

अटल बिहारी वाजपेयी चिकित्सा विश्वविद्यालय, उ० प्र०, लखनऊ

Atal Bihari Vajpayee Medical University, UP, Lucknow

Ref. No. : 24/CET/ABVMUUP/2026

Date - 22/05/2026

Subject: Invitation of quotations from catering service providers for lunch arrangements for briefing meeting of Coordinators and Invigilators for CNET-2026 scheduled on 03.06.2026.

Sealed quotations are invited from reputed and experienced catering service providers/agencies for providing lunch and refreshment services in connection with the briefing meeting of Coordinators and Invigilators for CNET-2026 scheduled to be held on 03.06.2026 at Atal Bihari Vajpayee Medical University, Lucknow.

The meeting is expected to be attended by approximately 900-1000 participants.

Interested agencies are requested to submit their detailed menu proposal along with rates for the catering arrangements as per the following indicative requirements:

Important Dates:

S. No	Particulars	Date	Time
1.	Start Date	22.05.2026	4:00 p.m
2.	Last date of submission	25.05.2026	5:00 p.m.
3.	Place of submission	Finance Office, Atal Bihari Vajpayee Medical University, Lucknow.	

Scope of Work

A. Indicative Menu Requirements

- I. Lunch
- II. Snack box
- III. Packaged drinking water

LUNCH (Quantity – 900-1000)

Main Course

1. One (01) Paneer Dish
2. One (01) Dal Preparation
3. Two (02) Gravy Vegetable Preparations
4. Two (02) Dry Vegetable Preparations

Indian Bread Varieties

1. Three to Four varieties of Indian breads/rotis
2. Poori

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3. Kachori

Accompaniments

1. Rice Preparation
2. Dahi/Raita Item
3. Assorted Salads

Desserts

1. Two to Three Dessert Items

Refreshments

1. Two Welcome Drinks / Traditional Indian Refreshment Drinks

Others

1. Packaged Drinking Water arrangements for all participants

SNACK BOX (Quantity 900-1000)

Snack Box comprising assorted hygienically packed vegetarian refreshments including savoury item(s), sweet item, beverage, fruit, and packaged drinking water.

PACKAGED DRINKING WATER (Quantity – 2400-2700)

1 liter packaged drinking water bottled

B. DELIVERABLERS

The selected agency shall be responsible for comprehensive catering arrangements for the event, including but not limited to the following:

1. Preparation and supply of hygienic, fresh, and high-quality vegetarian food items.
2. Establishment of multiple food serving counters adequate for smooth service to approximately 900–1000 attendees without overcrowding or delay.
3. Establishment of snack box distribution counters to be distributed to invigilators on the days following the meeting
4. Deployment of sufficient and appropriately trained manpower for:
 - o Food serving,
 - o Buffet management,
 - o Cleaning and housekeeping,
 - o Waste collection and disposal,

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- Crowd handling at serving areas.
- 5. Provision of all catering-related infrastructure including serving tables, buffet setup, crockery, cutlery, disposable items (if required), dustbins, service stations, and allied arrangements.
- 6. Maintenance of food temperature and quality through use of heated food-grade containers/hot boxes/chafing dishes and appropriate storage arrangements throughout the serving duration.
- 7. Arrangement of safe and hygienic drinking water service.
- 8. Ensuring cleanliness, sanitation, and proper waste disposal before, during, and after the event.
- 9. Transportation, loading/unloading, setup, and dismantling of all catering arrangements at the venue.
- 10. Compliance with all food safety and hygiene standards prescribed under applicable laws and regulations.
- 11. Any other ancillary arrangements necessary for smooth and professional catering management during the event.

Technical Eligibility Criteria

The participating agency/service provider must fulfill the following eligibility requirements:

1. The agency must be a registered organization/entity under applicable law.
2. The agency must possess a valid FSSAI Registration/License.
3. The agency must possess a valid GST Registration Certificate.
4. The GST registration of the agency should be at least five (05) years old as on the date of submission of quotation.
5. The agency should have a minimum annual turnover of ₹20 Lakhs during any one of the last three financial years.
6. The agency should have prior experience of handling catering services for government/institutional/corporate events of comparable scale.
7. Copies of the following documents must be enclosed with the quotation:
 - Registration Certificate of Firm/Organization;
 - FSSAI Registration/License;
 - GST Registration Certificate;
 - PAN Card;
 - Turnover certificate/CA-certified financial statement;
 - Experience/work orders, if any.

Terms & Conditions

1. Rates quoted should be inclusive of all taxes, transportation, manpower, serving arrangements, utensils/crockery, fuel, logistics, and incidental expenses.
2. The quantity mentioned is approximate and may vary depending upon actual attendance.

 

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3. The food supplied should be strictly vegetarian and prepared under hygienic conditions.
4. The selected agency shall ensure timely setup and uninterrupted service during the event.
5. Payment shall be made after satisfactory completion of services and submission of bill/invoice along with applicable GST details.
6. The department reserves the right to accept or reject any or all quotations without assigning any reason thereof.
7. The quotation shall remain valid for a minimum period of 30 days from the date of submission.
8. Any deficiency in quality, quantity, hygiene, or service standards may lead to cancellation of the order and appropriate action as deemed fit by the competent authority.

Security Deposit / Performance Security

9. The selected bidder/service provider shall be required to submit a refundable Security Deposit/Performance Security amounting to **₹50,000/- (Rupees Fifty Thousand only)** within **48 hours** from the issuance of the Work Order/Award Letter.
10. The Security Deposit shall be retained by the University/Department as a performance guarantee for satisfactory execution of the work and fulfillment of all contractual obligations.
11. The Security Deposit shall be refunded without interest after successful completion of all deliverables/services to the satisfaction of the competent authority and at the time of release of final bill/payment.
12. In case of non-performance, deficiency in service, failure to execute the work as per agreed terms, or breach of conditions of the contract/work order, the Security Deposit shall be liable to be forfeited wholly or partially, without prejudice to any other action deemed fit by the University/Department.

Submission of Quotations

Interested agencies may submit their sealed quotations latest by 25th may 2026 up to 5:00 PM at the following address:

Finance Office

Atal Bihari Vajpayee Medical University

Lucknow.

The sealed envelope containing the quotation should clearly mention:

“Quotation for Catering Services for CNET–2026 Briefing Meeting”





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Financial Quotation Format

Sl. No.	Particulars	Approx. Quantity	Rate (₹)	Amount (₹)
1	Comprehensive Vegetarian Lunch Arrangement including complete menu as specified along with welcome drinks	900-1000 Pax		
2	Snack Box Arrangement as specified	900-1000 Nos.		
3	Packaged Drinking Water Bottles (1 Litre)	2400-2700 Bottles		

Grand Total Amount (Inclusive of all taxes): ₹

Name of Agency/Firm: _____

Address: _____

GST No.: _____

FSSAI License No.: _____

Contact Number: _____

Authorized Signatory: _____

Seal & Signature: _____

Date: _____

Authorized Signatory

Name: _____

Designation: _____

Office Seal

Handwritten signature and date: 22/3/20