NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR, ASSAM-788010

No.NITS/Convo-2026/Pre-convocation dinner/ **Date:25.11.2026**

QUOTATION FOR CATERING SERVICES FOR PRE-CONVOCATION DINNER AT SPORTS COMPLEX, NIT SILCHAR

- ***PRE-CONVOCATION DINNER TO BE PROVIDED:*** **11.12.2026**
- ***LAST DATE & TIME OF SUBMISSION OF TENDERS:*** **04.12.2026 at 3.00 PM**

Notice Inviting Sealed quotation

Subject: Catering Services for pre-convocation dinner at Sports Complex, NIT Silchar

Sealed quotations in a two-bid system are invited from reputed firms having experience in catering services of guest houses, circuit houses, etc., to provide catering services for the pre-convocation dinner **at the venue at NIT Silchar**. The last date of receipt of the completed tender document is **04.12.2026 at 3.00 PM.**

Quotation forms are available in the annexure of this tender document. The filled-in form shall be sent/submitted to the Purchase Section of NIT Silchar, addressed to **"Chairman, Food and Hospitality Committee, Convocation 2026, NIT Silchar, Assam – 788 010"**.

The bid shall be opened at **4.00 PM on 04.12.2026**. The price bid by the technically eligible parties shall be opened in the office of the Dean Academic (tentatively) immediately after the technical bid evaluation.

Sd/-
Chairman, Food & Hospitality
Committee, (Convocation-2026),
NIT Silchar

1.1 Overview:

Pre-convocation dinner food items should be standardized and approved. **Tentative quantity of food plates (buffet) to be served is 2000 nos.**

1.2. Scope of the Work:

a) Cooking and serving meals (Dinner).
b) Cleaning of auxiliary areas the next day.
c) Deployment of required manpower for the supervision of the services mentioned above.
d) Separate counters (2 for each item) should be maintained for all the items for all Starters and Desserts. For the Main course, four separate counters for all veg items (all items on a continuous table) and four separate counters for all non-veg items should be maintained.
e) **Starter and Dessert will be served outside the indoor hall, and the main course will be served inside the indoor hall.**
f) **Use of any single-use plastic, including glass, plates, water bottles, etc., is not permitted during the pre-convocation dinner.**
g) For dignitaries, around 50 sealed glass water bottles and necessary dining crockery need to be served in the venue.
h) The institute, on merit, may consider any other activities.
i) Drinking water dispensers along with sufficient numbers of paper glasses must be provided at least at 5 places inside the dining area (main course) and 4 places outside the hall near the starter area. All the dispensers must be refilled as soon as they become empty.
j) Sufficient no. of dustbins must be kept for the used plates, glasses, and other waste. A total of 5 places inside the dining area (main course) and 4 places outside the hall near the starter serving area.
k) Sufficient no. of cleaning staff must be deployed to clear the dustbins once they are filled.
l) All the engaged serving/cleaning staff must be properly dressed in uniform, apron, cap, hand gloves, etc., as per the requirement to maintain hygiene.

1.3. Firms' responsibility:

1) Managing the entire activity of the pre-convocation dinner at the venue, NIT Silchar, by providing dinner services to the guests/students/invitees of NIT Silchar.
2) Approved food items have to be supplied and served by the contractor/vendor.
3) Procurement of raw materials and ingredients for the preparation of the food. To arrange the cooking

fuel, utensils, and other materials required for serving. All crockery/cutlery/camper/thermos/cloth napkin/ paper napkins etc., as needed for providing high-class catering services in the Dining Hall/lobby of Sports Complex/or any place, will be provided to the Contractor. **Cutlery shall be of a very good quality**. The bidder should be equipped to provide catering for approximately 2000 people at once on short notice. For this purpose, a sufficient stock of crockery, cutlery, and other infrastructure must be maintained.

4) Engagement of qualified and skilled manpower in sufficient numbers by the caterer for (i) food preparation (cook & helper); (ii) supply/distribution at the serving counters; (iii) serving of food; (iv) central cutlery counters; (v) housekeeping; (vi) hall management.
5) To fulfill the statutory requirements in respect of the persons engaged for catering service.
6) All the consumables should be of reputed brands. A detailed list of items and the allowed brands is attached in (**Annexure-VII**).
7) **All necessary bins for kitchen and dining waste management need to be arranged by the vendor professionally.**
8) The central counter within the dining hall must be well decorated with fruit and vegetable decorations. All the cutlery items will be distributed from the central counter.

