

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला

विद्यापीठ

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Mumbai 400 020

Telegram : UNIWOMEN

Website : sndt.ac.in

Ref: UDEC/AMIC-Web Notification/2025-26/1

Date: 10 September 2025

Invitation for Quotation

for Outsourcing of Hospitality and food / catering services (table, chair and food serving) for the AMIC Annual International Conference Programme for THREE days

The sealed Quotation is invited for Outsourcing of Hospitality and other catering services for the 31st AMIC Annual Conference at Juhu Campus of the University scheduled from 09/10/2025 to 11/10/2025. The Bidders will be responsible for successful Hospitality and other catering services of this very important event. The caterer is advised to understand the requirements of hospitality, safety protocols, instructions, terms, and conditions carefully as mentioned in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation without assigning any reason thereof.

Name of Item	Outsourcing of Hospitality and other catering services (table, chair and food serving) for 31 st AMIC Annual International Conference to be held from 9 to 11 October at Juhu Campus of the University
Venue of submission	University Department of Extension & Communication, PG Home Science Office, SNDT Women's University, Juhu Campus, Mumbai-400049
To be Addressed to:	The Registrar, SNDT Women's University, Churchgate, Mumbai-400 020.
Contact Telephone	022-26613550
Deadline of Submission	September 15, 2025 5.00 pm
Specification & Requirement	Hospitality and other catering services for three days for 300 people as per the Menu listed below.

Directions:

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in the Tender/Quotations section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly follow the website of SNDT Women's University, Mumbai: www.sndt.ac.in. Quotation should clearly mention all catering related specific requirements mentioned in this document.

The quotations are invited in two parts under Three Envelope System. Technical information shall be enclosed and sealed in envelope No-1. Schedule of Rates shall be filled in and enclosed in Envelope No-2. Both the sealed envelopes shall be kept in envelope No-3 which shall be big enough to contain two envelopes.

On each envelope name and address along with contact number of bidder shall be written. On the top of it the envelope name of the bidder should be mentioned.

Envelop No-1-

1. The Covering letter with details of Bidder, Address, Name if Proprietor Telephone Number, Mobile Number, e-mail ID, Name, Signature, and seal. In case of partnership firm, name and address of partners and copy of Partnership Deed.
2. Certified copy of GST registration along with seal.
3. PAN Card No. (Certified/Self Attached Copy) with seal.
4. List of main clients.
5. The details about Hospitality and food services should be submitted in the prescribed format signed by the bidder along with a seal.

Envelop No-2:

The financial bid may be submitted in the prescribed format (Annexure-1) as attached on the letterhead of the bidder.

Event Dates: October 9 to 11, 2025

Days: Thursday to Saturday

Venue: SNDTWU Juhu Campus, Mumbai

Sir vithaldas Vidyavihar, Santacruz West, Mumbai- 400 049.

Number of People: 300/Day

DAY	TEA 10 to 11 am	Lunch 12.30 to 1.30 pm	TEA 3.30 to 4.30 pm	Dinner 8 to 9.30 pm
ONE October 9	Tea/Coffee Bread-butter OR Chatni sandwich Puff Fruits	Biryani/Tawa Pulao Chole – Puri/Mini Paratha Gulab Jamun, Butter milk/Raita Ice cream	Tea/Coffee Sabudana Wada Cookies	-
TWO October 10	Tea/Coffee Pauha Battata vada Fruits	Roti/Puri Mix Vegetable /Paneer Pulao + Bundi Raita Patra & Burfi OR Sheera Ice cream	Tea/Coffee Samosa Nankhatai	Udhiyu Jalebi Dhokla/Khaman Puri Jeera Rice+ Kadhi
THREE October 11	Tea/Coffee Idli-sambhar- chatni Khandvi Fruits	Shreekhand + Puri Onion/mix bhajji Masala Bhaat Aloo Bhaji Kadhi Ice cream	Tea/Coffee Kothmbir wadi Cake slice	
Everyday	Pickle, Papad, Salad, Tissue napkins, Mukhwas, Water			

TOTAL: Three Lunches, Six High Tea and One Dinner

Conference Details: <https://sites.google.com/amic.asia/31stamicannualconference/home>

The rate validity will be up to 45 days from the date of submission deadline.

Notes:-

1. All necessary documents, manuals to be handed over to the SNTD Women's University.
2. Packing and transport charges, transit insurance, charges for any Government permissions will be inclusive in the quoted rate.
3. Please note that the University reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever.
4. Selection will be done based on the cost as well as quality (QCBS).
5. No partial/Incomplete financial bid will be considered.
6. The successful Bidders shall follow all the security protocols.
7. The amount for the bid should not exceed Rs. 7,50,000 including taxes.

Additional Instructions:

1. The audience is international so spice level needs to be maintained.
2. Name plate needs to be kept for food items for people to identify items.
3. Time and food Quality need to be maintained.
4. Fruits can be banana/apple/papaya/grapes/pineapple.



(Dr. Vilas D. Nandavadekar)
Registrar