



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India
Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

No.CITK/2nd Convocation/149/2023/1004

Date: 26/12/2023

FORM-A

**TECHNICAL BID FOR LUNCH & REFRESHMENT
For the 2nd Convocation Celebration of CIT Kokrajhar
PARTICULAR OF THE BIDDERS
(TO BE FILLED BY THE APPLICANT)**

Sl. No	Particular	Proof of Supporting Documents to be enclosed	Placed at Annexure/P age No.
01	Name of The Firm:	Yes/No	
02	Contact Person/Persons:	Yes/No	
03	Postal Address of the firm:	Yes/No	
04	Contact No.:	Yes/No	
05	e-mail Id:	Yes/No	
06	Year of Establishment of Firm:	Yes/No	
07	Bank Details:	Yes/No	
	Name of Bank:	Yes/No	
	Account No.:	Yes/No	
	IFSE Code:	Yes/No	
08	GST Registration No.:	Yes/No	
09	Experience Certificate/Credential:	Yes/No	

Asraha

10	Proof of Turnover of 5 Lakh for the Financial Year 2021-22 & 2022-23:	Yes/No	
11	PAN Card No.:	Yes/No	
12	FSSAI Certificate (Food Safety and standards):	Yes/No	
13	Particulars of Earnest Money Deposits (EMD) of Rs. 20,000/- in the form of Demand Draft (DD) from any nationalised bank "in favour of CIT Kokrajhar" payable at Kokrajhar:	Yes/No	

N.B. Please ensure following Essential Requirements that:

1. Tender Document is available (to be downloaded) from the institute's Website: www.cit.ac.in from the date of publication (i.e. 26.12.2026).
2. The last date for submission (Offline only) of filled up application (Technical Document along-with Financial Bid) is on or before 2nd January, 2024 by 3 pm.
3. The tender will be accepted ONLY SPPED POST Or Dropping Directly to the office of Chairman, Food Sub-Committee, 2nd Convocation Celebration, CIT Kokrajhar.
4. Technical Bid shall be opened on 2nd January, 2024 at 3.30 pm at Registrar's Conference Hall, CIT Kokrajhar. Date of Opening of Financial Bid shall be intimated later on by the Sub-Committee.
5. Sealed envelopes are to be made, i.e. one for Technical Bid and another for Financial Bid. Both these envelopes are to be sealed before keeping these two envelopes in the outer/bigger envelopes.
6. The rate quoted in the financial Bid must be exactly be in the same manner as given in Performa B.
7. Buffet container, buffet set, cutlery, service boys, tent house (chair & tables) etc. are to be provided by the vendor side.
8. The vendor should submit minimum 3 Government food service (event) experience (with participants not less than 500) certificate or equivalent documents(s) to be submitted with tender application.
9. Dress code for waiters.
10. Packet system food for securities and press people using coupon system.
11. The EMD of the unsuccessful Bidders will be returned to the respective bidders immediately, however the EMD of successful bidder will be kept as Security Money and will be returned after the completion of the event.
12. Date of issue of Tender Paper:
13. Incomplete filled up application, wrong information/data will be liable to be rejected/cancelled.

All the enclosures/documents being submitted must be duly sealed and signed by the authorised signatory, otherwise the technical bid may be rejected.

Date: _____

Signature & Stamp of Bidders

Table-A

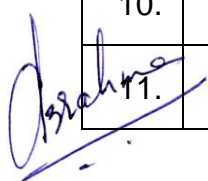
Hi-Tea for Guest, VIPs

Sl. No.	Items	Quantity
1.	Tea	100
2.	Coffee	
3.	Salted Kaju	
4.	Veg Sandwich	
5.	Kala Kand Sweet	
6.	Water Bottle	

Table-B

Lunch for Dignitaries, Faculty & Staff [Buffet]

Sl. No.	Items	Quantity
1.	Veg Pulao (Long Grain)	200
2.	White Rice	
3.	Atta Roti	
4.	Dal Fry	
5.	Mix veg	
6.	Matar Paneer or Butter Paneer	
7.	Chicken Kasha	
8.	Tomato Chutney	
9.	Gulab Jamun	
10.	Pickle	
11.	Water Bottle	



Date: _____

Signature & Stamp of Bidders

Table-C

Lunch for Students, Volunteers, Security, Media [Packet]

Sl. No.	Items	Quantity
1.	Fried Rice (Long Grain)	700
2.	Dal Fry	
3.	Mixed Veg	
4.	Chicken Kasha	
5.	Gulab Jamun	
6.	Water Bottle	
7.	Spoon & Fork	

Table-D

**Refreshments for the dignitaries in auditorium
(For Guest, Faculty, Staff Members)**

Sl. No.	Items	Quantity
1.	Tea & Biscuits	100

Table-E

**Water Bottles
(For Dignitaries at Stage)**

Sl. No.	Items	Quantity
1.	Water Bottle: Half Litre	300

Table-F

**Chair & Tables
(For Dining)**

Sl. No.	Items	Quantity (In Person)
1.	Chair & Tables	200



Date: _____

Signature & Stamp of Bidders

Total Estimated Cost in INR

Sl. No.	Items	Quantity (In Person)	Total Estimated cost in INR (Inclusive of GST)
1.	Hi Tea for Guest, Faculty & Staff Members, Volunteers (As per Table-A Menu)	100	4,20,000/- (Four Lacks Twenty Thousand Only)
2.	Lunch for Dignitaries, Faculty & Staff [Buffet] (As per Table-B Menu)	200	
3.	Lunch for Students, Volunteers, Security, Media [Packet] (As per Table-C Menu)	700	
4.	Refreshments for the dignitaries in auditorium (For Guest, Faculty, Staff Members) (As per Table-D Menu)	100	
5.	Water Bottles (For Dignitaries at Stage) (As per Table-E Menu)	300	
6.	Chair and Tables (For Dining) (As per Table-F Menu)	200	

Date: _____

Signature & Stamp of Bidders



FINANCIAL BID
(to be placed in a separate envelop)

Sl. No.	Items	Quantity (In Person)	Rate per Person (Inclusive of GST)	Total (in INR)
1	Hi Tea for Guest, Faculty & Staff Members, Volunteers (As per Table-A Menu)	100		
2	Lunch for Dignitaries, Faculty & Staff [Buffet] (As per Table-B Menu)	200		
3	Lunch for Students, Volunteers, Security, Media [Packet] (As per Table-C Menu)	700		
4	Refreshments for the dignitaries in auditorium (For Guest, Faculty, Staff Members) (As per Table-D Menu)	100		
5	Water Bottles (For Dignitaries at Stage) (As per Table-E Menu)	300		
6	Chair and Tables (For Dining) (As per Table-F Menu)	200		

Date: _____

Signature & Stamp of Bidders

