



Ref. No. NSD/Estate/2019-20/3141

25th October, 2019

**Name, Address & contract no. of the firm
to be filled on Block letters**

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Subject: Quotation for providing catering services during the Press Conference of Bal Sangam festival on 06th November, 2019.

Sir,

National School of Drama is foremost theatre training institutions in India, providing three years diploma in dramatic arts. NSD is organizing Bal Sangam festival from 09th to 12th November, 2019. In this connection a press conference will be held on 06th November, 2019.

In above context, NSD invite quotation from Agencies/Vendors to provide high tea for the dignitaries & press (print & electronic). Please submit per plate rates including GST for 50 nos. persons (approx.) on 06.11.2019. Sealed quotation may be addressed to the **Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** and to be drop in the tender box placed at NSD reception **on or before 01.11.2019 at 03:00 p.m.**

The list of items to be served in high tea is given below:-

S. No.	Items
1	Veg Sandwich
2	Chees Roll
3	Assorted Veg Pakoras
4	Gulab Jamun
5	Cokkies – sweet & salted
6	Bone China Crockery
7	Tables
8	Tables with cover & fall
9	Coffee & Tea
10	Water (Bisleri) 40 liter cane with proper stand and glasses for serving
11	Dish washer
12	Dustbins
13	Sauce, Green Chutney, Tissue etc.
14	Catering (including proper standard crookery & table as per requirement)
15	Transport

Note: Vendor to ensure that waiters should be well-dressed and the rates should be in lumpsum inclusive of all taxes & cartage etc. with all other necessary accessories whatever requires for smooth functioning. Please visit our website for any updations in this context.

Thanking you,


(P. K. Mohanty)
Registrar