

Technical Specifications

Annexure-1

1. **Eligibility Criteria & Document submission:**

The following are the minimum eligibility criteria for the caterer to participate in the tender :

- Should be free from all encumbrances and liabilities
- Having GST Registration Certificate
- Having PAN
- Having experience of serving a gathering more than 1000 people. Preference will be given having served to any educational institute or to any Corporation.
- A self-declaration on Rs.10/- stamp paper to the effect that the Caterer has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Caterer.
- Food preparation has to be done in GJUS&T campus

2. **Other Requirements:**

a.. **Food Serving Locations:** Inside GJUS&T Campus, Near the Symposium.

b. **Food Serving Timings*:**

i.Breakfast:	From 7.30 am to 9.30 am
ii.Tea session-1:	From 11.00 am to 12.00 pm
iii.Lunch:	From 1.30 pm to 3.00 pm
iv.Tea session-2	From 4.00 pm to 4.40 pm
V. Dinner:	From 8.00 pm to 9.30 pm

**Timings may vary based on the Symposium schedule which will be informed in advance.*

c. **The food should** reach the venue **15 minutes** before the scheduled time. No delay will be entertained under any circumstances. That will invite penalty.

d. The count of heads for serving the food will be provided by Symposium representative on daily basis.

e. **Items to be prepared LIVE:** Items like Puri, Dosa, Chapati or any other food item should be prepared near the venue . Preferably everything should be cooked near the venue. The Caterer is responsible for arranging required cooking equipment for preparing items "LIVE". Maintenance of the cooking equipment's is the responsibility of the Caterer only. Speed of cooking Chapati/Dosa/Puri has to be efficient.

4. **Manpower Deployment:** The Caterer is required to deploy sufficient number of persons for serving the food and for cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.) at all timings when the food is served. The basic cleaning and removing of used material from the premises should be taken care by the Caterer only.

Technical Specifications

- 5. Dustbins with Garbage covers:** The Caterer should provide required dustbins and garbage covers at all the locations at food serving area and the disposal of garbage on daily basis is the responsibility of the Caterer only.
- 6. Tinned/Packed Food items:** Items like Jam, Pickles, Butter, Salt, Sugar etc. should be kept /stored properly in a neat and clean place near dining areas to avoid insects/mosquitoes. They should be sealed and from branded company. The items should be checked at regular intervals and replenished on regular basis as per the requirement.
- 7. Medical tests & Insurance:** Persons who prepare / serve food should maintain high degree of cleanliness and personal hygiene. They should be medically fit and suitable to cook and serve. They should be comprehensively insured by the Caterer for any accidents and injuries. **No REIMBURSEMENT will be made.**
- 8. Inspection of Kitchen:** The Caterer should allow GJUS&T representatives to inspect / check the kitchen/cooking preparation at periodical intervals.
- 9. Testing of Food: At any point of time the food served will be sent for test report by food inspection committee if required.**
- 10. Other Terms and Conditions :GJUS&T reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.**
 - a. The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid - shall be disqualified and they would not be invited for participating in Technical bidding.
 - b. The bidder is expected to read and understand all instructions, terms and conditions in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Incomplete bids, received late, bids not conforming to the specifications and instructions contained herein, will be rejected summarily.
- 11. Statutory Requirements:**
 - i) The Caterer shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of providing catering services and shall pay all taxes, debts and / or levies as may be levied by the appropriate Government / Local Bodies and other authorities in this regard, and the Caterer shall indemnify the GJUS&T against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.
 - ii) The vendor shall comply with all the terms and conditions and ensure supply of the prescribed quantity and quality of food items during the service timings and in the event of any failure or breach of any of the conditions by the Service Provider and in case of deterioration in the quality of the food items or reduction in the quantity thereof, GJUS&T shall be at liberty to levy

Technical Specifications

penalty of ranging from **Rs. 5000 to 50,000/- per instance or the total food cost of that meal**, as deemed appropriate, in case of hygiene Issues like Worms / Insects or any other harmful particles found in food served.

