



# COUNSELLING SERVICE

Indian Institute of Technology Kanpur



**Head**

**CS/UG/2012-13/T3**  
**July 2, 201**

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       | Hara Bhara Kabab              | 2                           |
| 2       | Allahabadi samosa             | 1                           |
| 3       | Pista Barfi                   | 1                           |
| 4       | Bakery Chips                  | 10 gm                       |
| 5       | Cold Drinks                   | 100 ml                      |
| 6       | Tea                           | 650 cups                    |
| 7       | Cold Water (in gallons)       | As required for 4000 people |
| 8       | Tenting for food preparations | As per your convenience     |

The catering will take place in the following manner-:

- 1.) Hall 2 – 650 Plates
- 2.) Hall 3- 650 Plates
- 3.) Hall 5 – 650 Plates
- 4.) Hall 10 – 650 Plates
- 5.) GH 1 – 300 Plates



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The catering here will take place from 10:00 am to 12:00 pm.

6.) New and Old LHC Foyer – 1100 plates

The catering here will be from 4:00 pm to 6:30 pm.

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

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

Please send your quotation latest by July 07, 2012.

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

Thanking you,

Yours sincerely,

**Head**