COLLEGE OF AGRICULTURE, FATEHPUR-SHEKHAWATI

SIKAR-332301, RAJASTHAN

(Sri Karan Narendra Agriculture University, Jobner)

कृषि महाविद्यालय, फतेहपुर–शेखावाटी, सीकर–332301,राजस्थान

(श्री कर्ण नरेन्द्र कृषि विश्वविद्यालय, जोबनेर)

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No. F. (03)/Accounts/COA/FTR/2026/5056 Dated: 25.11.2026

Limited tender

Sealed rate tender is hereby invited from reputed and registered catering firms/agencies for providing **High Tea and VIP Lunch Services** on the occasion of the inauguration of the New Girls' Hostel by the Hon'ble Governor of Rajasthan and Chancellor, Sri Karan Narendra Agriculture University, Jobner. The inauguration ceremony is scheduled to be held on **02.12.2026** at the **College of Agriculture, Fatehpur-Shekhawati, Sikar (Rajasthan)**. Interested firms may submit their tender to the Dean, College of Agriculture, Fatehpur-Shekhawati. The details of the work, estimated cost and other conditions are given below:

Tender invitation period	25.11.2026 to 28.12.2026
Last date and time for submission	01.12.2026 up to 11:00 AM
Date and time of opening	01.12.2026 at 02:00 PM
Place of submission	Dean, College of Agriculture, Fatehpur-Shekhawati
Total amount	1,99,000.00

The tender will be opened on the **01.12.2026 at 02:00 PM** before the Purchase Committee by an officer duly authorized for this purpose. The information of this rate tender is also available on the University website www.sknau.ac.in. Firms/agencies are required to enclose relevant registration documents and certificates along with the prescribed quotation form. The undersigned reserves the right to accept or reject any or all quotations, without assigning any reason thereof. Interested parties may visit the venue for site inspection, survey and estimation of the work, if required.

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Copy to the following for information and further needful action:

1. The Comptroller, SKNAU, Jobner.
2. The Treasury Officer, SKANU, Jobner.
3. Convenor & all members of Tender Committee, Accounts Section/DDO, COA, Fatehpur-Shekhawati.
4. Guard file.

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1. Scope of Work

The selected caterer shall arrange and serve food and refreshments as per the menu and requirements given in Annexure-I. The actual number of participants / servings and the service schedule shall be communicated by the College Committee. Payment shall be made on the basis of actual quantity ordered and satisfactorily supplied.

1. The high tea shall be arranged on one days of the conference, as per the programme schedule communicated by the occasion of the inauguration of the New Girls' Hostel.
2. The actual number of participants/servings and the daily serving timings shall be communicated by the inauguration of the New Girls' Hostel.
3. Payment shall be made on the basis of the actual number of servings ordered and satisfactorily supplied, as certified by the authorized representative of the College.
4. Separate arrangements for VIPs/dignitaries shall be made wherever required, as per the instructions of the Organizing Committee.

2. Terms and Conditions

1. The quotation must be submitted in a sealed envelope clearly superscribed Rate tender for providing **HIGH TEA and VIP Lunch Services** for inauguration of the New Girls' Hostel on **02 DECEMBER 2026**.
2. The tender must reach the Office of the Dean, College of Agriculture, Fatehpur-Shekhawati, on or before 01.12.2026 up to 11:00 AM. Late or incomplete quotations shall not be considered.
3. The bidder shall quote the rate per person against the prescribed menu in Annexure-I. The tender rate must be inclusive of all applicable taxes, GST (if applicable), transportation, labour, serving staff, utensils, crockery, cutlery, serving counters and other incidental expenses. No additional charges shall be payable.
4. The bidder must possess a valid FSSAI licence/registration and shall submit a self-attested copy along with the quotation. Copies of PAN and GST registration (if applicable) must also be enclosed.
5. The caterer shall provide fresh, hygienic and good-quality food items prepared using quality ingredients and in compliance with applicable food safety and hygiene standards.
6. All food items shall be properly prepared, packed, transported and served in hygienic conditions. The caterer shall ensure that the food is fresh and suitable for human consumption.
7. The caterer shall make all necessary arrangements for food preparation, transportation, serving counters, serving staff, utensils, crockery, cutlery, drinking water and cleaning of the serving area.
8. The menu specified in Annexure-I shall be strictly followed. No item shall be substituted, omitted or changed without prior written approval of the Convenor/authorized representative.

