



COTTON UNIVERSITY
Panbazar, Guwahati-781001

SQN are invited in two-bid system from Agency/Firm, etc for **“Supply of Convocation Foods”** and **“Preparation of Convocation Venue”**. The last date bid submission is 24.11.2025.

For details of the EOI's check www.cottonuniversity.ac.in

sd/-
Registrar,i/c

Hiren Deka

Registrar i/c
Cotton University
Panbazar, Guwahati- 781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Short Quotation Notice (SQN) for Supply of Foods & Refreshments items

“SQN No. CU/S&P/2025/16, Dt. November 14, 2025”

SQN are invited in Two-bid system from experienced food suppliers/caterers/ restaurants/hotels/agencies, etc for **“Supply of Foods & Refreshments items”** in connection with the ensuing convocation to be held in the month of **9th December, 2025** of Cotton University at Srimanta Shankaradeva Kalakshetra Auditorium. The following terms and conditions, which are the minimum criteria for this bids/EOI, shall be apply herein:

- The bidding document pertaining to this notice, must be downloaded from the University’s website i.e. www.cottonuniversity.ac.in. The sealed Techno-commercial and Financial bid must be put inside a larger sized sealed envelope/cover and to be super-scribed as **“Supply of Foods & Refreshments items, Cotton University :: SQN: CU/S&P/2025/16, Dt. 14.11.2025”** and addressed to **“The Registrar, Cotton University, Panbazar”**. The name, contact and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted **on or before 2.00PM of 24.11.2025** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.00 PM in presence of the bidders.
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- Preference will be given to only those agencies that have setup/ business in Guwahati.
- The University reserves the right to reject any or all the EOI without assigning any reasons whatsoever received against this advertisement
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.
- The work /or the Supply of Foods, etc in all aspect will be considered as a **“Single Service”**, hence all items rates will be considered to award the contract/PO. No partial contract/PO for separate items will be considered.
- **Documents, etc which must be placed inside the Techno-commercial cover are:-**
 - (i) Photocopy of Valid FSSAI License
 - (ii) Photocopy of Up-to-date Valid **Trade License**
 - (iii) Photocopy of **GST/ GST Filling** documents
 - (iv) Valid Labour Licence.
 - (v) EPF and ESIC registration certificate.
 - (vi) Photocopy of relevant **Order/Supply Order**, arranging/supplying three (03) similar buffet work in Govt. Org./University/Institute, etc within last 01 year.
 - (vii) Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.



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Annexure – Details of Item Date Wise

(Price Bid)

SI No	Items Deatils	Approx Quantity	Rate per plate/Packet {INR}	GST, if any	Total Amount {INR}
1	Date & Time: 08.12.2025 at 3.00PM Tea & biscuit	100 person			
2	Date & Time: 08.12.2025 at 4.00PM Refreshments: Chole-bhature, Banana with sufficient water (dispenser with glass) at 2 locations/sets.	200 person			
3	Date & Time: 09.12.2025 7.30AM—9.30AM Breakfast : Puri-Chana dal, chatni,Tea	300 person			
4	Date & Time: 09.12.2025 at 11.00AM Tea & biscuit, Water (dispenser with glass)	300 person			
5	Date & Time: 09.12.2025 at 11.00AM High Tea for VIP: Dry Sweet,Salted cashew/almond,biscuit, Tea, apple/banana)	40 person			
6	Date & Time: 09.12.2025 at 12.30 Noon Buffet Lunch : Plain Rice, pulau, Dal fry,Aloo kofta, sahi paneer, Mixed veg fry,brinjal fry, pickle, Nemu/lemon, sweet Curd, Water (dispenser with glass)	1800 person (Minimum 6 set of buffet/ or as per requirements)			
Total Cost:{INR}					Rs.....

Terms and Condition:-

1. The rate should be inclusive of drinking water, disposable water glass, catering service (including Plates/spoon/tissues/glass,etc) in the mentioned premises.
2. A sufficient arrangement has to be made to maintain waste bin at the premise to keep clean the premise during the entire event. And after completion of the programme, the vendor has to clean the waste and others at their own cost.
3. There has to be minimum 06 sets of buffet one for VVIP in the first floor and other are designated place/ pandal area. The VVIP buffet has to be taken care with utmost important as VVIP and other dignitaries will be present.



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4. It is mandatory for all people providing service to wear cap, gloves and mask while service is provided. The person who will provide the service should dress properly.
5. The plates, tissues, glass, etc and other required items shall be of best quality for all the buffet. Wash basin are to be provided at specific place as and where required.
6. It will be the responsibility of the vendor to clean the premises on their own before and after the event.

(Dr. Hiren Deka,i/c)
Registrar

Memo No. CU/S&P/2025/26/Pt-1/..... **7274-78**

Dated **14/11/25**

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor, Cotton University.
3. The Finance Officer, Cotton University.
4. Prof. Sudipta Nandy, Convenor, 4th Convocation-2025, C.U.
5. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this web-bidding document in the University's website.

Hiren Deka

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