



অসম ঊর্জা কেন্দ্ৰ, শিবসাগৰ  
Assam Energy Institute, Sivasagar  
राजिव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, अमेठी का केंद्र  
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi  
SIVASAGAR VILLAGE GOHAIN GAON, SIVASAGAR -785697

QUOTATION ENQUIRY

**Enquiry No.** : RGIPT/AEI/2024-25/394  
**Opening Date** : 23<sup>rd</sup> November 2024, Saturday  
**Closing Date** : 2<sup>nd</sup> December 2024, Monday till 13:00 Hours  
**Tentative Date of Programme** : 12<sup>th</sup> December, Thursday

Please submit your lowest quotation for hiring of under mentioned items. Sealed quotations are invited from registered service provider firms for supplying lunch and snacks (**Food Catering**) for **Convocation-2024** in Single Bid Format (Price Bid) **on or before Monday, 2<sup>nd</sup> December 2024 till 13:00 Hours** and should contain the following information:

1. Clearly mention the date of validity of offer.
2. **Kindly clearly mention your valid E-mail ID and Mobile number.**
3. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to Educational Institution.
4. Please mention your GST registration number and PAN in the Quotation.
5. Conditions of supply and terms of payment shall be clearly mentioned in the Quotation.
6. Enquiry No. and last date as given above should be clearly marked over the Envelope.
7. Overwriting and use of whitener should be avoided.

Quotation must be sent in **Sealed Envelope** with word “**Quotation for Food Catering for Convocation-2024**” and addressed to the In-charge, AEI Sivasagar- 785697 (Assam).

Sl. No.	Head	Item Particular	Approx. Qty.	Rates per Head	Rates of GST (%)	GST (Rs.)	Total Amount (Rs.)
1	Breakfast Snacks Menu	1)Roasted Dry Fruits 2)Kaju Katli 3)Veg Cutlet 4)Bakery Biscuit 5)Tea (Milk, Black, Green)/Coffee (Separate sugar cubes)	70				
2	Lunch Menu	1)Manchow Soup with Crunchy Croutons 2)Salad Cucumber, Tomato, Onion, Lemon, Chilli, Carrot, Beetroot 3)Rice i. Steamed Basmati Rice	350				



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		ii. Pulao 4)Roti i. Plain and Butter Roti ii. Plain and Butter Naan 5)Dal i. Dal Fry ii.Black Dal (Mati Mahor Dali) 6)Papad  7) Bondi Raita (Thick Consistency) 8)Chatni i. Mint ii.Sweet 9) Vegetables i. Mixed Vegetables ii. Small Potato Fry iii.Paneer Tikka Butter Masala iv. Banana Kofta v. Button Mushroom Fry with Gravy vi.Brinjal Fry with Beson 10)Sweets i. Moong Dal Halwa ii. Hot Gulab Jamun 11)Ice-cream(Amul) 12)Mineral Water(200ml)					
3	Lunch packets	1)Veg Biryani 2) Peas Paneer 3)Gulab Jamun 4)Mineral Water(200ml)	100				
4	Tea and snacks (Pre-convocation)	1)Tea (Milk, Black)/Coffee (separate sugar cubes) 2) Cookies (two piece)	150				
5	Dinner packets on 11 <sup>th</sup> December, 2024)	1.Veg Pulao 2. Paneer Butter Masala 3.Gulab Jamun	60				



