



**QUOTATION NOTICE**

Quotation number	IAV/433/RD/2025/02/QTN-01
Date of issue	03/09/2025
Due date and time for receipt of quotations	12/09/2025; 03:00 PM
Date and time of opening the quotations	12/09/2025; 04:00 PM
Designation and address of the officer to which the quotation is to be addressed	The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal. P.O., Thiruvananthapuram
Mode of bidding	Single bid
Superscription: <b>Providing catering service for the conference</b>	

1. Sealed quotations are invited from authorised and experienced firms towards “**Catering services for conference**” to be held at Institute of Advanced Virology (IAV) on 18<sup>th</sup> – 20<sup>th</sup> September 2025.
2. The bidder should have a minimum **three years**’ experience in providing catering services in similar functions.
3. The services are required to be provided for approximately 150 persons. The requirement may increase or decrease based on the registrations for the conference. The bidder should manage the increase or decrease in the requirement at pro-rata basis of the agreed rates.
4. The scope of services includes preparation and supply of food/beverages as per the agreed menu, arrangements of serving counters, supply of utensils/ceramic plates for serving/glass tumbler for serving water/beverages/and other items required for serving, deploy sufficient number of serving staff, clearing of used utensils, collection and disposal of organic and inorganic waste at own cost.
5. The indicative menu is attached for reference at **Annexure I**. The bidder has to attach the **detailed menu** being offered along with the financial bid.
6. The guidelines issued by the government authorities are to be strictly followed during the preparation and serving of food items, use of disposable materials, and other regulations in force.
7. The tenderers may submit the quotations as per the format attached as **Annexure II and Annexure III** in their own papers/letterhead.



8. The technical details such as compliance to the scope of services, experience details, FSSAI registrations, GST certificate are to be submitted along with the quotation.
9. The quotations will be opened at the prescribed time in the presence of such of the tenderers or their authorized representatives who may wish to be present at that time.
10. The required services shall be completed on the prescribed date from the date of approval of the quotation.
11. The rates quoted should be for providing the mentioned services at **INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala-695 317.**
12. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above.
13. Any quotation received after the due date and time fixed is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior service' condition are liable to be rejected.
14. Bidders are to mandatorily inspect and examine the site and understand the requirements at their own cost and satisfy themselves about the service requirements before submitting their tenders. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the services to be done and local conditions and other factors having a bearing on the execution of the services. The certificate regarding the mandatory visit has to be submitted along with the bid.
15. Further details of the requirements and the conditions governing the tender can be obtained free of cost on request from the office till 10/09/2025; 4:00PM.
16. The acceptance of the quotations will be subject to the following conditions:
  - a. Acceptance of the quotation constitutes a concluded contract.
  - b. Withdrawal from the quotation after it is accepted or failure to provide the services within a specified date & time or according to specifications will entail cancellation of the order and obtaining the services at the offeror's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Institute reserves also the right to remove the defaulter's name from the list of service providers permanently or for a specified number of years.
  - c. No representation for enhancement of price once accepted will be considered during the currency of the contract.



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- d. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
- e. If any license or permit is required of execution of the proposed services, the tenderers must specify the same in their quotation and also state the authority to whom application is to be made.
- f. Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the authorities of the Institute or any other person authorized by the Institute and set-off against any claim of the authorities of the Institute for the payment of a sum of money arising out of or under any other contract made by the contractor with the Institute or any other person authorized by the Institute.
- g. The prices quoted should be inclusive of all taxes, duties etc., which are or may become payable by the contractor under existing or future laws or rules of the country during the course of execution of the contract.
- h. The payments for the services will be made after the satisfactory completion of services. The firms shall produce stamped pre-receipted invoices to the Institute after completion of the services.
- i. Any sum of money due and payable to the successful tenderer or contractor from Institute shall be adjusted against any sum of money due to the Institute from him under any other contracts.
- j. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Institute.

