FORMAN CHRISTIAN COLLEGE  
(A Chartered University)  
Catering Policy

1. All catering events will be done through the Purchase Office.
2. Board of Directors’ / Board of Governors’ meetings will be Rector’s Office events and exempt from one dish policy. For these events, the Rector’s Office will decide the arrangements. Commencement and Donor Dinner’s will be categorized as Rector’s Office events. These events will be done after discussion with the Rector.
3. The Alumni Reunion is a fully sponsored event. The Alumni Board will decide the vendor and menu for catering this event.
4. For fully sponsored events, if the sponsor does not demand a vendor of his choice, the Purchase Office will provide a list of ten caterers, out of which the department will select three. If the department wants the catering done by a vendor other than those on the list, it will have to convince the food committee for selecting the other vendor. Request for proposals including menus and other arrangement will be prepared in consultation with the Food Committee. The sealed quotes will be opened in the presence of the Food Committee and a department representative.
5. For partially sponsored events, the respective department will present a budget for the entire catering event to the Food Committee. The Purchase Office will provide a list of 10 vendors to the department out of which it will select 3 for calling quotes. The request for quotation including menu and arrangements will be developed in consultation with the Food Committee and a check list will be signed by the vendor and will be a part of the purchase order.
6. For events other than the above, including all department events, a single dish policy will be strictly implemented. One dish menu will be finalized by the Food Committee and the department concerned. The maximum price fixed for an event will be Rs 750 per head. Arrangements and menu can be altered within this ceiling. For high tea / refreshment the maximum rate will be Rs 250 per head.
7. These rates will to be revised by the Food Committee biannually.
8. For placing catering orders, at least 15 working days should be provided for completing the process.
9. For a catering PR valuing Rs. 50,000.00 or above, a pre-event information sheet must be submitted along with the PR signed by the requisitioner. (Attached as Annexure A)
10. The final bill of vendor/caterer submitted for payment should have a post event check list signed by any three members of the food committee. (Attached as Annexure B) for evaluating performance of the vendor/caterer.
11. The pantry set up by the Caterer should be taken prior to the event to avoid damage to grounds and lawns.

This policy will be effective 1 July 2015
12. In case of any damages to the property of Campus made by vendor would be
deducted from his final bill before payment. If vendor is not involved then a fine
would be imposed to the Organizing Department or Society of all damages
assessed by the Food Committee.
13. No disposable items (Cups, Glass, Plates and Spoons) would be allowed for any
event on Campus.
14. Vendor/Caterer would be responsible for cleaning the venue after the event. If
vendor is not involved then Organizing Department/Society must make
arrangements by coordinating with Events Department for cleaning of the venue.
In case of non compliance a fine will be charged as per decision of the food
committee.