

## EXPRESSION OF INTEREST (EOI) / TENDER DOCUMENT

For Hiring of Catering Services (Lunch)  
6th Convocation – AIIMS Rishikesh (23 April 2026)

### SCHEDULE OF TENDER / IMPORTANT DATES

Sl. No.	Particulars	Date & Time
1	Date of Issue of Limited Tender	07 / 04 / 2026
2	<b>Last Date for Submission of Bids (Two-Bid System)</b>	<b>13 / 04 / 2026 up to 17:00 hrs</b>
3	Opening of Technical Bids	14 / 04 / 2026
4	Technical Evaluation Period	14 / 04 / 2026
5	Publishing of Technically Qualified Bidders over the Institute Website	14 / 04 / 2026
5	Opening of Financial Bids (only for technically qualified bidders)	15 / 04 / 2026
6	Finalization & Award of Work	15 / 04 / 2026
7.	<b>Coordinator / Nodal Officer:</b>	The bids shall be submitted to <b>Prof. Y. S. Payal, Department of Anaesthesia, AIIMS Rishikesh</b> , who shall also act as the Nodal Officer for coordination of catering services for the event.  Please contact at <b>yashwant.anaes@aiimsrishikesh.edu.in</b>

All India Institute of Medical Sciences (AIIMS), Rishikesh is organizing its **6th Convocation on 23rd April 2026**, which will be graced by the Hon'ble Vice President of India as the Chief Guest along with other distinguished dignitaries. The event is expected to witness participation of approximately **1700 guests**, including students, their family members, faculty, staff, and other invitees.

In this regard, AIIMS Rishikesh invites **Expression of Interest (EOI)** through **Limited Tender Enquiry** from eligible, experienced, and reputed catering service providers for providing **high-quality vegetarian lunch catering services** for the event. The scope of services includes preparation, transportation, presentation, and serving of food, along with complete catering arrangements as specified in this document.

#### A. Scope of Work

The vendor is expected to deliver catering services, including lunch, for the 6th Convocation at AIIMS Rishikesh, scheduled on **April 23rd, 2026**. **The event will be graced by the Hon'ble Vice president of India as the chief guest and other VVIPs**. The services will encompass the preparation, delivery, presentation, and serving of a high-quality lunch for **approximately 1700 guests** which includes students, their parents, faculty, administrative staff, student

volunteers and **at site security personnel (may subject to change as per need with prior intimation, payment shall be made on actual consumption basis).**

### **Service Requirements**

1. Lunch Format: Provision of a buffet/plated lunch (Vegetarian) based on the event's needs.
2. Dietary Considerations: Vegetarian only and special dietary accommodations for VVIPs (e.g., gluten-free, vegan, etc., if required).
3. Event Setup: On-site arrangement of temporary covered kitchen, cutlery, crockery, glassware, linens, and serving tables, chairs with their decorations in line with the event theme.
4. On-site Service at AIIMS Rishikesh: Setup, service (4-5 subsites) during the event, and post-event clean up.
5. Vendor may visit the site within five days from advertising date of EOI
6. Vendor must follow the fire safety norms as per applicable law while managing the catering service.
7. Institute will responsible for providing electricity with a capping of 15 Kw, water and space for the said event.

### **Menu Specifications**

1. The menu should feature a balanced selection of appetizers, main courses, desserts, and beverages.
2. The use of fresh, high-quality ingredients is mandatory.
3. The service provider must submit the proposed menu as provided below or other similar options with the bid, allowing for flexibility in adjustments if needed.

### **Terms and Conditions Hygiene and Quality Standards**

1. The catering provider must comply with all applicable food safety and hygiene standards.
2. The catering provider must have prior experience in catering for events hosting over 1,000 guests in single event, including VVIPs, and must hold a valid certificate of good standing from a government organization.

### **Staffing Requirements**

1. Service staff must be professionally trained, and uniformed, and include chefs, servers, and support staff.
2. Staff should be courteous, well-groomed, and experienced in handling high-profile guests.

