



श्री माता वैष्णो देवी विश्वविद्यालय

**Shri Mata Vaishno Devi University**

Sub Post Office, Katra -182320, J&K

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Email: purchase@smvdu.ac.in

NIQ. No: SMVDU/SoCSE/ 2023-24/ 291

Date: 10<sup>th</sup> January, 2023

**Notice Inviting Quotation**

**Sub:- providing of Catering Service for Faculty Development Program (FDP) titled, "AI, Machine Learning and Data Science" at SoCSE**

Quotations in sealed cover are invited on behalf of Registrar SMVDU for the Coordinator of RP-126, & Head SoCSE; for providing **Catering Service** for Faculty Development Program (FDP) titled, "AI, Machine Learning and Data Science" at SoCSE under the project RP-126 wef 15<sup>th</sup> to 19<sup>th</sup> January 2024; from reputed registered firms/caterers having a valid GST Number and PAN Number; and for supplying rates for providing the above services for the event;

**Menu**

<b>Number of Pax- 60</b>		<b>Dates: 15/Jan/2024 to 19/Jan/2024</b>	
Morning Snacks Time: 11 A.M. to 11:30A.M.		Tea with Sugar / Tea without Sugar Sandwich / Samosa / Bread Pakoda Chutney / Sauce Paper Plates and Cups Mineral Water dispenser with paper cups	
Lunch 1:00 P.M to 2:00 P.M.		Papad, Pickle, Raita, One Paneer Dish, One Dal / Rajma, One seasonal Veg, Zeera Rice, Tandoori Roti, Gulab Jamun / Gajar Halwa / Dal Halwa Good Quality Cutlery Mineral Water dispenser with paper cups	
Evening Snacks 3:00 P.M. to 3:30 P.M.		Tea with Sugar / Tea without Sugar Biscuits / Chips / Kachori Paper Plates and Cups Mineral Water dispenser with paper cups	
Venue		Lobby of SoCSE building / Outside of LT	

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **Friday, 12<sup>th</sup> January 2024, by 12 noon**. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the same working day at 2:30 P.M. in the presence of authorized representatives, should they wish to attend the same.

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## Terms & Conditions

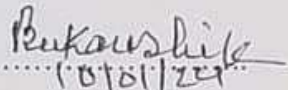
1. Rates should be written in figures as well as words. Delivery duration, GST rates, Delivery charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by Friday, 12<sup>th</sup> January 2024, by 12 noon.
3. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Head of School/Section, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
5. Material / food items supplied should be of good quality. The oil used for cooking should be branded. The food cooked should be wholesome having less spices and oil in it.
6. Good quality and clean crockery [for lunch] and disposable paper plates/cups [for tea only] should be used along with Paper Napkins.
7. Only mineral water is to be served. Packaged Drinking water in 20 litre dispensers with paper Cups.
8. Proper buffet tables with frills and covering should be erected for serving.
9. Proper arrangement for serving food hot should be made.
10. 02 No's of Large Dustbins to be stationed at Strategic Locations.
11. Cleaning and Disposal of Waste after the event is mandatory.
12. Single Use Plastic is banned in SMVDU.
13. Staff to be deployed in proper Uniform.
14. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).
15. Rate offered must be for metric system of unit lengths or volume or weight.
16. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
17. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
18. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition and its inspection by a duly constituted Inspection Committee.

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19. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.

20. All taxes / duties should be clearly mentioned in the Quotation.

The NIQ shall be available on the University Website: [www.smvdu.ac.in](http://www.smvdu.ac.in) For any query contact Head of SoCSE at the following email id: [hod.dese@smvdu.ac.in](mailto:hod.dese@smvdu.ac.in)

Signatures:.....

**Head of School of Computer Science & Engineering**

**And Coordinator RP-126**

**Date: 10<sup>th</sup> January 2024**

[To be provided on Firm/Company Letter Head]

**Schedule of Quantities****Name of the Job:** Catering Service for .....**Ref: NIQ Number :**..... **Date:** .....

Sr. No.	Details of the Item	Qty	Rate per item	Amount in Rs.	GST rate	GST Amount in Rs.	Total Amount inclusive of GST in Rs.
1							
2							
3							
4							
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Deliver Period						

**Additional Terms and Conditions [if any]:**

.....  
 .....

**Bank details for RTGS Transfer**

Name of the Account:

Account No.:

Account Type:

Bank Name:

Branch name and Address:

IFSC Code:

**Signature & Stamp of the Supplier**