COUNSELLING SERVICE

Indian Institute of Technology Kanpur

Mukesh Sharma
Head
Counselling Service

CS/UGPG/2013-14/T1   **June 14, 2013**

Dear Sir,

Subject: Request for quotation

Kindly give a quotation for catering for high tea with following menu items:

Sl. No.	Item Description	Quantity
1	Gold Coin(Contains Aloo filling)	1
2	Potli samosa	1
3	Veg. Cutlet	1
3	Milk Cake	1
4	Bakery Chips	10 gm
5	Cold Drinks	100 ml
6	Tea	100 ml
7	Cold Water (in gallons)	As required for 3500 people
8	Tenting for food preparations	As per your convenience

The catering will take place in the following manner-:

    1.) Hall 2 – 500 Plates
    2.) Hall 3- 500 Plates
    3.) Hall 5 – 500 Plates
    4.) Hall 10 – 600 Plates
    5.) GH 1 – 300 Plates

The catering here will take place from 10:30am to 12:00Noon on 22nd July 2013 in the respective hall messes (For UG's)

6.) New and Old LHC Foyer – 1100 plates
The catering here will be from 10:30 am to 12:00 pm. on 20th July 2013 (For PG's)

Samples should be made available in the Counselling Service Office, House No. 503, Type 5 for inspection before the quotation is submitted.

The supplied items in the high tea should be of high quality. Counselling Service reserves the right to take appropriate action including revision in the cost of the contract if the quality is not of required standard in the high tea.

Also, the contract of the high tea will be given to the caterers on the basis of both the taste and lower price.

Please send your offer for the above (original, signed and sealed envelope) mentioning the following:
1. Cost of each item
2. Cost per plate (Including tenting, service charge and tax)
3. Payment terms
4. With proper letter head and tin no.

Please send your sealed quotation latest by 5pm June 22, 2013.

Send the hard copy to:
Head, Counselling Service,
House No. 503, Type 5, IIT Kanpur,
Kanpur -208 016

Thanking you,

Yours sincerely,
Head

Counselling Service