



No. NLUJAA/ADMIN/F/OFC-Refreshment/2017/01/5/6

Date: 18.05.2026

NOTICE INVITING QUOTATION (NIQ)

For Empanelment of Catering Service Providers

Sealed quotations under **Two-Bid System (Technical & Financial)** are invited from **reputed and experienced catering service providers** affixed with non-refundable Court Fee Stamps of Rs. 8.25/- only, for empanelment to provide catering services during official programmes, meetings, conferences, and other events at NLUJA, Assam, as per the terms & conditions given below, which will be received at the office of the Registrar, NLUJA, Assam during office hours on or before **08-06-2026 (01:30 PM)** and will be opened on the same day at **2:00 PM**. The Quotationers or their authorized agents may remain present at the time of opening of the quotations.

1. SCOPE OF WORK

The empaneled caterer(s) shall provide catering services on a **per-event basis** as per requirement of the University, including preparation, supply, and service of food items along with necessary logistics.

2. ELIGIBILITY CRITERIA

2.1 The bidder may be a Proprietorship/Partnership/Company with:

- Valid **FSSAI License**
- **GST Registration**
- **Trade License**
- **PAN** and latest Income Tax Returns

2.2 Minimum **5 years' experience** in catering services.

2.3 At least **one similar work of ₹8 lakh per annum** (completed or ongoing).

2.4 Average annual turnover of **₹12 lakh (last 3 years)**, certified by CA.

2.5 No criminal case pending against the firm/owner.

2.6 Preference: Experience with **educational institutions/government bodies**.

2.7 Must have operational presence in **Kamrup/Kamrup (M)**.



3. GENERAL CONDITIONS OF SERVICE

- The contractor shall procure **fresh and good quality raw materials** at own cost.
- The University may place supply orders in varying quantities, including minimal quantities based on actual requirements. The selected suppliers shall be under obligation to honor all such orders and shall not refuse supply due to small quantity requirements. Failure to comply may be treated as breach of contract and may invite appropriate action as per terms and conditions of the NIQ.
- All **utensils, crockery, service staff, and equipment** shall be arranged by the contractor.
- Strict adherence to **hygiene and food safety standards** is mandatory.
- Only **medically fit and police-verified staff** shall be deployed.
- Contractor shall comply with all **labour laws** (EPF, ESI, Minimum Wages, etc.).
- No employer-employee relationship with NLUJAA shall arise.
- No accommodation shall be provided by the University.
- Disposal of waste must be done outside campus in compliance with norms.
- Consumption/sale of **alcohol/tobacco is strictly prohibited**.

4. FINANCIAL BID – MENU & RATE FORMAT (MANDATORY)

The bidder shall quote **per plate/per packet rates (inclusive of all taxes)** for the following standardized categories:

4.1 Packet Snacks (Per Packet)

(To include)

- 1 Beverage (Tea/Coffee/Juice)
- 2 Savoury items
- 2 Sweet items (*or 1 sweet + 1 fruit*)

4.2 Tea & Snacks (Per Head)

(To include)

- 2 Beverages (Tea & Coffee)
- Assorted Nuts
- 2 Savoury items
- 2 Sweet items



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4.3 High Tea (Per Head)

(To include indicative items)

- Tea/Coffee + Juice/Soft Drink
- Sandwiches / Cutlets / Rolls
- Biscuits / Cookies
- 2 Savoury items
- 2 Sweet items
- Seasonal Fruit

4.4 Lunch/Dinner – Vegetarian (Per Plate)

(To include)

- Rice
- Bread (Roti/Naan/Poori)
- Dal
- Mixed Vegetable
- 2 Vegetable Curries
- 1 Fried Item
- Salad & Condiments
- Pickle/Papad
- Sweet/Dessert

4.5 Lunch/Dinner – Non-Vegetarian (Per Plate)

(To include)

- Rice
- Bread (Roti/Naan/Poori)
- Dal
- Mixed Vegetable
- 1 Chicken Curry
- 1 Fried Item
- Salad & Condiments
- Pickle/Papad
- Sweet/Dessert

4.6 Additional Non-Veg Items (Optional – Per Head Basis)

(To be quoted separately)

- Fish (per plate)
- Mutton (per plate)

(Applicable when more than one non-veg item is required in a meal)

5. CONTRACT PERIOD

- Initial period: **June 2026 to 31.03.2027**
- Extendable by **one year** based on satisfactory performance



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6. PAYMENT TERMS

- Payment shall be made **post-event**, upon submission of bills and certification.
- Rates shall be **inclusive of all taxes and charges**.
- No escalation during contract period.

7. SUBMISSION OF BIDS

- Two separate sealed envelopes:
 - **Envelope I: Technical Bid**
 - **Envelope II: Financial Bid (Annexure A)**
- Both to be placed in a third envelope superscribed:
"NIQ for Catering Services – NLUJA, ASSAM"
- To be submitted by: **08.06.2026 at 1.30 p.m.**
- Tender Fee: ₹1,000/-
- EMD: ₹25,000/-

8. EVALUATION

- Technical qualification is mandatory
- Financial bid of technically qualified bidders only will be opened
- **L1 bidder(s) may be empaneled**
- University reserves right to empanel multiple vendors

9. OTHER TERMS

- University reserves right to cancel/reject any bid
- Poor quality/delay may lead to **termination and forfeiture of EMD**
- Sample tasting may be required
- Decision of University shall be final

Registrar

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<To be printed in letter head of bidder >

Annexure-A

FINANCIAL BID – MENU & RATE FORMAT (MANDATORY)

The bidder shall quote **per plate/per packet rates (inclusive of all taxes)** for the following standardized categories:

Sl. No.	Particulars/Description	Per head/ per Pkt.	Amount in Rs.
1	Packet Snacks (Per Packet) (To include) <ul style="list-style-type: none">• 1 Beverage (Tea/Coffee/Juice)• 2 Savoury items• 2 Sweet items (or 1 sweet + 1 fruit)		
2	Tea & Snacks (Per Head) (To include) <ul style="list-style-type: none">• 2 Beverages (Tea & Coffee)• Assorted Nuts• 2 Savoury items• 2 Sweet items		
3	High Tea (Per Head) (To include indicative items) <ul style="list-style-type: none">• Tea/Coffee + Juice/Soft Drink• Sandwiches / Cutlets / Rolls• Biscuits / Cookies• 2 Savoury items• 2 Sweet items• Seasonal Fruit		
4	Lunch/Dinner – Vegetarian (Per Plate) (To include) <ul style="list-style-type: none">• Rice• Bread (Roti/Naan/Poori)• Dal• Mixed Vegetable• 2 Vegetable Curries• 1 Fried Item• Salad & Condiments• Pickle/Papad• Sweet/Dessert		



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5	Lunch/Dinner – Non-Vegetarian (Per Plate) (To include) <ul style="list-style-type: none">• Rice• Bread (Roti/Naan/Poori)• Dal• Mixed Vegetable• 1 Chicken Curry• 1 Fried Item• Salad & Condiments• Pickle/Papad• Sweet/Dessert		
6	Additional Non-Veg Items (Optional – Per Head Basis) (To be quoted separately) <ul style="list-style-type: none">• Fish (per plate)• Mutton (per plate) <i>(Applicable when more than one non-veg item is required in a meal)</i>		

N.B.-

1. The food items should be of standard quality.
2. The minimum no. of plates per order is 05 plates.

Date:

Place:

Authorised Signatory

Seal