



**PONDICHERRY UNIVERSITY**  
(A Central University)  
**BOYS HOSTELS OFFICE**

**Dr. S. SUDALAI MUTHU**  
**Convenor – Refreshment Committee**  
**Email:chiefwardenboys@gmail.com**

**C.V. Raman Hostels Office**  
**R. Venkatraman Nagar,**  
**Kalapet, Puducherry- 605 014**

**No. PU/UHs/CW/2019-20/**

**Date: 14.12.2019**

Sir,

***Sub: PU – 27<sup>th</sup> Convocation – Quotation called for the Purchase and Supply of Standard Lunch and Snacks – reg.***

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Quotation in a sealed cover is hereby invited for the supply of the food items from the reputed Hotels/Restaurants subject to the terms and conditions as stipulated below.

The detailed descriptions are as under:

Sl. No.	Detailed description of the food items	Quantity
1	<u><b>VIP Refreshment</b></u> a) Kaju Sweet b) Almond c) Fried Cashews d) Millet Cookies (1 piece) e) Coffee / Tea f) Mineral Water (300ml) g) Litchi Juice (1No. – Tetrapack)	350Nos.       100 Nos.
2	<u><b>SNACKS ITEM IN A PACKET TO CANDIDATE/PARENTS (ONE) / FACULTY/ STAFF</b></u> a) Vegetable Samosa (1 No.) b) Mini Jangiri (1 No.) c) Coffee/Tea d) Mineral Water (300 ml) and tissue paper	1200 Nos. of Packs
3	<u><b>STANDARD LUNCH PACKET TO CANDIDATE/PARENT/FACULTY/STAFF/ HOUSEKEEPING/SECURITY/POLICE</b></u> a) Chapathi - 1No. b) Vegetable Kuruma c) Sambar Rice d) Vegetable Pulao e) Curd Rice & Pickle f) Vegetable Curry g) Chips h) Sweet - 1No. i) Mineral Water (300 ml) and tissue paper	1600 Nos.
4	<u><b>STANDARD BUFFET LUNCH TO THE VIP/COURT/DEAN's/HOD's/EC/AC MEMBERS</b></u>	200 Nos.

5	<u>REFRESHMENTS TO THE DIGNITARIES ON THE DIAS</u> a) Dry Fruit & Nuts - 50 Grams b) Mineral Water (300 ml), tissue paper & Spoon	20 Nos.
6	<u>SWEET BOX TO ALL THE EMPLOYEES OF THE UNIVERSITY</u> a) Sweet - 300 Grams b) Savory - 200 Grams	2300 Nos. of Packs

The quotation in a sealed cover superscribed as "quotation for the supply of food items for 27<sup>th</sup> Convocation" should reach the Convenor, Refreshment Committee for 27<sup>th</sup> Convocation, C.V.Raman Hostel, Pondicherry University, Puducherry - 14 **on or before 16.12.2019 at 4.00 PM. The Quotations would be opened at 4.05PM on 16.12.2019**

The quotation received after the last date and time will not be accepted under any condition thereof.

Yours faithfully

(Dr. S. Sudalai Muthu)

**Convenor - Refreshment Committee**

#### **TERMS AND CONDITIONS: -**

- 1) The quotation in a sealed cover should be addressed to the Convenor, Refreshment Committee for 27<sup>th</sup> Convocation, C.V.Raman Hostel, Pondicherry University, Puducherry - 14 **on or before 16.12.2019 at 4.00PM**
- 2) The quotation should only be sent either by Registered post / Speed Post or by in person.
- 3) The rate quoted should be inclusive of all the cost such as transportation delivery, and arrangement in the venue and also inclusive of all taxes, (if any):
- 4) The University reserves the right to accept (or) to reject any quotation.
- 5) The University reserves the right to reject any quotation that has alteration in the rate and other numerical figures quoted.
- 6) The food items should be delivered to the J.N.Auditorium, Pondicherry University, Puducherry - 14 **on 23.12.2019 (Monday) (except item no.6)** by the supplier as instructed by the Committee.
- 7) The Sweet Boxes should be delivered to the C.V.Raman Hostel Office, Pondicherry University, Puducherry - 14 **on 26.12.2019 (Thursday) at 9.30AM.**