



## Assam University, Silchar

### Short Notice Inviting Tender (Two bid system)

No: AU/SPE/243/25

Dated: 23/02/2026

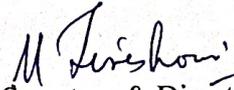
Sealed bids/envelopes (Two bid system i.e Technical & Financial) (super scribing "Supply of refreshment to different sub committees, Officials, Volunteers of the All India Inter University Sepak Takraw (Men & Women) National Championship 2026" to be organized by ASSAM UNIVERSITY, SILCHAR from 6<sup>th</sup> March to 14<sup>th</sup> March 2026 mentioning email id and mobile no.; on the two separate envelope) are invited for empanelment of interested food vendors having valid license for supply of refreshment including breakfast/lunch/evening snacks/dinner at Assam Silchar Campus during forth coming National Championship events.

#### University requirement and conditions:

- i) Vendor must have a valid GST registration certificate, PAN Card, valid 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 along with 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, dinner, 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) Cleanliness & hygiene to be maintained by the vendor during preparation and supply of food items.
- xiii) Vendor must place proper dustbin by maintaining proper waste management system during and after event and keep the surrounding clean.
- xiv) Vendor must submit valid FSSAI certificate (if available), along with their bid.
- xv) Vendor must submit the document available in the Annexure, along with their bid.
- xvi) Only valid food vendor license holder of the Assam University can submit their bid.
- xvii) The interested and financially sound Firms/Decorators/Designers having (1) work experience of similar nature, of value not less than 20 lakhs, single work, in last 5 years in any Central Govt. Deptt/Govt. Institution/PSU, (2) GST Registration, (3) Valid PAN card, (4) Trade license (5) Labour license
- xviii) The Financial bid must be submitted as per the Annexure B in the Financial bid and the financial bid shall be open if technically qualified.
- xix) An EMD of Rs. 10,000/- (Ten thousand) only is required to be enclosed with the bid in the form of call deposit in favour of Assam university, Silchar, valid for six months from any Nationalised Bank, which will be refunded within three (3) months of completion of the work.
- xx) Application in plain paper completed in all respect enclosed with non-refundable application fee of Rs.5000/- (Rupees Five thousand only) to be submitted by demand draft in favour of Assam University, Silchar payable at Silchar and the application should reach to the Office of the undersigned (Sports Board, Assam University Silchar) by 2<sup>nd</sup> March 2026 till 1 pm. No bids shall be accepted after the last date and time.
- xxi) The bids shall open for evaluation by the Food Sub-Committee & Purchase Committee of the event in the presence of interested bidders on 2<sup>nd</sup> Feb 2026 at 3.30 pm at Sport Board, Assam University.
- xxii) In case of any dispute 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 arbitration shall be final, conclusive and binding upon both the parties and which is governed by Arbitration and Conciliation Act, 1996.

xxiii) 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 Sports Board, Assam University, Silchar on or before 02-03-2026 within 1.00 pm. All further correspondences will be made after the last date of submission via email/mobile no of the bidders/participants.

xxiv) Successful technical bidders(as per annexure A1&A2) with minimum financial bid(as per annexure B) may be issued purchase order with the appropriate approval.



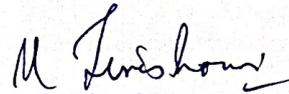
Organizing Secretary & Director, Sports Board,  
Assam University Silchar

**No: AU/SPE/243/25**

**Dated:23/02/2026**

Copy to:

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



Organizing Secretary & Director, Sports Board,

Assam University Silchar

ASSAM UNIVERSITY:SILCHAR

TECHNICAL BID 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. FSSAI Certificate (Optional):
10. GST Registration Certificate:

Sl No.	Particulars	Details of the items(with different variety of each meal) and quantity along with packaged drinking water	Remarks (Yes/No)
1	Breakfast	3Pcs Roti/4 Pcs Puri/1 Pc Aloo Paratha/1 Pc Plain Paratha, Ghughni (Matar/Kabuli Chana), 1 Pc Sweet, Tea (Milk/Black), Pickle, 750 ml MW Bottle.	
2 a	Working Lunch/Dinner (Veg)	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Plain Daal (Chana/Mixed/Moong), Fries (Potato/Brinjal/Pumpkin), One Vegetable (Mixed Veg/ Seasonal), Kofta/DhokaDalna/Paneer, Dessert (Chutney/Kheer/Sweet), Salad, Papad, Lemon, Pickle, 750 ml MW Bottle.	
2 b	Working Lunch/Dinner (Non-Veg)	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Plain Daal (Chana/Mixed/Moong), Fries (Potato/Brinjal/Pumpkin), Kofta/DhokaDalna/Paneer, Chicken/Fish, Dessert (Chutney/Kheer/Sweet), Salad, Papad, Lemon, Pickle, 750 ml MW Bottle.	
3	Evening Snacks/ High-Tea	1 Pc Samosa/Kachauri, 1 Pc Gulab Jamun, 1 Pc Motipaak/Kaju Barfi, 1 Cup Coffee (Milk/Black) / Tea (Milk/Black), 750 ml MW Bottle.	
4	Special Lunch/Dinner	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Daal Fry, Fries (Aloo/Brinjal), Mixed Veg, Kofta/DhokarDalna, Paneer (Matar/Butter/Plain), Fish (Katla/Rohu), Chicken, Chutney (Seasonal), Sweet (Rasgolla/Gulab Jamun), Salad, Papad, Lemon, Pickle, 750 ml MW Bottle.	

Signature of the Authorised person/vendor

Name:

Mobile no:

Email id:

**Annexure-B**

**Financial Bid Document: Must be submitted in a Separate Envelope mentioning "Financial Bid document for "EMPANELMENT TO SUPPLY OF REFRESHMENT" during the National Championship"**

Sl No.	Particulars	Details of the items and quantity along with packaged drinking water	Offer Price (per plate )
1	Breakfast	3Pcs Roti/4 Pcs Puri/1 Pc Aloo Paratha/1 Pc Plain Paratha, Ghughni (Matar/Kabuli Chana), 1 Pc Sweet, Tea (Milk/Black), Pickle, 750 ml MW Bottle.	
2 a	Working Lunch/Dinner (Veg)	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Plain Daal (Chana/Mixed/Moong), Fries (Potato/Brinjal/Pumpkin), One Vegetable (Mixed Veg/ Seasonal), Kofta/DhokaDalna/Paneer, Dessert (Chutney/Kheer/Sweet), Salad, Papad, Lemon, Pickle	
2 b	Working Lunch/Dinner (Non-Veg)	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Plain Daal (Chana/Mixed/Moong), Fries (Potato/Brinjal/Pumpkin), Kofta/DhokaDalna/Paneer, Chicken/Fish, Dessert (Chutney/Kheer/Sweet), Salad, Papad, Lemon, Pickle	
3	Evening Snacks/ High-Tea	1 Pc Samosa/Kachauri, 1 Pc Gulab Jamun, 1 Pc Motipaak/Kaju Barfi, 1 Cup Coffee (Milk/Black) / Tea (Milk/Black)	
4	Special Lunch/Dinner	4 Pcs Roti/2Pcs Roti and Rice/Plain Rice, Daal Fry, Fries (Aloo/Brinjal), Mixed Veg, Kofta/DhokarDalna, Paneer (Matar/Butter/Plain), Fish (Katla/Rohu), Chicken, Chutney (Seasonal), Sweet (Rasgolla/Gulab Jamun), Salad, Papad, Lemon, Pickle.	

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/vendor  
Name:  
Mobile no:  
Email id: