



# SPORTS UNIVERSITY OF HARYANA, SONIPAT

(Established by the State Legislature Act, 21 of 2022)

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Tender Reference No. SUOH/GEN/2026/252

Date: 25/05/2026

## NOTICE INVITING QUOTATION

for providing

“Catering Service”

for

“National Conference on Drugs, Sports and National Security”



Website: <https://www.suoh.ac.in>

**SPORTS UNIVERSITY OF HARYANA,**

**RAI, SONIPAT-131029**

**Haryana, INDIA**



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**Time Schedule for Tender Process**

Date of publication of notification on official website	25/05/2026
Last date for receipt of duly filled in quotation	06/06/2026



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SUOH/Gen/2026/252

Dated: 25/05/2026

### **Short Notice Inviting Quotation**

Sealed quotations under two-bid system are invited for providing “Catering Services” for “**National Conference on Drugs, Sports and National Security**” scheduled to be held at the Sports University of Haryana, Rai (Sonipat) on **12. 06 .2026**. The tenders complete in all respects must be submitted in Room No. 22, General Branch, Administrative Block, Sports University of Haryana, Rai, Sonipat latest by 2:00 pm on 5<sup>th</sup> June, 2026. For further details/terms & conditions/Corrigendum/Addendum/etc. regarding tender, please visit the University website: [www.suoh.ac.in](http://www.suoh.ac.in) on regular basis.

**Sd**  
**Registrar**

Copy to:-

1. PRO for urgent publication in two newspapers (one Hindi and one English).
2. Website Administrator to upload the tender document on the University website.
3. PA to VC, for information of Hon'ble Vice Chancellor.
4. PA to Registrar, for information of the Registrar.



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## Sports University of Haryana, Rai

### Detailed Short Notice Inviting Quotations

- A) Sports University of Haryana, Rai invites sealed tenders for providing “Catering Services” for “National Conference on Drugs, Sports and National Security” scheduled to be held at the Sports University of Haryana, Rai (Sonipat) on 12. 06. 2026., as per the details given below and Annexure-‘A’:-

Date of publication of notification on official website	25/05/2026
Last date for receipt of duly filled in quotation	6/06/2026 (Till 2.00 PM)
<b>Time &amp; Date of opening</b>	6/06/2026 at 3.00 PM in the Office of Register.

#### B. Pre-Qualification Conditions and Eligibility Criteria:

(Please attach necessary supporting documents for all the conditions mentioned below, in bid envelope)

1. Should have minimum **03 works experience** for providing catering services in the Govt. University or Govt. Organization function/events in last 3 years
2. EMD: Rs. 10,000/-
3. Should possess all statutory requirements as applicable, such as:
  - **FSSAI License,**
  - **Labor License,**
  - **EPF & ESI Certificate,**
  - **Shop and Establishment registration certificate,**
  - **PAN card** and other statutory requirements with appropriate license from competent authority.
  - The Firm/Agency should have a turnover of at least **Rs. 10.00 Lacs/year** (Rupees Ten Lakh/year) during the last three financial years i.e. **2023-24, 2024-25 & 2025-26 from the respective business. For which account statement need to be submitted.**
4. An Undertaking must be submitted by the Firm/Agency for not having been debarred/Blacklisted by any govt. department/agency as on date.

Document may be downloaded from university website

Firm/ Agency agreeing to the terms & conditions and satisfying the eligibility criteria may submit their quotation in Room No. 22, General Branch, Administrative Block, Sports University of Haryana, Rai, Sonipat giving the requisite documents and information along with their offer during all working days.

All pages of quotation should be signed by the authorized signatory of the company/firm.

Quotation shall be opened in the presence of indenting tenderers/their duly authorized representatives, if



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any present at the time of opening of bid.

Sports University of Haryana, reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever.

In case of any dispute, decision of the competent authority, Sports University of Haryana, Rai will be final and binding on the parties.

It shall be deemed that the Bidders have undertaken a visit to Sports University of Haryana, and are fully aware of the scope of work prior to the submission of the tender document.

In case of any dispute, decision of the Hon'ble Vice-Chancellor, Sports University of Haryana, will be final and binding on the parties.

It shall be responsibility of vender/caterer to mobilize labor/materials and other resources from his own as university shall not be liable for any type of logistics in this regard.

Bidders should undertake a visit to Sports University of Haryana, and are fully aware of the scope of work prior to the submission of the tender document.



