



बागवानीमहाविद्यालय
COLLEGE OF HORTICULTURE
 (केंद्रीयकृषिविश्वविद्यालय)
 (Central Agricultural University)
 बर्मिक, - 737134 सिक्किम
 Bermiok, - 737134 (Sikkim)

Email: dean.coh-sik@gov.in

Dated: 19.08.2025

COH/SKM/5/College Inauguration-68/25/ 338

To,

All the interested bidders

Sub: Limited Tender Enquiry for Catering Service during Inaugural Ceremony of College of Horticulture, Central Agricultural University (Imphal), Bermiok, Sikkim on 05.09.2025

Dear Sir(s),

On behalf of the Dean of this college, I invite quotation for the catering service of the following food items during the Inaugural Ceremony of College of Horticulture, Central Agricultural University (Imphal), Bermiok, Sikkim on 05.09.2025 with terms and conditions mentioned below: -

S. No.	Particulars	Menu	Quantity	Price per plate	Total Amount (Rs)
1.	VIP Starter Menu	Tea Honey Ginger Lemon Local Makkai Kodo Roti Fapar Roti Veg Butter Cheese Momo Timbur Pest Achar Fresh Juice Hot Water	50 Nos.		
2.	High Tea - Public	Tea Samosa Hot Jalebi	1000 Nos.		
	High Tea - Dias & Invited Guest	Tea Sel Roti Khabjay Honey Comb Kaju Almod Mix Fresh Fruits	100 Nos.		
3.	Lunch - VIPs	Butter Nan Plain rice/Corn rice Paneer Lababdar Button Mushroom Chilli Pyali dal Makhani Ningroo Chrupi Dahi Vada	50 Nos.		



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		Broccoli satay Sinki Gundruk Achar Newari Special Achar Fing Mula Churpi Kakara Alu Iskus Hot Garlic Hot Jalebi (sweet) Curd Local Ghee Salad Papad			
	Lunch –Invited Guest and Public	Plain Rice Poori Kashmir Pulao Mix Dal Tarkha Paneer Butter Masala Kashmir Aloo Dum Mix Veg Indian Style Iskus Local Type Seasonal Green veg. Raita (Bundi + Curd) Khajur Rasdana (Sweet) Papad Pickle Mula Kakra Chrupi Achar Gundruk and Sinki Achar Salad	1000 Nos.		
4.	Hi tea (afternoon)	Tea Gulab Jamun Any Savouries	250 Nos.		

Terms and conditions:

- Limited Tender should be sent by Speed Post/by hand/in a sealed cover superscribed as “**Limited Tender for Catering Service**” with reference No and date on the envelope.
- Filled in quotation should reach the Dean, College of Horticulture, Bermiok – 737134 on or before 01.09.25 up to 5 pm and opening of limited tenders will be on the next working day during the office hour in the office of Dean.
- The quantity of plate will be change as per the confirmation of VIPs to attend the programme. The College has right to increase or decrease the nos. of plates.
- The catering agency has to submit copies of the following legal and Regulatory Documents to the college:
 - Trade license issued by competent authority
 - PAN Card: A Permanent Account Number for tax purposes.
 - Certificate of Food Safety and Standards Authority of India (FSSAI) License
- Otherwise, TDS has to be deducted from the bills of the catering agency at the prevailing rate.
- For any judicial dispute the jurisdiction will be Namchi, Sikkim.
- The catering agency must submit their previous supply order as well as working experience certificate for the past one year



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8. Quotation received in an unsealed cover without superscription or received after the due date and those which are ambiguous are liable to be rejected.
9. The college reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
10. All communications should be addressed to the Dean, College of Horticulture, Bermiok.
11. All the necessary arrangements and inputs for the event Inaugural Ceremony of College of Horticulture, Central Agricultural University (Imphal), Bermiok, Sikkim will be for one day (04.09.25) and the rate quoted should be for one day.
12. The rate should be quoted clearly in figure and word. All correction to rates and amounts in the quotation shall be imitated by the agency.
13. The rate quoted by the tenderer shall be firm and fixed for the entire period of completion and completion of work. No revision to rates or any escalation shall be allowed on account of any increase in price of materials, labour, etc.
14. The tenderer has to deposit Earnest money (2% of the basic estimate) to the college. Tender without Earnest money will be rejected.
15. Earnest money of the unsuccessful tender will be refunded on finalization of the tender or on expiry of validity whichever is later.
16. The contract agreement on non-judicial stamp paper of appropriate value as desired by the college authority will be executed with the successful tenderer. The cost of the stamp paper (value Rs 10) shall be borne by the tenderer.
17. In all matters of disputes the decision of the Dean of this college shall be final and binding on the tendered.
18. Payment will be released only after necessary certification by the food committee for completion of works as per the requirement.
19. Payment will be made within 7 days after the completion of the event at the college.
20. Payment shall be made by Account payee cheque and all contractor should submit their bank account no.
21. In case of any problem/defect in pandal/food court, lighting, etc. during the programme, the catering agency will be responsible for rectification of the problems at the earliest.
22. The catering agency shall prepare meals using ingredient of the highest quality.
23. The catering agency shall deliver meals at the venue and shall be fully responsible for supply of food in good condition and fit for human consumption at all times.
24. The catering agency shall also ensure that the food provided is hot and kept for serving in chaffing dishes wherever applicable.
25. The catering agency has to provide good quality drinking water at all times.
26. The catering agency shall have to make arrangements for their own accommodation, transport, staff and material, equipment, etc. required for execution of the work.
27. It is mandatory to provide safety equipment and gadgets to all workers of the agency engaged in the execution of the work. In case of any accident to the worker, the agency will be solely responsible for compensation and the college authority will not have any liability for it.
28. The college shall provide a catering compound for cooking and serving of cooked meals.
29. The catering agency shall complete the work of tent/shamina for setting up of food court on or before 06.09.25 at its own cost.
30. The arrangement of buffet, tables and chairs will be made by the catering agency.
31. The catering agency shall always maintain hygiene at the catering compound at its own cost. The space has to be handed over to the College after the event cleared from all waste and garbage.



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32. The catering agency is responsible to provide services along with the required equipment at the venue.
33. The officials appointed by the college will conduct inspection at the kitchen and any other aspect connected with the delivery of services to ascertain the quality of services before distribution of foods.
34. The supply of food would be as per the accepted offer, numbers (quantity) given to the caterer and as per the advice given by the college.
35. Punctuality is to be ensured in providing food/beverage as per the schedule, as delay in providing food can affect the arrangements.
36. All the catering staff must have experience of handling food and the food needs to be served hot.
37. The service staff is to be instructed to be well dressed in uniforms and to be very polite and obedient at all the times.
38. The service staff preparing, handling and serving food should be wearing face masks, hand gloves and head gears at all times.
39. The catering agency shall make arrangement for clean table cloths where food shall be served.
40. The catering agency shall be fully responsible for maintaining high standards of food at site being served at all times.

Yours faithfully

[Handwritten Signature]
A.B.24r

Dean

College of Horticulture