

**CENTRAL SANSKRIT UNIVERSITY**  
**SHRI MAHARAJA RANBIR SINGH CAMPUS, KOT BHALWAL, JAMMU**

**TENDER DOCUMENT FOR CATERING / FOOD SERVICES**

**5th NORTH ZONE YOUTH FESTIVAL, 2026**

**02 November 2026 to 04 November 2026**

**1. Tender Notice**

Central Sanskrit University, Shri Maharaja Ranbir Singh Campus, Kot Bhalwal, Jammu, invites sealed/online bids, as applicable, from eligible and experienced caterers / food service agencies for preparation and serving of hygienic, nutritious and good-quality food for participants, organisers, delegates, officials and other authorised persons during the 5th North Zone Youth Festival, 2026, to be held at the Campus from 02.11.2026 to 04.11.2026.

**\* Last date for submission of Tender: 16.10.2026**

|                            |                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------|
| <b>Name of Work</b>        | Providing catering / food services for the 5th North Zone Youth Festival, 2026        |
| <b>Venue</b>               | Central Sanskrit University, Shri Maharaja Ranbir Singh Campus, Kot Bhalwal, Jammu    |
| <b>Event Period</b>        | 02.11.2026 to 04.11.2026                                                              |
| <b>Tentative Consumers</b> | Approximately 1000 or more participants, organisers, delegates and authorised persons |
| <b>Meals</b>               | Breakfast, Lunch and Dinner on the scheduled dates, with tea/refreshments as required |
| <b>Contract Period</b>     | For the event period and associated preparation/clean-up requirements                 |
| <b>Issuing Authority</b>   | Director, Shri Maharaja Ranbir Singh Campus, Central Sanskrit University              |

**2. Scope of Work**

1. Preparation, transportation where required, arrangement and serving of breakfast, lunch and dinner for the estimated number of consumers during 02.11.2026 to 04.11.2026.
2. Provision of tea/refreshments/snacks whenever specifically directed by the University for officials, guests, delegates, organisers or participants.
3. Arrangement of adequate catering staff, cooks, helpers, serving personnel and supervisors for timely service.
4. Arrangement of all cooking, serving and related catering equipment, utensils, tables/counters, serving vessels, fuel and other consumables required for the work, unless specifically stated otherwise by the University.
5. Maintenance of cleanliness, food safety, personal hygiene, safe drinking/cooking water and sanitary conditions at all food preparation and serving points.
6. Collection and safe disposal of food waste and other catering waste without causing nuisance, pollution or obstruction on the Campus.

### 3. Quality, Quantity and Food Safety Standards

7. Food shall be fresh, wholesome, properly cooked and fit for human consumption. No stale, spoiled, adulterated or previously served food shall be supplied.
8. The bidder shall use good-quality ingredients, edible oil, vegetables, cereals, pulses, dairy products, spices and other raw materials.
9. Quantity shall be adequate for the approved number of consumers. The caterer shall keep sufficient buffer quantities to meet reasonable fluctuations in attendance.
10. Food shall be prepared and served under hygienic conditions. Cooking and serving staff shall maintain clean clothing, head covering/hair restraint and personal hygiene.
11. The University may inspect the kitchen, raw materials, preparation process, serving arrangements and food quality at any time during the contract.
12. The caterer shall comply with applicable food-safety, municipal, labour and other statutory requirements, including requirements applicable to FSSAI-licensed food businesses.

### 4. Indicative Meal Schedule and Menu

The following is an indicative structure. The final menu and quantities shall be approved by the University before commencement of the event. Bidders shall quote rates inclusive of all ingredients, preparation, manpower, serving and applicable taxes/charges.

| Meal            | Indicative Items                                                                                           | Date(s)        | Rate per Person (₹) |
|-----------------|------------------------------------------------------------------------------------------------------------|----------------|---------------------|
| Breakfast       | Tea/Milk, seasonal item(s), stuffed/plain paratha or poori/bread as approved, curd and one additional item | 02–04 Nov 2026 |                     |
| Lunch           | Rice, dal, seasonal vegetable, roti, curd/salad, one special item/sweet as approved                        | 02–04 Nov 2026 |                     |
| Dinner          | Rice, dal, seasonal vegetable, roti, curd/salad, one special item/sweet as approved                        | 02–04 Nov 2026 |                     |
| Tea/Refreshment | Tea/coffee with snack(s), when ordered                                                                     | As required    |                     |

## **5. Catering Manpower and Responsibilities**

13. The successful bidder shall deploy sufficient cooks, helpers, servers, cleaners and at least one responsible supervisor during each meal service.
14. The caterer shall ensure that all personnel engaged are appropriately trained, medically fit for food handling and maintain proper hygiene.
15. The caterer shall be responsible for discipline and conduct of its personnel. Staff shall follow all instructions issued by authorised University representatives.
16. No unauthorised person shall be allowed to enter restricted food-preparation or storage areas.

