



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No. NLUJAA/ADMIN/F/OFC-Refreshment/2017/01 **1347** Date: 01.04.2026

NOTICE INVITING QUOTATION (NIQ)

For Empanelment of Catering Service Providers

Sealed quotations under **Two-Bid System (Technical & Financial)** are invited from **reputed and experienced catering service providers** affixed with non-refundable Court Fee Stamps of Rs. 8.25/- only, for empanelment to provide catering services during official programmes, meetings, conferences, and other events at NLUJA, Assam, as per the terms & conditions given below, which will be received at the office of the Registrar, NLUJA, Assam during office hours on or before **20-04-2026 (01:30 PM)** and will be opened on the same day at **2:00 PM**. The Quotationers or their authorized agents may remain present at the time of opening of the quotations.

1. SCOPE OF WORK

The empaneled caterer(s) shall provide catering services on a **per-event basis** as per requirement of the University, including preparation, supply, and service of food items along with necessary logistics.

2. ELIGIBILITY CRITERIA

2.1 The bidder may be a Proprietorship/Partnership/Company with:

- Valid **FSSAI License**
- **GST Registration**
- **Trade License**
- **PAN** and latest Income Tax Returns

2.2 Minimum **5 years' experience** in catering services.

2.3 At least **one similar work of ₹8 lakh per annum** (completed or ongoing).

2.4 Average annual turnover of **₹12 lakh (last 3 years)**, certified by CA.

2.5 No criminal case pending against the firm/owner.

2.6 Preference: Experience with **educational institutions/government bodies**.

2.7 Must have operational presence in **Kamrup/Kamrup (M)**.



3. GENERAL CONDITIONS OF SERVICE

- The contractor shall procure **fresh and good quality raw materials** at own cost.
- All **utensils, crockery, service staff, and equipment** shall be arranged by the contractor.
- Strict adherence to **hygiene and food safety standards** is mandatory.
- Only **medically fit and police-verified staff** shall be deployed.
- Contractor shall comply with all **labour laws** (EPF, ESI, Minimum Wages, etc.).
- No employer-employee relationship with NLUJAA shall arise.
- No accommodation shall be provided by the University.
- Disposal of waste must be done outside campus in compliance with norms.
- Consumption/sale of **alcohol/tobacco is strictly prohibited**.

4. FINANCIAL BID – MENU & RATE FORMAT (MANDATORY)

The bidder shall quote **per plate/per packet rates (inclusive of all taxes)** for the following standardized categories:

4.1 Packet Snacks (Per Packet)

(To include)

- 1 Beverage (Tea/Coffee/Juice)
- 2 Savoury items
- 2 Sweet items (*or 1 sweet + 1 fruit*)

4.2 Tea & Snacks (Per Head)

(To include)

- 2 Beverages (Tea & Coffee)
- Assorted Nuts
- 2 Savoury items
- 2 Sweet items

4.3 High Tea (Per Head)

(To include indicative items)

- Tea/Coffee + Juice/Soft Drink
- Sandwiches / Cutlets / Rolls
- Biscuits / Cookies
- 2 Savoury items
- 2 Sweet items
- Seasonal Fruit



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4.4 Lunch/Dinner – Vegetarian (Per Plate)

(To include)

- Rice
- Bread (Roti/Naan/Poori)
- Dal
- Mixed Vegetable
- 2 Vegetable Curries
- 1 Fried Item
- Salad & Condiments
- Pickle/Papad
- Sweet/Dessert

4.5 Lunch/Dinner – Non-Vegetarian (Per Plate)

(To include)

- Rice
- Bread (Roti/Naan/Poori)
- Dal
- Mixed Vegetable
- 1 Chicken Curry
- 1 Fried Item
- Salad & Condiments
- Pickle/Papad
- Sweet/Dessert

4.6 Additional Non-Veg Items (Optional – Per Head Basis)

(To be quoted separately)

- Fish (per plate)
- Mutton (per plate)

(Applicable when more than one non-veg item is required in a meal)

5. CONTRACT PERIOD

- Initial period: **April 2026 to 31.03.2027**
- Extendable by **one year** based on satisfactory performance

6. PAYMENT TERMS

- Payment shall be made **post-event**, upon submission of bills and certification.
- Rates shall be **inclusive of all taxes and charges**.
- No escalation during contract period.



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7. SUBMISSION OF BIDS

- Two separate sealed envelopes:
 - **Envelope I: Technical Bid**
 - **Envelope II: Financial Bid (Annexure A)**
- Both to be placed in a third envelope superscribed:
"NIQ for Catering Services – NLUJA, ASSAM"
- To be submitted by: **[insert deadline properly updated]**
- Tender Fee: ₹1,000/-
- EMD: ₹25,000/-

8. EVALUATION

- Technical qualification is mandatory
- Financial bid of technically qualified bidders only will be opened
- **L1 bidder(s) may be empaneled**
- University reserves right to empanel multiple vendors

9. OTHER TERMS

- University reserves right to cancel/reject any bid
- Poor quality/delay may lead to **termination and forfeiture of EMD**
- Sample tasting may be required
- Decision of University shall be final

Registrar

National Law University and Judicial Academy, Assam

Registrar
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<To be printed in letter head of bidder >

Annexure-A

FINANCIAL BID – MENU & RATE FORMAT (MANDATORY)

The bidder shall quote **per plate/per packet rates (inclusive of all taxes)** for the following standardized categories:

Sl. No.	Particulars/Description	Per head/ per Pkt.	Amount in Rs.
1	Packet Snacks (Per Packet) (To include) <ul style="list-style-type: none">• 1 Beverage (Tea/Coffee/Juice)• 2 Savoury items• 2 Sweet items (or 1 sweet + 1 fruit)		
2	Tea & Snacks (Per Head) (To include) <ul style="list-style-type: none">• 2 Beverages (Tea & Coffee)• Assorted Nuts• 2 Savoury items• 2 Sweet items		
3	High Tea (Per Head) (To include indicative items) <ul style="list-style-type: none">• Tea/Coffee + Juice/Soft Drink• Sandwiches / Cutlets / Rolls• Biscuits / Cookies• 2 Savoury items• 2 Sweet items• Seasonal Fruit		
4	Lunch/Dinner – Vegetarian (Per Plate) (To include) <ul style="list-style-type: none">• Rice• Bread (Roti/Naan/Poori)• Dal• Mixed Vegetable• 2 Vegetable Curries• 1 Fried Item• Salad & Condiments• Pickle/Papad• Sweet/Dessert		



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5	Lunch/Dinner – Non-Vegetarian (Per Plate) (To include) <ul style="list-style-type: none">• Rice• Bread (Roti/Naan/Poori)• Dal• Mixed Vegetable• 1 Chicken Curry• 1 Fried Item• Salad & Condiments• Pickle/Papad• Sweet/Dessert		
6	Additional Non-Veg Items (Optional – Per Head Basis) (To be quoted separately) <ul style="list-style-type: none">• Fish (per plate)• Mutton (per plate) <i>(Applicable when more than one non-veg item is required in a meal)</i>		

Date:

Place:

Authorised Signatory

Seal