**Sd/-**  
**Director**



## Annexure I

### INDICATIVE MENU

Sl .	Description of the item
1.	<b>Evening Tea (18-09-2025)</b> Tea & Coffee Veg Samosa Cookies Hot & Cold Water
2.	<b>Dinner (18-09-2025)</b> Chappathi Pathiri Veg Fried Rice White Rice (Basmati) Dal fry Butter Chicken Mushroom Masala Tossed Salad, Green Salad, Raitha, Curd, Pickle, Papad <u>Desserts:</u> Fruit Salad Hot & Cold Water
3.	<b>Morning (19-09-2025)</b> Tea & coffee Veg Sandwich (Eggless Mayo) Cookies Hot & Cold Water
4	<b>Lunch (19-09-2025)</b> Phulka Mixed Veg Curry (Semi gravy) Paneer Tikka (Dry), Mint Chutney



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	<p>Chicken 65</p> <p>Veg Fried Rice</p> <p>White Rice (Basmati)</p> <p>Kadai Chicken</p> <p>Dal Thadka</p> <p>Green Salad, Raitha, Curd, Pickle, Papad</p> <p><u>Desserts:</u></p> <p>Ada Pradhaman</p> <p>Hot &amp; Cold Water</p>
	<p><b>Dinner (19-09-2025)</b></p> <p><u>Welcome Drink (Watermelon, Pineapple Juice)</u></p> <p>Soup Counter (Chicken Manchow, Pumpkin Soup)</p> <p>Chappathi (Live)</p> <p>Mini Porotta (Live)</p> <p>Pathiri</p> <p>Masala Veg Curry</p> <p>Palak Paneer</p> <p>Chicken Tikka</p> <p>Chilly Potato, Mint Chutney</p> <p>Veg Fried Rice</p> <p>White Rice (Basmati)</p> <p>Chicken Chettinad</p> <p>Dal Makhani</p> <p>Veg. Jalfrezi</p> <p>Tossed Salad, Green Salad, Pasta Salad, Russian Salad, Ceasar Salad, Raitha, Pickle, Papad</p> <p>Salted Veggies (Carrot, Cucumber, Raw Mango)</p> <p><u>Desserts:</u></p> <p>Carrot Halwa,</p> <p>Tiramisu</p> <p>Fresh Cut Fruits</p> <p>Vanilla Ice cream</p> <p>Hot &amp; Cold Water</p>
	<p><b>Morning (20-09-2025)</b></p> <p>Tea &amp; coffee</p>



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	Tea Cake Cookies Hot & Cold Water
	<b>Lunch (20-09-2025)</b> Mini Poori Baaji Ghee Rice (Kaima Rice) White Rice (Basmati) Chicken Varutharachath Paneer butter Masala Dal Fry Green Salad, Raitha, Curd, Pickle, Papad <u>Desserts:</u> Carrot Halwa, Fresh Cut Fruits Vanilla Ice cream Hot & Cold Water



**Annexure II**

**FINANCIAL BID**

Name of the service: **Catering service for the conference held at IAV on 18<sup>th</sup> – 20<sup>th</sup> September 2025 (For 150 people)**

Name of firm:

Quotation No: IAV/433/RD/2025/02/QTN-01

Sl No.	Description of the item	Quantity required	Unit rate ₹	GST@ rate	Total rate ₹
1.	Morning Tea & Coffee as per offered menu <b>(specify)</b>	300			
2.	Lunch as per offered menu <b>(specify)</b>	300			
3.	Evening Tea & Coffee as per offered menu <b>(specify)</b> <b>(Only on 18.09.2025)</b>	150			
4	Dinner as per offered menu for 18/09/2025 <b>(Specify)</b>	150			
5	Dinner as per offered menu for 19/09/2025 <b>(Specify)</b>	150			
6.	Any other additional charges <b>(specify)</b>	-			
7.	<b>Total amount in figure (inclusive of all taxes):</b>				
8.	<b>Total amount in words (inclusive of all taxes):</b>				

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

Date: \_\_\_\_\_ (Authorized name & signatory of the agency/firm with stamp)



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## ANNEXURE III

To:

**The Director**

**Institute of Advanced Virology**

(Tender Inviting Authority)

## UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions mentioned in the quotation notice No. ....for providing **Providing catering service for conference** at Institute of Advanced Virology **on 18<sup>th</sup> -20<sup>th</sup> September 2025** including annexures.

I/We hereby sign this undertaking as token of our acceptance of all the conditions including the scope of service mentioned in tender document.

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

Date: \_\_\_\_\_ (Authorized name & signatory of the agency/firm with stamp)