## **6. Eligibility Conditions**

17. The bidder must be a legally registered catering agency / firm / company / proprietor capable of undertaking institutional/event catering.
18. Valid FSSAI registration/licence applicable to the proposed catering activity shall be submitted.
19. Valid GST registration, PAN and other applicable registration documents shall be submitted.
20. The bidder should have relevant experience in institutional, educational, government, university, sports or large-event catering. Documentary proof of experience/work orders/completion certificates shall be furnished.
21. The bidder shall not have been blacklisted/debarred by any Central/State Government Department, Government University or public authority as on the date of submission.
22. The University reserves the right to verify credentials, inspect facilities and seek clarification/documents before award.

## **7. Documents to be Submitted with the Bid**

23. Covering letter / bid submission form signed by the authorised person.
24. Firm/company registration or constitution document.
25. FSSAI registration/licence.
26. GST registration certificate and PAN.
27. Proof of relevant catering experience and completed/ongoing work orders, wherever applicable.
28. Details of manpower and catering infrastructure available.
29. Bank account details / cancelled cheque.
30. Declaration regarding non-blacklisting/debarment.
31. Acceptance of all tender terms and conditions.
32. Price Bid in the prescribed format.

## 8. Financial Bid

The bidder shall quote clear and firm rates. Rates should include all costs connected with preparation and service, including ingredients, cooking, manpower, utensils/equipment, transportation where required, serving, cleaning and waste disposal. Applicable GST and other statutory levies shall be clearly indicated.

| S. No. | Particulars                  | Unit              | Qty./Persons | Basic Rate (₹) | GST/Taxes (₹) | Total Rate (₹) |
|--------|------------------------------|-------------------|--------------|----------------|---------------|----------------|
| 1      | Breakfast                    | Per person        |              |                |               |                |
| 2      | Lunch                        | Per person        |              |                |               |                |
| 3      | Dinner                       | Per person        |              |                |               |                |
| 4      | Tea/Refreshment (if ordered) | Per person        |              |                |               |                |
| 5      | <b>Grand Total</b>           | <b>Per person</b> |              |                |               |                |

Note: The University may order meals according to actual attendance/requirement. Payment shall be made for the quantity actually ordered and satisfactorily supplied, subject to verification and applicable deductions.

## 9. Payment Terms

33. Payment shall be released after satisfactory completion of the relevant catering services and submission of a proper bill/invoice.

34. Payment shall be based on the actual number of meals/services ordered and served/accepted by the authorised University representative.

35. The University may deduct applicable statutory deductions, penalties, recoveries or other dues from the bill.

36. No payment shall be admissible for rejected, deficient or unauthorised supplies/services.

## 10. Penalty for Deficiency / Unsatisfactory Service

37. In case of late service, shortage, poor quality, unhygienic preparation, inadequate quantity or failure to comply with the approved menu, the University may impose an appropriate deduction/penalty commensurate with the deficiency.

38. In case of serious food-safety violation, supply of stale/adulterated food or repeated deficiencies, the University may terminate the contract and recover losses/damages as permissible under the terms of the contract.

39. The decision of the authorised University representative regarding immediate operational deficiencies shall be complied with by the caterer; contractual remedies shall remain available to the University.

## **11. Inspection and Monitoring**

The University shall nominate an authorised committee/officials to monitor quality, quantity, hygiene, attendance/meal counts and service arrangements. The caterer shall cooperate fully with inspection and shall provide reasonable access to food preparation, storage and serving areas.

## **12. Rights of the University**

40.The University reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason, subject to applicable procurement rules.

41.The University may increase or decrease the estimated quantity of meals depending upon actual participation and event requirements.

42.The University may require reasonable changes in menu or serving arrangements before or during the event, with financial adjustment where applicable and mutually agreed.

43.Award of work shall be subject to fulfilment of all eligibility and contractual requirements.

## **13. Submission of Tender**

Bids shall be submitted in the manner, at the place, and within the date and time specified in the Notice Inviting Tender / procurement portal notice issued by the University. Bids received after the prescribed deadline may be rejected. The University may seek clarification from bidders where considered necessary. Last date for submission of tender: 16.10.2026.

## **14. Declaration by the Bidder**

I/We hereby declare that the information and documents furnished by me/us are true and correct. I/We have carefully read and understood all the terms and conditions of this tender and agree to abide by them. I/We undertake to provide hygienic, nutritious and good-quality food and adequate manpower and facilities throughout the event period. I/We further declare that our firm has not been blacklisted/debarred by any Government Department, Government University or public authority as on the date of submission.

|                                   |  |
|-----------------------------------|--|
| <b>Name of Firm/Agency</b>        |  |
| <b>Name of Authorised Person</b>  |  |
| <b>Designation</b>                |  |
| <b>Mobile / Email</b>             |  |
| <b>Date, Seal &amp; Signature</b> |  |

Date: 03.10.2026

Sd/-  
**Director**  
Central Sanskrit University  
Shri Maharaja Ranbir Singh Campus  
Kot-Bhalwal, Jammu

