



# NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

(ESTABLISHED UNDER THE ASSAM ACT NO. XXV OF 2009)

NEJOTI BUILDING, BHOLANATH MANDIR PATH, ULUBARI, GUWAHATI - 781 007, ASSAM (INDIA)

Ph.: +91-361-2738891 / 92 Fax: +91-361-2738892

E-mail: (registrar / admin)[@nluassam.ac.in](mailto:registrar@nluassam.ac.in) Website: [www.nluassam.ac.in](http://www.nluassam.ac.in)

## NOTICE INVITING EXPRESSION OF INTEREST

Ref: No. NLUJAA/ADMIN/F/TENDER-CATERING/2014/002

Date: 29-03-2014

We are in the process of selection of a catering contractor for The National Law University and Judicial Academy Assam (NLUJAA) Mess for the Hostel boarders etc. of the NLUJAA (a single Mess runs for all the hostels) on the campus. The University presently has around 180 residential borders excluding teaching and non-teaching staff.

The terms and conditions and other details on which the contract is to be awarded are given in the following pages.

You are welcome to inspect the Hostel mess premises at in the office hours on the week days, Please be present in the office of the Administrative Officer, NLUJAA, for this purpose. If you prefer a different time or date, then please send an e-mail to [registrar@nluassam.ac.in](mailto:registrar@nluassam.ac.in) stating your preferred date and time.

In case you are interested in the above mess contract please submit your Expression of Interest in the formats prescribed and enclose documents as required, along with an EMD of Rs. 50,000/-, payable to "**The National Law University and Judicial Academy Assam**". This amount will be refunded promptly to unsuccessful bidders at the time of the award of the contract.

These should be submitted in a sealed envelope and must reach the following addressee by **3:00 P.M. on 30/04/2014.**

**The Registrar, National Law University and Judicial Academy, Assam**  
**NEJOTI Building, Bholanath Mandir Path, BK Kakati Road,**  
**Ulubari, Guwahati, Assam-781007**

Expressions of Interest will be opened at 3.30 P.M. on same the day Names of the parties shortlisted on the basis of Expressions of Interest will be published on the NLUJAA website.

  
REGISTRAR  
NLUJAA 29/3/14

**TENDER DOCUMENT  
FOR PROVIDING  
CATERING SERVICES  
IN THE MESS OF  
NATIONAL LAW UNIVERSITY AND  
JUDICIAL ACADEMY, ASSAM**

## **TERMS AND CONDITIONS OF CONTRACT**

### **1. SCOPE OF WORK**

Providing Catering Services to the Hostel Boarders of The National Law University and Judicial Academy, Assam (NLUJAA) in the NEJOTI campus, B.K. Kakati Road, Ulubari, Guwahati - 781007.

### **2. CATERING SERVICES**

The contractor shall:

- 2.1. Provide all essential raw materials for cooking purposes. The contractor shall arrange to purchase and provide the fresh raw material required for preparing the various items on the Menu for use in the NLUJAA at his own cost and that the contractor shall abide by the rules & regulations enforced by the local Government. Necessary license(s) from the competent authority wherever required, shall be obtained by the controller.
- 2.2. Arrange Gas Cylinders and burners / stoves and cooking appliances and utensils required for cooking and serving food. A list of such inventories shall form part of the agreement. Refilling of cooking gas cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.
- 2.3. Provide standard lunch, dinner, breakfast to the boarders and other non-residential staff as per a mutually agreed-upon Menu.
- 2.4. Provide Room service to boarders who are either unwell or who stay as guests on payment basis on indent by the University.
- 2.5. **The Tentative Timing for services will be as indicated below:**

<b>Breakfast</b>	-	<b>8 A.M. to 9 A.M.</b>
<b>Lunch</b>	-	<b>1.30 P.M. to 2.30 P.M.</b>
<b>Dinner</b>	-	<b>8 P.M. to 9.30.P.M.</b>

**Menu:** **As per Annexure - I**

### **Important Note:**

- a) Since all appliances and crockery etc are provided by the contractor, the Contractor has to provide the services on cost basis and quote the rates in a

very prudent manner.

