

Sub: Invitation to Quote for Catering facilities at Auto Ancillary Show,
During Oct 25-28, 2013 at Auto Cluster Exhibition Complex, Pune

Quotation are invited for setting up of Catering Facilities at Auto Cluster Exhibition Complex, PCMC, Chinchwad, Pune for the duration October 25-28, 2013 for Auto Ancillary Show organized by India Trade Promotion Organisation, Mumbai and Auto Cluster Development & Research Institute(ACDRI), Pune.

The proposals are to be submitted in two separate sealed envelopes (properly labelled). These two envelopes will be placed in a third sealed envelope, as per details below:

- 1. Envelope -1 (Technical bid) :** This envelope should contain self attested documents to show The eligibility of the tenderer. Details of documents to be submitted are given below under heading "Parameters for Pre-Qualification Bid" DD for Rs. 5000.00 in favour of India Trade Promotion Organisation to be submitted as Earnest Money.
- 2. Envelope – II (Financial bid) :** This envelope should contain financial offer of the agency duly signed and stamped by the authorised signatory.
- 3. Both the above envelopes should be sealed and kept in the third envelope super-scribed with name of work and address of the bidder and addressed to the Regional Manager, India Trade Promotion Organisation, and should reach at the following address by 3.00 p.m. on Aug. 27th 2013.**

Address :

Sr. Manager, India Trade Promotion Organisation,
3rd Floor, Jhansi Castle,
7 Cooperage Road,
Mumbai 400 001
Email:itpo@itpomumbai.com

Selection of successful caterer will be carried out in two phases. In the first phase Pre-Qualification / technical bids will be opened and the agency meeting the laid down criteria will be selected. The financial bid of such short listed and technically qualified agencies only will be opened.

Parameters for Prequalification :

To qualify in the Pre-Qualification Bid / proposal, the Caterer must fulfil the following conditions :

1. The agency should have all mandatory regulatory licenses in its favour including the FDA & / or FSSAI licences, as applicable, from the local Municipal authorities, health authorities etc.
2. The agency should have an experience of at least 3 years in providing catering facilities and services. Catering done for any exhibition / event will be an advantage. A suitable proof of experience should also be provided which may include copy of letter from Event Organiser and tenderer's other clients, tax return etc.
3. The agency should have experienced chefs/cooks for preparation of the requisite cuisine/meals.
4. Documents to be attached along with Pre-qualification Bid : Self-attested copies of the following documents should be enclosed along with the Pre-qualification Bid:
 - Certificate of the Incorporation in case of Public Limited Company.
 - Copy of Partnership Deed, in case it is a Partnership Firm.
 - In case of Proprietorship Firm, details of Registration.
 - Copies of PAN Number, Tan Number, DVAT Number and Service Tax Number, as applicable.
 - Balance Sheet of the last three years, duly-certified by the Chartered Accountant,
 - Copies of Income Tax Return for the last three years.
 - DD for Rs.5000/- in favour of ITPO, Mumbai, to be submitted as Earnest Money Deposit.

N: Any bid which does not fulfil the above parameters /conditions, their financial bid would not be opened.

Deliverable from the Caterer (at their own cost):

1. Chefs, Cooks, Waiters (minimum 3-4 nos.) Cleaning and House Keeping Personnel to be provided by the agency.
2. Order booking / Sales personnel and cash registers etc. are to be provided by the agency.
3. All kitchen equipment, show cases, serving dishes, crockery, cutlery etc. to be provided by the agency.
4. Good quality disposable plates, glasses and cutlery to be provided for general visitors. However, porcelain crockery and SS cutlery will be preferred.
5. Ten to fifteen sets of good quality ceramic/ bone china crockery, stainless steel cutlery, juice and water glasses to be provided by the agency for VVIPs.
6. One waiter will be required to cater exclusively for VVIPs.
7. Arrangement for preparing and serving tea/coffee/cold drinks/lunch/Indian snacks etc. Menu to be decided with mutual consultation. Food items and drinks to be served:
 - Drinking water, Mineral water (one litre & smaller bottled), Bottled/package juices, Tea, Coffee, Cold coffee, Cold drinks (viz. Coke, Pepsi, Maaza) etc.
 - Meals – Vegetarian & Non – Vegetarian Indian dishes for lunch.
 - Snacks – Indian snacks, sandwich – different types, biscuits, branded namkeens (Farsan)
8. Ensuring high quality and delicious food is served.
9. Provision of Mineral Water dispensers – one in Cafeteria & two nos. In / near Exhibition hall, and supply of branded mineral water (in jars). along with good quality disposable glasses. (Mineral Water jars consumed will be paid for by ITPO. Please quote rates in financial bid)
10. Operating and maintaining kitchen at venue.

11. Maintain complete hygiene.
12. Ensure personal hygiene of staff deployed.
13. Ensuring staff is well dressed in proper uniform.
14. Charges for electricity & power consumption in kitchen and cafeteria will be paid by the tenderer.
15. Arrangements for adequate seating (tables-15 and chairs -50) for general visitors to be made by the tenderer.
16. Maintaining cleanliness and removal of garbage from the kitchen and dining area is the responsibility of the tenderer.
17. Any approvals required from local authorities/health authorities etc. will be obtained by the tenderer at its own cost.
18. The tenderer is required to pay ITPO a lump sum amount, which is to be quoted in the financial bid
19. Complete ingredients, food items etc. to be procured, cooked and served by the agency at its own cost
20. Packaged food should be sold only at MRP.
21. Prices of food items sold should be reasonable.

Deliverables from ITPO:

- Indoor kitchen and air cooled cafeteria will be provided by ITPO to agency free of cost. This is located within the Auto Cluster Exhibition Complex.
- A VIP Lounge for the dignitaries will be set up by ITPO at its own cost.