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**Last date for submission of Tender: 16.10.2026**

**Place of submission:**

Central Sanskrit University, Shri Maharaja Ranbir Singh Campus,  
Kot Bhalwal, Jammu- 181122. Jammu & Kashmir

**Contact details →**

Sh. Savya Sachi Sharma (Section Officer) – 9797522481

Website: <https://csu-jammu.edu.in>

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**Annexure-I: Bidder's Basic Information**

| Particular                     | Details to be filled by Bidder |
|--------------------------------|--------------------------------|
| Name of Firm/Agency            |                                |
| Registered Address             |                                |
| Contact Person                 |                                |
| Mobile Number                  |                                |
| Email ID                       |                                |
| FSSAI Licence No. & Validity   |                                |
| GSTIN                          |                                |
| PAN                            |                                |
| Bank Name & Account No.        |                                |
| Relevant Experience (Years)    |                                |
| Major Similar Works            |                                |
| Any other relevant information |                                |

**Annexure-II: Important Instructions to Bidders**

44. Bidders should inspect the proposed catering/serving location and satisfy themselves regarding access, utilities and logistical requirements before quoting.
45. The estimated consumer figure is indicative and may vary. The University will not be liable for payment against unconsumed/unused quantities.
46. The caterer shall not subcontract the complete work to another agency without prior written permission of the University.
47. All disputes shall be subject to the jurisdiction applicable to the University/Campus, subject to applicable law and procurement rules.
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**Enclosed:**

**\* Food Menu for Youth Festival**

**Food Menu for Youth Festival 2026**

| Day 1       | Proposed Menu for Veg. Food Arrangement for 02.11.2026 |                                                                                        |                 |
|-------------|--------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|
| Meal        | Time                                                   | Menu                                                                                   | Expected Number |
| Bed Tea     | 6.00 A.M.                                              | चाय                                                                                    | 400             |
| Breakfast   | 8.00 to 9.30 A.M.                                      | पालक का पुरी, चाय, काला चना सब्जी                                                      | 800             |
| Lunch       | 12.30 to 2.00 P.M.                                     | चावल, मटर पनीर, भिण्डी, राजमा, बूंदी रायता, रोटी, पुरी, गाजर हलवा                      | 1000            |
| Evening Tea | 3.00 to 4.00 P.M.                                      | चाय, बिस्कुट                                                                           | 800             |
| Dinner      | 7.45 to 9.00 P.M.                                      | साबुत मूंगदाल, लौकी का कोफ्ता, आलू गोभी, रायता टमाटर, तवा रोटी, मटर पुलाव, गुलाब जामुन | 1000            |

| Day 2       | Proposed Menu for Veg. Food Arrangement for 03-11-2026 |                                                                                        |                 |
|-------------|--------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|
|             | Time                                                   | Menu                                                                                   | Expected Number |
| Bed Tea     | 6.00 A.M.                                              | चाय                                                                                    | 400             |
| Breakfast   | 8.00 to 9.30 A.M.                                      | आलू ब्रेड पकौड़ा, टमाटर चटनी, चाय                                                      | 800             |
| Lunch       | 12.30 to 2.00 P.M.                                     | दाल मक्खनी, शिमला मिर्च पनीर, दम आलू, खीरे का रायता जीरा चावल, रोटी, पुरी, गुलाब जामुन | 1000            |
| Evening Tea | 3.00 to 4.00 P.M.                                      | चाय, पेटीज                                                                             | 800             |
| Dinner      | 7.45 to 9.00 P.M.                                      | अरहर की दाल, राजमा, बैंगन का भर्ता, चावल, रोटी, खीर,                                   | 800             |

| Day 3       | Proposed Menu for Veg. Food Arrangement for 04-11-2026 |                                                                                                          |                 |
|-------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------|
|             | Time                                                   | Menu                                                                                                     | Expected Number |
| Bed Tea     | 6.00 A.M.                                              | चाय                                                                                                      | 400             |
| Breakfast   | 8.00 to 9.30 A.M.                                      | मेथी आलू पुरी, दूध दलिया, चाय                                                                            | 800             |
| Lunch       | 12.30 to 2.00 P.M.                                     | शाही पनीर, आलू गोभी, मिक्स दाल, दही बड़ा चटनी, रोटी, चावल, जलेबी                                         | 1000            |
| Evening Tea | 3.00 to 4.00 P.M.                                      | चाय, पकौड़ा                                                                                              | 1000            |
| Dinner      | 7.45 to 9.00 P.M.                                      | पालक पनीर, गाजर मटर आलू टमाटर, नदड़ु, दाल मक्खनी, बून्दी रायता, मीठा चावल, चावल, रोटी, पुरी, मूंग की दाल | 800             |

**Note :-**

1. लंच, डिनर के साथ पापड़, अचार और सलाद
2. भोजन के साथ पानी की व्यवस्था
3. प्लेट्स की संख्या कम ज्यादा हो सकती है।