

India Trade Promotion Organisation
National Arogya Fair, Pune, March 19-22, 2016

Tender No. ITPO/NAF/Catering/2016 dt. 03.03.2016

Notice Inviting Quotations

India Trade Promotion Organisation (ITPO), a Govt. of India organisation, as part of its activities of organising exhibitions and conferences etc., is organising National Arogya Fair at Pune during March 19-22, 2016.

ITPO invites sealed rates for various services from the caterers to meet the catering requirements during the Fair. The broad requirements of catering are as below:

- Vegetarian lunch (packed or served) for about 150 persons everyday for 4-5 days;
- Tea/coffee vending machine with supplies;
- Tea, coffee, cookies, soft drinks, water in the VIP Lounge every day for about 50 guests for four days;
- High tea for about 250 persons after the inaugural function on 19th March 2016;
- Water dispensers with water jars and plastic/paper cups

ITPO will be making the payment to the selected for all the above services based on the actual quantities.

In addition, the caterer is expected to make arrangements for selling tea, coffee, snacks, soft drinks, other eatables and packed and served lunch to the exhibitors and visitors in the Fair at reasonable prices.

Interested caterers may please fill in the attached Technical and Commercial Bid forms and send them to the undersigned in separate sealed covers clearly marking on the envelopes **‘Technical Bid for Catering during National Arogya Fair 2016, Pune’** and **‘Commercial Bid for Catering during National Arogya Fair 2016, Pune’** positively by March 10, 2016:

Prem Singh
Senior Manager
India Trade Promotion Organisation
Room No. 218
Pragati Bhavan, Pragati Maidan
New Delhi - 110001

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Technical Bid

Name of the Caterer: _____

Address: _____

Contact Executive
(Name & designation) _____

Tel: _____ Fax: _____

E-mail: _____ Mobile No.: _____

VAT No _____ Service Tax No. _____

PAN No. _____

Annual turnover (last 2 years) 2013-14 Rs. _____ 2014-15 (Rs. _____

Established (year) _____ Regular Manpower (Nos.) _____

Whether the company runs restaurant(s) Yes _____ No _____

If yes, how many and where? _____
(please attach separate sheet(s), if necessary)

Can the company attend to multi-event catering? Yes _____ No _____

If yes, how many a day? _____

Date: _____

(authorised signatory with seal)

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Commercial Bid

Name of the Caterer: _____

Address: _____

Contact Executive
(Name & designation) _____

Tel: _____ Fax: _____

E-mail: _____ Mobile No.: _____

Description	Unit Rate	Taxes
<u>Lunch Vegetarian (packed or served)</u> Veg. dishes (any three), veg biryani/rice, dahi bhalla or raita, achar, chutney, papad, one sweet, Naan, parantha, roti and water bottle		
<u>High Tea</u> Tea, coffee, cookies, mineral water, soft drinks, samosa or paneer pakoda, assorted veg. pakoras, one pastry or sweet item,		
Tea/coffee vending machine with consumables for about 300 persons everyday		
1. Water dispenser		
2. water jars of 20-25 litres		
3. 100 plastic/paper cups		

Date: _____

(authorized signatory with seal)