# **NORTH EASTERN**  **HILL UNIVERSITY**

**DEPARTMENT OF ZOOLOGY**

MAWKYNROH, SHILLONG

Phone: 2722309/2722311

Prof. A. S. Dixit, Convener Date: 27th October, 2018

Sub-Committee for Refreshment

Quotations are invited for Refreshments during the XXV University Convocation proposed to be held around last week of November, 2018 (the exact date will be informed later) at NEHU Permanent Campus, Umshing, Shillong as per details below:

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| 1. **Hi-tea for VIPs** (For 40 persons approximately) – **Buffet system. The rates to be quoted per plate**.
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| 1. Items:
 | Sandwich two varietiesKaju Barfi, Dry Gulab Jamun and Motipak BarfiSmall Samosa, Veg. CutletVeg. MomoPaneer PakoraRoasted Cashew nuts (plain) and Roasted AlmondsFresh Pineapple and Coconut JuiceRed tea, Green tea, Milk tea and CoffeeMineral water bottle (250 ml.) to be placed with disposable paper cups. |
| * 1. **Hi-tea for Invitees** (For 350 persons approximately) – **Buffet system. The rates to be quoted per plate.**
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| 1. Items:
 | Cheese sandwich/Veg. and Cheese sandwichKalakand / Dry Gulab JamunVeg small samosaPaneer PakoraRice Cake/Banana Cake/Corn CakeRoasted Cashew nuts (plain)Tea, Coffee, Red tea and Juice Pkt.- 160ml. Mineral water bottle (250 ml).  |
| 1. **Refreshments for Students** (For 2200 packets approximately): **Food packed in boxes. The rates to be**
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| a. Items: | Cheese sandwich  **quoted** **per box.**Dry Gulab Jamun Vegetable cutletRice Cake/Banana Cake/Corn CakeJuice Packet– 160 ml.Spoon and paper napkinMineral water bottle (250 ml). 20 liters water dispensers with disposable paper cups. |

Note: The above stated numbers are approximate and may vary according to need.

**Terms & Conditions:**

1. Quotations would be received in the office of the undersigned till the 10th November, 2018.
2. The University has the right to cancel the tender without citing any reason whatsoever.
3. The vendor must possess a valid Trading License.
4. The vendor must possess a valid GST registration.
5. At least 8-10 years of experience of handling such events in educational institutions of repute (enclose certificate).
6. Rates quoted should be inclusive of all taxes. However, taxes should be shown separately.
7. The food supplied should be fresh and hygienic and in case any of the items is stale or otherwise, payment for the same will be deducted.
8. All arrangements for the distribution /serving will be made by the vendor for which the University will provide the appropriate space. Also, the collection of garbage will be the responsibility of the vendor.

 Prof. A. S. Dixit