9. The caterer shall ensure timely service as per the conference schedule. Adequate and trained staff shall be deployed to avoid unnecessary delays and inconvenience to participants.
10. The caterer shall provide sufficient quantities of all food items as per the actual number of servings communicated by the sale and purchase Committee. Special care shall be taken to ensure adequate quantities of tea, coffee, snacks and other menu items.
11. The caterer shall provide proper arrangements for VIPs/dignitaries, including roasted cashews and almonds, fruits/Real Juice and other specified items, as directed by the Organizing Committee.
12. The College/Organizing Committee reserves the right to inspect the quality, quantity and hygiene of food items and the overall serving arrangements at any time. Any food item found unsuitable or below the prescribed standard shall be replaced at the caterer's own cost.
13. Any shortage, delay, poor-quality food or deficiency in service shall be rectified immediately by the caterer without claiming any additional payment.
14. The actual number of servings may vary depending upon the participation in the conference. The College does not guarantee any minimum number of servings.
15. The successful bidder shall coordinate with the designated representative of the Organizing Committee regarding the daily quantity, menu, venue and serving schedule.
16. No advance payment shall ordinarily be made. Payment shall be released after satisfactory completion of the assigned work and submission of the proper bill/invoice, subject to verification and applicable statutory deductions.
17. The quotation shall remain valid for a minimum period of 30 days from the last date of submission.
18. The caterer shall be responsible for maintaining cleanliness of the serving area and proper disposal of food waste and other disposable materials after each service.
19. The caterer shall be solely responsible for any loss, damage, accident or liability arising due to negligence of its staff or improper execution of the assigned work.
20. The successful bidder shall not sublet or transfer the assigned work to any other agency without prior written permission of the competent authority.
21. The College reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof. Submission of the lowest quotation shall not confer any automatic right to receive the work order. The decision shall be based on rates, quality, experience and service capability.
22. Any other terms & conditions except cited above will be as per RTPPA 2012, RTPPR 2013, Rule no.68 of General Finance and Account, Raj. Govt. notification dated 19.11.2015 and other guidelines provided by state government from time to time.

ANNEXURE–I

MENU AND FINANCIAL BID

The bidder shall quote the rate per person / per unit for each menu below. The menu is based on the food tender supplied for conversion; the inauguration of the New Girls' Hostel may communicate the final day-wise requirement and serving quantities.

S. No.	Meal / Menu and Specifications	Unit	Rate (₹) (Including all charges)
1	**High Tea:** Kaju Katli, Akhrot Barfi, Mini Samosa, Cookies 2 type, Wafers, Tea, Coffee, Dry fruits for VIPs	Per person	
2	**VIP Lunch:** Dal Ka Halwa, Fruit Cream, Paneer Lababdar, Jalfrezi Veg, Dal Fry, Pulaw, Dahi Vada with 2 type Chutneys, Tandoori Items – 3 types, Tawa Chapati, Green Salad, Roasted Papad	Per person	

Note:

1. The quoted rate shall cover the complete menu and all associated service arrangements.
2. The bidder shall clearly mention the rates of all items separately.
3. The quantity and number of servings shall be communicated by the Organizing Committee on a day-to-day basis.
4. No additional payment shall be made for transportation, serving staff, utensils, crockery, cutlery, cleaning or other incidental expenses.
5. Any proposed substitution or additional item shall require prior approval of the Organizing Committee.

BIDDER'S DETAILS AND DECLARATION

Name of firm / caterer	
Name of proprietor / Authorized person	
Full address	
Mobile number	
Email	
FSSAI Licence / Registration No.	
GST No.	
PAN	

I / We have read and understood all the terms and conditions of this rate quotation and agree to comply with them. The rates quoted are true and complete, and the information and documents submitted with this quotation are correct to the best of my / our knowledge.

Place: _____

Date: _____ **Signature of bidder with seal**