Note:

- The burning of dry/wet leaves/plates and waste material is not permitted on the campus.
- The contractor should not use any plastic/ polythene/ thermocol items, especially plates/glass, as these are non-biodegradable and banned from use. All serving items should be made of paper cups or be biodegradable.
- All utensils, after washing with soap water, should be mopped with a dry, clean cloth for re-use or heated in chambers (if required).
- Necessary arrangements to be made to serve the food warm in the buffet.
- A necessary number of service persons are to be deployed for each buffet.

1.4. The Institute will extend the following facilities and items to the Contractor

- Space for the operation of pre-convocation dinner services.
- Electricity (not for cooking).

- Water for washing purposes.

1.5. A Financial bid is to be submitted as a Financial Bid Form (Annexure-V) by considering the above scope of services and manpower required to manage the contract. The rate should include all taxes. The institution will not pay anything extra for the contract.

Key Deliverables/Operative Terms and Conditions:

- The catering services shall be operated by the awarded firm(s) as decided by the competent authority, failing which the bidder will be blacklisted for the next year and the work shall be awarded to the next eligible bidder. The acceptance letter from the selected bidder shall be sent to the authority within 24 hours of the award letter being issued. Efforts should be made to ensure the quality and quantity of approved food items.
- The caterer shall engage and provide a requisite number of well-trained cooks and service personnel.
- Meals should be supplied at all times for all the guests without fail at the designated time.
- The caterer should be financially sound to operate.
- The caterer should arrange the required kitchen equipment and buffet sets.
- The caterer shall serve only specified foods as per the contract document and/or sometimes as approved by the competent authorities for special cases.
- The caterer must display the names of food items to be served, in consultation with the competent authority.
- The Caterer has to provide uniforms to their employees during service hours. He has to ensure that his staff are always dressed in clean and tidy uniforms while on duty. The caterer should also issue a Photo Identity Card to its staff.
- The Caterer's employees should be free from any contagious disease, sickness, or any other kind of disease that is considered unacceptable for handling food. In such cases, the Caterer should grant them leave, arrange treatment as deemed fit, and make alternative arrangements at their own cost. Whatever the circumstances, the caterer must ensure that the facility is not hampered and that the standard of service is maintained.
- The Caterer shall be solely responsible for providing safe and hygienic food to the guests. The convocation food committee appointed by the Institute will monitor the same, including hygiene during the preparation of food items. Persons authorized by the Institute must have full access to all facilities and documents. Any preparation found to be unwholesome or unhygienic is liable to be rejected without compensation. Further punitive action, as deemed fit, shall be taken against the caterer, including cancellation of the contract.
- Only packaged drinking water (20-liter jars and dispensers with paper glasses) has to be served.
- The Caterer shall maintain the neatness and cleanliness of the premises at all times. No trash is to be thrown inside the sports complex premises except in properly covered bins supplied by the Institute.
- Burning of any fuel other than cooking gas is forbidden. The use of electricity for cooking is strongly prohibited.
- The assets and non-consumable articles provided by the Institute shall be the property of the Institute, and the caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition. The Caterer shall maintain the building space in a clean & and hygienic condition.
- In the event of loss/theft/damage of property/utensils/ fittings caused due to negligence of any of its employees of the Caterer, the Institute shall be entitled to get compensation from the Catering Agency. The compensation

amount, as decided by the Institute, will be final.

Technical Eligibility Criteria

1. Technical Bid shall contain a duly sealed and signed tender document; Technical Bid Format, Undertaking **(Annexure-I)**, Self-Attested Copy **(Annexure-II)**, **Performance Certification(s) (Annexure-III)**, List of some of the Items to be served **(Annexure-IV)**, declaration **(Annexure-VI)**, and duly filled and signed with all supporting documents as mentioned in the tender document.
2. **Financial Bid (Annexure-V) is the sample document which should be filled online only and shall contain the quoted monthly License Fee payable to the Institute.**
3. The bidder should have experience in satisfactorily running events (Conference, Convocation, Official Programs, etc.) of similar repute in reputed educational institutes/the Government Sector/similar organizations. For this, the bidder must have at least one similar completed **work with a minimum dining strength of 1600 persons during the last two years**.
4. The bidder should have on their rolls a sufficient number of cooks to prepare good-quality snacks/meals.
5. The bidder should possess a valid license as per the Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached). **Please ensure that copies of the annexure of the FSSAI License showing the details of "Items of food manufactured/handled" are also attached.**
6. The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 50 lakhs. **Please submit documentary evidence, such as audited balance sheets, profit and loss accounts, and Income Tax assessment completion certificates, for the last two financial years. All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.**
7. The bidder's performance/experience, as per the format at **(Annexure-III)**, for each work completed in the last two years.

