



No. 10/SPAV/CONV/NIQ/10/2026-27

Dt. 13.07.2026

NOTICE INVITING QUOTATION

The Director, School of Planning and Architecture Vijayawada (SPAV), Vijayawada – 520008, on behalf of the President of India, invites to participate and quote item-rate in sealed cover from eligible GST-registered catering agencies/firms for providing and serving catering services, as detailed below:

Name of Work

Providing, transporting, and serving Vegetarian Lunch, Non-Vegetarian Lunch, and Snacks for the 10th Convocation of the School of Planning and Architecture Vijayawada (SPAV), scheduled to be held on 29.07.2026 at the School of Planning and Architecture Vijayawada, Sy. No. 4/4, ITI Road, Vijayawada – 520008.

Eligibility Criteria

1. The bidder shall be a GST-registered catering agency/firm and shall possess a valid FSSAI License for carrying out catering/food business activities.
2. The bidder shall submit self-attested copies of the following documents along with the request for issue of the detailed food menu:
 - GST Registration Certificate;
 - Valid FSSAI License; and
 - PAN Card.
3. The detailed food menu shall be issued only to those prospective bidders who submit the above documents to the Institute **on or before 20.07.2026**. The menu shall be issued after verification of the documents by the Institute.
4. Quotations submitted without the prescribed documents or by bidders who have not obtained the approved food menu from the Institute shall be liable to be rejected.
5. The bidder shall ensure that all food items are prepared and supplied strictly in accordance with the menu and specifications issued by the Institute, and no deviation shall be permitted without the prior written approval of the Competent Authority.

Sealed quotations shall be submitted **up to 03:00 PM on 21.07.2026 (Tuesday)**. The quotations will be opened on the **same day at 03:30 PM** in the presence of the bidders or their authorized representatives who wish to attend. The **work order shall be issued to the successful bidder on the same day**, subject to fulfilment of all terms and conditions.

The detailed **Notice Inviting Quotation (NIQ)**, including the Schedule of Quantities, menu, eligibility criteria, and terms & conditions, can be downloaded from the Institute's website www.spav.ac.in under the **"Tenders"** section.



SCHEDULE OF QUANTITIES

Sl. No.	Description of Item	Unit	Approx. Quantity	Rate per Unit (₹) (Inclusive of GST)	Amount (₹)
1	Supply, transportation, serving and distribution of Vegetarian Lunch as per the approved menu.	Plate	200–300		
2	Supply, transportation, serving and distribution of Non-Vegetarian Lunch as per the approved menu.	Plate	600–700		
3	Supply, transportation and distribution of One-time Snacks as per the approved menu.	Packet/Person	800		
	Grand Total				

Terms & Conditions:

1. The quotation shall be submitted in a **sealed cover**, superscribed with "**Quotation for Supply of Catering Services for the 10th Convocation of SPA Vijayawada**", along with the name and address of the bidder, and addressed to **The Registrar, School of Planning and Architecture Vijayawada**.
2. The Institute reserves the right to accept the quotation in full or in part. The successful bidder shall execute the awarded work at the quoted rates without any additional claim.
3. The Competent Authority reserves the right to reject any or all quotations, wholly or partially, without assigning any reason.
4. The quoted rates shall be **inclusive of GST, transportation, loading/unloading, labour, serving arrangements, furniture, chafing dishes, fuel/heating arrangements, bottled drinking water, consumables, cleaning, and all other incidental charges**. No additional payment shall be admissible.
5. The quantities indicated in the NIQ are **approximate**. Payment shall be made only for the actual quantity supplied and certified by the Institute. For the purpose of evaluation and determination of the **Lowest (L1) Bidder**, the **minimum quantity indicated against each item** in the Schedule of Quantities shall be considered.
6. The successful bidder shall prepare and serve the food strictly in accordance with the approved menu.
7. The bidder shall obtain prior approval from the Institute regarding the **brands/makes of all major raw materials and ingredients** proposed to be used for preparation of the food.
8. The Institute reserves the right to inspect the vendor's kitchen, cooking process, raw materials, ingredients, storage facilities, and hygiene standards at any stage before or during preparation of the food. The bidder shall provide full cooperation during such inspection.



9. The successful bidder shall ensure that only **fresh, good-quality and hygienically prepared food** is served. The use of **tasting salt (Monosodium Glutamate/MSG/Ajinomoto)** or any prohibited food additives is strictly prohibited.
10. For Non-Vegetarian Biryani, approximately 200–250 grams of raw meat per serving shall be used. The Institute's representatives may supervise the procurement, cutting, preparation, and quality verification of the meat before cooking.
11. The meat pieces shall be served separately from the biryani rice in suitable chafing dishes to ensure uniform distribution and adequate serving to all participants.
12. One-time snacks shall be supplied and served at **9:00 AM** in paper-based eco-friendly boxes or any other arrangement approved by the Institute.
13. Lunch shall be ready for service by **12:30 PM**, and all serving arrangements shall be completed at least **20 minutes prior** to the scheduled lunch time.
14. The bidder shall provide adequate dining and serving arrangements, including quality tables with clean table linen, sufficient chafing dishes with proper heating arrangements, serving utensils, and all other infrastructure necessary for hygienic food service.
15. Separate serving counters for **Vegetarian** and **Non-Vegetarian** food shall be arranged. A minimum of **six (6) serving counters** shall be provided or such additional counters as directed by the Institute. All counters and menu items shall be properly labelled.
16. The successful bidder shall deploy adequate, well-trained manpower for cooking, serving, supervision, cleaning, and overall management of the event. All serving personnel shall wear clean uniforms, gloves, head caps, and maintain proper personal hygiene throughout the event.
17. Packaged drinking water of approved quality shall be provided for all participants as part of the contract without any extra cost.
18. Any leftover food remaining after completion of the event shall be handed over to the Institute or disposed of only as directed by the Institute.
19. The successful bidder shall strictly comply with all directions issued by the Food Committee or any authorized representative of the Institute regarding preparation, quality, serving arrangements, hygiene, quantity, or event management.
20. If the successful bidder fails to maintain the prescribed quality, hygiene, approved brands, serving standards, quantity of ingredients (including meat and other major ingredients), timely service, or any other condition of the NIQ, the Institute may impose a **penalty up to ₹1,00,000/-**, depending upon the nature and severity of the deficiency. The decision of the Institute, based on the inspection of the Food Committee and feedback received from participants, shall be final and binding.

Contractor/Bidder Sign with Name & Address

Copy to:

1. The Notice Board and Web site of SPA Vijayawada
2. The Director, SPA Vijayawada for Information please
3. The Registrar, SPA Vijayawada for Information please.
4. The Accounts Department for Information