

No.108-ITPO(158)AAS/2014/18
India Trade Promotion Organisation
3rd floor, Jhansi Castle, 7 Cooperage Road,
Mumbai 400 001.
Phone : 022-22026629

....

September 04, 2014.

Subject : 3rd Auto Ancillary Show, Pune, October 10-13, 2014 – catering arrangements.

India Trade Promotion Organisation (ITPO) is organising 3rd edition of the Auto Ancillary Show during 10-13 October 2014 at Auto Cluster Exhibition Complex, Chinchwad, Pune. ITPO invites sealed quotations from Hotels, not below the ranking of 3(three) Star, as per format enclosed, for providing F&B services during the above fair at the exhibition venue.

The right of final acceptance of the quotations/tender is entirely vested with ITPO. ITPO reserves the right to accept or reject any or all of the tenders in full or in parts, without assigning any reason whatsoever. There is no obligation on the part of ITPO to communicate with rejected Bidders. After acceptance of the tender by ITPO, the Bidder shall have no right to withdraw his tender, or claim higher price. ITPO reserves the right to cancel any or all tenders and its decision will be final.

The quotation on Hotel's letter head duly signed and stamped by the authorised signatory may be sent to ITPO on or **before 12th September, 2014 by 3.00 PM** in sealed cover specifying name of the job on top of the envelope. The quotation will be opened on the same day at 3.30 PM in the presence of the representatives of the Hotels, if they wish to present. The quotations may be addressed to :

The Dy. Manager,
India Trade Promotion Organisation,
3rd floor, Jhansi Castle
7 Cooperage Road,
Mumbai 400 001
[Email: rjd@itpomumbai.com](mailto:rjd@itpomumbai.com)

(R.J. Dalvi)
Deputy Manager

Subject : 3rd Auto Ancillary Show, Pune, October 10-13, 2014 – catering arrangements regarding.

ITPO is organizing 3rd Auto Ancillary Show, Pune from October 10 to 13, 2014 at Pune. We have to arrange F&B facilities for the convenience of exhibitors as well as visitors to the Fair. Moreover, the following F&B services are also required by ITPO during the currency of the Fair :

1. High Tea after Inauguration (for approx. 100 persons)
2. Tea/coffee with light snacks in the morning/evening and Lunch on the day of Seminar (for approx. 150 persons)

Quotations are invited from Hotels not below the ranking of 3 (Three) Star, as per details below considering the items specified below to be provided during each function, during the currency of the AAS, 2014:

HI TEA AFTER INAUGURATION (FOR APPROX. 100 PERSONS) *

One Paneer Pakora	}	
One Brownie	}	Rate Rs..... per person/plate
One Veg croquettes	}	Applicable taxes(%age to be specified)
Cookies -2 nos.	}	
Tea/Coffee	}	

Two waiters to be provided exclusively for serving VVIPs.*

SEMINAR (FOR APPROX. 150 PERSONS)

Buffet Lunch

Soup 1 nos. (Tomato/Mix.Veg/Almond)	}	
Dal 1 no. (Dal Makhani)	}	
Salad 2 Nos	}	
(Green/Mix fruit Salad in Fresh cream)	}	Rate Rs..... per person/plate
Rice 1 No. (Veg. Pulao)	}	Applicable taxes.....(%age to be specified)
2 No.Veg. main course	}	
(Kadahi Paneer/Mix Veg./ Mutter,	}	
Makhana, Mushroom)	}	
1 No. Non Veg main course	}	
(Butter chicken/ /Mutton Korma)	}	
2 Nos. Desserts (Ras Malai & Ice Cream	}	
Butter Scotch Flavour)	}	
Mineral Water	}	

TEA (approx. 150 persons) **

Tea/Coffee	}	Rate Rs..... per person/plate
Cookies – 2 nos.	}	Applicable taxes.....(%age to be specified)
Pastry – 1 pc.	}	
(Pineapple/Black forest)		

One waiter to be provided exclusively for serving VVIPs. **

CROCKERY/CUTLERY, BANQUETING EQUIPMENT ETC. FOR HI TEA AND SEMINAR

- Bone China crockery or good quality melamine crockery.
- High quality stainless steel cutlery.
- For serving Water/soft drinks, Glass tumbler to be provided
- Buffet tables, linen, banqueting equipment etc. to be arranged by the bidder.

FOOD COURT

In addition to above, for the convenience of exhibitors and visitors to the Fair, the caterer will be allowed to set up a Food Court (partially covered), which is available close to the Exhibition Hall and is to be used for restaurant purposes.

Total number of exhibitors & visitors to the Show will be approximately 4000, spread over a period of 4 to 5 days. Seating arrangement for at least 40 people, at any given time, should be made by the selected vendor in the restaurant area, for which furniture viz. tables, chairs, table covers/linens, etc. are required to be arranged by the selected vendor on its own. Bidder/vendor will also be required to deploy smart/elegant, well dressed and courteous waiters/other staff to the Fair site.

Cooking facility is not available at site. Only food warming is allowed. Bidder/Vendor will have to use warmers/bain marie for warming the food items. All equipment for heating, display and sale etc. of food items will be the responsibility of the bidder. The bidder will be responsible for getting the requisite manpower for providing services at site, under their own arrangements. Arrangement for potable water for use in the kitchen has to be arranged by the appointed vendor.

All arrangements for cutlery, crockery, glasses, etc. for catering and vending are required to be provided by the selected bidder/vendor Good quality eco-friendly disposable items to be used by the vendor in restaurant. Bidder/vendor will have to make own arrangements for removal of the wastage from restaurant site.

ITPO Deliverables/ Responsibilities: a) Rentals for the Food Court. b) External covering of the Food Court area using pre-fabricated aluminum structure and carpeting of the place. c) Electric connection & Lighting /fans.

Limited amount of water for cleaning purposes will be available at site.

....3.....

As the charges for restaurant space/electricity/cleaning water is being borne by ITPO, bidders are requested to quote reasonable rates to be charged from the exhibitors/visitors for the items specified below:

S.No.	Items	Amount per piece in Rs. (Inclusive of taxes)
1.	Veg. Sandwich (Jumbo bread)	Rs.
2.	Cheese Sandwich (Jumbo bread)	Rs.
3.	Veg. Grilled Sandwich (Jumbo bread)	Rs.
4.	Chicken Grilled Sandwich(Jumbo bread)	Rs.
3.	Pot Tea/Coffee per cup	Rs.
4.	Veg. Pizza 6"	Rs.
5.	Chicken Pizza 6"	Rs.
6.	Veg. Puff Pastry (Patty)	Rs.
7.	Chicken Puff Pastry (Patty)	Rs.
8.	Pre-cooked Veg. Biryani with accompaniments like Gravy or Raita	Rs.
9.	Pre-cooked Non-Veg. Biryani with accompaniments like Gravy or Raita.	Rs.
10.	Pre-cooked non-veg like Butter chicken/chicken Korma (quarter piece) with two Roomali rotis	Rs.
11.	Packaged items like Wafers, biscuits, soft drink, mineral water bottles, juices.	It will not be charged more than MRP printed on the product.

No charges will be paid to the bidder/vendor for transportation of goods/materials etc. for making above arrangements at the fair site.

Please quote the rates in the above format on company letter head.

Signature_____

Name of Authorised signatory_____

Stamp of the Hotel_____