



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari District – East Champaran, Bihar

Website: www.mgcub.ac.in | **E-mail:** osdadmin@mgcub.ac.in

TENDER NOTICE

Ref. No. MGCU/3rd Convocation/Tender/Catering Services

Dated: 21st March 2026

Sealed Quotations are invited for Food Catering Services for 3rd Convocation of MGCU, Motihari, Bihar

Last Date & Time of Submission of Quotation: 27th March 2026 (Friday) till 01:00 PM

1. **Mahatma Gandhi Central University Motihari**, is organizing its **3rd Convocation on 4th April 2026 (Saturday) at Motihari**. It is a prestigious event in which distinguished Honourable Vice-President; Honourable Governor of Bihar; VIP guests, Alumni, Faculties, Guests, etc. will participate. Being a prestigious event, University is inviting quotations/bids from interested and eligible firms and Hotels Involved in Food and Catering services with the highest level of hygiene and quality of food services etc. The participating firms and hotels will have to provide adequate food and catering services with sufficient qualified Manpower, Materials and Crockery etc. for Lunch, dinner & Tea break to invited guests. An Indicative menu is attached herewith (**ANNEXURE - I**).
2. The selected firm will be expected to follow the menu strictly, until revised by the University Administration, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by **courier/speed post** only in two bid systems with complete details of specifications, terms & conditions etc.

Quotation should be in two separate sealed envelopes "**Technical Bid**" (**Annexure - 2**) and "**Financial Bid**" (**Annexure -3**) and placed in a single envelope with name of the "**Tender for Food Catering Services**", superscripted on the top of the envelope addressed to the **OSD (Administration), Mahatma Gandhi Central University Motihari, Dr Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari, District - East Champaran, Bihar - 845401 upto 27th March 2026 (Friday) by 01:00 PM positively.**

Important Note: Please note that tender documents will not be accepted after the expiry date and time fixed for the purpose.

4. The technical bid will be opened at **04:00 PM on 27th March 2026 (Friday)**. Basic rates, taxes and other charges, if applicable etc. must be quoted separately. F.O.R. destination at **Mahatma Gandhi Central University, Motihari**.

5. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of Identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to **osdadmin@mgcub.ac.in**.
6. Tender processing fee of **Rs.590/-** inclusive GST @18% and Earnest Money Deposit of **Rs.20,000/-** in the form of Demand Drafts drawn in favor of "Mahatma Gandhi Central University" payable at Motihari, must be enclosed with the quotation(s).

Terms and Conditions

1. Quantity may increase or decrease at the discretion of the University.
2. Quoted rate should be valid till scheduled date of programme.
3. **Minimum Eligibility [please attach relevant supporting documentary evidence]:**
 - i. The firm should have Rs.25.00 lakh annual average turnover in last three years.
 - ii. The firm should have atleast one work order of more than Rs.7.50 lakhs in last financial year.
 - iii. The firm must have experience of conducting event of Honourable President/Vice-President.
 - iv. The firm should have experience of working in Central Institute.
 - v. A recognized brand/franchisee of a Hotel/Restaurant/Caterer who has served reputed organization or institute or similar kind of place for similar gathering of national level.
4. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely manner for Lunch Pack, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members) as indicated in the bid. The given menu indicates the services to be provided which are to be adhered to strictly.
5. The contractor shall be able to provide good vegetarian food as per indicative menu. No items except the indicative menu shall be provided by the Caterer during the function. Any additional item required to be served will be served only with the prior approval of the university. Rates for such additional items will be decided by mutual consultation.
6. Rates shall be inclusive of all material (perishable as well as non-perishable), labour and catering with good quality crockery.
7. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of the University. If during inspection any food stuff/beverage/any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable for a penalty of minimum of Rs.10,000/- & up to Rs.1,00,000/-or as decided by the University Authority.
8. The space for cooking along with electricity and water for the same shall be provided by the University. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to university employees/ students/Guests.
9. The contractor has to make preparations in the University campus or the space provided by the University except for the branded food materials.