Miscellaneous :

- Cooking is not allowed inside the kitchen, only heating is allowed.
- Gas connection and cooking stoves are not available in the kitchen. Caterer has to make his own arrangements for heating food items/preparation of tea, coffee etc.
- Size of the kitchen: 9 ft x 27 ft approx.
- Size of dining hall; 96 ft x 33 ft approx.
- Complete responsibility for salary/benefits/dues/miscellaneous requirements of the cooks/chefs/waiters will be the responsibility of the tenderer.
- Obtaining insurance for staff & /or other equipment etc. to be carried out by agency at its own cost.
- Any disputes or differences between ITPO and the proposed knowledge-cum-Media Partner arising out of or in connection with respect to acceptance/rejection of bid/proposal shall be referred to the Chairman & Managing Director, ITPO or her nominee to act as a sole Arbitrator in accordance with the Arbitration and Conciliation Act, 1996. The award of the Arbitrator shall be final and binding on the parties. In such case, since the activities are time bound and can't be postponed, during pendency, job shall be given to next appropriate bidder/proposer.
- The Courts in Delhi/ New Delhi shall have the exclusive jurisdiction to try all disputes between the parties arising out of this tender.
- The Bid/proposal Format containing three pages need to be duly-filled in and each page should be signed by the Authorized Signatory. A letter from the Competent Authority authorizing the signatory to sign the bid / proposal documents is to be submitted along with the documents.
- ITPO reserves the right to reject any / all the bids/ proposals without assigning any reason.

Last date for submission of quotation : Quotation on company's letter head duly signed and stamped by the authorised signatory may be sent to ITPO on or before 27.8.2013 by 3.00 pm in sealed cover specifying name of the job on top of the envelope at the following address:

Sr. Manager, ITPO
3rd Floor, Jhansi Castle,
7 Cooperage Road,
Mumbai 400 001
Email:itpo@itpomumbai.com

Opening : 27.8.2013 at 4.00 p.m. in the presence of the agencies who wish to be present.

ITPO reserves the right to award the job to any supplier irrespective of the lowest quotation.

(A.H. Shaikh)
Sr. Manager

INDIA TRADE PROMOTION ORGANISATION(REGIONAL OFFICE)
(A Government of India Enterprise)
Jhansi Castle, 3rd floor, 7 Cooperage Road
Mumbai 400 001
Tel:022-22026629, Fax-022 22044822
URL:www.indiatradefair.com Email:itporomumbai@gmail.com

PRE-QUALIFICATION BID FORM

For engagement of a Catering Agency for Auto-Ancillary Show, Pune
For the duration October 25-28, 2013
(Please attach copies of all documents)

1. Name of the Catering Agency:
(as given in Registration documents)

Postal Address.....
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2. Telephone(with STD code):
3. Fax (with STD code) :
4. E-mail
5. Service Tax Number :
6. Permanent Account No.(PAN)
7. TAN No. :
8. DVAT Number
9. Legal status of the Company
(Please attach Certificate of Incorporation in case it is Company / Certificate of
Proprietorship Firm / Partnership / Certificate of Registration of co-operative society)
10. Experience : Years

(Please attach copies of documents showing experience in catering jobs undertaken)

11. Man-power in regular employment:
12. Annual turn-over of the Agency
(Please attach Income-Tax return for the last Three Years)
13. DD No. dt.....drawn on.....Bank attached as
Earnest money deposit for Rs.5000.00
14. Attach copies of Balance Sheet & Income Tax Return of the last three years, duly-certified
by the Chartered Accountant.

Declaration

I have read the attached terms & conditions of Pre-qualification Bid and financial bid etc.
for empanelment as a Catering Agency with India Trade Promotion Organisation, Mumbai
and in comfortable position to provide ITPO event related support Seminars.

I(Designation).....am the authorized
Signatory and competent to sign and in affirmation thereof I put my signature.

Place

Signature.....

Date.....

Name.....

Designation.....

INDIA TRADE PROMOTION ORGANISATION(REGIONAL OFFICE)

(A Government of India Enterprise)

Jhansi Castle, 3rd floor, 7 Cooperage Road

Mumbai 400 001

[Tel:022-22026629](tel:022-22026629), Fax-022 22044822

[URL:www.indiatrdefair.com](http://www.indiatrdefair.com) Email:itporomumbai@gmail.com

FINANCIAL BID FORM

For engagement of Catering Agency for Auto Ancillary show, October 25-28, 2013 at Pune.

Name of the Agency :

(As given in Registration documents)

Postal Address

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Amount of money to be paid to ITPO for running the Cafeteria : Rs.....

Charges for the Mineral Water jar payable by ITPO : Rs.....
(Per bottle of 20 litre jar)

Charges for following items to be mentioned separately.

1. Hi-Tea
Tea/Coffee, Two snacks, one sweet, water

2. Lunch (Only Veg)
Soup, Two vegetables, Dal, Dhai vada, Two sweets, Pulav/Jeera rice,
Pickles, Pappads, Green Salad and water.
Roties/ Nans / Lachha Paratha.

Seal of Company

Signature.....

Name

Designation.....

Full Address
.....
.....

Place

Date.....

No cutting / over writing is permitted.

LIST OF PARTIES FOR CAFETERIA

1. M/s. Kwaliti Caterers & Canteen Contractor
278/5b/2, Chandrabhaga Colony,
Tanaji Nagar,
Chinchwad
Pune 411 033

2. M/s.Meals N More
15/697, G.T.B. Nagar,
Sion (E)
Mumbai 400 037

3. M/s.Anu's Catering Services
Flat No.14,2nd floor,
Ahimsa Marg,
Khar,
Mumbai 400 054