

BHARAT SCOUTS AND GUIDES, UTTAR PRADESH

STATE TRAINING AND ADVENTURE CENTRE, PRAYAGRAJ

INVITATION TO TENDER NOTICE

For Catering Services for One-Day Adventure Activities

Tender Reference No.: STC-PRG/CS/01/2026-27

Date of Issue: 25 September 2026

Last Date for Submission	17 October 2026, by 01:00 PM
Tender Opening Date	17 October 2026, at 03:00 PM
Proposed Work Order Date	18 October 2026
Tender Document Fee	₹500/- (Rupees Five Hundred Only; non-refundable)

The Bharat Scouts and Guides, Uttar Pradesh invites sealed tenders from eligible and experienced caterers/agencies for supply and service of welcome refreshments, buffet lunch and evening refreshments for participants attending One-Day Adventure Activities at the State Training and Adventure Centre, Prayagraj.

1. SCOPE OF WORK

The selected caterer shall arrange preparation, supply and service of food and refreshments as per the menu below, including serving staff, serving utensils, hygienic handling, timely service, drinking water if specifically instructed, and cleaning of the serving area after service. Quantities and number of participants will be communicated by the Centre/organising authority for each programme.

2. PRESCRIBED FOOD MENU

S. No.	Meal / Refreshment	Menu Details	Remarks
1.	Welcome Refreshment – Option I	Idli, Sambhar, Coconut Chutney and any one of the following: Tea / Fruit Juice / Amul Chhach	Any one option
2.	Welcome Refreshment – Option II	Bedmi Kachori, Potato Curry (Sabzi) and any one of the following: Tea / Fruit Juice / Amul Chhach	Any one option
3.	Buffet Lunch	Tandoori Roti; Seasonal vegetable/mixed vegetable (dry); Matar Paneer / Kadhai Paneer (Amul Paneer shall be used); Jeera Rice / Vegetable Pulao; Pickle; Boondi Raita; Fresh Salad	As prescribed
4.	Evening Refreshment	Samosa – 02 pieces per person and Tea	As prescribed

3. ELIGIBILITY AND DOCUMENTS

1. The bidder should be a caterer/firm/agency with relevant experience in catering or institutional/event food services.
2. The bidder shall submit the firm/agency name, address, contact details and name of authorised signatory.
3. Attach copies of applicable registration/licence documents, including FSSAI registration/licence, where applicable.
4. Attach details of relevant past experience/work orders, if available.
5. Attach proof of payment of the tender document fee of ₹500/-.
6. The bidder must submit the Technical Bid and Financial Bid in separate sealed envelopes, both enclosed in one outer sealed envelope. Mark the envelopes clearly as “Technical Bid” and “Financial Bid”.

4. TENDER DOCUMENT FEE

The non-refundable tender document fee of ₹500/- shall be paid through RTGS, cheque, demand draft or NEFT in favour of “State Secretary, U.P. Bharat Scouts and Guides”. Payment reference/UTR or copy of the instrument must be enclosed. Bank details may be obtained from the State Headquarters; do not remit funds without verified account details.

5. FINANCIAL BID (TO BE FILLED BY THE BIDDER)

The bidder shall quote the rate for each service below. Rates must be inclusive of food preparation, ingredients, transportation, serving staff, utensils, cleaning, all other incidental expenses and applicable taxes. No blank row should be left; write “Not Quoted” where not applicable. The final payable amount will be based on actual quantities ordered and accepted.

S. No.	Description	Unit	Rate (₹)	Remarks
1	Welcome Refreshment – Option I (Idli, Sambhar, Coconut Chutney and any one of the following: Tea / Fruit Juice / Amul Chhach)	Per person	_____	
2	Welcome Refreshment – Option II (Bedmi Kachori, Potato Curry (Sabzi) and any one of the following: Tea / Fruit Juice / Amul Chhach)	Per person	_____	
3	Buffet Lunch – complete prescribed menu	Per person	_____	
4	Evening Refreshment – Samosa – 02 pieces per person and Tea	Per person	_____	
5	Complete package: Welcome Refreshment (one option) + Lunch + Evening Refreshment	Per person	_____	For comparison

Quoted amount in figures: ₹ _____ per person

Quoted amount in words: Rupees _____ only

GST: Included / Extra (please specify) _____ Other charges, if any: _____

Name of Bidder/Firm: _____

Authorised Signatory: _____ Seal: _____

Date: _____ Place: _____

6. SUBMISSION PROCEDURE

The sealed tender shall be submitted to the State Training and adventure Centre Prayagraj Bharat Scouts and Guides, Uttar Pradesh, Mumfordganj, Prayagraj, on or before 17 October 2026. The outer envelope shall be superscribed “Tender for Catering Services – One-Day Adventure Activities, State Training and Adventure Centre, Prayagraj”. The exact receiving office and submission time should be confirmed from the State Training and adventure Centre Prayagraj before publication.

7. GENERAL TERMS AND CONDITIONS

- Food shall be fresh, wholesome, hygienic and prepared using good-quality ingredients. The Centre may reject food that is stale, unhygienic or not in accordance with the approved menu.
- The caterer shall ensure timely service according to the schedule communicated by the Centre and maintain adequate serving staff.
- The caterer shall comply with applicable food safety, hygiene and labour requirements.
- Rates quoted shall remain valid for 31.03.2027 days from the tender opening date.

5. Payment shall be made against bills for services actually supplied and certified as satisfactory by the authorised officer, subject to applicable rules and deductions.
6. No advance payment shall be presumed unless separately approved in writing by the competent authority.
7. The successful bidder shall not subcontract the work without prior written approval.
8. The organisation reserves the right to accept or reject any or all tenders, wholly or partly, without assigning reasons, in accordance with applicable rules.
9. Any additional requirement or change in quantity shall be undertaken only with prior approval of the authorised officer.

8. DECLARATION BY THE BIDDER

I/We have read and understood the tender conditions and agree to abide by them. The information and rates submitted are true and valid. I/We understand that any false information or failure to comply with the tender conditions may result in rejection of the bid.

Name of Bidder/Authorised Signatory: _____

Signature: _____ Firm Seal: _____

Date: _____ Place: _____

By Order

State Secretary

Bharat Scouts and Guides, Uttar Pradesh