

Sub : Invitation for Empanelment of Caterers

Dear Sir,

India Trade Promotion Organization (ITPO) proposes to empanel reputed caterers for its official functions in connection with exhibitions and conferences organized in its premises.

1. Nature of ITPO's events where catering services are required:
  - i) Conferences and Meetings
  - ii) Number of guests 16 to 300
  - iii) Type of catering:
    - Buffet lunch/dinner
    - Hi-tea and
    - Packed working lunch
  - iv) Venue – The catering services will be provided at conferences/meetings.
  - v) ITPO will provide facilities for heating but not cooking. Therefore, only pre-cooked food will be brought to ITPO's premises (except for rotis/paranthas). In respect of rotis, paranthas etc., tandoors shall be made available to the caterers at the designated locations near venue of the conference/meeting where the catering service will be provided.

Contd..2/-

2. ITPO's requirements to be met by empanelled caterers:
  - i) The caterer shall maintain high standards of the food quality.
  - ii) The crockery for serving the food will be high quality and bone china.
  - iii) The cutlery will be of high grade stainless steel or better.
  - iv) The caterer will also provide good quality furniture appropriate for such events for laying out food.
  - v) The personnel manning the catering services including bearers and other staff shall be well groomed and shall be attired in neat and clean and starched uniform.
  - vi) The food layout on the buffet tables should be professionally and presentably arranged.
  - vii) The bearers and staff should be bilingual, both in English and Hindi, and should be professionally trained.

If you are willing to be empanelled as a caterer and are willing to meet ITPO's requirements as mentioned above, please send your financial bid in the format enclosed.

The financial bids should be sent in sealed cover in the prescribed proforma addressed to Smt. Sangeeta Sharma, Senior Manager(Protocol), India Trade Promotion Organisation, Room No.11, Pragati Bhawan, Pragati Maidan, New Delhi **latest by 26.05.2015.**

Thanking you,

Yours faithfully,

(Sangeeta Sharma)  
Senior Manager

ANNEXURE

India Trade Promotion Organisation  
(Financial Quotation)

Name of Caterer : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Executive : \_\_\_\_\_  
(Name & Designation)

Tel.No. \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_ Mobile \_\_\_\_\_

PAN NO. \_\_\_\_\_ TAN NO. \_\_\_\_\_

Description	Per person rate for up to in Rs.		
	16-25 guests	26-50 guests	51 or more guests
Lunch/Dinner(Vegetarian) Soup (any one), Veg. dishes (any four), veg biryani, dahi bhalla, achar, chutney, papad, one sweet Tandoor – Naan, kulcha, parantha, roti, white butter/deshi ghee			
Lunch/Dinner(Non-Vegetarian) Any one dish of chicken and any one dish of mutton. (Rest is same as per vegetarian menu above)			
Light Veg Lunch – Served or packed two veg. dishes (one dry and one with curry), rotis biryani, raita, achar two paranthas and one sweet			
Light Non-Veg Lunch – Served or packed. One dry veg. dish, one chicken or mutton curry, rotis, biryani, raita, achar, two paranthas and one sweet			
Hi-Tea – Tea, coffee, cookies, mineral water, soft drinks, samosa or paneer pakoda, assorted veg. pakoras, fish finger or chicken drum sticks, pastry, one sweet			

Taxes in terms of %age (VAT, service tax, service charges etc.)			
The above prices should include cost of transportation and catering services of personnel, crockery, cutlery and other utensils and materials required.			

I/we agree to ITPO's following requirements:-

- i) We shall maintain high standards of the food quality.
- ii) We would bring pre-cooked food (except rotis/paranthas) to ITPO's premises shall not require any cooking to be done on site.
- iii) The crockery for serving the food will be of high quality and bone china.
- iv) The cutlery will be of high grade stainless steel or better.
- v) We shall provide good quality furniture appropriate for such events for laying out food.
- vi) Our personnel manning the catering services including bearers and other staff shall be well groomed and shall be attired in neat and clean and starched uniform.
- vii) The food layout on the buffet tables will be professionally and presentably arranged.
- viii) Our bearers and staff are bilingual, both in English and Hindi, and are professionally trained.

Date : \_\_\_\_\_

\_\_\_\_\_  
(authorized signatory with seal)