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

General instructions for the bidder before filling the Technical and Financial Bids:

1. All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the terms and conditions of this tender.
2. All the documents as mentioned must be submitted; otherwise, the application will be treated as incomplete.
3. An application without Tender Fee & Earnest Money Deposit (EMD) will not be accepted, and no correspondence shall be entertained thereafter.

Statutory Obligations:

- The staff engaged by the catering agency shall draw their remuneration from their Caterer and shall not claim any employment benefit from the Institute at any time. The agency shall also be responsible for such personnel's statutory obligations and indemnify the Institute in this matter. It is the caterer's duty to explain these terms to his employees.
- The Caterer shall be directly responsible for payment of wages as per the Government rules amended from time to time (including other benefits like E.P.F. & E.S.I. bonus) to his employees engaged for the services. The Minimum Wages Act and Compensation Act should be strictly followed.
- The institute shall have no responsibility towards payment of wages, social security, medical care, safety, or any benefit to the caterer's employees. Any incident occurring during the contract period is the sole responsibility of the caterer, and the institute is not liable for any such incident.
- **The Caterer shall not employ any minor for the above contract work as prohibited under the Labor Act and shall comply with all the clauses of the Act.**
- All safety measures must be taken to avoid any accident, fire, and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Caterer. The Institute shall in no way be liable for any such incident occurring during the contract period or in connection with the services.
- If there is damage to the building or other Institute property because of the willful or negligent act or poor maintenance, the Institute will repair it at its own cost. It shall recover the amount from the caterer.
- The staff employed by the agency will not join or form any union associated with the Institute or otherwise any political party.
- If the rates of two or more bidders are found to be the same, preference will be given to the firm having better credentials. Decisions taken by NIT Silchar shall be final and binding.
- The quality of meals served shall be checked by the Food Committee.
- **Penalty Clause:** In case of violation of any of the clauses as specified in this notice or in case of damage caused to the Institute property by any act of the successful bidder to whom the award of work has been made, necessary recovery as deemed fit by NIT Silchar shall be made from the bill amount. In severe cases, the successful bidder's work order may be canceled, and the firm may be blacklisted.

The scope of work detailed above, including key deliverables, is broad, and the institute would appreciate innovative proposals concerning the services sought. The prospective firms are required to submit their proposals, preferably after conducting a detailed site survey.

Decisions taken by the authority of NIT Silchar shall, in all cases, be final and binding upon the bidder.

Credential Criteria:

	Bidder Profile (General Information)		
1.	Name of the Company/Firm with complete registered address		
2.	Name of Tenderer/Representative/Applicant (Authorized Signatory)		
3.	Complete Postal Address of the tenderer with contact (Phone / Mobile No)		
4.	Legal Status (Individual/ Proprietary Firm / Partnership Firm / Limited Company/Corporation)		
5.	Year of Commencement of Business (attach documentary evidence)		
Mandatory Information			
6.	Statutory details (attach photocopy of each)		
	(i) Valid labor license-		
	(ii) EPF &ESI registration-		
	(iii) PAN Card–		
	(iv) AADHAR Card No. of the tenderer-		
	(v) GST Reg. No-		
7.	Food Safety (FSSAI) Reg. Nos. for running Restaurants/Students ' Cafeteria/Similar Establishments-		
8.	**Earnest Money is to be paid in favor of "Director, NIT Silchar". EMD money is to be deposited in the form of NEFT / RTGS / Direct Payment only (Exemption, if any, as per the Govt. Regulation).**	**Amount: Rs. 50,000/- Payment Details:**	
9.	The bidder must have proven experience in successfully organizing events of similar nature and scale, such as conferences, convocations, official functions, and other large-scale institutional or governmental programmes, at reputed educational institutions, Government organizations, or other comparable establishments. To qualify under this criterion, the bidder must have successfully completed at least one similar event in the last two (02) years, with **a minimum dining capacity of 1,600 persons**. The bidder shall submit details of all relevant works completed and ongoing (in hand) during the last two (02) years in the prescribed format provided in **Annexure-III**. The details furnished in Annexure-III must be duly certified by an authorized/responsible official of the respective client organization. **Supporting documents**, such as work orders, completion certificates, and performance certificates, may also be submitted to verify the claimed experience.		
10.	The bidder's average annual financial turnover (gross)in catering services/similar establishments during the last two financial years should not be less than Rs. 0.5 crore. Volume of business done in the previous two years (submit documentary evidence like audited balance sheets and Profit & Loss accounts, etc.). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.		
	Details of the Annual Financial Turnover for the financial years	2024-25	2025-26
11.	Current/Saving Account No. with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)		

Eligibility criteria are broad guidelines, and the Director, NIT Silchar, has the exclusive right to relax/ alter/ modify/ add any or all of the above-mentioned criteria.

