

NATIONAL LAW UNIVERSITY ODISHA CUTTACK

Ref.-NLUO/8th Convocation/ 20th Nov/21

Dt: 22-10-2021

Quotation for Arrangement of High Tea

National Law University Odisha Cuttack invites sealed quotation for arrangement of High Tea for 8th Convocation scheduled on 20th November 2021, Saturday as per items attached as Annexure '1'.

The sealed quotations along with all necessary documents must each in the office of the Registrar, National Law University, Odisha, Cuttack on or before 08.11.2021 before 3 P.M. and the same will be opened in the same day at 4 P.M. in the Admin Block of the University. The bid must accompany a Bid Security of Rs. 7,000/- drawn in favour of Registrar, National Law University Odisha in the form of Demand Draft issued by Nationalized/scheduled Bank. The security amount of the unsuccessful bidder will be returned & the same for successful bidder will be returned along with the payment after completion of work. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

Details of items to be served in plate:-

- 1) Assorted Grilled Coleslaw Sandwiches (Veg) & Non veg Sandwich with Smoked Chicken and Mayo Sauce
- 2) Paneer Papdi Kebab (With Onion Garlic and Without Onion Garlic)
- 3) Chilli Baby Corn with English vegetables and sesame seeds
- 4) Malai Chicken Tikka with mint chutney and garlic mayo dip
- 5) Fish Cutlets / Coconut bhetki paturi or Macha patra poda & Chicken Patra Poda
- 6) Mini Pastries (Blue berry, Chocolate, Pineapple)
- 7) Jalebi with Rabdi
- 8) Sugar free Rasmalai/ Sugar free Chenapoda
- 9) Milk Shakes of Vanilla, Chocolate, Strawberry with froth
- 10) Green Tea/Tea/Coffee with Cookies (sugar & sugar free)
- 11) Chicken Manchow Soup & Veg Sweet corn Soup with breadsticks
- 12) Potato Cheese Fingers/ Pasta with mixed herbs and veggies/ Spring Rolls

The cover of sealed quotation should be superscripted with the following details.

1. Ref. No. & Date of the quotation call notice,
2. Quotation for high tea service

Terms and Conditions are as follows:

1. The menu is tentative and the undersigned reserves the right to change the dish.
2. The service provider shall use the best practice.
3. Only packed and sealed spices with Agmark/PFO/FSSAI certification are to be used.
4. No compensation shall be payable for items rejected for whatever reasons.
5. Bidder shall disclose all the sources of procurement to the undersigned.
6. Adequate numbers of trained personnel to be deployed by the successful bidder to ensure hasslefree service.
7. The agency will ensure table arrangement along with cloth and flower decoration.
8. Consumption of liquor/tobacco is strictly forbidden to the agency or its staff.
9. The supplier will have to supply all the items required from time to time in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
10. The competent authority also reserves the right to terminate the bid at any time during its validity period if the supplies are not found as per specification. All the required items should be provided by the supplier. The supplier after supplying the items in good condition will furnish the bill in duplicate for payment.
11. The competent authority reserves the right to reject any or all the quotations without assigning any reason/notice and award the contract to more than one /Agency as the need may be from time to time.
12. This office will not be responsible for any loss/damage caused to the items provided at the venue or at its premises in any cause by a 3rd party or by any natural calamity. But the vendor will be responsible for any loss/ damage caused to the client due to negligence of any staff.
13. This office will also not be responsible for any injury caused to the manpower engaged by the firm for supplying/installing items at the venue.
14. This will solely be the responsibility of the firm that the manpower supplied is not engaged in any criminal activity. The firm must check the character antecedents of the same.
15. The firm must have a brand name and reputation in the market with experience of conducting such events. Documentary proof of the same must be enclosed. Preference will be given to the agency having prior experience in the field.
16. The items must be of good quality. The items should be ready for serving and must be done sufficiently in advance to avoid any chaos.
17. Permission required for transporting items etc. at the place of event from Government is to be obtained by the agency as and when required.
18. In case the agency fails to supply the required items or the performance of the firm is not found satisfactory then the order will be terminated and performance security forfeited.
19. GST No. /PAN No. must also be mentioned in the quotation separately and a copy of the same shall accompany the documents. GST will be paid extra as applicable.
20. Quantity mentioned in BoQ can be increased or decreased as per requirement.
21. The agency shall abide by the governing laws and safety measures for carrying out catering services and shall ensure that his own workman and other people are not put to any risk due to its activities.
22. The detailed design of the cake will be supplied to the successful vendor.
23. All staff of the vendor must adhere to the COVID guide lines /SOP issued by the Govt.

24. The selected vendor should not sublet the contract / order at any cost / in any situation.

**Registrar
National Law University
Cuttack**

Documents to be submitted:

1. PAN of the Firm
2. GST Certificate
3. ITR of last financial year
4. Evidence in support of earlier work experience
5. Financial Quotation

Annx-1

Bill of Quantity

<u>Sl No</u>	<u>Items /Particulars</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1.	Rate per plate including decoration of venue including seating arrangement & special 01 no. dining (U shaped) for guest & Gold medallists serving to guest	350 plates		
2.	One cake(specially for convocation design)	08 kg weight		
<u>GST@.....%</u> =				
Grand Total =				