

IIT KANPUR



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Tender: Ref NO: Catering & Floral Decoration for Lunch and Dinner Arena/ Abhivyakti-2026/FIRST/DP/06-03-2026

To,
Foundation for Innovation And Research in Science & Technology
IIT Kanpur
Kalyanpur
Kanpur 208016

Invitation for Quotations of Catering & Floral Decoration for Lunch and Dinner Arena Service for Event Abhivyakti-2026 at IITK Auditorium.

Sealed Quotations (**technical bid and financial bid, inside the main envelope**) along with **Certificate or Authorization Letter** are invited as per the specifications provided in the table below for the items from the **authorized suppliers**. The sealed quotation should reach the undersigned on or before **16-03-2026** before 1700 hrs. Through registered/speed post/courier/by hand.

The envelope must be inscribed with "Quotation for the Tender: Ref NO: **Catering & Floral Decoration for Lunch and Dinner Arena/Abhivyakti-2026/FIRST/DP/06-03-2026**

The Quotations would be evaluated separately

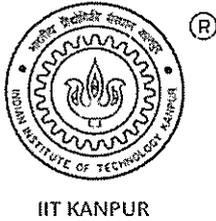
Catering Services: Specifications

EVENT SUMMARY

Particulars	Details
Event Name	Abhivyakti 2026
Venue	IIT Kanpur Campus (Auditorium)
Event Dates	19 - 21 March 2026
Catering Type	Veg + non-Veg
Live Counters	Kulhad Chai + Shikanji (20 & 21 March)
Final Headcount	To be confirmed closer to event date

MEAL REQUIREMENT SUMMARY

Date	Meal Type	Veg Pax	Non-Veg Pax	Total Pax	Remarks
19-Mar-26	Packed Dinner	100	Optional	100	Final count TBC
20-Mar-26	High Tea 1-Morning	As per footfall	-	TBD	
20-Mar-26	Breakfast	250	-	250	
20-Mar-26	Lunch	250	Included	250	Buffet
20-Mar-26	Dinner	450	Included	450	Buffet
20-Mar-26	High Tea 2-Evening	As per footfall	-	TBD	



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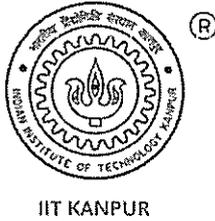
21-Mar-26	Breakfast	250	-	250	
21-Mar-26	Lunch	250	Included	250	Buffet
21-Mar-26	Heavy High Tea	100	-	100	Dinner replacement
21-Mar-26	Heavy Packed Snacks	100	Optional	100	Final count TBC

LIVE COUNTERS REQUIREMENT

Date	Counter Type	Timing	Manpower Included	Consumables Included	Total Estimated Cost (Rs.)
20-Mar	Water Counter with Disposal-2	Full Day	Self-services	Self-services	
20-Mar	Kulhad Chai	Full Day	Self-services	Self-services	
20-Mar	Shikanji / Lemon Water	Full Day	Self-services	Self-services	
20-Mar	Water Counter with Disposal-2	Full Day	Self-services	Self-services	
21-Mar	Kulhad Chai	Full Day	Self-services	Self-services	
21-Mar	Shikanji / Lemon Water	Full Day	Self-services	Self-services	
	*Variants: Meetha / Namkeen / Lemon / Mint				

RATE QUOTATION FORMAT (To be filled by Vendor)

Date	Meal Type	Rate per Person (Rs.)	Taxes (Inclusive/Exclusive)	GST %	Total Estimated Cost (Rs.)
19-Mar-26	Packed Dinner				
20-Mar-26	Breakfast (Veg & Non-Veg)				
20-Mar-26	High Tea-Morning				
20-Mar-26	Lunch (Veg & Non-Veg)				
20-Mar-26	High Tea-Evening				
20-Mar-26	Gala Dinner (Veg & Non-Veg)				
21-Mar-26	Breakfast				
21-Mar-26	High Tea-Morning				
21-Mar-26	Lunch (Veg & Non-Veg)				
21-Mar-26	High Tea-Evening				
21-Mar-26	Heavy Packed Snacks				



