



Ref. No. NIPER-HJP/Tender/Convocation Catering/2025-26/06

Date: 02/09/2025

**Notice Inviting Quotation (NIQ)  
for Catering Services during the 7th Convocation of NIPER Hajipur**

The National Institute of Pharmaceutical Education and Research (NIPER), Hajipur, an autonomous institute under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India, invites sealed quotations from reputed, experienced, and qualified catering service providers for providing catering services and related arrangements during the **7th Convocation of the Institute scheduled on 20th September 2025**.

**Scope of Work:**

The catering service provider will be responsible for the following:

**1. Lunch Arrangements –**

- **VIP Lunch:** Approx. 80 persons ( $\pm 20\%$ )
- **Participants' Lunch:** Approx. 300-400 persons.
- **Packed Food:** Approx. 10 persons.

**2. Arrangement & Services –**

- Provision of hygienic, high-quality vegetarian food strictly as per menu finalized by the Institute - Annexure-I (for VIP) & Annexure-II (for Participants).
- Catering setup including round tables, chairs, cutlery, crockery, serving counters, table covers, etc. (for VIPs only). The tentative details are as below (for VIP arrangements only):

Item	Quantity	Remarks
Round Tables	08	For VIP dining area
VIP Chairs	50	
Cutlery, Crockery & Serving Counters	Sufficient quantity	As per menu & headcount
Carpet	1100 sq. ft. approx.	To cover dining hall
Tower ACs	04	
Wash Basins	03	
Waiters	Minimum 04 (excluding service staff)	Well-trained & in uniform
Buffet Counters	As required	As per menu items

- Lunch area (1100 sqft approx.), carpeting, decoration, and proper serving arrangements. (for VIPs only). Further, VIP lunch arrangements will be done on the 2<sup>nd</sup> floor of the Institute, which has no provisions for lift facilities.
- Arrangement of ACs/fans/coolers as required for the lunch area.
- Adequate serving and housekeeping staff for smooth execution of VIP as well as Participants' **lunch arrangements**.
- There should be a single point of contact to address the requirements during the organisation of the event.

- Transportation, loading/unloading, installation, and dismantling costs shall be borne entirely by the vendor.
- The space for cooking along with electricity and water for the same shall be provided by the Institute, however, all utensils, vessels, serving items, heating equipment, etc. must be arranged by the vendor.
- 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 Institute employees/students/Guests.
- The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
- Utensils and Plates: - For Participants' Lunch, the Institute may provide limited utensils/plates available in the Mess, subject to actual availability. Vendors shall clearly indicate in their quotation the additional requirements they will arrange on their own.
- For the VIP Lunch, the service provider must arrange and use exclusive, clean, and aesthetically presentable crockery, cutlery, and serving sets. Under no circumstances shall Mess utensils be used for VIP arrangements.
- Agencies interested may visit the campus to have first-hand information, if they so desire.
- The lowest quote does not automatically guarantee award of contract; quality, compliance, and past performance shall also be considered.
- No advance payment shall be made by NIPER Hajipur. However, the NIPER Hajipur intends to make all the final payments at the earliest during the working days.

The agency shall ensure that the site is handed back clean and damage-free. Any loss/damage to institute property shall be recovered from the vendor.

#### **Eligibility Criteria:**

- The firm must have prior experience in providing catering services for large official/academic events.
- The firm should have valid GST registration, PAN and FSSAI license.
- Preference will be given to vendors with prior experience in Government/Academic Institutions.

#### **Submission of Quotations:**

Interested vendors are requested to submit their sealed quotations, including item-wise breakup of costs, menu options, manpower arrangements, and other relevant details, as in Annexure-III to the undersigned by **7<sup>th</sup> September 2025**, with the document as mentioned in the eligibility criteria.

#### **Address for Submission:**

##### **The Registrar (i/c)**

NIPER Hajipur

Export Promotion Industrial Park (EPIP), Industrial Area Hajipur – 844102

Vaishali, Bihar

**Note:** NIPER Hajipur reserves the right to accept or reject any or all quotations without assigning any reason thereof.

<b>VIP Menu</b>			
<b>Sr. No.</b>			
	<b>Morning Snacks</b>		
1.		Cashew Fry and Pista	15 gms
2.		Walnut	15 gms
3.		Cookies	25 gms
4.		Namkeen (mixture) and Moong Dal (as per choice)	25 gms
5.		Tea/Coffee	150 gms
	<b>Lunch</b>		
6.		Veg Soup	In adequate quantities
7.		Indian Green Salad	
8.		Fruit Salad	
9.		Mixed Veg Sabji (Seasonal)	
10.		Paneer Sabji	
11.		Dal Fry/Tadka (as per choice)	
12.		Jeera/Plain Rice (as per choice)	
13.		Tawa roti and poori	
14.		Curd (with salt/sugar)	
15.		Papad	
16.		Pickle	
17.		Sweet (Hot Gulab Jamun and Ras Malai)	2-piece standard size
18.		Water Bottle	200 ml
19.		Napkin	per servings
	<b>Evening Snacks/High Tea</b>		
20.		Pakoda (Onion/Aloo) / Bread Pattice - (as per choice)	200 gms
21.		Cookies	25 gms
22.		Tea/Coffee	150-175 ml

**Annexure-II**

Menu for student/staff/participants			
<b>Sr. No.</b>			
	<b>Morning Refreshments</b>		
<b>1</b>		Cookies/Biscuits	25 gms
<b>2</b>		Tea	150-175 ml
	<b>Lunch</b>		
<b>3</b>		Plain Salad	In adequate quantities
<b>4</b>		Mixed Veg Sabji (Seasonal)	
<b>5</b>		Paneer Sabji (as per choice)	
<b>6</b>		Dal Fry/Tadka (as per choice)	
<b>7</b>		Jeera rice	
<b>8</b>		Poori	
<b>9</b>		Papad	
<b>10</b>		Pickle	
<b>11</b>		Sweet (Hot Gulab Jamun)	2-piece standard size
<b>12</b>		Water Can	200 ml
	<b>Evening Snacks/High Tea</b>		
<b>13</b>		Pakoda (Onion/Aloo) / Bread Pattice - (as per choice)/ Cookies / Biscuits	200 gms
<b>14</b>		Tea	150-175 ml

**Annexure-III**

**Final Quote (including GST and all taxes) for providing full catering services and related arrangements during the 7th Convocation of the Institute on 20<sup>th</sup> September 2025.**

<b>Sr.</b>	<b>Particular</b>	<b>Quoted Price (Per Unit)</b>
<b>A</b>	<b>Participants' Lunch (in Rs.): (inclusive of all taxes)</b>	
<b>B*</b>	<b>VIP Lunch (Special) * (in Rs.): (inclusive of all taxes)</b>  <b>(Requested to quote this price including the arrangements and service charges as mentioned for VIP arrangements (VIP area) in the NIQ document).</b>	
<b>C</b>	<b>Total Price (A+B) - (in Rs.): (inclusive of all taxes)</b>	

**\*Requested to quote including the arrangements and service charges as mentioned for special arrangements (VIP area) in the NIQ document.**

**Date:**

**Signature of bidder**