



**The Maharaja Sayajirao University of Baroda  
Vadodara - 390 002**

**Faculty of Science**

**Quotation purchase Notification**

**Notification Date:**  
22.01.2026

**Last date of submission:**  
09.02.2026 up to 5.00 pm

**Date of Bids Opening:**  
10.02.2026 at 03.30 pm

Quotations are invited in a two-bid system for providing catering Service during the **Sir Sayajirao Gaekwad Memorial National Conference-2026** to be held on 11 and 12 March 2026 at Faculty of Science.

<b>Name of the services</b>	<b>Quantity</b>
(Breakfast, Lunch, Evening Tea and Dinner, and water jugs)	For 500 people

**Note:**

1. Detailed menu & specifications are given in this document.
2. Technical bid should include (a) registration of company; (b) compliance of the menu as specified by us; (c) Any other terms & conditions.
3. The financial bid should state the 'total cost' for the catering service.

A hard copy of the **Technical Bid** and **Financial Bid** should be submitted through registered courier or post services in separate covers mentioning the type of Bid.

Last date of submission: **9<sup>th</sup> February 2026, by 05:00 pm at Faculty of Science office.**

Dean, Faculty of Science

The Maharaja Sayajirao University of Baroda, Vadodara.

**Submit a signed and stamped copy of the following technical specifications in a sealed cover superscribed ‘technical bid’ stating that the supplier agrees with all the terms and conditions.**

**Technical Specifications:**

<b>Item Number 1</b>	<b>Refreshments for students and staff</b> (Breakfast, Lunch, Evening Tea and Dinner, and water jugs) For 500 people for 2 days Dates: 11 March and 12 March 2026
Day 1	Description of the detailed menu: A) Breakfast: Cheese chutney sandwich, Vegetable cutlet, Chutney/Ketchup, Tea and Coffee, Peda B) Lunch: Peanut–cucumber salad, Spring roll, Jeera Rice, Dal makhani, Paneer jalfrezi, Bhindi masala, Indian Breads (Roti), Shrikhand, Papad/fryums, Pickle C) Dinner: Lasanya Battaka, Sev Tamatar, Roti,Bajra Rotla, Khichdi, Kadhi (Gujarati), Mix Bhajiya, Kala Jamun, Papad/fryums, Pickle. D) Evening Tea: Tea and Coffee along with cookies E) Water jugs should be provided with necessary disposable glass to suffice 500 people. F) Necessary faraskhana like serving table should be provided.
Day 2	A) Breakfast: Idli, Medu Vada, Sambhar, Tea and Coffee, 1 fruit (Banana), Chutney. B) Lunch: Russian Salad, Cheese corn Samosa, Veg. Biryani, Boondi Raita, Paneer Butter Masala, Aloo Shimla Mirch dry sabji, Paratha, Mohanthal, Buttermilk, Papad/fryums and Pickle C) High tea: Live Dhokla, Chutney, Muffins, Tea and Coffee D) Water jugs should be provided with necessary disposable glass to suffice 500 people E) Necessary faraskhana like serving table should be provided.

**Specific Terms and Conditions:**

1. The catering service provider should be a registered supplier as per corporation norms.
2. The catering service provider should adhere to the date-wise detailed menu attached herewith.
3. The items should be provided fresh and hygienic.
4. The caterer should serve the food at the venue of the conference that is C. C. Mehta Auditorium on 11<sup>th</sup> March, and Faculty of Science, The Maharaja Sayajirao University of Baroda on 12<sup>th</sup> March.
5. The service provider should bring faraskhana tables and service persons and other necessities to serve food at the location strictly adhering the timing specified by organizers.
6. The caterer should use clean and executive-class plates, spoons and bowls.
7. Cleaning of the area around the food served is the responsibility of the caterer.
8. Payment will only be made after order completion, as per The M S University of Baroda norms.
9. The number of persons as 500 stated above is only indicative and the actual number will be communicated the day before. The caterer is requested to be in consultation with organizer.