- b) Raw materials used for cooking purposes should be fresh and of good quality. Edible Oil will be of Sunflower/ Ground Nut/ Mustard of a reputed brand.
- c) Electricity and water will be provided by the University free of cost.

### **MANPOWER DEPLOYMENT AND OFFICE MANAGEMENT**

- 3.1. The Contractor shall deploy a minimum of 15 persons for cooking and catering. In case, the no. of workers engaged on any day is found to be less than the aforesaid requirement, proportionate deductions will be made from the monthly bill. NLUJAA In-Charge will maintain an attendance register for the purpose, which will be submitted along with the monthly bill. In case of special events/Official functions, the contractor shall arrange additional manpower so as to see that no inconvenience is caused during the special events/ official functions. Such additional deployment of the manpower shall be within the overall tariff quoted by the contractor and NLUJAA will in no way be liable for any additional charge.
- 3.2. The Contractor or his authorized representative shall employ only adult laborer / workers for this work and those staff acceptable to NLUJAA as per Govt. rules applicable from time to time. Before engagement, the Contractor shall at his cost get all the workers engaged by him, medically examined as directed by NLUJAA and get their fitness certificate which will be handed over to the NLUJAA In-charge for records. The Contractor shall also arrange police verification of all the employees to be deployed by him and submit such verification report to the NLUJAA authority.
- 3.3. The contractor shall recruit his laborers/workers for the contract at his own risk. The contractor's staff shall not be treated as NLUJAA staff for any purpose, whatsoever, and facility/benefits applicable to NLUJAA staff will not be applicable to contractor's employees. Any dispute connected with the contractor's staff shall be settled by the contractor at his own cost and risk.
- 3.4. No free accommodation except a changing/resting room, will be provided to the contractor or his employees.
- 3.5. The contractor shall be responsible for fulfilling the requirement of all the statutory provisions of Minimum wages Act, Payment of wages Act (including leave salary), workmen compensation Act Industrial Disputes Act, contract Labor (Abolition & Regulation) Act, Employees Provident Fund Act, Payment of Bonus Act and all other labor and industrial enactments at his own cost and risk in respect of all the staff employed by him.

- 3.6. Wages for workers engaged by the contractor shall be paid at the minimum wage rate applicable to the category (skilled and unskilled) as revised from time to time.
- 3.7. The Contractor shall be responsible for his employees to observe the security and safety regulations of this Centre.
- 3.8. Cleaning and Housekeeping of Kitchen and dining area, will be the sole responsibility of the caterer. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture is also responsibility of the caterer. The highest possible standards are expected in this regard. All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for washing hands in basin, clean towels hand gloves for mess workers where necessary and head caps for mess workers and other measures as advised by the University.

### **3. OTHER TERMS AND CONDITIONS**

- 4.1. The interested parties are requested to submit the technical bid and financial bid separately. The bids in Sealed Covert containing "Technical Bid" and Sealed cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "Tender for Catering Services" duly indicating "Tender number and date" should reach the office of the Registrar, NLUJA, Assam, up to **1500** hrs. on 30/04/2014 along with demand draft of Rs. 50,000/- only (Rupees fifty thousand only) as security deposit and the same will be returned after expiry of the Catering Service agreement. The Technical bid will be opened on the **same day at 15:30** hrs. After evaluation of Technical Bids the Financial Bids will be opened for evaluation and information regarding date, time and venue will be intimated to successful bidders whose Technical Bids are accepted.
- 4.2. The contract shall be valid for a period of one year. The period of contract can be extended for a further period of one year on mutual agreement. In case the Contractor wants to discontinue the contract for any reason, before completion of the contract period, the Contractor shall give 3 months' advance notice to NLUJAA. Similarly if NLUJAA wants to discontinue the Contractor for any reasons, it shall give one month advance notice to the Contractor.
- 4.3. The rates quoted by the contractor shall be firm and inclusive of all and other services, consumables, manpower, equipment's, tools, appliances and any other expenses that the contractor may incur in executing the job and include all contractual obligations to carry out the above job. Further the rates would be

inclusive of all taxes including service tax, if any.

