



**ASSAM UNIVERSITY : SILCHAR  
(19th CONVOCATION)**

**NO. AU/ 19th Convocation/ Refreshment/2022**

**Dt. March 31, 2022**

**QUOTATION NOTICE FOR SUPPLY OF REFRESHMENTS AND DRINKING WATER BOTTLES/JARS**

Sealed quotations in single bid are invited from financially sound and reputed confectioners/bakers/outdoor food suppliers/catering service providers for supply of refreshments and drinking water for **19th Convocation of Assam University**, Silchar scheduled from **May 5 to May 7, 2022** as per details given hereunder.

The bidders are requested to read the tender document carefully and ensure compliance with specification / instructions herein. Noncompliance 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 indented 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 and III– enclosed with this document along with samples of refreshment duly packed for evaluation and selection of lowest responsive bidder by the Refreshment Committee.
4. **The bidders have to quote separately for items mentioned in Annexure-II and Annexure-III. One may send quotation either for Annexure-II or for Annexure-III.**
5. The supply order will be given to a single firm for supply of refreshments as per quantity and specification mentioned in this document.
6. The rate of refreshments per packets from **May 5 to May 7, 2022** shall be quoted including applicable taxes, packing and transportation cost to Assam University, Silchar. Quality of the refreshments served shall be the main criteria for selection of the lowest responsive bid. The decision of the Committee shall be final in this regard.
7. The bids shall be evaluated by the Refreshment Committee along with samples for evaluation and selection of lowest responsive bidder.
8. All preventive measure 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.
9. Refreshment provided will be tasted / checked by the University staff/ student volunteers/committee members randomly half an hour before the distribution starts.
10. The packets as per requirement mentioned in this document are to be delivered in hygienic condition to Assam University, Silchar on **May 5, May 6 and May 7, 2022 (by 9am)**. The drinking water bottles/jars (20L water jar, 250 ml water bottle, 500 ml water bottle) should be delivered on **May 4 (by 10am)**.
11. Bidders are to mention their Bank Account Number, Bank Address, IFSC code, PFMS code for the purpose of payment to successful bidder.

12. Bidders are to put their signature on all the pages of this document alongwith signed copy of price bid and bidders information sheet as per annexure I, II and III.
13. The last date of receipt of tender is **20th April 2022 (Wednesday) up to 11:00 am in Room no. 20 (Budget & Salary section)** ground floor in Raja Rammohan Roy administrative building, Assam University, Silchar.

**B. Eligibility Criteria:**

1. Firm should be registered under prevailing law in India (Self attested copy to be enclosed with bid).
2. Firm should have GST registration and PAN (Self attested copy to be enclosed with bid).
3. Firm 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 30,000.00** (Rupees Thirty Thousand Only) in the shape of DD/ Call Deposit/ 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 Refreshment Committee.
2. In the process of evaluation, the samples of refreshments to be provided will be **first checked and evaluated** by the Committee. Quality of refreshment samples provided shall be the main essence of the bid.
3. In the **second stage**, only those bids will be opened by the Committee whose samples of packets 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.

The bids shall be opened for evaluation in the presence of interested bidders on **20th April, 2022 (Wednesday) at 1:30pm in the Dept. of Physics, Conference Room (Ground Floor)**, Assam University, Silchar.

**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.

**(Registrar, Assam University, Silchar)**

**ANNEXURE – I**  
**Bidder Information Sheet**

1	Name and Address of the supplier / 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	GST No. (Self attested copy to be enclosed)	
6	PFMS Code	
7	Tender Cost enclosed: Yes / No, if Yes, DD/Bankers Cheque No. to be mentioned	
8	EMD enclosed: Yes / No, if Yes, DD/Call Deposit/ FDR No. to be mentioned	
9	Additional information, if any (Attach separate sheet, if required).	
10	Length of experience in the field	
11	Bank A/C No, Bank Address & IFSC Code (Cancelled Cheque to be enclosed)	
12	Name of contact person and mobile number	

**Full signature of bidder (Seal):**-----

Address:-----

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**ANNEXURE – II**  
**Price Bid**

**(A) Refreshment Packets on Convocation days (May 5, May 6, and May 7, 2022)**

S/N	Items	Quantity	Total amount per packet inclusive of taxes, napkin, packing & delivery cost to Assam University, Silchar (in Rupees)
1	Vegetable Burger (Preferably Baked Paneer) (L × B ~ 10.5cm × 7.5cm)	1 pc	
2	Butter cake	1 pc	
3	Kaju Barfi (~ 20g)	1 pc	
4	Patis (Baby corn onion)	1 pc	
5	Cookies	2 pc	
6	Lassi (preferably Amul manufactured)	1 pk	

Note:

1. The required number of refreshment packets on each day is **3500 (approximately)**. However the number may **decrease or increase** depending on the actual requirements when placing the order.
2. The packets as per requirement mentioned above are to be delivered in hygienic condition to Assam University, Silchar on **May 5, May 6 and May 7, 2022 by 9am**.

**Total = Rs ----- (Rupees -----)**

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**Full Signature of Bidder ( Seal) : -----**

**Address:-----**

**Contact No.-(1)------(2)-----**

**ANNEXURE – III**

**Price Bid**

**(C) Drinking water bottles/jars on Convocation days (May 5 to May 7, 2022):**

Sl No	Item	Cost per item including taxes and delivery cost to Assam University, Silchar (in Rupees)
1	250ml water box (48 bottles per box)	
2	500ml water box (24 bottles per box)	
3	20L water jar	
4	Paper glass (~200 ml)	

**Note:-**

- 1) Unused sealed water boxes (both 250ml and 500ml) and 20L water jars will be returned to vendors. The amount will be adjusted in the bill.
- 2) Vendor has to supply all items on **May 4, 2022 (10AM)**. He/She also has to **supply 12 water dispensers** which will be returned after convocation.

**Total = Rs ----- (Rupees -----  
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**Full Signature of Bidder ( Seal) : -----**

**Address:-----**

**Contact No.-(1)------(2)-----**

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**Grand Total of (A) + (B) + (C) = Rs ----- (Rupees -----  
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**Full Signature of Bidder ( Seal) : -----**

**Address:-----**

**Contact No.-(1)------(2)-----**