



OFFICE OF THE REGISTRAR
TEZPUR UNIVERSITY

Short Quotation Notice

(Notice no.-TU/11-29/Pur/conv/2010/ 2746 , dt- 09-12-22)

The XX Convocation of the University is scheduled to be held on 30th December, 2022. During the said program, packed refreshment shall be provided to the participants. Sealed tenders are invited from experienced and eligible vendors for supply of packed refreshment at XX Convocation.

Tender documents: -

1. The format of the Tender is given below and the given format (Annexure-I) must be used for submission of the tender.
2. The sealed envelopes superscribed with “**Tender for supply of packed refreshments**” addressed to the Joint Registrar (GA), Tezpur University, Napaam, Tezpur-784028 must be submitted on or before 20/12/22.
3. The bid will be opened in the presence of the authorized representatives of vendors. All the bidders have to bring the exact sample of the food packets that are quoted to be served. If the quality of the food packet is found to be satisfactory, only then the price bid of the concerned bidder shall be opened.

Particulars	Menu
1. Packet snacks/refreshment for awardees/guests (approximate no of packet is 2000)	1. Paneer Roll Minimum 50 g well-cooked paneer based stuffing (with desired onion and other vegetables), wrapped in baked/shallow fried dough sheet having approx 15 cm length. The roll to be wrapped in a food grade paper before placing in a refreshment box. 2. Sandwich 3 Layered vegetable sandwich with cheese, desired condiments. Minimum three different vegetables to be used for stuffing between bread layers. 3. Burfi Kaju katli/barfi 2.5 cm x 2.5cm 4. Juice packet (Tropicana, Real) 200 ml
2. Packet Lunch/Refreshment for Security Personal (approximate number of packet is 600)	1. Vegetable Polao (good quality rice, Minimum three different vegetables), Salad, Sweet (Gulab Jamun)

Handwritten signature: Kalia
AP (GA) / TC

Eligibility Criteria:

- 1) The bidder should have FSSAI license.
- 2) The bidder should have experience of providing Packet food items to similar events of Govt. departments during the last 5 years. Work order copies have to be attached along with the bids.
- 3) Tender participation fee of Rs. 1,000/- (Rupees one thousand) has to be submitted along with the bid.
- 4) Refundable security deposit in the form of Demand Draft of Rs. 50,000/- (Rupees fifty thousand) in favour of "Registrar, Tezpur University" has to be provided along with the bid.

General Terms and Conditions:

1. The bidders may quote for all the items or may quote for individual items.
2. Approximate number of packets to be served is 2000. However, the number may vary and the final numbers of packets to be served will be intimated 2 days before starting of the programme by the convener of Food committee, XX convocation. The payment will be as per actual supply.
3. Food items must be prepared by using reputed brand ingredients only.
4. Quoted rates should be valid at least for a period of 30 days.
5. The guidelines and instructions of the Food committee, XX convocation of Tezpur University has to be followed.
6. Food grade packaging is required to be used for packing. Cost of packing, tissue paper, spoon etc. must be included in the rate quoted by the vendors.
7. Necessary infrastructure for arranging/providing food needs to be arranged by the Caterer and the venue for cooking and serving food.
8. Apron, gloves, Head cap etc. must be worn by all the staff during cooking or serving food at respective venue.
9. Proportionate amount will be deducted, if the served items differs from the selected items specified in the order copy, in its quantity/quality etc.
10. No advance payment will be made to the vendor. The bill must be submitted by the vendor within 7 days after the programme is over for settlement.
11. The University reserves the right to accept or reject any or all the quotations without assigning any reason.



(Partha Pratim Kalita)
Asstt. Registrar(GA),i/c

Annexure I (Short Quotation Proforma)

Particulars	Items	Description of Food item brands (rice, oil, etc.) to be used in preparing the menu/amount/size	Rate per meal/ packet (Rs.)
1) Packet snacks/refreshment for awardees/guests	Paneer roll		
	Sandwich		
	Barfi		
	Juice Packet		
2) Packet Lunch/Refreshment	Vegetable Polao		

I do hereby agree to the following points:

- (a) The necessary infrastructure required for providing food will be managed by me.
- (b) Good brand item food products only will be used for preparing different food items.
- (c) Packaged drinking water will be provided by me for every meal and charges are included in the rate mentioned above.
- (d) Apron, gloves, head cap etc. will be provided by me and worn by all the staff during cooking or serving food at the dining hall.
- (e) The rates are exclusive of taxes and the applicable tax (%) which is.....
- (f) I shall strictly follow the guidelines and instructions of the Food Committee, XX Convocation, TU, which are also not included in the terms.

Date:
Place:

Signature
Seal (if any)