10. The Caterer should provide proper containers for collecting or throwing away waste materials and will arrange to remove waste material from the Office and pantry premises. In case caterer fails to remove it, the arrangements will be made by the University and actual amount with Rs.10,000/-penalty will be deducted from the bill.
11. The contractor has to employ sufficient numbers of healthy, smart, smart, mannered and well-dressed waiters for servicing.
12. No child laborers shall be employed for cooking, servicing or catering as per law.
13. All the rules and regulations of food safety, laborers etc. shall be complied with by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the Statues or rules framed there under by such authorities and keep the Institution indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.
14. The Catering Service Provider is required to deploy adequate number of manpower for cooking, serving, supervision & cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.).
15. The mess staff will always be trained on COVID responsible conduct and will always be monitored for their adherence by the admin dept.
16. The Catering Service Provider should provide the sanitation items like hand-wash liquid and tissue paper at all the locations where the food is served. Replenishing the items is the responsibility of the Caterer only.
17. After every meal (breakfast, lunch & dinner) all the vessels used for cooking, plates, cups, katoris, water glass, spoons, forks, knives etc. are to be cleaned in soap solution and dried and kept ready for next meal. The cleaning material used should be from the approved brands.
18. All vegetables, fruits, etc. used shall be fresh and shall not be rotten or overripe. The contractor shall be responsible for their hygienic fitness. Milk and milk products such as curd, yogurt, cheese, etc. shall be of a good standard and should be prepared and served fresh.
19. Items like Jam, Pickles, Butter, Salt and Sugar should be kept/stored properly in a neat and clean place near dining areas to avoid insects/mosquitoes. The items should be checked at regular intervals and should be replenished based on the requirements.
20. Procurement of LPG commercial cylinders, fresh groceries, vegetables, raw materials and other ingredients for running as per the prescribed menu out of catering contractor's own expenses and arrangements.
21. The agency will be responsible for the garbage disposal on daily basis.
22. Efficiency, promptness, quality of food, service, good behavior and politeness of the agency and its staff are the essence of the contract. The agency is required to ensure that this essence of the contract is always maintained.
23. **SPECIFICATIONS OF RAW MATERIALS:** All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
24. The contracting agencies must have worked in reputable organizations and have to provide details of such organization with the certificate of it.
25. The vendor should have experience for providing catering service during similar type of events at Universities or Similar organization.
26. Subletting in any form will not be allowed.

27. For additional pax, if any, payment will be made on actual basis.
28. The buffet tables for serving dinner will be arranged by the caterer.
29. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
30. The Caterer shall not appoint sub-contractor for catering to carry out any obligations under the Contract.
31. Agencies interested in may visit the campus to have first-hand information, if they so desire.
32. If performance is not found satisfactory. The firm/agency may be blacklisted by the university.
33. Deficiency in not supplying full information shall result in primarily rejection of tender.
34. The Caterer shall be responsible for:
 - (i) All injury due to any accident to persons, engaged by him/her and;
 - (ii) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by university. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and.
 - (iii) All the disputes shall be subject to the Motihari Jurisdiction. The university authority as arbitrators has the full rights to settle all the disputes and that shall be binding on both the parties.
35. The workers should be qualified, and proper uniform and name badge is to be provided by the caterer/agency. The agency shall be responsible for the discipline of its workers.
36. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
 - (ii) Payment shall ordinarily be made within 15 days on completion of the work after due verification by the site in- charge as per tendered rates.
 - (iii) No advance payment will be made under any circumstances.
43. The indenting tenderer must furnish the following certificate in their quotation: **"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same."**
44. Kindly quote your PAN No, GST No., etc. mandatorily on the quotation.
45. All disputes are subject to Jurisdiction of Motihari.
46. University authority reserves the right to reject or accept any tender.
47. University authority reserves the right to alter/modify any or all conditions of this tender.
48. Notwithstanding anything mentioned above, the University reserves the right to reject all the bids.

