in the proforma as per Annexure I and II from the eligible & interested caterers for providing “Catering Services for Convocation- 2023 at College of Agriculture, Vellayani, Thiruvananthapuram-695522” on the following terms & conditions:

- Have rich, varied and vast experience of having handled large functions like convocation or similar occasions with evidence.
- Have highly motivated, disciplined and experienced workforce in catering Service and will have a dedicated and trained team of workforce and supervisors of good disposition, in formal attire capable of interacting in English, Hindi and Malayalam and serving the guests.

1.1 Eligibility Criteria for submitting the quotation form by the firms:

The bidder:

- Should possess statutory requirements such as FSSAI, Labour License, Municipal Food License, GST number, Shop and Establishment registration certificate and PAN card.
- Minimum ten years of experience in catering for large functions.

1.2. Quotation should have validity of **30** days from the date of opening of the bid.

1.3. Work/Service(s) shall be completed before the time set by KAU. The date of convocation and timing of services will be intimated to the vendor in advance.

1.4. **The dates of services – 28-05-2024 (Rehearsal) and 29-05-2024 (Convocation)**

2. SPECIAL OPERATIONAL INSTRUCTIONS:

- Green protocol shall strictly be followed. Steel katories and glasses to be preferably used.
- Disposal of waste is the responsibility of the service provider

3. GENERAL TERMS AND CONDITIONS FOR SERVICE/WORK(S):

- KAU reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason
- Menu as decided by the food and refreshment committee shall be adhered to.
- Any quotation received after the specified date and time will not be accepted.
- Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidders who resort to canvassing are liable to be rejected.

- If there happens to be a holiday on any date indicated in quotation, the transaction shall be performed on the next working day.
- The sealed quotation received without proper filling up and without signature will be summarily rejected.
- KAU reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- Any effort by a supplier/vendor to influence the quotation evaluation, quotation comparison or contract/order award decisions may result in the rejection of the supplier's quotation.

4. **RATES AND PRICES**

- Rates should be inclusive of all taxes including delivery / service at site including loading, unloading, erection, testing if any, dismantling, transportation etc.
- Incomplete bids will summarily be rejected.
- Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- Any correction / alterations in the bid should be suitably countersigned and attested by the bidder in the concerned place (s).
- The Bidders should be established in Thiruvananthapuram district.
- Disputes if arising will be dealt with in the legal authority of the district.

5. **PLACE OF DELIVERY/SERVICE(S)**

Place of delivery / service is College of Agriculture, Vellayani, Thiruvananthapuram-695522, unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc. The location of Service may be altered by KAU to its convenience.

6. **PAYMENT**

- Payments shall be made based on the actual satisfactory services rendered.
- Advance will not be paid
- The Invoice should be addressed to the **Registrar, Kerala Agricultural University, KAU PO, Thrissur, 680656.**

7. **TERMINATION:**

- In case of continued non-performance and inability to meet service requirements KAU shall reserve the right to terminate the contract after giving a notice in writing.
- KAU reserves the right to modify any terms / conditions at the time of agreement.

I / We hereby declare and affirm that I / We have read and understood the terms and condition of the contract.

Sign of bidder:-_____

Date:- _____

Name of the bidder:-_____

Firm's Name:-_____

ANNEXURE- I

CONVOCATION 2023 - MENU

(29.05.2024)

VVIP LUNCH – 30Pax

Less spice

Welcome drink – mint lime , pineapple, shamam

Soup

Sweet corn soup- Chicken and Veg

Starters

Fish fingers, crispy fried vegetables

Main course 1

Appam, Coin porotta, chappathi

Fish mappas, vegetable stew, muttonkhorma

Main course 2

Ghee rice

Chicken varutharacha curry

Fish fry (King Fish)

Dal fry, kadaipaneer, aloo gobi

Boiled vegetables

Main course 3

Plain rice (Matta and ponni)

Fish manga curry, Sambar, Avial, Thoran, Mezhukkuperatty, Rasam, Buttermilk, curd, pappad, pickle,

Salads

Sweet potato salad

Green salad

Toss salad

Pineapple chaat

Raita , pickle

Desserts

Fruit salad with ice cream, tender coconut soufflé, Ada payasam

Cut fruits

Note – Separate katories to be bought for serving curd, buttermilk, dal etc.

