

St. Xavier's College (Autonomous), Mumbai

5, Mahapalika Road, Mumbai 400001

Department of Psychology

CALL FOR QUOTATIONS FOR RUSA SUPPORTED SEMINAR

Ref: SXC/RP/PSYCHO/ CQ01/19-20

Date: 17/01/2020

St. Xavier's College (Autonomous), Mumbai invites quotations from registered caterers for providing food during the RUSA 2.0 supported one-day symposium "School Counselling: Perspectives from Practice" organized by Department of Psychology.

Description of Item	Food for the one-day symposium "School Counselling: Perspectives from Practice" to be held on 7 th March, 2020 as per details given below.
Quotation to be addressed to	Principal, St. Xavier's College (Autonomous) College
Mode of submission	Online* 1. Quotation on company letter head to be emailed to rusapurchase@xaviers.edu , ruby.pavri@xaviers.edu 2. Scanned copy of GST registration, 3. PAN Card 4. Food License
Last date of submission	2 nd March 2020

Details:

Date and Day of event: **7th March, 2020, Saturday**

Venue: **Multi-Media Room, St. Xavier's College, 5 Mahapalika Marg, Mumbai**

Expected number of Participants: **100**

Time	Particulars	Quantity
9:30am to 10:00am	Tea and Coffee, Biscuits	Approximately 100 persons
11:25am to 11:45am	Snacks: Veg Cutlet (2pcs) Cheese-Chutney sandwich (2slices) Tea and Coffee	Approximately 100 persons
Throughout the session	Mineral Water (Bisleri) (25L Dispensing type with disposable paper glasses)	Approximately 25L (1 x 25L)

Caterer should provide manpower, vessels and cutlery necessary for serving and arrange the counters.

Tables will be available in the college.

Payment will be done on submission of a tax invoice raised in the name of 'Principal, St. Xavier's College (Autonomous), Mumbai'. Payment will be credited online within seven working days to the bank account details provided by the caterer.

***Kindly submit a copy of GST registration, PAN Card and Food Licence of your company along with your quote.**

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Ms. Ruby Pavri

Head of Department