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## Profile of Firm/Agency

1.	<b>Name of the Firm/Agency</b>	
2.	<b>Status of the Firm/Agency (with supporting documents)</b>	<b>Proprietary/Partnership/Limited (specify)</b>
3.	<b>Postal Address</b>	
4.	<b>Telephone Nos.</b>	
5.	<b>Email and Website</b>	
6.	<b>Year of Establishment</b>	
7.	<b>Activities/Services offered</b>	
8.	<b>PAN No.</b>	
9.	<b>Registration No.</b>	
10.	<b>Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone No. etc.</b>	
11.	<b>Other information, if any</b>	

Date:

Place:

Signature of Authorized Signatory and Seal



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## **Main Terms, Conditions & Important Instructions:**

- The university reserve the right to assess & award the work on respective L1 basis.
- The work is to be executed as per the work order and Terms & Conditions of the Tender document.
- Transportation of all items to site and back from site is total responsibility of the firm.
- All material should be of standard quality.
- Quantities, requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/added/modified, if needed (by the committee).
- Payment will be made as per actual hired quantities put in use.
- Rate must be quoted on unit basis (including transportation, labor, etc.) in the price schedule only excluding all Taxes as applicable.
- The agencies are requested to see proposed site, understand the work and agree to all the terms and conditions of Sports University of Haryana given above.
- For any emergency situation, the contractor will provide solution related to his work at no extra cost.
- All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill.
- As the Conference is an important function of the University, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of work as well as during the work.
- All works related to this tender should be completed to entire satisfaction of Sports University of Haryana, failing which Sports University of Haryana, will have the right to cancel the work order, forfeit the earnest money and further no payment will be made in that case.
- All precautionary safety measures should be adopted by the agency. The University shall not be responsible for any mishappening and loss caused due to the agency's negligence.
- The representatives of the firm should be available telephonically and on mobile to enable this University to call them in emergency situation. Therefore, telephone as well as mobile nos. will also be provided to Sports University of Haryana.
- No Advance Payment will be made.
- Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.



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## SPECIAL CONDITIONS OF CONTRACT:

### Performance Guarantee

1. The successful Bidder, to whom the work is awarded, shall be required to furnish a **Performance Guarantee/Security Deposit (SD) equivalent to 2% of total cost of Bid Value.**
2. The same shall be adjusted to the Contractor after settlement of all dues.
3. In the event the contract is terminated by SUOH Tender Committee on account of the fault of the Contractor before the determination of the Contract, or the contractor abandons the work and its obligations under the contract during the Contract Period, then the PG/SD amount shall be forfeited by SUOH.
4. Liquidated damages are to be borne by the default party and the aggrieved party shall be compensated accordingly.
5. In the event of a Force Majeure Event, neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement.
6. The penalty will be applicable on supplier/contractor for non-execution of the work order.



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## **Undertaking**

I/we have seen the proposed site, understood the work and hereby agreed to all the terms and conditions of Sports University of Haryana, Rai, given above.

**1. Name & signature of Authorized person of agency:**

**2. Address, Telephone No. Email Address & seal of the Agency:**



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**Annexure-A**

## Financial Bid

**Bidders must fill the financial bid in the following format:**

<b>Morning High Tea (11.00 AM to 11.30 AM)</b>				
<b>Sr. No</b>	<b>Item Description</b>	<b>Approximate Quantity of Person</b>	<b>Brand</b>	<b>Unit Rate</b>
1.	Premium Green Tea / Fresh Brewed Coffee / Black Coffie	250		
2.	Mix Pakoda	250		
3.	Dhokla	250		
4.	Samosa	250		
5.	Ghiya Burfi	250		

<b>Lunch (1.00 PM to 2.30 PM)</b>				
<b>Sr. No</b>	<b>Item Description</b>	<b>Approximate Quantity of Person</b>	<b>Brand</b>	<b>Unit Rate</b>
1.	Shahi Paneer / Paneer Lababdar	250		
2.	Mixed Vegetable	250		
3.	Seasonal Vegetable	250		
4.	Pili Dal	250		



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5.	Jeera Rice	250		
6.	Bundi Raita	250		
7.	Tawa Roti and Missi Roti	250		
8.	Green Salad	250		
9.	Ice-cream/Gulab Jamun	250		
<b>Note:</b>	1. Total amount should be inclusive of transportation, labor, installation, operation, levies, etc., unless otherwise specified.			
	2. Payments will be made based on actual requirement and satisfactory service.			
	3. It is the responsibility of the service provider to maintain cleanliness & hygiene.			

<b>Evening High Tea (4.00 AM to 4.30 AM)</b>				
<b>Sr. No</b>	<b>Item Description</b>	<b>Approximate Quantity of Person</b>	<b>Brand</b>	<b>Unit Rate</b>
1.	Premium Green Tea / Fresh Brewed Coffee / Black Coffie	250		
2.	Mix Pakoda	250		
3.	Dhokla	250		
4.	Kalakand	250		



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## Instruction Regarding Quality of Ingredients:

1. The bidder shall use fresh, premium quality, hygienic, and branded food ingredients only. Use of substandard, stale, adulterated, or expired food items shall be strictly prohibited.

