

# ASSAM UNIVERSITY : SILCHAR

## WORKSHOP AFS-II

No. AUS/AFS-II/Food/2018

Dated: 10<sup>th</sup> May, 2018-05-

### QUOTATION NOTICE FOR SUPPLY OF FOOD & REFRESHMENTS

Sealed quotations are invited from reputed catering service providers for supply of food and refreshment for workshop (AFS-II), Department of Mathematics, Assam University, Silchar during 3<sup>rd</sup> June, 2018 to 1<sup>st</sup> July, 2018. Interested catering service providers may download the tender documents from the website of the University: [www.aus.ac.in](http://www.aus.ac.in). **Last date of receipt of tender is 30th May, 2018 upto 12.00 noon in the Department of Mathematics, Assam University.**

Professor Samira Behera  
Organiser, Workshop (AFS-II)



## ASSAM UNIVERSITY: SILCHER (WORKSHOP AFS-II)

NO. AUS/AFS-II/Food/2018/

Dated: 10<sup>th</sup> May, 2018

### QUOTATION NOTICE FOR SUPPLY OF FOOD & REFRESHMENTS

Sealed quotations in single bid are invited from financially sound and reputed Catering Service Providers for supply of food and refreshments for Workshop (AFS-II), Department of Mathematics during 3<sup>rd</sup> June to 1<sup>st</sup> July 2018 with following conditions:

The bidders are requested to read the tender document carefully and ensure compliance with specification/ instructions herein. Non-compliance with specification/instructions in this document may disqualify the bidders from the tender exercise.

#### A. Terms and Conditions:

1. Payment will be made as per University Rule.
2. The supplier should be in a position to supply the intended quantity on the dates, time and place as required by Assam University, Silchar.
3. The interested bidders are to quote their rate as per **Annexure II** enclosed with this document along with samples of food duly packed for evaluation and selection of lowest responsive bidder by the Workshop Committee.
4. The supply order will be given to a single firm for supply of food and refreshments as per quantity and specification mentioned in this document.
5. The rate of each item shall be quoted separately including applicable taxes, packing and transportation cost to Department of Mathematics, Assam University, Silchar. Quantity of the food served shall be main criterion for selection of the lowest responsive bid. The decision of the Committee shall be final in this regard.
6. The bids shall be evaluated by the Workshop Committee along with samples for evaluation and selection of lowest responsive bid.
7. All preventive measures should be taken by the bidder against food poisoning. Any such incident will invite legal action as per law. Liabilities arising out of such events shall be borne by the bidder.
8. Food and refreshments provided will be tasted/checked by the university Workshop Committee members randomly half an hour before the distribution starts.
9. The food and refreshments as per requirement mentioned in this document are to be supplied in hygienic condition to Department of Mathematics, Assam University, Silchar.

10. Bidders are to mention their Bank Account Number, Bank Address, IFSC for the purpose of payment to successful bidder.
11. Bidders are to put their signature on all the pages of this document alongside signed copy of price bid and Bidders' Information Sheet as per **Annexure I and II**.
12. The last date of receipt of tender is **30<sup>th</sup> May, 2018 (Wednesday) up to 12 Noon in the Department of Mathematics, Assam University, Silchar.**

**B. Eligibility Criteria:**

1. Firm/Bidder should be registered under prevailing law in India (Self attested copy to be enclosed with bid).
2. Firm/Bidder should have GST Registration and PAN (Self attested copy to be enclosed with bid).
3. Firm/Bidder should not have been barred by any PSU/University/Govt. Dept. in doing business with them (Please submit self declaration).

**C. Tender Fee, EMD and Payment:**

1. A Demand Draft/ Bankers Cheque of Rs 500.00 (Rupees Five Hundred Only) is to be submitted along with the bid as tender fee.
2. Rs 5000.00 (Rupees Five Thousand Only) in the shape of DD/ duly pledged Fixed Deposit in favour of Assam University, Silchar is to be submitted as Earnest Money Deposit (EMD) valid for at least two months from the date of opening of tender. EMD of unsuccessful bidder will be returned without interest within 10 days from issue of supply order. The EMD of successful bidder will be released without interest on successful completion of the order.
3. Payment will be made after deduction of applicable taxes by direct credit to Bank Account of the successful bidder only after satisfactory completion of supply. No advance payment will be made.

**D. Bid Evaluation Criteria:**

1. The bids will be opened for evaluation by the Workshop Committee.
2. In the process of evaluation, the samples of food and refreshments to be provided will be first checked and evaluated by the committee. Quality of food and refreshments samples provided shall be main essence of the bid.
3. In the second stage, only those bids will be opened by the Committee whose samples of food and refreshments items are found to be satisfactory and meets the criteria mentioned in this document.
4. The final ranking of the lowest responsive bidder shall be made on the basis of quality of samples provided and price quoted by the firm. The decision of the Committee shall be final in this regard.
5. In case of any disputes regarding the tender and its execution, the matter will be solved amicably through discussion or referred to a sole arbitrator to be appointed by

the university. The award of the arbitration shall be final, conclusive and binding upon both the parties and which is governed by Arbitration & Conciliation Act, 1996.