## QUOTATION ENQUIRY

### Terms and conditions for supply of above mentioned items are as under:

1. The successful bidder supplier has to:
  - a) Establish his setup in the specific area provided by the institute for preparation of all the Items in Snacks and Lunch.
  - b) Supply raw-material of uncooked/cooked food and transportation charges against supply of food at the venue will be borne by the bidder itself.
  - c) Provide good quality and hygienic foods during the program. Any defect found in the work carried out by the bidder will have to be rectified free of cost by the contractor.
  - d) **Deploy sufficient numbers of trained/skilled waiter service, efficient and reliable uniformed workers in the dining hall during all major timings for serving tea/coffee/snacks and lunch.** The cups/plates and other utensils for serving tea/snacks/lunch will be provided by the successful bidder during the program. The workers should strictly follow the instructions given by the Organizing Committee at the time of execution of the work.
  - e) Take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them.
  - f) Take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
  - g) Efficiency, promptness, quality of food, good behaviour and politeness of the caterer and his staff are the essence of the contract.
  - h) Consumption of alcohol or any intoxicating drugs on duty is strictly prohibited. The committee may impose penalty on the bidder in such situations.
  - i) **Collect the garbage from the kitchen, dining hall, dish wash area within 24 hours after the program ended and to clean the campus up to satisfaction of AEI, Sivasagar.**
  - j) The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. Vendors are bound to accept the orders accordingly. Therefore, per unit cost along with minimum order quantity needs to be mentioned.
2. Intending tenders are advised to visit Institute's website regularly till closing date of submission often there for any Corrigendum/Addendum/Amendment.
3. Quotations received after specified date and time will not be considered for further process.
4. Quotation must be sent through Registered / Speed Post / Courier / by hand to the following address. Please clearly write on the envelope "**Quotation for Food Catering for Convocation-2024**".
5. **Past Experience:** The applying firms must have the experience of running of messes/serving of food packets at Government (Central/State)/Autonomous Bodies of



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Central or State including Higher Educational Institutions/Central Research Organization. **The bidder must produce work experience documents of any Government Institute/Organisations.**

6. The bidder should not be blacklisted by any State/Central Government, PSU's, Educational/ Autonomous Institute as on date submission of quotation.
7. The rates offered should be **including transportation charges upto AEI venue, service tax and other taxes (if any).**
8. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
9. **Penalty Clause:** The agency will bear the responsibility for any default, shortage of items in the food boxes to schedule and make good of the losses, if any. Penalty will be imposed up to maximum 10% of Order value and it will be deducted from submitted invoice by the successful bidder.
10. **Payment:** Payment will be made on after successful completion of event.
11. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.
12. Caterers located in Sivasagar/ Jorhat/ Dibrugarh region shall be preferred.
13. Bidders responding to this enquiry shall be deemed to be agreeable to these terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.
14. The jurisdiction for dispute (s), if any, shall be Sivasagar.

M. C. Y.

**Convener, Reception & Invitation,  
Lunch & Pre-convocation Snacks Committee**

  
23 Nov/2024

**Member Secretary,  
Purchase Committee, AEI, Sivasagar**



**In-charge  
AEI Sivasagar**



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QUOTATION ENQUIRY

**Check List**

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	PAN No, GSTIN No., Bank Account details	Yes / No
2	Income Tax Return for the last three financial year	Yes / No
3	Copy of “No Conviction Certificate”	Yes / No
4	Price Reasonability Certificate	Yes / No
5	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
6	Purchase Order/Experience Certificate duly signed & stamped	Yes / No
7	Entire Quotation Enquiry& other paper duly signed & stamped	Yes / No



QUOTATION ENQUIRY

Annexure- 1

**NO CONVICTION CERTIFICATE**

(On Company Letterhead)

This is to certify that \_\_\_\_\_ (Name of the Firm/Organization), having registered office at \_\_\_\_\_ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signatures

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor

(Company stamp)

Date: .....

Place: .....



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QUOTATION ENQUIRY

Annexure- 2

**PRICE REASONABILITY CERTIFICATE**  
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Enquiry No. RGIPT/AEI/2024-25/394 dated 23<sup>rd</sup> November 2024 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSUs for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition AEI, Sivasagar, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Signature with date)

(Name and designation)

(Company Stamp)



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**BILL OF QUANTITY**

(On Company Letterhead)

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		Fry with Gravy vi.Brinjal Fry with Beson 10)Sweets i. Moong Dal Halwa ii. Hot Gulab Ja- mun 11)Ice-cream(Amul) 12)Mineral Water(200ml)					
3	Lunch pack- ets	1)Veg Biryani 2) Peas Paneer 3)Gulab Jamun 4)Mineral Water(200ml)	100				
4	Tea and snacks (Pre- convocation)	1)Tea (Milk, Black)/Coffee (separate sugar cubes) 2) Cookies (two piece)	150				
5	Dinner packets on 11 <sup>th</sup> Decem- ber, 2024)	1.Veg Pulao 2. Paneer Butter Ma- sala 3.Gulab Jamun	60				

**Note:** The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor  
(Company stamp)