### Tea / Coffee

- Reputed branded tea bags/leaf tea (e.g., Twinings, Tetley Green Tea, Lipton Green Tea or equivalent premium standard).
- Fresh Brewed Coffee /Black Coffee: Prepared using premium coffee powder/beans (e.g., Nescafé Gold, Bru Gold, Davidoff or equivalent quality).
- Fresh milk (pasteurized/toned/full cream branded milk only) shall be used wherever applicable.

### Snacks & Sweets

- Pakoda, Samosa, Dhokla shall be prepared fresh on the day of service.
- Cooking oil must be branded oil (Fortune, Dhara, Saffola, Sundrop or equivalent).
- Reused cooking oil is strictly prohibited.
- Ghiya Burfi / Kalakand shall be prepared from fresh khoa/milk solids, using branded dairy ingredients only.
- Artificial coloring agents and non-food grade additives shall not be used.

### Main Course (Lunch)

- **Paneer dishes (Shahi Paneer / Paneer Lababdar):**
  - Only fresh dairy paneer (preferably branded e. g., Amul, Vita, Mother Dairy, Country Delight or freshly prepared from full cream milk) shall be used.
  - Frozen or synthetic paneer shall not be used.
- **Vegetables:**
  - Seasonal and mixed vegetables shall be fresh, properly washed, and of **premium grade**.
- **Dal / Rice / Flour:**
  - Good quality pulses (Grade-A).
  - Premium basmati rice for Jeera Rice (Dawat, Kohinoor, India Gate).
  - Fresh wheat flour and gram flour for Tawa/Missi Roti (Ashirvad, Foutune, Pills Bury)
- **Curd/Raita:**
  - Prepared using fresh curd or from branded dairy products (Amul, Mother Dairy, Nestle, Nandini).
- **Dessert (Ice Cream/Gulab Jamun):**
  - Ice cream shall be from reputed brands (Amul, Quality Walls, Vadilal, Havmor)
  - Gulab Jamun shall be freshly prepared using quality ingredients.

## 2. Food Safety & Hygiene Standards

### The bidder shall ensure:

- Compliance with FSSAI norms and food safety regulations.
- Catering staff must maintain personal hygiene, wear clean uniforms, gloves, head caps, and masks (where required).
- Food preparation, storage, transportation, and serving shall be conducted in hygienic conditions.
- Safe drinking water/RO water only shall be used for food preparation.
- Any food found unhygienic, stale, contaminated, or below acceptable quality may be rejected without payment.

## 3. Service Standards

- Food shall be served hot, fresh, and replenished continuously during service hours.
- Professional service staff with proper etiquette shall be deployed considering the presence of senior dignitaries and distinguished guests.



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- Adequate buffet setup, serving utensils, disposable/glassware/crockery of premium quality to be arranged by the bidder.
- Clean presentation and aesthetic display of food items shall be maintained.

#### 4. Restrictions

**The following shall be strictly prohibited:**

- Use of expired, stale, reheated, adulterated, or low-grade ingredients.
- Use of vanaspati, non-food grade colors, reused oil, synthetic dairy substitutes, or unhygienic preparation practices.
- Outsourcing/subletting without prior approval of the organizing authority.

#### 5. Verification / Inspection Clause

**The University/Organizing Committee reserves the right to:**

- Inspect ingredients, kitchen setup, cooking process, and service arrangements.
- Ask the bidder to produce bills/invoices of branded ingredients used.
- Reject food/service not conforming to prescribed specifications.



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## ANNEXURE B

### Technical Bid

1	Name of firm:	
2	Address of Firm	
3	Contact Person & Mobile Number	
4	GST Number	
5	FSSAI License Number	
6	Years of Experience in Catering	
7	Major Past Events Catered (attach proof)	
8	Kitchen Infrastructure Details	
9	Staff Strength and Training Details	
10	Any Certifications (ISO/HACCP/FSSAI)	

Date: \_\_\_\_\_

Signature & Seal of the Tenderer

Place: \_\_\_\_\_

Name: \_\_\_\_\_



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### **Annexure – C Bidder Declaration**

I/We hereby declare that all the information provided in the tender document is true and correct to the best of my/our knowledge. I/We agree to abide by all the terms and conditions of the tender and undertake to execute the catering services for Convocation–2026 as per the requirements of Sports University of Haryana.

Name of Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_



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**Annexure – D**

**Self-Certification Form**

This is to certify that the catering services provided by our firm comply with FSSAI norms, hygiene standards, and all statutory regulations applicable. We also certify that no legal case or penalty is pending against our firm related to food quality or safety.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_