



SHORT QUOTATION NOTICE

TU/11-29/PUR/CONVO/2022/3506 , DATED : 11.02.2022

Sealed quotations are invited from reputed/authorized vendor for providing Food/Snacks Packets to the participants of XIX Convocation of Tezpur University to be held at Tezpur University on 26th February,2022. Duly filled Quotation Proforma Document along with the necessary supporting documents should reach 'Joint Registrar, Tezpur University, Tezpur, 784028, Assam on or before 15:00 hrs of 16th February,2022. The sealed cover must be superscribed with "Tender for Providing Snacks/Refreshment Packets for XIX Convocation of Tezpur University, Short Quotation Notice Number TU/11-29/PUR/CONVO/2022/ , dated 11.02.2022. Packets will comprise of the items indicated in the following table.

Date	Item Details	Tentative Quantity of Packets
26.02.2022	Packet Breakfast for Academic Procession including drinking water provision in KBR, robbing and at Procession	120 (Quantity may Vary)
26.02.2022	Packet Snacks/ Refreshment for Awardees/Guests etc.	2150 (Quantity may Vary)
26.02.2022	Packet Lunch/Refreshment for Security Personal	500 (Quantity may Vary)

Menu Details		
Packet Breakfast for Academic Procession	Packet Snacks/ Refreshment for Awardees/Guests etc.	Packet Lunch/Refreshment for Security Personal
Veg Sandwich (1 no)	Baked Samosa (1no)	Chicken polao (Good quality rice with two pieces of chicken of 50 gm each)
Muffin (Britannia) (1 no)	Juice Packet (Tropicana, Real) 200 ml (1 no)	
Boiled egg (1 no)	Orange/Apple (1 no)	Salad
Banana (1 no)	Muffin (Britannia) (1 no)	
Veg Puff (small size) (1 no)	Water bottle (200 ml) (1 no) (Aquafina/Bisleri/Balley)	Sweet (gulab jamun)
Roasted Kaju (packet) 20 gm	Motichur laddu 25 gm (1 no)	
Tea (Milk+Red)	Kaju Barfi 20 gm (1 no)	
Water bottle (200 ml) (1 no) (Aquafina/Bisleri/Balley)	Bhujia packet (35 gm) (Bikaji/ Haldiram)	

General Terms and Conditions:

- The bidders may quote for all the items or may quote for individual items.
- Approximate number of packets may vary and the final numbers of packets to be served will be intimated before two days of the programme by the Convener of Food Committee, XIX convocation. The payment will be as per actual supply
- Food items must be prepared by using reputed brand ingredients only.
- Quoted rates should be valid at least for a period of 30 days.
- The guidelines and instructions of the Food Committee, XIXth Convocation of Tezpur University has to be followed.
- The bidder must have valid FSSAI license.



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

-2-

- (g) Food grade packaging is required to be used for packaging. Cost of packaging, tissue paper, spoon etc. must be included in the rate quoted by the vendors.
- (h) Necessary infrastructure for arranging/providing food needs to be arranged by the Contractor and venue for cooking and serving food.
- (i) Apron, gloves, Head caps etc. must be worn by all the staff during cooking or serving food at respective venue. All the prescribed COVID-19 protocol has to be maintained.
- (j) Proportionate amount will be deducted, if the served items differs from the selected items specified in the order copy, in its quantity/quality etc.
- (k) The University reserves the right to accept or reject any or all the quotations without assigning any reason.
- (l) 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.
- (m) The University reserves the right to accept or reject any or all the quotations without assigning any reason.

Joint Registrar (GA)
Tezpur University

TU/11-29/PUR/CONVO/2022/3506 , DATED : 11.02.2022

SHORT QUOTATION PROFORMA

1. Name of the Party :
2. Address (Postal and Phone Number):
3. Experience:
4. Menu and rate details (day and meal wish):

Date	Meal	Menu in details	Rate per meal(Rs.)
26 th February, 2022	Packet Breakfast		
	Packet Snacks/ Refreshment		
	Packet Lunch/Refreshment		

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 (packet breakfast, Packet Snacks and dinner) 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. All the prescribed COVID -19 protocol has to be maintained.
- (f) The rates are exclusive of taxes and the applicable tax (%) is.....
- (g) I shall strictly follow the guidelines and instructions of the Food Committee, XVIII Convocation, TU, which are also not included in the terms.

Date:
Place

Signature
Seal(if any)