



**ASSAM UNIVERSITY: SILCHAR**  
**EXPRESSION OF INTEREST**

Sealed bids/envelopes (super scribing **Supply of refreshment to different sub committees of 23<sup>rd</sup> Convocation-2026 to be held at ASSAM UNIVERSITY, SILCHAR CAMPUS** mentioning email id and mobile no. ; on the envelope) are invited for **empanelment of interested food vendors having valid University vendor license for supply of refreshment including breakfast/lunch/evening snacks/dinner** at Assam University, Silchar Campus during forth coming Convocation program.

**University requirement and conditions:**

- i) Vendor must have a valid GST registration certificate, PAN Card, valid University food vendor license.
- ii) Adequately trained staff for cooking, serving and housekeeping available with the vendor.
- iii) The vendor should offer balanced, nutritious, and diverse food options as required for the program.
- iv) The interested participants are also advised to undertake a survey before submission of their bid alongwith the above-mentioned documents.
- v) Ability to provide special dietary options (vegetarian vegan, no-onion-no-garlic, etc.)
- vi) Vendor should have essential equipment (gas burners and commercial LPG cylinders, tables, serving counter, water dispensers if required).
- vii) Vendor should be able to prepare food on-site or deliver fresh food on time.
- viii) Vendor must submit clear menu chart with item wise cost within programme budget.
- ix) Strict adherence to time for serving breakfast, lunch, tea, snacks, etc to be followed by the vendor.
- x) Vendor must use biodegradable or reusable plates, cups and cutlery.
- xi) Minimise single- use plastics in packaging and serving.
- xii) Vendor must submit valid FSSAI certificate if any, along with their bid.
- xiii) Only valid food vendor license holder of the Assam University can submit their bid. All intending vendor must ensure that they have cleared monthly rent upto November-2025 to become eligible for submission of their bid.
- xiv) Cleanliness & hygiene to be maintained by the vendor during preparation and supply of food items.

University has the right to accept or reject any or all kinds of bids/interest envelope without citing any reason. Interested participant must submit their bid in sealed envelope with all documents at the Estate Section, Administrative Building, Assam University, Silchar on or before 09-01-2026 within 2.00 pm. All further correspondences will be made after the last date of submission via email/mobile no of the bidders/participants.

No. AU/ES-32/2018

Copy to:

1. PS to VC for kind information of the Vice-Chancellor.
2. PS to FO for information of the Finance Officer.
3. Director Computer Centre for information and uploading at the University website please.
4. File.

  
Registrar

Date: 02-01-2026

  
Section Officer (Estate)

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**ASSAM UNIVERSITY::SILCHAR**

**PROFILE SHEET OF APPLICANT FOR EMPANELMENT TO SUPPLY OF  
REFRESHMENT.**

Recent
Passport Size
Photo

- 1. Name of the service provider:**
- 2. Father/ Mother Name:**
- 3. Permanent Address:**
- 4. Address for communication:**
- 5. Mobile No. & email:**
- 6. PAN & AADHAR No. (Copy of same to be attached):**
- 7. Specimen copy of GST format bill with Bank A/c No. /Branch Name (copy to be attached)**
- 8. Experience if any (copy to be attached):**
- 9. Copy of deposited fee receipt up to Nov'25:**
- 10. FSSAI Certificate (Optional):**

S.No.	Particulars	Please specify menu along with quantity offered within budget	Maximum rate including GST, pocketing & water etc.
1.	Breakfast		Rs. 110/-
2.	Lunch		Rs. 220/-
3.	Evening snacks		Rs. 110/-
4.	Dinner		Rs. 220/-

I have carefully read and understood all the terms and conditions of the EOI documents. The information/documents furnished are true and authentic to the best of my knowledge and belief. I do hereby undertake to comply with GST/ other legal requirements.

**Signature of the authorised person**