Validity of Contract:

The validity of the contract, if awarded, would be for Convocation 2026 only.

Jurisdiction and Right to Amend Rules:

1. The institution reserves the right to amend the operation rules whenever and wherever necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for the execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract, either during the subsistence of the contract or thereafter, the Director, NIT Silchar, is the sole arbitrator to decide the same. His decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act, 1996. If differences persist even after arbitration and there are compelling reasons to go to court, they will be decided by the court at Silchar only.

Submission of Sealed quotation with all required documents:

Documents (including technical and financial bids) should be put in a single sealed envelope super-scribed as **'Catering Services for Pre-convocation dinner on 11/12/2026 at NIT Silchar'** and should be addressed to "The Chairman, Food Committee (Convocation 2026), NIT Silchar, Assam–788 010" to be submitted/sent to the **Purchase Section, 2nd Floor, Administrative building, NIT Silchar. The last date for bid receipt is 04.12.2025 up to 3:00 PM.**

Incomplete Bids / Bids received after the due date/time shall be rejected.

Annexure-I

ON THE LETTER HEAD OF THE FIRM

PROPOSAL FOR PROVIDING CATERING SERVICES AT NIT SILCHAR

	Bidder Profile (General Information)		
1.	Name of the Company/Firm with complete registered address		
2.	Name of Tenderer/Representative/Applicant (Authorized Signatory)		
3.	Complete Postal Address of the tenderer with contact (Phone/Mobile No)		
4.	Legal Status (Individual/ Proprietary Firm/ Partnership Firm/Limited Company/Corporation)		
5.	Year of Commencement of Business (attach documentary evidence)		
Mandatory Information			
6.	Statutory details (attach photocopy of each)		
	(i) Valid labor license-		
	(ii) EPF & ESI registration-		
	(iii) PAN Card–		
	(iv) AADHAR Card No. of the tenderer-		
	(v) GST Reg. No-		
7.	Food Safety (FSSAI)Reg. Nos. for running Restaurants/ Cafeteria/ Similar Establishments-		
8.	**Earnest Money is to be paid in favor of "Director, NIT Silchar" EMD money is to be deposited in the form of NEFT/ RTGS/Direct Payment only**	**Amount: Rs. xxxxx/- Payment Details:**	
9.	The bidder should have experience in successfully organizing events (Conferences, Convocations, Official Programs, etc.) of similar repute at reputed educational institutions/the Government Sector/similar organizations. For this, the bidder must have at least one similar completed work with a minimum dining strength of **1600 persons during the last two (02) years**. Above Bidder's performance/experience must be provided as per the format at (Annexure-III) for each work completed (and in hand) in the last two years. Annexure-III should be certified by a responsible person from the certifying organization.		
10.	The bidder's average annual financial turnover (gross)in catering services/similar establishments during the last two financial years should not be less than Rs. 50 lakhs. Volume of business done in the previous two years (submit documentary evidence like audited balance sheets and Profit & Loss accounts, etc.). All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.		
	Financial Turnover for financial years	2024-25	2025-26
11.	Current/Saving Account No. with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)		

Date:
Place:

Signature of the Authorized Person

Annexure-II

ONTHELETTERHEADOFTHEFIRM

Experience of the firm in providing Catering Services

a) Details of all completed/ongoing contracts

Sl. No.	Name of the Organization with address, phone no., email-id, etc.	Period of Contract		Nature of work undertaken	Remarks (Completed/ Ongoing)
		From	To		
1					
2					
3					
...	...	...	...	...	

Date:
Place:

Signature of the Authorized Person

N.B. (Please enclose the following documents along with the form)
1. Attach ongoing and previous work order details as proof.

Annexure-III

FORMATFORPERFORMANCECERTIFICATIONREFFERRED

(To be submitted along with the Technical Bid)

(Please furnish the information for each work from the employer for whom the work was/ executed)

1. Name of the Contract/ Establishment & Location:_____
2. Name & Designation of the contact person with Tele/Mobile No:
3. Agreement No. (if applicable):
4. Scope of Contract/ Establishment:
5. Contract Cost:
6. Period (from-to):
7. Name of the event (copy of the work order to be attached):
8. Dining strength (No. of persons):
9. Performance Report:
   i. Quality of Food–Excellent/ Very Good/Good/Fair
   ii. Quality of Service-Excellent/Very Good/Good/Fair
   iii. Overall Performance-Excellent/Very Good/Good/Fair
10. Compliance with all Statutory Requirements–Yes/No:

(Seal of the Organization)

(Signature with date of the Authorized representative of the Organization)