- 4.4. The rates for services shall remain fixed during the period of the contract. Rates for food items will be reviewed once in a year.
- 4.5. The contractor shall not appoint any sub-contractor for the work assigned to him.
- 4.6. In case the furniture/ furnishing are damaged due to misuse by the contractor or his employees except normal wear and tear, he will be liable to get the same exchanged/repaired at his cost failing which the same would be got done by NLUJAA and the cost will be debited to the contractor. The contractor shall be responsible for various items provided in the Building including electrical and electronic items. In case, NLUJAA suffer any loss of whatever nature on account of the contractor or his staff by not following the security / safety regulations/instructions the contractor shall be liable to bear all such losses as may be determined by NLUJAA at its sole discretion and NLUJAA shall have the right to recover all such losses from the monthly bill/dues payable to the contractor.

#### **4. PAYMENT ETC. TERMS**

- 5.1. Payment of the catering bill will be made through RTGS/ cheque every month by the seventh day of the month for the bill for the preceding month. The bank details, i.e., Name of Bank, IFSC code, place of bank, nature of account etc. shall be provided to the University by the Lessee.
- 5.2. The Contractor will submit monthly bill on or before 1<sup>st</sup> day of each month along with the following documents:
  - a) Documentary proof of having paid the wages to the employees.
  - b) Attendance sheet duly signed by the Officer-In-charge, catering services.
  - c) Bill for catering services duly signed by Officer-In-charge, NLUJAA.
- 5.3. Contractor shall ensure payment of wages at par with the existing Minimum Wages and disburse the salary/wages to his employees as per Minimum wages Act, in the presence of Catering In-Charge latest by 8<sup>th</sup> of every month and a salary/wages disbursement sheet duly attested by NLUJAA catering In-Charge may be submitted along with the catering bill.
- 5.4. Income tax/ Service Tax/ VAT will be deducted from catering bills as per income tax rules applicable from time to time.

- 5.5. If the contractor fails to provide proper service as agreed upon or neglects to comply with any directions given to him, authority of NLUJAA shall be liable to terminate the contract and security deposit paid by the contractor will be forfeited. Further, it may also be noted that in case the work order is issued and the party does not turn up to take-up the work, the work will be entrusted to any other party at the cost of the contractor. The cost will be adjusted from the security deposit and fixed security deposit against equipment etc. placed with the NLUJAA.
- 5.6. The contractor shall be liable to pay for any expenses, loss or damage, which NLUJAA may incur or sustain for reason attributable to contractor's lapses if it exceeds the amount of security deposit.
- 5.7. The contractor is liable for payment of penalty for unsatisfactory services, inadequate deployment of staff, poor quality of food, use of substandard material on the discretion of Authority, NLUJAA, subject to a maximum of 10% of the monthly catering bill of the contractor.
- 5.8. The contractor's personnel will not engage themselves in any business activities in the NLUJAA'S premises.
- 5.9. The contractor's personnel will not carry out any transaction i.e. collection of food bill, issue of cash receipt etc. from the inmates of the NLUJAA residential rooms.
- 5.10. The contractor is required to give a list of all his employees in advance to Authority, NLUJAA, and submit an extract of the same along with the monthly bill. For day-to-day maintenance the Contractor/his personnel staff shall report to the In-Charge NLUJAA House.
- 5.11. The Registrar, NLUJAA or his authorized representative reserves the right to enter into a parallel contract with any other party as and when considered necessary during the currency of the contract. If the contractor fails at any time to render the services under this contract satisfactorily in the opinion of the Registrar, NLUJAA, whose decision shall be final and binding on the contractor, he may at his option get the work done by the other parties at contractor's risk and cost. In such an event the contractor is liable to reimburse the loss/extra expenditure incurred by The Registrar, NLUJAA on this account.
- 5.12. The receptionist / waiters engaged by the contractor will wear uniform regularly. The uniforms of Supervisor/Cook/waiters should be in different colors and the Contractor shall be responsible for providing all these uniforms.
- 5.13. Since the money for running the mess is received from the students and since there is a logical limit to the mess fees that can be charged from a student, if, on

opening of price bids from the firms it is assessed by the University that the lowest approved rate is way higher than the fees that can be logically charged from a student, the University shall reserve the right to cancel the tender and explore other options for running the mess to ensure a lower per student mess fee per month.

