

SHORT QUOTATION NOTICE

Tezpur University Alumni Association (TUAA) (TU/11-24/Pur/Qtn/2017-18/ 3942-A ,dt.- 7/12/17)

Sealed quotations are invited from reputed/authorized vendor experienced in serving food to more than 1000 people in programmes related to student/staff of any academic institution for providing food and catering service to the participants of **Alumni Dinner 2017** to be held at Tezpur University on 20th December, 2017 from 8 pm-10.30pm. The quotation should indicate rate for dinner separately for vegetarian and non-vegetarian items per plate basis along with the detailed menu and food items (rice, oil, etc.) brands used in preparing the different menu. The menu for the dinner may comprise of the items indicated in the following Table. However, the items listed in the Table are not limited to these only. Packaged drinking water during dinner must be included in the quoted rate.

Tentative Menu for the Dinner	
Vegetarian	Non-Vegetarian
Plain Rice (Siddhi Vinayak), Naan (plain), Mixed Veg, Mug Dal fry, Paneer Butter Masala/Chilly Paneer, Salad/Green Chutney, Gulab Jamun (Warm & Fresh), Lemon, Pickle, Mineral water.	Plain Rice (Siddhi Vinayak), Naan (plain), Mixed Veg, Mug Dal fry, Chilli Chicken, local fish with tomato and coriander, Salad/Green Chutney, Gulab Jamun (Warm & Fresh), Lemon, Pickle, Mineral water.
Starter—Veg Soup	

General Terms and Conditions

Approximate number of participants will be 1200. However, the final number of participants will be intimated before starting of the programme.

- Necessary infrastructure for arranging/providing food needs to be arranged by the Caterer. The venue for cooking and serving food is **Community Hall**, Tezpur University. Enclosure for the Venue will be arranged by caterer with one entry gate. Food products/ingredients of reputed brand only will be used for preparing different food items.
- Uniform, apron, gloves, head cap etc. must be worn by all the staff during cooking or serving food at the dining hall.
- The contractor shall have to submit full particulars of the staff to be employed. The competent authority of the University may issue passes with photograph base Identity Card to allow them to work during the event.
- The staff engaged by the Contractor must act decently without involving in drinking of alcoholic beverages or picking up quarrel with fellow employees or participants/students in of the event or any other form of misdemeanour.
- The rates should be quoted per plate basis in Indian Rupee. The rates should be exclusive of taxes and applicable tax/GST (%) should be clearly indicated.
- Cooking and dining area needs to be cleaned after the programme is over. Clearing the waste food material and other items has to be done by the Caterer immediately after the meal.
- Quotation should be accompanied by non-refundable processing fees (in the form of Demand Draft) of Rs. 500/- (Rupees five hundred) only drawn in favour of Tezpur University Alumni Association, Tezpur University payable at Tezpur. An amount of Rs. 10,000/- (Rupees Ten Thousands) only in the form of Demand Draft, drawn in favour of Tezpur University Alumni Association, payable at Tezpur should be submitted as Earnest Money Deposit (EMD). The EMD of unsuccessful caterer will be refunded within 05 days of offering the contract. The EMD of the successful party will be kept as Security Deposit and will be refunded after the programme subject to satisfactory quality of the food provided and maintenance of cleanliness and hygiene. Any damage to University property has to be made good by the caterer. However, no interest shall accrue on the EMD amount.
- Quoted rates should be valid at least for a period of 30 days.
- Lowest rate would not be the sole criteria for selection of the party.
- Last date of submission of the Quotation is **4:00 PM, 15th December, 2017**.
- Tezpur University Alumni Association reserves the right to accept or reject any or all the quotations without assigning any reason.

(H. Saikia)
Jt. Registrar

Alumni Dinner 2017
Tezpur University
SHORT QUOTATION PROFORMA

Sl. No.	Particulars	Details
1	Name of the Party	
2	Address (Postal and Phone Number)	
3	Experience in providing food to more than 1000 number peoples in any academic institution <i>(Certificate to be produced)</i>	
4	Processing fee details (Amount, Draft Number, Date)	

5. Menu and rate details including soup

	Vegetarian	Non-vegetarian
Menu in details		
Food item brands (rice, oil, etc.) to be used in preparing the menu.		
Amount to be served in gram per plate for rice, dal, mutton, kofta, mixed vegetable etc.		
Rate per meal (Rs.)		

Declaration by the Caterer

I do hereby agree to the following points

- (a) The necessary infrastructure required for providing food along with venue enclosure will be managed by me.
- (b) Food products/ingredients of reputed brand only will be used for preparing different food items.
- (c) Packaged drinking water will be provided by me for dinner and charges are included in the rate mentioned above.
- (d) Uniform, apron, gloves, head cap etc. will be provided by me and worn by all the staff during cooking and serving food at the dining venue.
- (e) Cooking area and dining venue will be cleaned after serving of the food and clearing the waste food material and other items will be done immediately.
- (f) Quoted rates are valid for a period of 30 days.
- (g) The rates are exclusive of taxes and the applicable tax (%) is.....
- (h) I shall strictly follow the guidelines and instructions of the Tezpur University Alumni Association which are also not included in the terms.

Date:
Place:

Signature
Seal (if any)