



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ भारत रैंकिंग 2016: नं. 05
- Visitor's Best University Award, 2016 and NIRF India Ranking 2016: No. 05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

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

SHORT QUOTATION NOTICE

TU/11-24/PUR/QTN/2016-17/5719-A Date: 22.03.2017.

Sealed quotations are invited from reputed/authorized vendor experienced in serving Refreshments/Snacks packet to more than 1000 people in programmes related to student/staff/guest of any academic institution for providing Refreshment/Snack Packets to the participants of XIVth Convocation of Tezpur University to be held at Tezpur University on 7th April, 2017. Duly filled tender document (*as per proforma enclosed herewith*) along with necessary supporting document should reach 'Joint Registrar, Tezpur University, Tezpur, 784028, Assam' on or before 29th March, 2017 upto 14:00 hrs. The sealed cover must be superscribed with "**Tender for Providing Snacks/Refreshment Packets for XIVth Convocation of Tezpur University along with the Quotation Notice No. and date**".

Terms and Conditions

- (a) No separate tender paper will be issued from the office; one should only download from the University Website. The rates should be exclusive of taxes and applicable tax (%) should be clearly indicated.
- (b) Quotation should be accompanied with non-refundable processing fees (in the form of Demand Draft) of Rs. 2,000/- (Rupees Two-Thousand) only drawn in favour of 'Registrar, Tezpur University', payable at Tezpur.
- (c) Approximate number of packets to be served is 1500. However, the number may vary and the final numbers of packets to be served will be intimated before starting of the programme.
- (d) Food grade packaging is required to supply the items at the venue. Cost of packaging must be included in the rates quoted by the vendors.
- (e) Food items must be prepared by using reputed brand ingredients only.
- (f) Quoted rates should be valid at least for a period of 45 days.
- (g) Food committee will shortlist the items based on the tender submitted by various vendors. Each vendor need to supply minimum 5 packets with selected items to the committee for inspection of quality/taste/packaging etc.
- (h) The selection of vendor will be based on L1 rate and the quality/taste/packaging of the items. Lowest rate would not be sole criteria for selection of the party.
- (i) Last date of submission of the Quotation is 2:00 PM, 29th March, 2017.
- (j) 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.
- (k) Proportionate amount will be deducted, if the served items differs from the selected items in its quantity/quality etc.
- (l) The University reserves the right to accept or reject any or all the quotations without assigning any reason.

Sd/- Joint Registrar
Tezpur University

XIV Convocation, Tezpur University
SHORT QUOTATION PROFORMA

1. Name of the Party :

2. Address (Postal and Phone Number) :

3. Experience in providing food to Academic Institution (Use separate Sheet, supported with experience certificate) :

4. Menu and rate details :

Item	Quantity (gram or ml)	Rate (exclusive of Taxes)
Sandwich (Vegetarian)		
Vegetable Patties		
Kachudi		
Vegetable Cutlet		
Baked Samosa		
Kalakand		
Kaju Barfi		
Kala Jamun		
Dry Khir Kamdaba		
Pancake		
Brownie		
Fruit Cake		
Muffin		
Roasted Kaju		
Bhujia		

Contd. P/2

Apple		
Orange		
Packed Fruit Juice (Tropicana, Real) (200 ml) (Apple, Orange, Pineapple)		
Water Bottle (200ml) (Aquafina, Bisleri, Balley)		
Packet (Chicken Biryani, Raita, Salad)		
Packet (Veg Biryani, Lalmohan, Raita, Salad)		

Contd. P/2

I do hereby agree to the following points

- (a) Reputed brand ingredients only will be used for preparing different food items.
- (b) The demand draft of amount Rs. 2,000/- (Rupees Two-Thousand), Demand Draft No..... dated..... drawn in favour of Registrar, Tezpur University, payable at Tezpur is attached with this application form.
- (c) Quoted rates are valid for a period of 45 days.
- (d) The rates are exclusive of taxes and the applicable tax (%) is.....
- (e) I shall strictly follow the guidelines and instructions of the Food Committee, XIVth Convocation of Tezpur University which are not included in the terms and conditions.
- (f) I will serve the shortlist items to the committee for inspection of quality/taste/packaging etc.

Date:

Place:

Signature

Seal (if any)