- 5.14. The contractor shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself available whenever called by the NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.
- 5.15. The University reserves the right to reject any or all of the bids submitted without assigning any reason thereof.

## **5. JURISDICTION**

The courts of law situated in Guwahati alone shall have jurisdiction to adjudicate on matters arising out of this contract.

## **7. GENERAL**

- 7.1. If the firm is eligible as per the above conditions only then it should submit the technical bid and financial bid for catering services in the prescribed format.

## **8. ELIGIBILITY CRITERIA**

- 8.1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted possessing the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
- 8.2. The Tenderer must have a minimum of one-year experience in providing Catering Service, having successfully completed or running minimum one similar catering service in the last year of works of value not less than Rs. 8.00 lakhs.
- 8.3. Tenderer with experience of catering in Educational Institution or any Central or State Government Undertaking or Office or Institute with a minimum of 200 persons shall be given preference.



- 8.4. Average Financial Turnover during the last 2 years, ending 31st March 2014 should be at least Rs. 12 lakhs (Rupees twelve lakhs) per year. Documentary evidence to be provided, duly attested by Chartered Accountant.
- 8.5. There should be no case pending with the police against the Proprietor/ Firm/ partner or the Company (Agency).
- 8.6. The bidder must have the following Registrations and details of the same shall have to be provided in the Technical Bid:
- i) Valid License, issued by Regional labour Commissioner, Govt. of India/Govt. of Assam.
  - ii) Service Tax Registration.
  - iii) Latest income tax returns and Permanent Account Number allotted by Income tax Department.
  - iv) Relevant Trade Registration Certificate from Competent Authority.
  - v.) Food License from Competent Authority

## **9. PENALTIES FOR VIOLATION OF ORDERS, TERMS AND CONDITIONS**

- 9.1 The caterer will be penalized/ fined in case of the following:
- a. Non-availability of complaint register on the mess counter or if found discouraging students from registering complaints.
  - b. Changes in menu of any meal without permission of Mess Committee
  - c. If Mess Committee agrees that certain item of a meal was not cooked properly
  - d. If food during any meal gets over within stipulated timings of the mess and students are forced to forego meals on account of shortage of food during mess hours
  - e. Any other deviation from the terms and conditions agreed upon.
- 9.2. First violation of the rule will result in imposition of fine, the quantum of which shall be left to the Mess Committee to decide.
- Second and subsequent violations of the same rule on a different day within 30 days of imposition of previous fine will attract penalty amounting to twice the

initial amount of fine on the caterer.

For complaints proved regarding hygiene and adulteration and gross negligence, the University shall impose a fine extending up to Rupees fifty thousand accompanied by termination of the contract without prejudice to the University.

