



16 February 2017

**University of Calcutta**  
**Administrative Staff College**

**Subject – Notice Inviting Tender for Working Lunch Packet**

Sealed quotations are invited from experienced caterers in prescribed proforma for supply of 130 lunch packets as per menu mentioned below for a workshop to be held on 28|02|2017 at the Administrative Staff College, Central Library, College Street Campus, Kolkata-700073.

**Menu**

<b>Vegetable Fried Rice</b>	<b>150 gm</b>
<b>Salad</b>	<b>30 gm</b>
<b>Vegetable Manchurian</b>	<b>100 gm</b>
<b>Chicken curry</b>	<b>150 gm</b>
<b>Ice-cream cup (kwality Ice-cream)</b>	<b>1pc (90 ml)</b>
<b>Mineral Water (Bisleri/Bailley/Kinley)</b>	<b>1pc (500ml)</b>

**Terms & Conditions**

- Rates should be quoted per lunch packet basis inclusive of all taxes.
- Photocopy of Pan Card, Trade License should be sealed with the quotation.
- Actual number of packets that would be required to be served would be informed to the vendor on the evening of the previous day.
- Caterer has to arrange sufficient manpower for serving of lunch packets to 130 participants at a time. All packets are to be supplied at the specified dining place at 1 pm on 28|02|2017.
- All items including vegetables, chicken should be fresh and well within the expiry dates in case of packaged goods. Good quality of rice (basmati/chamarmani), good quality of mustered oil/soya oil (ISI branded) for cooking, best quality packaged spice should be used.
- Packing Specification – Individual item except ice-cream cup and mineral water should be served in foil packet. Each packet should be served with good quality plastic spoon, fork and one piece of paper napkin.
- No cooking will be allowed inside the building.
- The Caterer will have to make own arrangements for serving, cleaning of cutlery and the dining place before and after lunch.
- **Last date of submission of bids to the Office of the Internal Auditor, Centenary Building, 87/1 College Street, Kolkata-700073 is 23|2|2017, Thursday, up to 2 pm.**
- **The rate should be quoted as per the proforma attached. No other format shall be accepted.**

*Hony. Director, Administrative Staff College*



**Tender Form for the Working Lunch Packet for a Workshop**  
**to be held on 28/02/2017**

1. Name of the Tenderer/Firm :
2. Name of the owner :
3. Address for correspondence :
4. Mobile Number :
5. Rate per Lunch packet (Inclusive of all Taxes) :

Last date of submission of bids to the Office of the Internal Auditor, Centenary Building, 87/1 College Street, Kolkata-700073 is 23 | 2 | 2017, Thursday, up to 2 pm.

I/we agree to abide by the terms and conditions of the Tender.

*(Signature of the Tenderer/ Firm with seal)*