

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

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used material from the premises should be taken care by the Caterer only.

5. **Dustbins:** The Caterer should provide required dustbins 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

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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 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 | Service required |
|--------|-----------------------------|------------------|
| 1. | 18 /12/18 To 22/12/18 | Breakfast |
| | | Session Tea-1 |
| | | Lunch |
| | | Session Tea -2 |
| | | Dinner |
| | 17/12/2018 | 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 270 persons to sit and dine.

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

Indicative Menu:

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| Date-17/12/18 | Malai Kofta, Moong Dal, Veg Noodles with Thai curry, Dry Palak with white channa, Plain Rice, Indian Salad, Missi Roti , Tandoori Rianti &Tawa Roti, Butter Naan, Moong Dal Halwa, Different type of Soups |
| Dinner | |

From 18th to 22nd Dec, 2018

| Date-18/12/18 | | | | |
|-----------------------------------|---|---|-----------------------------------|---|
| Breakfast | Inaugural High Tea | Lunch | Session Tea | Dinner |
| 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 Rianti &Tawa Roti (on demand) | | Missi Roti , Tandoori Rianti &Tawa Roti (on demand) |
| Simple Puri | Tomato Sauce& Green Chatnee | Butter Naan | | Butter Naan |
| Bademi Puri | | Gulab Jamun | | Gajar ka halwa |
| Fruit | | | | 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 | |
| Milk & Corn flake | Biscuits (Sweet , Salt) | Masala Chole | Biscuits (Sweet , Salt) | |
| Vegetable sandwich | | Seasonal Mix Veg | Small size Samosa | |
| Curd | | Pulao | | |
| Pickle & Spring Onion | | Raita & Plain Curd | | |
| Stuffed Onion | | Indian Salad | | |

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| Basin Paratha | | | | |
| Fruit | | Missi Roti , Tandoori Rioti &Tawa Roti (on demand) | | |
| | | Butter Naan | | |
| | | Kesriya Kheer | | |
| | | | | |

| 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 , |
| Fruit | | 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& |

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| | | | | Plain Rice |
| Pickle & Spring Onion | | Raita & Plain Curd | | Pine apple Rita & Plain curd |
| Stuffed Alu + Onion Parantha | | Indian Salad | | Indian & Russian salad |
| Kachori With Lonji | | Missi Roti , | | Missi Roti , |
| Pohwa | | Tandoori Rianti & Tawa Roti (on demand) | | Tandoori Rianti & Tawa Roti (on demand) |
| Fruit | | 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 Rianti &Tawa Roti (on demand) | Mixed Vegetable Pakoda , Mashrum Pakoda & Paneer Pakoda, | Missi Roti , Tandoori Rianti &Tawa Roti (on demand) |
| Fruit | | Butter Naan | Tomato Sauce& Green Chatnee | Butter Naan |
| | | Sponge Rasgulla | | Gajar ka Halwa |
| | | | | Different type of Soups |
| | | | | |

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Annexure-II

Tent Specifications

Find below the detail of tent for serving Food:-

1. Fully covered Tower/truss Tent area 13500 ft² (minimum)
to accommodate minimum 1000 persons keeping in view of winter fog
2. 30 Dining tables each with 8 sitting chairs.
3. 100 Cherry chair of high quality
4. 10 Sofas- (to accommodate 30 persons)
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.