### **B. Main course lunch menu**

1. Paneer Lababdar/Paneer butter masala/ any other similar option in the same category **(any one item)**
2. Veg Jalfharezi/ Mix vegetable/ any other similar option in the same category **(any one item)**

3. Dal Makhani/Dal Tadka/ any other similar option in the same category (**any one item**)
4. Jeera Spinach with baby veggies/any other similar option in the same category (**any one item**)
5. Regional Menu: Uttarakhand special/Punjab speciality/Any other State speciality i.e. Amritsari Chhole Kulche with imli pyaz chatni (**anyone speciality**)
6. Assorted bread, Raita, Jeera rice, green salad and pickles (**All items**)
7. Desserts: Three sweet special dishes i.e Ice cream/ Ice cream recipe, Mango Shrikhand/ Shrikhand recipe, Semiya Pysam/Pysam recipe, Jhangore ki Kheer, etc or any other combinations. (**Total Three items**)
8. Mineral water jar and mineral water bottles (250ml) at the site for Lunch
9. Mineral water jar and mineral water bottles (250ml) at the auditorium of AIIMS Rishikesh (**as per actual**).

### **C. Eligibility Criteria**

The bidder must fulfill the following:

1. Valid **FSSAI License**
  2. **ISO 22000 or equivalent food safety certification**
  3. Minimum **annual turnover of ₹1 crore** (during any of the last 3 financial years)
  4. Experience:
    - Minimum **03 similar works in last 05 years**
    - Each involving **≥1000 persons**
  5. Experience in catering major meals(lunch/dinner) for **Government / Institutions of National Importance (AIIMS/IITs etc.)**
  6. The firm shall ensure that it has not been blacklisted or debarred by any Government Department/Institution.
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### **D. Financial Terms**

1. The bidder shall quote **per plate rate (₹)** inclusive of all costs such as food, manpower, setup, transportation, and service.
2. **GST shall be payable extra as applicable.**

### **Payment Terms:**

Payment shall be made on **actual number of plates served**, duly certified by the user department, within **30 days** of submission of bill.

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### **E. Evaluation Methodology**

Financial bids shall be invited from shortlisted bidders through Limited Tender Enquiry (minimum three firms) in accordance with GFR 2017.

1. **Stage 1 – EOI (Technical Evaluation):**  
Shortlisting of eligible bidders based on experience, turnover and capability.

2. **Stage 2 – Financial Evaluation:**

Financial bids evaluation shall be as per applicable procurement provisions/rules.

3. **Selection Criteria:**

The contract shall be awarded to the **L1 (lowest responsive bidder)** among technically qualified bidders.

## **INSTRUCTIONS TO BIDDERS (Two-Bid System & Opening Procedure)**

### **1. Submission of Bids**

The tender shall be processed under **Limited Tender Enquiry through a Two-Bid System**. Bidders shall submit their bids in **two separate sealed envelopes**, as detailed below to **Prof. YS Payal, Department of Anaesthesia**.

#### **Envelope–1: Technical Bid**

Shall contain:

- Bidder Details Form (Annexure-I)
- All supporting documents (FSSAI, ISO, experience, turnover, etc.)
- Proposed menu
- Signed copy of tender document

#### **Envelope–2: Financial Bid**

Shall contain:

- Financial quote (₹ per plate) in prescribed format only
- No technical details shall be included in this envelope

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### **2. Sealing & Marking of Bids**

- Both envelopes shall be sealed separately and clearly marked as:
  - **“Technical Bid – Catering Services Convocation 2026”**
  - **“Financial Bid – Catering Services Convocation 2026”**
- Both envelopes shall be placed inside a **single outer envelope** superscribed as:  
**“Tender for Catering Services – Convocation 2026, AIIMS Rishikesh”**
- The outer envelope shall also bear:
  - Name & address and contact details of bidder

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### **3. Opening of Bids**

#### **3.1 Technical Bid Opening**

- Technical bids shall be opened on the scheduled date and time
- Financial bids shall remain sealed at this stage
- Bidders (or their representatives) may attend

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#### **3.2 Technical Evaluation**

- Technical bids shall be evaluated based on:
  - Eligibility criteria
  - Experience
  - Documents submitted
- Only **technically qualified bidders** shall be considered further

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#### **3.3 Financial Bid Opening**

- Financial bids of only technically qualified bidders shall be opened
- Date/time shall be communicated to qualified bidders
- Financial bids of disqualified bidders shall remain unopened

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### **4. Rejection of Bids**