**High tea (15pax)
(29-05-2024)**

Tea/coffee and Tender coconut

Cake, Cashew nuts, dry fruits, Cookies, veg cutlet

Note – Tea bags, coffee sachets and sugar cubes (Extra)

**CONVOCATION 2023- MENU
(29-05.2024)**

VIP LUNCH – 250 Pax (to be served to Teachers and staff)

Main course

Chicken biriyani(200 nos)

Veg biriyani(50 nos)

Salads

Green salad

Pine apple, Raita , pickle, papad

Dessert

Ice cream

**CONVOCATION 2023- MENU
(29.05.2024)**

LUNCH – 1500 (to be served)

Chicken biriyani, Raita, pickle – (1250 nos)

Veg biriyani, raita, pickle – (250 nos)

Kesari

Tea – 1500pax (29-05-2024) (Morning)

Tea, coffee(without sugar 10%)

Vada, cookies

Tea – 1000 pax (29-5-2024) (Evening)

Tea, coffee

Cake

**Rehearsal Day
(28.05.2024)**

1000 Pax

Tea, coffee

Kozhukotta

Annexure II

1. Hygiene and cleanliness should be maintained while serving the meals.
2. There should be enough counters to avoid crowding at one particular place.
3. All food should be less spicy & less oily.
4. The Catering service provider has to maintain minimum number of well trained staff from their end for smooth operation. Furthermore, the service provider must provide neat and clean uniform, netted hat and gloves to their staff members at their own costs.
5. **No utensils and other necessary items/equipment will be provided from KAU and it should be arranged by the Service Provider at their own cost** i.e.vessels, plates, spoons, forks, heating equipment, good quality napkins, chairs, tables, other arrangements and items if any. All utensils should be very clean and will be checked by our members before the meals and should be brought in enough numbers in order to serve everyone hassle free.
6. Dishes are expected to be arranged in the designated area thirty (30) minutes prior to the commencement of specified meal time.
7. Any damage to movable/immovable property while carrying out works shall be made good by the agency at its own cost and the site must be handed back neat and clean to the satisfaction of KAU.
8. The service provider/agency shall nominate a person with mobile /telephone to receive the instructions. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the instructions.
9. Menu will be finalized by the committee members.
10. Hand washing areas with wash dispensers, hand towels along dust bins should be arranged by the caterers.
11. With respect to packaged products like ice cream, desserts etc. the caterer has to ensure the availability of sufficient stocks.
12. Being **Green Campus**, Polythene bags / plastic cups shall not be used during Convocation. Plastic containers / polythene pouches in which any milk products or eatables are generally sold should be disposed off as quickly as possible.
13. Food wastage should be segregated from regular wastes and should be removed from the KAU Campus.
14. Violation of any of the above clauses will be entitled in financial penalty decided by the institute.
15. **COVID-19** protocol to be maintained

GENERAL INFORMATION ABOUT THE QUOTATIONER

1	Quotation reference No.	
2	Date of submission of quotation offer	
3	Quotation submitted by	
	Name of the Quotationer	
	Registered address of the firm with GSTIN	
	Telephone No	
	Email	
4	Name of Supplier	
	Authorized contact person	
	Designation	
	Telephone No	
	Mobile No.	
8	Communication Address	
	Telephone No	
	Email	
	Registration No. & Date of Registration	
9	Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)	
	Name	
	Designation	
	Communication address	
	Telephone No	
	Email	
10	Bank Details	
	Bank Account No.	
	Bank Name & Address	
	Branch Name & IFSC Code	
	Telephone No & Email ID	
11	List of supporting documents submitted along with the quotation	
	Any other relevant information	

Office seal
signatory
 Date

Signature of the bidder / Authorised