**MENU****GENERAL STRUCTURE OF THE MENU:**

DAY	BREAKFAST	LUNCH	DINNER
<b>MONDAY</b>	Veg Chow, Sauce / Poha with chopped onion and chutney, Apple (1 pc)	Plain Rice, Ghee Roti / Plain Roti Black Masoor (Dal Tadka), Aloo Matar, Baigan Fry, Curd (50 gm), Pickle	Plain Rice, Khichdi, Plain Roti, Dal Fry, Lovia Masala, Aloo Bhujia with ground nut, Salad Roasted Papad, Pickle
<b>TUESDAY</b>	Aloo Paratha (2 pcs), Curd (50 gm) / Tomato Ketchup, Achar Egg / Banana (1 pc)	Plain Rice, Plain Roti, Mixed Dal, Egg Curry (2 pcs) / Matar Paneer, Aloo Gobi / louki Chana, Salad and Pickle	Plain Rice, Ghee Roti / Plain Roti, Parbal / Bhindi Fry, Aloo Bean, Masoor Dal (Garlic Tadka), Salad and Pickle
<b>WEDNESDAY</b>	Puri (6 pcs), Sabzi (150 gm), Egg / Banana (1Pc) Pickle	Plain Rice, Plain Roti, Fish Curry/Matar Mushroom Aloo Soyabean., Moong Dal (Tadka) Papad and Pickle.	Plain Rice, Ghee Roti / Plain Roti, Aloo Palak and Rajma Masala, Yellow Dal, Curd and Pickle
<b>THURSDAY</b>	Idli / Fried Idli (4 pcs), Sambhar Coconut Chutney, Egg / Banana (1 Pc)	Plain Rice, Arahar Dal (Tadka), Plain Roti, Aloo Methi / Jeera Aloo, Kadi, Dhaniya Chutney, Curd (50 gm)	Plain Rice / Jeera Rice, Ghee Roti / Plain Roti, Dal Makhani, Veg Jalfrezi, Kheer, Salad & Pickle
<b>FRIDAY</b>	Toasted Bread (6 pcs), Butter (10 gm), Jam (10 gm), Egg / Banana (1pc)	Plain Rice, Plain Roti, Chicken Curry / Kadhai Paneer, Masoor Dal (Tadka), Aloo Squash, Papad and Pickle.	Plain Rice, Ghee Roti / Plain Roti, Aloo Cabbage, Chilli Soyabean Navaratan Dal, Salad and Pickle
<b>SATURDAY</b>	Plain Paratha (2 pcs), Aloo Chana (150 gm), Achar, Egg / Banana (1 pc).	Plain Rice, Fish Fry / Matar Paneer, Plain Roti, Black Masoor Dal, Kashmiri Aloo Dum, Papad and Pickle	Plain Rice, Aloo Gobi / Baingan Bharta, Arahar Dal, Vegetable Kofta Ghee Roti / Plain Roti, Salad and Pickle
<b>SUNDAY</b>	Masala Dosa, Sambhar, Coconut Chutney Sprouts	Plain Rice, Ghee Roti, Mix Dal, Aloo Bhujia with ground nut, Papad and Pickle	Veg Biryani, Masala Chicken / Paneer Kofta, Plain Roti, Chhole, Onion Salad and Pickle

1. Only Branded provisions such as Maggi sauces, Catch Masala, Fortune Oil etc will be used.
2. Hygiene and cleanliness will be given topmost priority.
3. Chicken Curry is of 100 gms Chicken with 150 gm Gravy.
4. Fish / Paneer Curry is of 90 gms Fish / Paneer with 100 gms Gravy.
5. There will be second serving of all items except Chicken, Fish, Egg and Paneer etc.
6. Sick meal will be provided as and when necessary on prior intimation
7. Menu may vary according to seasonal availability of raw materials.

**TENDER FORM**  
**(Technical Bid)**  
**(On the letter head of the concerned submitting the bid)**

The Registrar  
National Law University and Judicial Academy, Assam  
Bholanath Mandir Path, Ulubari, Guwahati - 781 007

Ref No.: NLUJAA/ADMIN/F/TENDER-CATERING/2014

Date: 29-03-2014

Sir,

1. I / We hereby undertake to provide the catering services as specified in the Bid / tender document and agree to hold this offer open for a period of 120 days from the date of opening of the tender. I / we shall be bound by a communication of acceptance issued by you.

2. I / we have understood the instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and my/our offer is to supply the services strictly in accordance with the requirement.

3. A crossed Bank Draft in favour of "**The National Law University and Judicial Academy, Assam**", for Rs. 50,000/- (Rupees fifty thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on (Bank name).....and Bank payable at SBI South Guwahati Branch.

4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor / constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney. (NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorized to sign the bid document).

5. Certified that the bidder has the experience of more than \_\_\_\_\_ years in providing catering and related services. Certified copies at least one work-order pertaining to each of the last two years are enclosed with this bid.

6. Certified that the bidder has a turn-over of over Rs. 12 Lakhs in this line of business in each of the last two years. Certified copies of the annual statements of accounts including the Profit & Loss Account and the Balance sheet are enclosed with this bid.

7. A detailed profile of the organization as filled in as prescribed in the Annexure in the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

(a) Full particulars of organizations where we have supplied such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed).