12. Serving of Food :

1. Food has to be provided to the participants from **18^h to 22nd Dec,2018**. Drinking water is to be **made available** to participant throughout the symposium. Number of participants will vary from occasion to occasion.
 2. **Bisleri water bottles** are to be provided in symposium hall during all technical sessions.
 3. **Fine crockery /Cutlery and RO Bisleri water (with dispenser) to be used. Plastic containers should not be used.** Replenishing of the items due to breakage/damage is the responsibility of the Caterer only.
 4. **Neat & Clean Good quality furniture (Table, Chairs etc) & Sheets be used.**
 4. **Caterers should be well dressed and presentable using hand gloves while serving.**
- 5(a) Different menus have to be selected for different time and days. Menus can be finalised/modified at least one day in advance.**

5(b) Services required:

Sr No.	Date	Serviced required
1.	18 /12/18 To 22/12/18	Breakfast
		Session Tea-1
		Lunch
		Session Tea -2
		Dinner

The Indicative Menu is given below.

13 (a). Tent, Furniture & Lightings: As per Annexure-II .

Caterer will be responsible to fix appropriate size of tent to accommodate between 1000 to 1300 participants and will provide one spacious entry gate for delegates, one for food supply and one for emergency exit. Furniture (Tables ,Chairs etc) for about 250 persons to sit and dine.

- 13(b)** Depending on the weather, sufficient no of heater/hot air blower should be provided.

Indicative Menu: From 18th to 22nd Dec, 2018

Date-18/12/18				
Breakfast	Inaugural High Tea	Lunch	Session Tea	Dinner

Technical Specifications

Tea & Coffee With & without Sugar	Tea & Coffee With & without Sugar	Matter Paneer	Tea & Coffee With & without Sugar	
Milk & Corn flake	Assorted Bakery Biscuits	Dal Makhni	Biscuits (Sweet , Salt)	Panchmarhi Dal
Vegetable sandwich	Vegetable sandwich	Dry Seasonal Vegetables		Veg: Gobhi + Alu+ Mattar
Curd	Chocolate cake slice	Jeera Rice		Plain Rice
Pickle & Spring Onion	Mixed Vegetable Pakoda, Mashrum Pakoda & Paneer Pakoda,	Raita& Plain Curd		Raita& Plain Curd
Tandoori Paratha	GulabJamun	Indian Salad		Indian Salad
Aloo kiSabzi	Milk Cake	Missi Roti , Tandoori Rioti &Tawa Roti (on demand)		Missi Roti , Tandoori Rioti &Tawa Roti (on demand)
Simple Puri	Tomato Sauce& Green Chatnee	Butter Naan		Butter Naan
Bademi Puri		Gulab Jamun		Gajar ka halwa
				Different type of Soups

Date-19/12/18				
Breakfast	Session Tea-1	Lunch	Session Tea-2	Dinner
Tea & Coffee With & without Sugar	Tea & Coffee With & without Sugar	Shahe Paneer	Tea & Coffee With & without Sugar	Malai Kofta
Milk & Corn flake	Biscuits (Sweet , Salt)	Masala Chole	Biscuits (Sweet , Salt)	Moong Dal Veg Noodles with Thai curry
Vegetable sandwich		Seasonal Mix Veg	Small size Samosa	Dry Palak with white channa
Curd		Pulao		Plain Rice
Pickle & Spring Onion		Raita & Plain Curd		Raita & Plain Curd
Stuffed Onion Basin Paratha		Indian Salad		Indian Salad
		Missi Roti , Tandoori Rioti &Tawa Roti (on demand)		Missi Roti , Tandoori Rioti &Tawa Roti (on demand)
		Butter Naan		Butter Naan