[SACHCHIDA NAND SINGH]
OSD (Administration)

Menu for 2nd April 2026; 3rd April 2026; and 4th April 2026

Date	Category	Menu Items
2nd April 2026	Refreshment	Puri (6), Mix Veg, Jalebi, Water Bottle
3rd April 2026	Refreshment	Puri (6), Mix Veg, Jalebi, Water Bottle
3rd April 2026	Lunch/Dinner	Kachori/Tawa Roti, Dal Makhani, Mix Vegetable, Matar Paneer, Jeera Rice, Raj Bhog, Papad, Achar, Green Salad, Water Bottle
4th April 2026	Refreshment	Tea, Sandwich, Cookies, Salted Kaju, Pista, Fruits
4th April 2026	Lunch	Kachori, Aloo Gobi Sabji, Jeera Rice, Dal Fry, Mix Vegetable, Matar Paneer, Green Salad, Gulab Jamun, Raita, Papad, Achar, Kheer, Water Bottle
4th April 2026	VIP Lunch	Sweet Corn Soup, Paneer Tikka & Honey Chilly Potato (Starter), Tandoori Roti, Kachori, Missi Roti, Dal Tadka, Mix Vegetable, Paneer Butter Masala, Veg Pulao, Veg Kofta, Bhindi Fry, Baigan Fry, Kheer, Green Salad, Raita, Raj Bhog, Papad, Achar, Water Bottle, Tissue Paper
4th April 2026	High Tea	Kulhad Tea, Samosa, Mix Pakoda, Gulab Jamun, Sandwich, Water Bottle
4th April 2026	Dinner	Kachori, Aloo Gobi Sabji, Jeera Rice, Dal Fry, Mix Vegetable, Matar Paneer, Green Salad, Gulab Jamun, Raita, Kheer, Papad, Achar, Water Bottle

Important Note: Seating Arrangement for VIP Guests for Lunch with Round Table (total six) with Good Quality Chairs with Covers are to be arranged by the agency itself.

(On letter head of the Firm & in a separately sealed envelope)

TECHNICAL BID

Tender No.:

Date.....

Order/Work: Catering Services for 3rd Convocation scheduled to be held on 04.04.2026

1. Name of the Firm/Bidder/Agency:
2. Address:
3. Phone/Fax/Mobile:
4. E-Mail
5. GST No.....
6. PAN.....
7. Date of validity of the Offer/Bid.....
8. Details of the firm:
 - (a) Date from which the firm is operating: -.....
 - (b) Turnover of the firm during Financial Years
 - (i) FY 2022-2023(Rs.).....
 - (ii) FY 2023-2024(Rs.).....
 - (iii) FY 2024-2025 (Rs.

(Please attach documentary evidences)

**Signature with Seal of the Proprietor/
Authorized Representative**

ANNEXURE – 3

(On letter head of the Firm & in a separately sealed envelope)

FINANCIAL BID

(Lunch, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members)
(As per Indicative Menu Annexure-I)

Sl. No.	Date	Items	Qty. (appx.)	Unit Price (in Rs.) (i.e. price of per piece/packet)	Tax (%)	Total Amount (in Rs.)
1	02.04.2026	Refreshment	100			
2	03.04.2026	Refreshment	150			
3	03.04.2026	Lunch/Dinner	150			
4	04.04.2026	Refreshment	A: 400 [Standard Units] B: 100 [Dry Packets]			
5	04.04.2026	Lunch	1500			
6	04.04.2026	VIP Lunch	350			
7	04.04.2026	High Tea	750			
8	04.04.2026	Dinner	250			

1. Rates quoted shall be inclusive of all taxes etc. but must be shown separately.
2. The quantity shown above is indicative only. It may increase or decrease as per requirements. Final Number will be mentioned in the work order.
3. Menu is subject to adjustment by mutual discussion.

**Signature with Seal of the Proprietor/
Authorized Representative**