



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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Memo No. WBUHS/F&A/2021-22/226-A

Date: 29.09.2021

- 1) Programme Officer- Display on WBUHS Website
- 2) Asst. Registrar- for office Notice Board

Subject: Invitation for quotation for supply of Refreshment food for different meetings, workshops & seminars at WBUHS

Sealed quotations are invited from suppliers for supply of the following items to this Institute. The quotation in specified format . alongwith necessary supporting documents should be sealed in an envelope and submitted to this office on or before the prescribed time.

Sl. No.	Name of the Items with Specification	Qty.	Rate for Serving Packed Food	Rate for serving Unlimited food by Preparation at site with limited Sweets & Drink
1.	Breakfast Items			
2.	Lunch Items			
3.	Snacks Items			

Last date for submission of the above quotations to this office is...07.10.2021.... till...01:00..p.m. Quotations received till this date will be opened at ...02:00 p.m.... at the office of...Registrar, WBUHS.

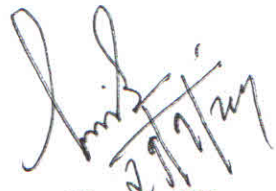
Instructions to bidders and Terms and Conditions:-

1. The quotations must be submitted in sealed envelope, in prescribed format with details of enquiry number, last date for submission etc. Super Scribed on envelope.
2. The quotations must be supported by necessary information and other documents.
3. The bidder must not be a defaulter to any Government Authorities and must not have been blacklisted / debarred from supplying goods.
4. The bid must be for inclusive price of goods, must include all taxes and levies, transportation charges.
5. Rates quoted should be valid for **90 (ninety)** days from the last date of the submission of offer.
6. The bid offer must comply with all information. Mere quoting lowest price will not be the criteria for award.
7. The bidder must mandatorily quote PAN number and VAT TIN, while submitting the quotation.
8. The Consignee will make payment for the goods received by way of RTGS/NEFT/ECS, as the case may be. Hence the supplier will have to provide Bank Details to the Consignee.
9. Payments will be done only after delivery, advance payment will not be done.
10. Food must be prepared with Hygienic with fresh edible oil.
11. For packed supply, food must be supplied in properly sealed & packed condition with serving silver coated paper dish.
12. For serving unlimited foods, staff and serving utensils should be provided by the bidder.
13. Food must be supplied at doorstep.

14. This office reserves the right to reject any or all bid offers, without assigning any reason(s), thereof.

15. List of documents to be attached:-

- a. Covering Letter with details of bidders, address, Telephone Number, Mobile Number, email id, name Signature and seal.
- b. Type of Business entity manufacturer / Authorised Dealer, any others (to be specified).
- c. PAN Card Xerox
- d. Sales Tax / VAT TIN Number
- e. Offer Letter stating make and model quoted
- f. Authorization from Manufacturer regarding support during the bidding process and warranty period, in case the bidder is not a manufacturer.
- g. Technical Literature of the Item quoted.
- h. Price quotes alongwith taxation (GST), inclusions and exclusions, if any.
- i. Undertaking that the bidder has not been black listed or debarred from supplying previously.
- j. Undertaking about compliance of terms and conditions mentioned in this quotation.
- k. **FSSAI (Food Safety & Standards Authority of India) Certificate.**



Finance Officer

The West Bengal University of Health Sciences