

**PONDICHERRY UNIVERSITY
EXAMINATION WING**

TENDER NOTIFICATION

Sealed Tenders are invited from the Caterer for supply of Tea & Snacks to the Pondicherry University, Exam Wing during Central Valuation.

The following items are to be supplied with rates:

Items	Quantity	Rate per item
Tea : i) with sugar ii) without sugar	90 ml per cup (in paper cup)	i) ii)
Coffee : i) with sugar ii) without sugar	90 ml per cup (in paper cup)	i) ii)
Green Tea : i) with sugar ii) without sugar	90 ml per cup (in paper cup)	i) ii)
Sweet Bun	60 gm	
Mixture	60 gm	
Puffs	60 gm	
Samosa	60 gm	
Cookies	2 Nos.	
Cutlet	1-60 gm	
Sundal	60 gm	
Bonda	2- 60 gm (each)	
Vadai	2- 60 gm (each)	
Keera Vadai	2- 60 gm (each)	
Plum cake	50gm	
Plain cake	50gm	
Pakoda	50gm	
Roll puffs	50gm	
Kara sev	50gm	

Terms & conditions

1. Registration/Permission/License obtained from the Govt./local authority as caterer need to be furnished.
2. PAN Number & GST Number should be quoted with the copy PAN Card & GST Certificate.
3. Copies of Income Tax Returns for the year 2020-21
4. Number of years of experience in the field along with address of the Offices/Organizations/ Educational Institutions where at present Catering services are to be provided.
5. List of the Clients / Organizations to where you have been supplied in the last 2 years.
6. Contract is for a period of 1 year renewable on performance/requirement basis. Supply of Tea & Snacks is required during the month of April to June & Nov to Jan. For the remaining months tea alone is required.
7. Rates inclusive of paper plates & paper tea cups.
8. EMD of Rs.50,000/- should be remitted by means of Demand Draft drawn in favour of
"The Finance Officer", Pondicherry University, payable at Puducherry.
9. To ensure the delivery of the orders on time as per the supply order & to ensure the quality of items are of standard & good quality, failing which a Penalty shall be levied as decided by the University.
10. The Tender should reach the Controller of Examinations, Pondicherry University, Puducherry on or before on **13-06-2022 at 12.30 pm** superscribing "**Tender for supply of Tea & Snacks**" and it will be opened on the same day **by 3.00 pm**.
11. The University has the right to accept or reject any tender partially or fully without assigning any reason thereof.
12. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

13. The Tenders will not be considered, if received after the bid closing date and time.
14. No Agency commission will be paid to any authorized agent.
15. The Tenderer shall not assign or sublet the allotted work in whole or in part or any benefit there under.
16. The rates should be quoted Unit Wise.
17. Tea & snacks is hereby to be supplied at the specified time mentioned below on week days and sometimes on Sundays & Public Holidays or any other time as decided by the University.

Morning 11.00 am
Afternoon 3.30 pm
Evening 6.00 pm (if necessary)

18. Any Extra items required are to be provided at short notice.
19. The Snacks items to be supplied to the individuals hygienically with gloves etc. conforming to high standards.
20. Approximate requirement ranges from per day 70 to 500 per session (two sessions per day)
21. Quantity of items will be tested by the committee for the shortlisted tender and based on quality evaluation tender will be selected.
22. One person should be appointed for service of the refreshments.
23. The person engaged should wear a face mask and gloves.
24. All necessary Covid Pandemic Standard Operating Procedure as directed by the Govt. of India issued from time to time should be followed strictly.

Place: Puducherry
Date : 11.05.2022

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23/5/2022
CONTROLLER OF EXAMINATIONS