



Phone: 03564-295514

ALIPURDUAR UNIVERSITY

P.O. Alipurduar Court: Dist. Alipurduar: (W. B.): Pin – 736122

Tender inviting Notice No. 016/apdu/reg

Dated 20.03.2025

The Department of Botany and the Department of Zoology, Alipurduar University in association with IQAC, Alipurduar University is organizing one day National Level Lecture Series on 'Recent Developments in Biological Sciences for Sustainability of the Environment' on 28th March, 2025.

Sealed formal tenders are invited for providing working lunch for about 120 delegates from reputed Caterers/Firms/agencies having sufficient working experience in organizing events and having valid food safety certificates/current food license on 28th March, 2025.

Sl. No.	Food Items
1	Fine Rice
2	Salad
3	Veg Pakora
4	Masoor Dal
5	Veg curry (Nabaratna)
6	Chicken (5 piece per plate)/Paneer (5 piece per plate)
7	Chatni and Papad
8	Sweet (1-piece Kalakand)
9	Ice cream
10	Tea and Biscuits
11	Tea and Samosa (1 piece)
12	Bioplate and biodisposable water container



Phone: 03564-295514

ALIPURDUAR UNIVERSITY

P.O. Alipurduar Court: Dist. Alipurduar: (W. B.): Pin – 736122

TERMS AND CONDITIONS:

1. Copy of current year Food License, PAN card.
2. The vendor shall provide company details as per Annexure-II.
3. The Caterers/Firms/Agencies shall attend calls and resolve issues within 5 minutes of complaining.
4. The successful tenderer shall supply the food on 28th March in the University campus at the venue of the conference.
5. The University authority reserves the right to accept or reject any/all quotations.
6. The quotation should be valid up to 31.03.2025.
7. Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L₁) financial bid from among the technically qualified bidders will be accepted.
8. The bid (Technical & financial) shall be submitted to the under noted address;
9. Registrar (Officiating), Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122
10. The last date of submission of quotation is up to 26.03.2025 at 1.00P.M. and to be opened on 26.03.2025 at 2. 00P.M.in the chamber of the Registrar (Officiating)
11. The tenderers may remain present at the opening of tender.
12. All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on all the parties concerned.
13. For any clarification regarding tender please contact with the Dr. Jyotsna Das, (Mob. No. 9434483398) or Dr. Kumar Basnet, Mob. No. 9046952768, Alipurduar University.

Sd/-
Registrar (Officiating)
Alipurduar University



Phone: **03564-295514**

ALIPURDUAR UNIVERSITY

P.O. Alipurduar Court: Dist. Alipurduar: (W. B.): Pin – 736122

ANNEXURE-II

BIDDERS DETAILS

(To be provided on company letter head)

NIT NO.:

TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory (with seal & stamps)