**Or**

Experience Certificate for satisfactory performance of running mess services for minimum one year in Educational Institutions/ Central / State/ Undertaking / Government offices/ Institutes.

(b) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2010-11 to 2013-14).

(c) A copy of PAN card.

(d) Copy of Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.

(e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.

(f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

(g) Details of support facilities to execute the order.

(h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.

(i) Earnest Money Deposit (EMD) of Rs. ....../- by demand draft, drawn in favour of **"The National Law University and Judicial Academy, Assam"**

(j) Valid Food Licence obtained from the appropriate authority.

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2014

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company Seal

**TENDER FORM**  
**(Financial Bid)**  
**(On the letter head of the concerned submitting the bid document)**

The Registrar  
National Law University and Judicial Academy, Assam  
Bholanath Mandir Path, Ulubari, Guwahati - 781 007

Ref No.: NLUJAA/ADMIN/F/TENDER-CATERING/2014

Date: 29-03-2014

Sir,

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for providing services as per the invitation and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

2. The Price quoted by us for the services of the bid document is as below:

**I. Standard Rates (as per Menu structure) for Students staying in hostels / Employees of the NLUJAA**

Sl. No.	Description	Price ( Rs. / Ps.)
1	Breakfast	@ Rs. (in fig.)..... Rs. (in words) .....
2	Lunch / Dinner	@ Rs. (in fig.)..... Rs. (in words) .....
3	Evening Tea with snacks (Samosa/ Pakoda/ Biscuits ***	@ Rs. (in fig.)..... Rs. (in words) .....
4	Full day rate per person per day Breakfast + Lunch +Dinner	@ Rs. (in fig.)..... Rs. (in words) .....
5	Full day rate per person per day Breakfast + Lunch + Evening Tea+ Dinner	@ Rs. (in fig.)..... Rs. (in words) .....

3. We do hereby undertake that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.

4. The price quoted is the final net price of all the mess services to be provided by us, inclusive of any incidental services that may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:

- (a) Price schedule as per the Menu illustrated in the bid document.
- (b) Statement of deviation from financial terms and conditions.

5. We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

6. We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.

7. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/ deletions should invariable be duly attested by the person authorized to sign the bid document.)

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Company Seal

## PROFILE OF ORGANIZATION

1. Name of the concern :
2. Status of the concern : Proprietor/Partnership/Private/Govt./Others (Specify)

---

3. Postal Address :

4. Telephone :

5. Fax :

6. E-mail :

7. Website :

8. Year of Establishment :

9. Activities/ Services Offered :

10. PAN allotted by IT Deptt. :

11. Returned Income for  
preceding Three Financial  
Years :

FY 2011-12  
FY 2012-13  
FY 2013-14  
-----

12. Name of the Head of the  
Organization/ Managing Director

Date:

Place:

Signature of Authorised Signatory



**CERTIFICATE**

I .....

S/O .....

R/O .....

.....

hereby certify that none of my relative (s) is / are employed in NLUJAA. In case at any stage, it is found that the information given by me (us) is false/ incorrect, The Registrar, NLUJAA, Guwahati shall have the absolute right to take any action as deemed fit without any prior intimation to me (us).

Date:

Signature .....

Place:

Name .....

Address .....

.....

Phone No. ....

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach The Registrar, NLUJAA, Ulubari, Guwahati - 781 007, before the date of bid opening)

To

The Registrar  
The National Law University and Judicial Academy, Assam  
Bholanath Mandir Path, Ulubari, Guwahati - 781 007

Subject: Authorisation for attending bid opening on ..... (date) in the tender of "Providing Catering services on Contract basis for NLUJAA Hostels".

Ref No.: NLUJAA/ADMIN/F/TENDER-CATERING/2014

Date: 29-03-2014

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of below. (Bidder) in order of preference given below:

Order of Preference	Name	Specimen Signature
I		
II		
Alternate Representative		

**Or**

Officer authorised to sign the bid documents on behalf of the bidder

**Note:**

1. Maximum 2 (Two) representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed is not received.