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INNOVATION
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LOGISTICS & COMPLIANCE CHECKLIST

S. No.	Requirement	Included (Yes/No)	Remarks
1	Serving Tables		
2	Crockery / Disposables		
3	Service Staff in Uniform		
4	Proper Waste Disposal		
5	Drinking Water Arrangement		
6	Packed Meal Labelling (Veg/Non-Veg)		
7	FSSAI License Details Attached		
8	Past Institutional Event Experience		
9	Separate Veg & Non-Veg Setup		

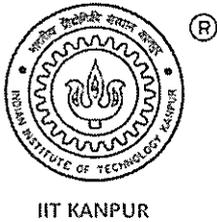
MENU PROPOSAL (Vendor to Fill)

Date	Meal Type	Menu Details	Veg/Non-Veg
19-Mar	Packed Dinner		Veg
20-Mar	Breakfast		Veg & Non-Veg
20-Mar	High Tea-Morning		Snacks
20-Mar	Lunch		Veg & Non-Veg
20-Mar	Gala Dinner		Veg & Non-Veg
20-Mar	High Tea-Evening		Snacks
21-Mar	Breakfast		Veg & Non-Veg
21-Mar	High Tea-Morning		Snacks
21-Mar	Lunch		Veg & Non-Veg
21-Mar	Heavy High Tea-Evening		Veg
21-Mar	Heavy Packed Snacks		Veg

Floral Decoration for Lunch and Dinner Arena

Specifications for Lunch and Dinner Area Decoration:

1. The bidder shall provide two different decoration and ambience setup for the lunch and dinner areas of the Auditorium backyard, event venue. The decoration theme should be based on soft pastel colors with white lighting highlights to create an elegant, pleasant, and premium dining atmosphere.
2. The scope shall include decoration of the dining area entrance, buffet area, dining tables, and surrounding space in coordination with the overall theme. Suitable pastel shades such as blush, peach, mint green, powder blue, beige, lavender, and ivory may be used.



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INCUBATION AND INNOVATION
IIT KANPUR

**STARTUP
INCUBATION AND
INNOVATION
CENTRE
IIT KANPUR**

3. Special emphasis shall be given to the sitting arrangement to ensure that the dining layout is well-organized, comfortable, and visually appealing. Tables and chairs should be properly arranged with adequate spacing for smooth guest movement and service circulation. Table linen, chair covers, glass water bottles, flowers and other décor elements should match the pastel theme on the table and maintain a neat and elegant appearance.
4. The lighting arrangement shall primarily use white lights to softly highlight the dining area, buffet counters, table setups, and decorative elements. Harsh or overly bright lighting should be avoided.
5. The bidder shall ensure that all decoration materials are clean, professionally finished, securely installed, and maintained throughout the event. The complete setup shall be subject to approval by the organizing team before execution.

Terms & Condition

1. Each bidder shall submit only one quotation.
2. FIRST reserves right to accept or reject any or all bid(s) without assigning any reason.
3. It may be mandated to present the bids in-person at FIRST, IIT Kanpur and bidder shall be ready for it without any prejudice.
4. Financial bids of technically qualified and approved bidders shall be opened.
5. Financial evaluation is purely done on the total financial implication.
6. Quotations from the bids that do not meet the technical criteria set in the tender document will not be considered irrespective of the price or any other criteria.
7. Payment shall be made in full upon successful delivery and acceptance of the goods/services by the purchaser, in accordance with the agreed specifications and terms outlined in the contract.
8. Earnest Money Deposit (EMD): Rs. 40,000. /-(Forty thousand only) must be submitted along with the technical bid. The EMD document (Demand Draft) should be issued in the favor of "Foundation For Innovation & Research In Science & Technology " Any exemption from EMD submission shall not be allowed. The Bidders MUST enclose the required EMD to participate for the tender.