Annexure-IV

The items as per the following Food Menu are to be provided at NIT Silchar at the Pre-Convocation Dinner on 11th December, 2026, 7:30 PM – 10:00 PM

PROPOSED MENU OF PRE-CONVOCATION DINNER #
ON 11.12.2026
24th PRE-CONVOCATION 2025, NIT SILCHAR

	STARTER		**MAIN COURSE**
1	Vegetable Soup	1	Chola and Puri
2	Chicken Tikka (boneless)	2	Butter Naan
3	Paneer Tikka	3	Plain Rice & Kashmiri Pulao
4	Crispy Chili Baby Corn	4	Kashmir Aloo Dum
5	Panipuri and Dahipuri	5	Dal Fry
	DESSERTS	6	Roasted Cauliflower
		7	Paneer Butter Masala*
		8	Egg Curry
		9	Chicken Butter Masala*
1	Gulab Jamun	10	Mutton Rogan Josh*
2	Malai Jalebi (Ghee fried)	11	Roasted Papad
3	Ice Cream Cone/Cup of 120 ml or more (three different flavors)	12	Chutney (Sweet and Sour)
4.	Drinking water, Cold drinks, Tea, and Coffee	13	Green Salad
(i)	Spoon, Fork, Plates, Tissue, Paper glasses (as required)		
(ii)	Paper napkins, Toothpicks, one-time-use wooden spoon and fork, and other required items (Complementary)		
(iii)	Mukhwas (mouth freshener)		

The committee **will ensure the quantity and quality.**

*Quantity of total uncooked Paneer, Chicken, and Mutton should be @80-100 gm per plate. The committee will ensure the quantity *and quality*.

Annexure-V

(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM)

(To be sealed in a separate envelope marked as "Financial bid")

Financial Bid Form

PRE-CONVOCATION DINNER ON 11.12.2026
24th CONVOCATION 2026, NIT SILCHAR

Sl. No.	Item	Unit Price (INR) inclusive of all taxes
1	STARTER	
2	MAIN COURSE	
3	DESSERTS	

Caterer's Name:
Address:

Contact No.:
Signature with
Seal:
Date:

Annexure - VI

(TO BE SUBMITTED ON THE LETTERHEAD OF THE FIRM)

DECLARATION

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. dt. .....

I/We shall be liable to disqualification in case of any violation of the terms/clauses, and I/We shall abide by the decision of the National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/ terminated/ suspended by any organization and that no case has ever been contemplated or is pending in any court of law.

Signature:

Date:

Annexure-VII

Permissible Brands of Grocery/Food items:

Sl. No.	Mess Items	Permissible Brands
1.	Salt	Tata, Annapurna, Nature fresh, Aashirvaad
2.	Spices	M.D.H., Everest, Sunrise, Everyday
3.	Ketchup	Nestle, Kissan, Heinz, Del Monte
4.	Refined Oil	Saffola, Fortune, Patanjali
5.	Mustard Oil	Engine, Fortune, Dhara, Patanjali
6.	Pickle	Mother's Recipe, Bedekar, Nilon's, Priya
7.	Wheat Flour	Aashirvaad, Ganesh, Fortune, Parle G
8.	Instant Noodles	Nestle, Top Ramen, GSK
9.	Butter	Amul, Mother dairy, Britannia
10.	Jam	Kissan, Nestle, lion, Mortion
11.	Ghee	Amul, Annapurna, Manorama
12.	Milk	Amul, Nestle, Nestle, Dairy, purabi
13.	Paneer	Gopal, Sajal, Ajanta, Amul, Purabi
14.	Tea	Rosekandy, Lipton, Tata Gold
15.	Cheese	Amul, Britannia
16.	Rice	Sartaj, Laxmi Bhog, India Gate
17.	Washing material	Vim, Pril
18.	Coffee	Nestle, Tata, Bru
19.	Rice flour	Swastik/ LG/ Gitz
20.	Papad	Lijjat/ Bhikharam Chandmal/mother's
21.	Dahi (Card)	Amul/ Mother Dairy/ Nestle/ Purabi
22.	Pasta	Nestle/ ITC/ Nissin/ Knorr
23.	Maida	UFM/ Riya Flour Mill/ Joy Commercial
24.	Vermicelli	MTR/ Ruchi/ Rajdhani
25.	Rice Kheer	Gobindo bhog / Joha/ Kalijeera
26.	Ice Cream	Amul/ Cream Bell/ Vadilal
27.	Besan	Ganesh/ Rajdhani/ Shakti bhog/ Fortune
28.	Basmati Rice	Daawat Lovely Gold/ India Gate/Fortune