



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

OFFICE OF THE REGISTRAR
TEZPUR UNIVERSITY

Short Quotation Notice (Notice No: **TU/11-29/Pur/Conv./2010/2932 Date 13-12-2023**)

The XXI Convocation of the University is scheduled to be held in the month of December-2023. 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 refreshments at XXI Convocation of the University.

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 for XXI Convocation**” addressed to the Deputy Registrar (GA), Tezpur university, P.O.: Napaam, Tezpur-784028 must be submitted on or before 19.12.2023 (12.00 PM)
3. The bids will be opened in the presence of the authorised representative 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	Approx (Qty)
1	Paneer Roll Minimum 50g 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. Vegetable Sandwich Vegetable Sandwich with cheese, groundnut, desired condiments, Minimum three different vegetables to be used for stuffing between bread layers. Tropicana/real juice: 200 mL Tetra pack with straw Apple Apple shall be mature, firm, clean, fresh and well-formed and shall have color and shape characteristics of variety. Apple shall have smooth and shiny surface. The weight should be in between 150 g to 200 g. Tissue paper	2200
2	Vegetable sandwich 3 layered vegetable sandwiches with cheese, desired condiments. Minimum three different vegetables to be used for stuffing between bread layers. Banana The banana fruit should be curved, elongated in shape and should have the weight in the size of minimum 140g and should be matured and firm Tropical/real juice: 200 mL Tetra pack with straw.	200

ACR
13/12/23



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	Roasted cashew: 30-10 gm Sweet barfi: 2.5 cm x 2.5 cm	
3	Vegetable pulao Good quality rice, minimum three different vegetables Chilli paneer: Well-cooked chilly paneer at an adequate amount Gulab jamun (01)	500

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, XXI 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, XXI 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 need 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 staff during cooking or serving food at respective venue,
9. Proportionate amount will be deducted, if the serve 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.

A.C. 2
13/12/23

Deputy Registrar (GA)
Tezpur University



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Annexure I (short Quotation Proforma)

Particular	Items	Description of Food items barnds (rice, oil, etc.) to be used in preparing the menu/amount/size	Rate per meal/packet (Rs.)
Packet 1	Paneer roll		
	Vegetable Sandwich		
	Tropicana/Real Juice		
	Apple		
	Tissue Paper		
Packet 2	Vegetable Sandwich		
	Banana		
	Tropicana/Real Juice		
	Roasted cashew		
	Sweet barfi		
Packet 3	Vegetable pulao		
	Chilli paneer		
	Gulab jamun		

I do hereby agree to the following points:

- The necessary infrastructure required for providing food will be managed by me.
- Good brand item food products only will be used for preparing different food items.
- Packaged drinking water will be provided by me for every meal and charges are included in the rate mentioned above.
- 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.
- The rates are exclusive of taxes and the applicable tax (%) which is
- I shall also strictly follow the guidelines and instructions of the Food Committee, XXI Convocation, TU which are not included in the terms and conditions of the order.

Date:

Place:

Signature

Seal (if any)