**E. Arbitration:**

In case of any disputes regarding the tender and its execution, the matter will be solved amicably through discussion or referred to a sole arbitrator to be appointed by the university. The award of the arbitration shall be final, conclusive and binding upon both the parties and which is governed by Arbitration & Conciliation Act, 1996.

**Annexure-I**

**Bidder Information Sheet**

|     |  |  |
|-----|--|--|
| 1.  | Name and Address of the bidder/ firm   |  |
| 2.  | Phone No. & E-mail ID, if any  |  |
| 3.  | Registration No. (Self attested copy to be enclosed)                           |  |
| 4.  | PAN (Self attested copy to be enclosed)  |  |
| 5.  | Tender cost enclosed: Yes/ No, if yes, DD/ Bankers Cheque No. to be mentioned. |  |
| 6.  | GST No. (Self attested copy to be enclosed)                                    |  |
| 7.  | EMD enclosed: Yes/ No, if Yes, DD/ FDR No. to be mentioned                     |  |
| 8.  | Additional information, if any (Attach separate sheet, if required)            |  |
| 9.  | Length of experience in the field  |  |
| 10. | Bank A/C No., Bank Address & IFSC Code (Cancelled Cheque to be enclosed)       |  |
| 11. | Name of contact person and mobile number                                       |  |

Full signature of Bidder/Firm (Seal):

Address:

## ANNEXURE-II

### PRICE BID

#### A. Food items for Breakfast (3<sup>rd</sup> June, 2018-1<sup>st</sup> July, 2018) (For 45 persons)

| Sl. No. | Items  | Price per Head (Rupees in Figure) | Price per Head (Rupees in Words) |
|---------|--|-----------------------------------|----------------------------------|
| 1       | Bread with butter and Jam/ Puri with Dal/ Alu Paratha with Sabji (Interchangeably) |                                   |                                  |
| 2       | Corn flack with Milk   |                                   |                                  |
| 3       | Boiled Egg   |                                   |                                  |
| 4       | Banana   |                                   |                                  |
| 5       | Tea  |                                   |                                  |
| 6       | Coffee   |                                   |                                  |

#### B. Food items for Lunch (3<sup>rd</sup> June, 2018-1<sup>st</sup> July, 2018) (For 45 persons)

| Sl. No. | Items         | Price per Head (Rupees in Figure) | Price per Head (Rupees in Words) |
|---------|---------------|-----------------------------------|----------------------------------|
| 1       | Rice and Roti |                                   |                                  |

|    |                              |  |  |
|----|------------------------------|--|--|
| 2  | Salad                        |  |  |
| 3  | Daal                         |  |  |
| 4  | Sabji                        |  |  |
| 5  | Papad                        |  |  |
| 6  | Bhaji                        |  |  |
| 7  | Spl. Veg item                |  |  |
| 8  | Chicken<br>(interchangeably) |  |  |
| 9  | Fish<br>(interchangeably)    |  |  |
| 10 | Paneer                       |  |  |
| 11 | Sweet                        |  |  |
| 12 | Curd                         |  |  |

**C. Food items for Dinner (3<sup>rd</sup> June, 2018-1<sup>st</sup> July, 2018) (For 45 persons)**

| <b>Sl. No.</b> | <b>Items</b>              | <b>Price per Head (Rupees in Figure)</b> | <b>Price per Head (Rupees in Words)</b> |
|----------------|---------------------------|--|---|
| 1              | Rice and Roti             |  |   |
| 2              | Salad                     |  |   |
| 3              | Daal                      |  |   |
| 4              | Sabji                     |  |   |
| 5              | Papad                     |  |   |
| 6              | Bhaji                     |  |   |
| 7              | Egg<br>(interchangeably)  |  |   |
| 8              | Fish<br>(interchangeably) |  |   |
| 9              | Spl. Veg item             |  |   |
| 10             | Paneer                    |  |   |

|    |      |  |  |
|----|------|--|--|
|    |      |  |  |
| 11 | Curd |  |  |

**D. Refreshments items (3<sup>rd</sup> June, 2018-1<sup>st</sup> July, 2018) (For 45 persons)**

| Sl. No. | Items   | Price per Head (Rupees in Figure) | Price per Head (Rupees in Words) |
|---------|---|-----------------------------------|----------------------------------|
| 1       | Tea/Coffee with Biscuits (Twice in a day)   |                                   |                                  |
| 2       | Samosa/ Pakoda/Veg. Cutlet/Veg. Burger/Veg. Patties (Once in day) (Interchangeably) |                                   |                                  |
| 3       | Processed Fruits (200 gm) Once in a day at afternoon                                |                                   |                                  |

The quantities are tentative. It may decrease/ increase when placing the order.

Grand Total of

(A)+(B)+(C)+(D)=Rs.....(Rupees.....  
.....  
.....)

**Full Signature of the Bidder/Firm (Seal):**

Address:

Contact No: (1)

(2)