Notice No: 235

CENTRAL SANSKRIT UNIVERSITY

Ekalavya Campus, Lembucherra, Tripura (West)

REVISED QUOTATION CALL NOTICE

No.: CSU/ELC/Y-1/2026/

Date: 10/11/2026.

Subject: Invitation of quotations from registered and reputed catering firms/agencies for providing vegetarian food and catering services to dignitaries and participants during the Inter-Campus Youth Fest–2026 (East Zone), scheduled from 19 to 21 November 2026.

Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West), invites sealed quotations from registered and reputed catering firms/agencies having the requisite experience, infrastructure and manpower for preparation and service of breakfast, lunch and dinner to dignitaries, officials, invited guests, participants and other authorised persons in connection with the Inter-Campus Youth Fest–2026 (East Zone), to be held at the Ekalavya Campus from 19 to 21 November 2026.

Food service arrangements shall be maintained from 18 November to 22 November 2026, inclusive. The detailed day-wise menus for breakfast, lunch and dinner is enclosed herewith as an annexure and shall form part of the quotation documents. Bidders shall quote a per-person & per-meal rate in the prescribed proforma, as the actual number of consumers may vary.

1. Period and estimated number of consumers

1. For 19, 20 and 21 November 2026, food shall be kept ready for approximately 500 persons for lunch whereas the number of consumers may vary during breakfast, Tiffin & dinner hours. This is an indicative estimate only; the actual number may increase or decrease according to attendance and instructions of the University.

2. For 18 and 22 November 2026, the menu, quantity and number of consumers shall be finalised in prior consultation with the Campus Food Committee, as the requirement on these two dates may vary considerably.

3. The University shall communicate the meal-wise requirement and expected number of consumers to the selected caterer as far in advance as practicable. Payment shall be based on the actual number of meals served and certified by the authorized Food Committee Coordinator, at the accepted per-head/per-plate (Breakfast/Tea & snacks/Lunch/Dinner) rates separately.

2. Scope of services

1. Procure ingredients and prepare, transport where necessary, arrange and serve breakfast, Tiffin, lunch and dinner strictly in accordance with the day-wise menus approved by the University/Food Committee.

2. Ensure that food is fresh, hygienically **prepared at CSU, Ekalavya Campus premises**, adequately cooked, wholesome and served at the specified time and designated place. **Safe drinking water and suitable serving arrangements shall be provided as specified in the menu/accepted quotation.**

3. Provide sufficient trained cooks, servers and supervisory staff, along with utensils, serving equipment, crockery/disposable items, fuel, cleaning materials and other essentials required for the accepted scope of work.

4. Maintain cleanliness and hygiene in the kitchen, food preparation and serving areas; ensure safe storage of raw materials and cooked food; and comply with applicable food-safety, sanitation and public-health requirements.

5. Ensure that food quantity and quality are adequate i.e. there must be the provision of refilling the desired food items by the consumers as communicated by the University. No substitution of menu items or reduction in prescribed quality/portion size shall be made without prior written approval.

6. Coordinate with the Campus Food Committee and the University's authorised officer for menu finalisation, meal timings, headcount, special dietary requirements, service locations and any adjustments required during the event.

7. Clear food-service areas after each meal and dispose of waste in accordance with the directions of the University and applicable environmental and sanitation requirements.

3. Financial quotation proforma

Bidders shall quote the per-person/per-meal rate for each meal category and specify GST separately. **Menu of meal is enclosed herewith this quotation call notice.** Rates shall be inclusive of all expenses required to deliver the service in accordance with the approved menu, unless an exclusion is expressly stated and accepted by the University.

Sl. No.	Meal / service	Date(s)	Rate per person (₹)	GST rate (%)	GST per person (₹)	Total per person incl. GST (₹)
1	Breakfast (7:30 a.m. to 9 a.m.)	19–22 Nov 2026				
2	Tea & coffee (11 a.m.)	19–22 Nov 2026				
3	Lunch (1 p.m. to 2 p.m.)	18–22 Nov 2026				
4	Tea/Coffee & snacks 5 p.m.	18–21 Nov 2026				
5	Dinner 8 p.m. to 9 p.m.	18–21 Nov 2026				

The bidder shall also indicate any additional charges, if proposed, separately. No additional payment shall be made for any item not included in the accepted quotation or specifically approved in writing by the competent authority.