Technical Specifications

		Kesriya Kheer		Moong Dal Halwa
				Different type of Soups

Date-20/12/18				
Breakfast	Session Tea-1	Lunch	Session Tea-2	Dinner
Tea & Coffee With & without Sugar	Tea & Coffee With & without Sugar	Chilly Paneer	Tea & Coffee With & without Sugar	Matar Mushroom
Milk & Corn flake	Biscuits (Sweet , Salt)	Rajma Masala	Biscuits (Sweet , Salt)	Yellow fried Dal
Vegetable sandwich		Mix Veg: Mathi + Alu + Gajar + Matter	Small Sized Kachori	1. Palak with Corn 2. Mix Tawa Veg with Gajar
Curd		Coloured Pulao		Plain Rice
Pickle & Spring Onion		Bundi ka Raita & Plain Curd		Kheera Raita & Plain Curd
Chole Bhathure		Indian Salad		Indian Salad
Vada Sambhar		Missi Roti ,		Missi Roti ,
		Tandoori Rioti & Tawa Roti (on demand)		Tandoori Rioti & Tawa Roti (on demand)
		Butter Naan		Butter Naan
		Ice-Cream		Malpua Different type of Soups

Date-21/12/18				
Breakfast	Session Tea-1	Lunch	Session Tea-2	Special Dinner
Tea & Coffee With & without Sugar	Tea & Coffee With & without Sugar	Butter Masala Paneer	Tea & Coffee With & without Sugar	Microwave Mixed Veg Garnished with Chilly Cheese Spread & Organo
Milk & Corn flake	Biscuits (Sweet , Salt)	Dal makhni	Biscuits (Sweet , Salt)	Sarso ka saag+ makiki roti
Vegetable sandwich		Seasonal Mix veg	French Fry	Dry Mix Veg: Methi + Gajar+ mattar
Curd		Zeera Rice		Veg Pulo& Plain Rice
Pickle & Spring Onion		Raita & Plain Curd		Pine apple Rita & Plain curd

Technical Specifications

Stuffed Alu + Onion Parantha		Indian Salad		Indian & Russian salad
Kachori With Lonji		Missi Roti ,		Missi Roti ,
Pohwa		Tandoori Rioti & Tawa Roti (on demand)		Tandoori Rioti & Tawa Roti (on demand)
		Butter Naan		Butter Naan
		Atta Basin Mix halwa		Garam Jalebi
				Different type of Soups

Date-22/12/18				
Breakfast	Session Tea	Lunch	Valedictory Tea	Dinner
Tea & Coffee With & Without Sugar	Tea & Coffee With & without Sugar	Paneer do Pyaza	Tea & Coffee With & without Sugar	Vegetable Kofta
Milk & Corn flake	Biscuits (Sweet , Salt)	Kadi with Pakoda	Assorted Bakery Biscuits	Channa Dal
Vegetable sandwich		Seasonal Mixed veg	Small size samosa filled with Matter paneer	Kashmiri Damalu
Curd		Jeera Rice	Fruit cake Slice	Plain Rice
Pickle & Spring Onion		Raita & Plain Curd	Special Burfi Milk cake	Dahibala & Plain Curd
Stuffed Paneer Parantha		Indian Salad		Indian Salad
Idle & Vada Sambhar		Missi Roti , Tandoori Rioti & Tawa Roti (on demand)	Mixed Vegetable Pakoda , Mashrum Pakoda & Paneer Pakoda,	Missi Roti , Tandoori Rioti & Tawa Roti (on demand)
		Butter Naan	Tomato Sauce & Green Chatnee	Butter Naan
		Sponge Rasgulla		Gajar ka Halwa
				Different type of Soups

Technical Specifications

Annexure-II

Tent Specifications

Find below the detail of tent for serving Food:-

1. Fully covered Tower Tent area 1,35,000 ft² (minimum) to accommodate minimum 1000 persons.
2. 30 Dining tables each with 8 sitting chairs.
3. 100 Cherry chair of high quality
4. 10 Sofas- three seater
5. 10 Tables 2X3 for sofa
6. Clean kanat/curtain and carpet
7. Tent will be fully carpeted
8. 150 Tables for buffet serving
9. Kitchen tent for food preparation(30X30) ft²
10. Along with suitable generator for lighting in and around tent.