



**SPORTS UNIVERSITY OF HARYANA, SONIPAT**  
(Established by the State Legislature Act, 21 of 2022)

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**Tender Reference No. SUOH/GEN/2025/197**

**Date: 27/11/2025**

**NOTICE INVITING QUOTATION**

**for providing**  
**“Catering Service”**  
**for**  
**“Convocation-2025”**



**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	27/11/2025
Last date for receipt of duly filled in quotation	01/12/2025



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SUOH/Gen/2025/

Dated:27/11/2025

## **Short Notice Inviting Quotation**

Sealed quotations under two-bid system are invited for providing “Catering Services” for **Convocation–2025** of the SPORTS UNIVERSITY OF HARYANA to be held on **08.12.2025** at Sports University of Haryana, Rai (Sonipat). 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 01/12/2025. 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 Convocation – 2025 to be organized on 08.12.2025 at Sports University of Haryana, as per the details given below and Annexure-‘A’:-

Date of publication of notification on official website	27/11/2025
Last date for receipt of duly filled in quotation	01/12/2025 ( upto 2.00 PM in Room No. 22, General Branch, Administrative Block, SUOH, Rai)
<b>Time &amp; Date of opening</b>	01/12/2025 at 3.00 PM in the Office of Register.

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

(Please attach necessary supporting documents for all, in bid envelope)

- Should have minimum **03 works experience** for providing catering services in the Govt. University or Govt. Organization function/events in last 3 years
- Should possess all statutory requirements as applicable, such as: **FSSAI License, Labour 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** (Rupees Eighty Lacs) during the last three financial years i.e. **2021-22, 2022-23 & 2023-24**.
- An Undertaking must be submitted by the Firm/Agency for not debarring/Blacklisting by any govt. department/agency.

Document may be downloaded from our 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 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.



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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.

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

**D)** 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.

## Profile of Firm/Agency

<b>1</b>	<b>Name of the Firm/Agency</b>	
<b>2</b>	<b>Status of the Firm/Agency (with supporting documents)</b>	<b>Proprietary/Partnership/Limited (specify)</b>
<b>3</b>	<b>Postal Address</b>	
<b>4</b>	<b>Telephone Nos.</b>	
<b>5</b>	<b>Email and Website</b>	
<b>6</b>	<b>Year of Establishment</b>	



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<b>7</b>	<b>Activities/Services offered</b>	
<b>8</b>	<b>PAN No.</b>	
<b>9</b>	<b>Registration No.</b>	
<b>10</b>	<b>Particulars of Head of Organization and Directors. Partners of Organization with Names, PAN Nos., Complete address, phone Nos.etc.</b>	
<b>11</b>	<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 and 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. Approved by the competent authority.
- 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, labour, 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 Convocation 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.
- 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.

### **SPECIAL CONDITIONS OF CONTRACT — PERFORMANCE GUARANTEE**

The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee/Security Deposit (SD) equivalent to **2% of total cost of Bid Value**.

The same shall be adjusted to the Contractor after settlement of all dues. 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 SD amount shall be forfeited by SUOH.

Liquidated damages are to be borne by the default party and the aggrieved party shall be compensated accordingly.

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.

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 agree 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>Sr. No</b>	<b>Item Description</b>	<b>Approximate Quantity</b>	<b>Unit Rate</b>
1	Premium Green Tea / Fresh Brewed Coffee /	100	
	Tender Coconut Water	100	
2	Paneer Tikka	100	
3	Sweet Corn Soup / Tomato Basil Soup	100	
4	Shahi Paneer / Paneer Lababdar	900	
5	Mixed Vegetable	900	
6	Dal Makhani	900	
7	Steamed Rice	900	
8	Tawa Roti	900	



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9	Green Salad	900	
10	Boondi Raita	900	
11	Moong Halwa	900	
Note:	1.Total amount should be inclusive of transportation, labour, 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.		



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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–2025 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: \_\_\_\_\_