Eligibility Criteria:

1. The firm should be registered under any prevailing law in India, a valid license of Food & Drug Authority (copy of License, GST Registration, PAN should be submitted along with the bid).
2. Firm should have local office at Kanpur and have excellent goodwill a name-fame in the town/district. Proof to this effect, to be submitted.
3. Firm should have minimum 25 years' experience of providing Out-Door Catering Services and Tentage. Experience towards running of Canteens and messes will NOT be considered towards qualification.
4. Firm should have completed at least 3 similar orders (hosting of OUT DOOR Lunch/ Dinner for Convocation/Abhivyakti/ any other event of IITs/IIITs or any other CFTIs) of catering to



IIT KANPUR



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IIT KANPUR

**STARTUP
INCUBATION AND
INNOVATION
CENTRE
IIT KANPUR**

- 2000 persons at an instance OR 2 similar orders of catering to 3000 persons at an instance.
5. Firm should have an average turnover of at least Rs. One Crore during the last three years.

A. Furnishing of Information:

Applicant is required to submit the following in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of GST Registration.

B. Applicant should be in possession of the following documents and should submit them whenever called upon by the Institute:

1. Documents defining the legal status, place of registration, principal place(s) of business.
2. Name(s) and title of proprietor/ officer(s) to be contacted/concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.

D. Prospective applicants may visit the venue of the Institute OR seek clarification regarding the scope of work and/ or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after submission of the quotation.

E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:

1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of this document;

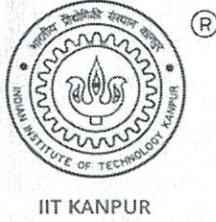
F. Award Criteria:

The Institute reserves the right to:

1. Amend the scope and value of the work order if required, up-to +-20% of the numbers of guests as mentioned in the tender.
2. Effort on the part of the applicant or his agent to exercise influence or to pressurize the Institute for his quotation shall result in rejection of such quotation.

G. Terms & Conditions applicable for the awardees:

1. The Breakfast/High-Tea/Lunch/Dinner arrangements should be made by the firm so that it is ready to be served at time at the Auditorium Grounds, IIT Kanpur on the day of event.
2. The Dinner will be served in buffet system. The Dinner will start sharp at 7:30 PM on the day of GALA Dinner (20-03-2026) and shall continue till 11:00 PM



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Adequate number of staffs should be deployed to the service of dinner.

1. Good quality of Crockery, Steel Cutlery (spoon & fork both) and paper napkins should be used.
2. The waiters should wear clean uniform; the discipline of the waiters and serving staff is the responsibility of the caterer. The cooks, staff, waiters, serving personnel should be medically fit and free from infectious diseases, with good personal hygiene. The cooking utensils should be in good & clean conditions.
3. Institute shall not provide any equipment/ machinery or any other item for the preparation or service of any item.
4. The caterer will be fully responsible to hand over the Auditorium grounds and adjoining area in good & clean condition to the satisfaction of the Auditorium In-charge.
5. Quality of cooking ingredients should be specially taken care of. Only branded.
6. Food items which are deemed to be prepared at site for efficient service should be discussed with the undersigned and prepared at site.
7. Any deficiency in the food or services will be viewed seriously. Food provided will be checked by Institute Staff Volunteers/ Committee members randomly half an hour before the distribution starts.
8. Providing Menu along with supply of Tentage/Coolers/Fans/Tables/Carpets/Chairs/Lighting etc. as per the list given in this document under the heading.

NOTE: - Bidders should take out the print out of this document and sign with seal/stamped of firm on each page as a token of acceptance and submit it along with the bid.

Prof. Deepu Philip
Director, FIRST

Address for Quotation:

Prof. Deepu Philip

FIRST

Hall 404, 3rd Floor

DJAC Building,

Indian Institute of Technology Kanpur

Kalyanpur, UP- 208016 INDIA

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