**Sir Sayajirao Gaekwad Memorial National Conference**  
**Faculty of Science, The Maharaja Sayajirao University of Baroda,**  
**Vadodara.**

**Detailed Menu for Catering Service**

<b>Date</b>	<b>Item-1 High Tea (11.30 to 11:45am)</b>	<b>Item-2 LUNCH (1:30 to 2:30pm)</b>	<b>Item-3 Tea/ Coffee (4:00 to 4:30pm)</b>	<b>Item-4 DINNER (7:30 to 9:30pm)</b>
<b>Persons</b>	<b>500</b>	<b>600</b>	<b>500</b>	<b>500</b>
11.03.26 Detailed Menu	Cheese chutney sandwich, Vegetable cutlet, Chutney/Ketchup, Tea and Coffee, Peda	Peanut–cucumber salad, Spring roll, Jeera Rice, Dal makhani, Paneer jalfrezi, Bhindi masala, Indian Breads (Roti), Shrikhand. Papad/fryums Pickle	Tea Coffee cookies	Lasanya Battaka, Sev Tamatar, Roti, Bajra Rotla, Khichdi , Kadhi (Gujarati), Mix Bhajiya, Kala Jamun Papad/fryums pickle
<b>Date</b>	<b>Item-1 Break fast (8.30 to 9.30 am)</b>	<b>Item-2 LUNCH (1:30 to 2:30pm)</b>	<b>Item-3 High Tea (5:30 to 6:30pm)</b>	
<b>Persons</b>	<b>500</b>	<b>500</b>	<b>500</b>	
12.03.26 Detailed Menu	Idli, Medu Vada, Sambhar, Tea and Coffee, 1 fruit (Banana), Chutney.	Russian Salad, Cheese corn Samosa, Veg. Biryani, Boondi Raita, Paneer Butter Masala, Aloo Shimla Mirch dry sabji, Paratha, Mohanthal, Buttermilk, Papad/fryums Pickle	Live Dhokla, Chutney, Muffins, Tea and Coffee	

**General Terms and Condition for this purchase:**

- 1) Unsigned quotations will be rejected.
- 2) Technical and Price bids should be submitted separately. Bidders found satisfactory in technical bids will only qualify for the price bid.
- 3) **The technical bid envelop /offer should not contain any price information.**
- 4) The rates should be quoted only by computerized writing/printing. No change, addition, alteration in the tender rates on omission / misunderstanding / mistake or any other reasons would be permitted.
- 5) Any change in figures, words of the quotation should be attested by the vendor by initial near / beside such change. Also, the vendor should invariably sign the quotation on the correction / overwriting in the quotation and general terms and conditions and must be submitted in original issued by this University.
- 6) All the quotations documents must be duly stamped and signed by the owners / certified representative of the company. Representative should produce a certificate of such authority for making quotation on owner's behalf.
- 7) Prices for each item should be quoted separately, and the cost should be quoted **F.O.R., Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara-390 002, Gujarat.**
- 8) The vendor should fill the rates inclusive of forwarding, freight, insurance, excise duty, sales tax and all such other charges and state the amount payable specifically for each item if it is extra.
- 9) Price bid should be a consolidated for each ITEM. **The prices are invited as consolidated- total price of the service invited.** Price breakup of each component is not necessary.
- 10) University does not provide any exemption for paying any kind of levies.
- 11) The vendor rates should be valid up to a minimum period of 180 days from the opening date of the quotation.
- 12) No advance or part payment against the ordered goods will be made till the full order placed is satisfactorily executed. Payment will be made as soon as the University approves the Bills after order completion.
- 13) The University Authorities reserve the right to vary the units, accept the quotation fully or partially and shall not be bound to give reasons for rejecting the whole or part of the quotation.
- 14) Late receipt of the quotation for any reasons will not be considered and all such quotations are liable to be disqualified and no correspondence will be entertained in such case.
- 15) The vendor should fill the rates inclusive of faraskhana, GST and all such other charges and state the amount payable specifically for each item if it is extra. Mentions the deviations if any in technical bid.
- 16) Service providers should provide best quality services. If the provided services are found faulty / poor, undersigned reserve the right to cancel or terminate the contract.

**Prof. V. A. Kalamkar**

Dean, Faculty of Science

The Maharaja Sayajirao University of Baroda,

Vadodara – 390 002

Place: Vadodara

Date: 22-01-2026

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