



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/CONVOCATION/2018/01

Date: 08-02-2018

QUOTATION NOTICE

Sealed quotation are hereby invited affixing non refundable Court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only from reputed catering service provider for providing food and catering services during convocation of National Law University and Judicial Academy, Assam on February 25, 2018 as per the terms & conditions given below which will be received at the office of the Registrar, NLUJAA during office hours up to **3:00 PM on or before 13-02-2018** and will be opened on the same day at 5:00 PM at the conference hall 3rd floor, Admin. Block of NLUJAA, Assam. The Quotationer or their authorized agents may remain present at the time of opening of the quotations.

MENU

Sl. No.	Category	Items	Qty.	Total Rate
1	Packet Breakfast	a) Sandwich, b) Sweet (Kalakand), c) Banana, d) Tea/Coffee, e) Water (dispenser with glass)	300 pkts.	
2	Catering and Services at Lounge Refreshment for VVIP/ VIP	a) Sandwich/Cutlet, b) Fruit Salad Plate, c) Sweet (Kalakand), d) Cookies e) Dry Fruits f) Tea (Pure Milk), g) Water (bottle 250ml with glass)	75 plates	
3	Lunch Catering have to be done at 3 selected points • Basement for Security • VVIP/VIP at Pandal • Students at Pandal	Starter: a) Veg. soup with corn. Main Course: a) Plain Rice, b) Veg. Pulao, c) Vegetable Phulka, d) Mixed Veg., e) Dal Fry, f) Mattar Paneer, g) Chicken Butter Masala, h) Fish with Mustard Seeds, i) Veg. Kofta, j) Brinjal Fry, k) Green Salad, l) Green Chutney, m) Papad, n) Water bottle (500 ml. with glass). Dessert: a) Fruit Custard, b) Gulab Jamun	800 plates	
Total Amount				

Contd. P/2



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Terms and Conditions:

1. The rates should be quoted is to be inclusive of all GST/taxes applicable at any point of time.
2. The cockery, cutlery, utensils, plate etc. have to be of the catering service provider to whom the work will be allotted have to be of the appropriate standard.
3. The catering service provider have to be in formal dress as per protocol while serving.
4. Plates, Glass, table mat, napkin etc. have to be provided by the catering service provider.
5. The rate have to be quoted for packet breakfast, catering lounge refreshment for VIP/VVIP and lunch separately in total.
6. The sealed envelope should be subscribed on top as "National Law University and Judicial Academy, Assam".
7. The Firm will have to deposit Earnest money of Rs. 50,000/- each in the form of Demand Draft favouring Registrar, National Law University and Judicial Academy, Assam.
8. The catering service provider to whom work will be allotted will have to execute a bond/undertaking as per rules.
9. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
10. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
11. Each Firm must have GST Registration, Trade License, Income Tax Clearance Certificate, PAN Card. A self-attested copy of the same must be submitted along with the Quotation/Tender.
12. Bills must be submitted along with necessary work order within seven days after satisfactory completion of the work.
13. The rate in totality of all items will be considered while awarding the work contract.
14. In case there is no approved rate of any item, the supplier have to supply the same at reasonable prices but not more than the Maximum Retail Price/market price whichever is less.
15. Any catering service provider indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
16. The Contract will be cancelled anytime if the quality of supplied materials is not as per standard or the order is not supplied on time and the security deposit will be forfeited.
17. Past records and experience of the firms will be duly considered while awarding the work contract.
18. Sample of food have to be provided by the selected catering service provider when ask for.
19. And any other condition deem to be just, fit and proper at point of time.



Registrar

Memo No: NLUJAA/ADMIN/F/CONVOCATION/2018/01

Date: 08-02-2018

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor
2. DIPRO, Kamrup for information and necessary publicity through FLS and newspaper.
3. System Administrator, NLUJAA with a request to upload in the University website.
4. Notice Board
5. Office File
6. Guard File



Registrar