

Request for Quotation (RFQ) of providing snacks packet for the 20th Convocation of IUB to be held in January, 2019.

Promising and Interested vendors/supplier/catering company/restaurants are requested to submit quotation for providing snacks packet for the 20th Convocation of IUB to be held in January (tentative) 2019. Terms and conditions are as follows:

Menu of snacks packet for 3,700 guests:

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|--------------------------------|-----|
| 1) Chicken Patties | 1pc |
| 2) Brownies | 1pc |
| 3) Orange | 1pc |
| 4) Laddu | 1pc |
| 5) Bottled Water- 500 ml (Mum) | 1pc |
| 6) Bag with IUB logo | 1pc |

The terms and conditions of the work order are as follows:

- 1) The quotation should be submitted within 6th of December 2018 and all works should be completed as per instruction of the concerned person of IUB.
- 2) You will make the Snacks boxes ready for serving to the guests at IUB campus located at plot-16, Block-B, Aftabuddin Ahmed Road, Bashundhara, Dhaka-1212 by 7:30 a.m on convocation day to the respective service point (mentioned by IUB authority);
- 3) The aforesaid food items will be delivered in packets and tissue paper, tomato sauce packet, water bottle should be inside the cloth bag;
- 4) The foods must be fresh, hygienic and edible. The quality of food should be strictly maintained as detailed in the quotation;
- 5) The university may impose a penalty if there is any discrepancy in supply timing/ supply management, quantity and quality of foods and services;
- 6) The University may increase / decrease the quantity of food (per person) if required which will be notified duly, before the program;
- 7) The vendor will be paid 50% of the work order value as advance against a Bank Solvency Certificate & an undertaking on a non-Judicial stamp worth Tk. 300/-.
- 8) The final payment will be made within 30 (thirty) days from the date of submission of final bill after successful completion of the work ;
- 9) All types of govt. taxes will be deducted at source from your bill as per the existing government rule.

Thanking you

Kazi Faruque Ahmed
DD, Facilities and
Convener, Hospitality Committee

Request for Quotation (RFQ) of providing Convocation Dinner for the 20th Convocation of IUB to be held in January, 2019.

Promising and Interested vendors/supplier/catering company/restaurants are requested to submit quotation for providing Dinner for the 20th Convocation of IUB to be held in January (tentative) 2019. Terms and conditions are as follows:

Menu of Convocation Dinner for 3,600 guests:

- 1) Mutton Kattchi Biriani with best quality bashmoti rice
- 2) Chicken Tandoori (¼ per person)
- 3) Mixed Vegetable (Indian style)
- 4) Aloo Bokhara Chutney
- 5) Assorted Soft Drinks and Diet coke (250 ml)
- 6) Mineral water bottle (500 ml)
- 7) Shahi Firni
- 8) Fresh Slice Salad

The terms and conditions of the work order are as follows:

- 1) The quotation should be submitted within 6th of December 2018 and all works should be completed as per instruction of the concerned person of IUB.
- 2) Your catering service will include the aforesaid foods, sufficient waiter/service persons, crockeries, cutleries, tissue papers, soaps etc;
- 3) You will make the dinner ready for serving to the guests at IUB campus located at Plot-16, Block-B, Aftabuddin Ahmed Road, Bashundhara, Dhaka-1229 by 6:00 p.m on the Convocation day;
- 4) There will be minimum 4(four) dinner halls/centers for the guests;
- 5) Convocation dinner will have to be served at tables on plate (sit down dinner). There will be sufficient waiter/service persons and several catering service stations at the campus to serve the guests in a disciplined manner;
- 6) The foods must be fresh, hygienic and edible. The quality of food should be strictly maintained as detailed in the quotation;
- 7) The university may impose a penalty if there is any discrepancy in supply timing/supply management, quantity and quality of foods and services;
- 8) The University may increase / decrease the quantity of food(per person) if required which will be notified duly before the program;
- 9) The vendor will be paid 40% of the work order value as advance against a Bank Solvency Certificate & an undertaking on a non-Judicial stamp worth Tk. 300/-;
- 10) The final payment will be made within 30 (thirty) days from the date of submission of final bill after successful completion of the work ;
- 11) All types of govt. taxes/VAT will be deducted at source from your bill as per the existing government rule.

Thanking you

Kazi Faruque Ahmed
DD, Facilities and
Convener, Hospitality Committee