- Late bids shall not be considered
- Incomplete bids may be rejected

- Bids not submitted in two-envelope system shall be rejected
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#### **5. Important Conditions**

- Conditional bids shall not be accepted
  - AIIMS reserves the right to accept/reject any bid
  - Decision of Competent Authority shall be final
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#### **F. Service Level Requirements (SLA)**

- Adequate number of service counters to manage crowd
  - Proper uniform (gloves, caps, aprons) for staff
  - Professional and courteous service
  - Separate arrangement for VVIPs
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#### **G. Hygiene & Quality Standards**

1. Compliance with all **FSSAI and food safety regulations**
  2. Medical fitness of catering staff
  3. AIIMS reserves the right to inspect food and facilities
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#### **H. Staffing Requirements**

1. Staff shall be professionally trained and uniformed (chefs, servers, support staff)
  2. Staff must be experienced in handling large and high-profile events
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#### **I. Performance Security**

The successful bidder shall submit **Performance Security @ 3% of contract value.**

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#### **J. Termination Clause**

AIIMS Rishikesh reserves the right to terminate the contract in case of:

- Poor performance
  - Non-compliance with terms and conditions
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#### **K. Force Majeure**

Standard force majeure conditions shall apply.

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#### **L. Applicable Rules**

Procurement shall be governed by applicable procurement provisions/**GFR 2017 Rules.**

**BIDDER DETAILS / TECHNICAL BID FORM**  
**For Catering Services – Convocation 2026**  
**AIIMS Rishikesh**

**1. Basic Details of Bidder**

Sl. No.	Particulars	Details
1	Name of Firm/Company	
2	Registered Address	
3	Correspondence Address	
4	Contact Person Name	
5	Mobile Number	
6	Email ID	
7	Type of Organization (Proprietorship/Partnership/Company)	
8	Year of Establishment	

**2. Statutory Registrations**

Sl. No.	Particulars	Details	Attached (Yes/No)
1	PAN No.		
2	GST Registration No.		
3	FSSAI License No.		
4	ISO 22000 / Equivalent Certification		

**3. Financial Details: Minimum annual turnover of ₹1 crore (during any of the last 3 financial years mentioned below)**

Sl. No.	Financial Year	Turnover (₹)	CA Certified (Yes/No)
1	2024-25		
2	2023-24		
3	2022-23		

**4. Experience Details (Last 5 Years)***(As per EOI: Minimum 03 works ≥1000 persons)*

Sl. No.	Name of Organization	Nature of Event	No. of Persons	Year	Work Order Attached (Yes/No)
1					
2					
3					

**5. Experience with Govt./INIs Events**

Sl. No.	Organization Name	Event Details	Year	Supporting Document
1				
2				

### 8. Compliance Statement

Sl. No.	Requirement	Compliance (Yes/No)
1	Acceptance of Scope of Work	
2	Acceptance of Payment Terms	
3	Compliance with FSSAI Norms	
4	Ability to provide VVIP arrangements	
5	Agreement to SLA conditions	

### 9. Price Bid (All Items in Single Table)

Sl. No.	Description	Unit	Qty (Indicative)	Basic Rate (₹)	GST (%)	Total Rate (₹)
1	Catering Charges (Vegetarian Lunch as per approved menu including preparation, manpower, setup, service, logistics, crockery, cutlery, etc.)	Per Plate	1700			
3	Mineral Water Bottle (250 ml)	Per Bottle	As per actual			

### Total Summary

Description	Total Amount (₹)
Total Estimated Cost (Including GST) (Based on indicative quantity)	₹ _____
Total Amount(In words)	

### Important Instructions

- Rates shall be quoted **in Indian Rupees only**
- Rates shall be **inclusive of all costs except GST**
- GST shall be indicated separately

- Payment shall be made on **actual consumption basis**
  - No conditional bid shall be accepted
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## **Declaration**

I/We hereby declare that:

- All information provided is true and correct
- We meet all eligibility criteria as per EOI
- We agree to abide by all terms & conditions of the tender
- We understand that any false information may lead to disqualification
- I/We hereby certify that the above rates are firm and inclusive of all costs and we agree to abide by all terms & conditions of the tender.

## **10. Signature**

Name of Authorized Signatory

Designation

Signature with Seal

Date