4. Eligibility and documents to be submitted

a. Proof of registration/constitution of the firm/agency and details of its authorised representative.

b. PAN and GST registration certificate, where applicable.

c. Details of relevant vegetarian food(without onion & garlic) service assignments for a minimum period of 5(five) years completed in any Government educational institutions supported by work orders and client certificates or completion certificates.

5. Terms and conditions

a. Quotations shall be submitted in a sealed envelope superscribed "Quotation for Food & Catering Services – Inter-Campus Youth Fest–2026 (East Zone)". The bidder's name, address and contact details shall be mentioned on the envelope.

b. Last date and time for submission: 12/11/2026 up to 5 p.m. Place of submission: Office of the Director, Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West). Opening date and time: 13/11/2026 at 11 a.m., subject to administrative convenience. The Bidders or authorized representatives of the concerned firm may remain present at the time of opening of the quotations. No complaint/objection will be entertained thereafter.

c. The quotation shall remain valid for at least 90 days from the last date of submission. Late, unsigned, incomplete or conditional quotations may be rejected.

d. The date-wise menu annexure shall be read together with this notice. The caterer shall provide the approved items, quantities and portion sizes. Any menu change shall require prior approval of the University/Food Committee.

e. The per-head rates shall clearly indicate whether GST and all incidental expenses are included. GST shall be charged only as legally applicable and against a valid tax invoice, wherever required. Statutory deductions shall be made as applicable.

f. No minimum guaranteed number of meals is assured. The University may increase or reduce the number of consumers and may modify meal quantities in accordance with actual requirements. Payment shall be made only for plates served per head/person, supplied and certified as satisfactorily served.

g. For 18 and 22 November 2026, the caterer shall prepare and serve meals only after prior consultation with the Campus Food Committee/authorised officer regarding menu and expected headcount.

h. The procurement shall be governed by the General Financial Rules, 2017, applicable Government of India instructions, CSU rules and the approved procurement procedure.

i. The caterer shall maintain the highest standards of hygiene, food safety and personal cleanliness. The University may inspect food preparation and serving arrangements and may reject any food found stale, contaminated, undercooked or otherwise unfit for consumption, without additional cost.

j. The caterer shall be responsible for the conduct of its staff, safe handling of food, cleanliness of the service area and compliance with applicable labour, food-safety, sanitation and other statutory requirements.

k. The caterer shall ensure timely service as per the schedule communicated by the University. Failure to provide the required food, quantity, quality or timing may lead to rejection of service, proportionate deduction, cancellation of the order or other action permissible under applicable rules.

l. Payment shall ordinarily be made after satisfactory completion of the services, verification of meal-wise headcount and certification by the Food Committee Coordinator , and submission of a proper invoice and supporting documents, subject to applicable rules and statutory deductions. No advance shall ordinarily be admissible.

m. The University reserves the right to inspect, seek clarification, accept or reject any or all quotations, or cancel/modify the process in accordance with applicable rules. Submission of a quotation shall not confer any right to award of work.

n. The successful caterer shall not subcontract the work without prior written approval of the competent authority. Any dispute shall be dealt with under applicable law, subject to jurisdiction of the competent courts in Tripura.

6. Declaration by the bidder

I/We certify that the particulars furnished are true and correct, that the rates quoted are valid for the specified period, and that I/we have read and accepted the terms and conditions of this notice. I/We undertake to provide catering services in accordance with the approved day-wise menu and the instructions of the University/Food Committee.

Name of firm/agency: _____

Name and designation of authorised signatory: _____

Signature with seal: _____ Date: _____

Place: _____

10.11.2026

Director
Central Sanskrit University
Ekalavya Campus, Lembucherra, Tripura (West)

निदेशक / Director
केन्द्रीय संस्कृत विश्वविद्यालय / Central Sanskrit University
एकलव्य परिसर, अगरतला / Ekalavya Campus, Agartala