



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/CONVOCATION/2018/01/1878

Date: 30-11-2022

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 December 23, 2022 as per the terms & conditions given below which will be received at the office of the Registrar, NLUJA, Assam during office hours up to **01:30 PM on or before 09-12-2022** and will be opened on the same day at **02:00 PM** at the conference hall 3rd floor, Admin. Block of NLUJA, Assam. The quotationer or their authorized representative may remain present at the time of opening of the quotations.

MENU

Sl. No.	Category	Items	Qty. **	Rate per pack / plate	Total Amount
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) Hash Potato b) Eggless Fruit Cake (Slice), c) Cookies d) Dry Fruits e) Tea (Pure Milk) f) Water (bottle 250ml with glass)	75 plates		
3	Lunch Catering Services • VVIP/VIP at Pandal	<u>Main Course:</u> a) Plain Rice, b) Veg. Pulao, c) Methi Phulka, d) Mixed Veg., e) Dal Makhni, 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). <u>Dessert:</u> a) Rabri Jalebi b) Gulab Jamun	300 plates		



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Sl. No.	Category	Items	Qty. **	Rate per pack / plate	Total Amount
4	Alumni Dinner	a) Plain Rice b) Veg Pulao c) Indian Bread d) Aloo Gobi e) Dal Fry f) Kadai Paneer g) Mutton Curry h) Sweet i) Salad & Condiment	250 plates		
Total Amount (Including GST)					

**** Note: Quantity may vary according to requirement.**

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 crockery, 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, tablemat, 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/-** in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs will be released after finalization of bid selection process. However, EMD in respect of successful bidder will be retained as security deposit till completion of the work.
8. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
9. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
10. 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.
11. Bills must be submitted along with necessary work order within seven days after satisfactory completion of the work.



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12. The rate in totality of all items will be considered while awarding the work contract.
13. Any catering service provider indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
14. 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.
15. Past records and experience of the firms will be duly considered while awarding the work contract.
16. Sample of food have to be provided by the selected catering service provider when asked for.
17. Any other condition deem to be just, fit and proper at point of time.

Registrar

Memo No: NLUJAA/ADMIN/F/CONVOCATION/2018/01/1879-1883

Date: 30-11-2022

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

Registrar