

**Sub: Engagement of a Catering Agency for Auto-Ancillary Show, Pune**  
**For the duration October 25-28, 2013**

**India Trade Promotion Organisation (ITPO)** is organising Auto ancillary Show, at Auto Cluster Exhibition Complex, Chinchwad, Pune from 25th-28<sup>th</sup> October, 2013. ITPO wants to provide Catering facilities to the exhibitors and visitors to the fair. Sealed quotation are invited from the agency who are having experience in providing such facilities in the exhibition/Fairs/Events on the terms and conditions (enclosed) in the format given below:

1. Name of the Catering Agency: .....  
(as given in Registration documents)  
  
Postal Address.....  
  
.....
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. Experience : ..... Years  
(Please attach copies of documents showing experience in catering jobs undertaken)
10. DD No. .... dt.....drawn on.....Bank attached as  
Earnest money deposit for Rs.5000.00

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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 Rs.....per plate
  
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. Rs.....per plate

**Declaration**

I have read the attached terms & conditions 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.....

### **Terms & 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.

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4. Chefs, Cooks, Waiters (minimum 3-4 nos.) Cleaning and House Keeping Personnel to be provided by the agency.
5. Order booking / Sales personnel and cash registers etc. are to be provided by the agency.
6. All kitchen equipment, show cases, serving dishes, crockery, cutlery etc. to be provided by the agency.
7. Good quality disposable plates, glasses and cutlery to be provided for general visitors. However, porcelain crockery and SS cutlery will be preferred.
8. 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.
9. One waiter will be required to cater exclusively for VVIPs.
10. 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)
11. Ensuring high quality and delicious food is served.
12. 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)
13. Operating and maintaining kitchen at venue.
14. Maintain complete hygiene.
15. Ensure personal hygiene of staff deployed.
16. Ensuring staff is well dressed in proper uniform.
17. Charges for electricity & power consumption in kitchen and cafeteria will be paid by the tenderer.
18. Arrangements for adequate seating (tables-15 and chairs -50) for general visitors to be made by the tenderer.
19. Maintaining cleanliness and removal of garbage from the kitchen and dining area is the responsibility of the tenderer.
20. Any approvals required from local authorities/health authorities etc. will be obtained by the tenderer at its own cost.

21. The tenderer is required to pay ITPO a lump sum amount, which is to be quoted in the financial bid
22. Complete ingredients, food items etc. to be procured, cooked and served by the agency at its own cost
23. Packaged food should be sold only at MRP.
24. Prices of food items sold should be reasonable.

**(A) ITPO will provide the following:**

- 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.

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**(B) Other Terms & Conditions :**

- 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 16.9.2013 by 3.00 pm in sealed cover specifying name of the job on top of the envelope at the following address:

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

Opening : 16.9.2013 at 3.30 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