

Invitation of Expression of Interest (EOI)

For Providing

**Outdoor Catering Service For a Banquet at Sabarmati Riverfront
Event Ground, Ahmedabad On 24th October 2018**

Ref No: FEC2018/ODC/EOI/2018/01

Date of Issue: **21/07/2018**

Last date of Submission: **26/07/2018** latest by 1.00 P.M.

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1. Invitation for Submission of Expression of Interest (EOI)

EOI is invited for providing Outdoor Catering (ODC) Service at Sabarmati Riverfront Event Ground, Ahmedabad for a Banquet party hosted by Institute for Plasma Research, Dept. of Atomic Energy, Government of India.

To provide catering services at One Day Event at the above venue for a Banquet Dinner (Veg and Non-Veg) to be followed by Culture Programme organized by Institute for Plasma Research

2. Brief Introduction & Scope of Work

Institute for Plasma Research an aided institute under Department of Atomic Energy, Government of India is the nodal institute for hosting “Fusion Energy Conference -2018” (FEC-2018) at Mahatma Mandir, Gandhinagar. Many eminent scientist and technocrats from around 40 different foreign countries as well as from India are likely to participate in the conference.

As a part of this Conference, the Institute wishes to hold a Banquet Party for the delegates attending FEC-2018 on the evening of 24th October 2018 at Sabarmati Riverfront Event Ground, Ahmedabad along with some cultural program for which arrangement will be made by the institute.

The bidder/firm will have to provide

- a) Buffet Continental and Indian dinner on 24th October 2018, to around minimum 500 pax as per menu given by IPR.
- b) Packed / buffet Indian dinner for around 120 pax which will include the artists, technicians etc for the cultural event, support staff of IPR, drivers etc.
- c) Providing of adequate number of buffet counters, water counters & mineral/ drinking water bottles, good quality round tables and chairs for sit down dinner, good quality crockery, cutlery, napkins etc.

Eligibility Criteria

Eligibility Criteria and supporting documents required for EOI

S. No	Eligibility Criteria	Supporting Document Required
1	The bidder must have valid PAN and GST Registration issued by competent Authority to run the catering service.	Copy of PAN and GSTIN.
2	The bidder should have performed at least a. One (1) work of outdoor catering services at any conference/scientific seminar / symposium for minimum 500 pax within 36 months from the date of publication of EOI which includes domestic & international guests. Or b. Two (2) works of outdoor catering services at any conference/scientific seminar/symposium for minimum 300 pax within 36 months from the date of publication of EOI which includes domestic & international guests.	Performance Certificate from the client.
3	The bidder shall have the valid registration from Food and Drug Control Administration, Gujarat State under Food, Safety and Standards Act 2006.	Copy of Licence from Food & Drug Control Administrative, Gujarat State under Food, Safety and Standards Act 2006.
4	The bidder should hold valid Food Safety and Standards Authority of India (FSSAI) certificate.	Copy of FSSAI certificate.
5	The bidder should have Chef with minimum 3 years continental cooking experience	Copy of documentary proof

3. General information related to the event

- ✓ The bidder shall be required to provide excellent quality of food, beverages and services under the EOI.
- ✓ Event/Banquet Managers having professional qualification in Hotel Management and experience to handle work in similar set ups must always be available throughout the event for effective control and supervision of his staff and for any other requirement. Adequate staff to be deployed.
- ✓ High standard of cleanliness, good hygienic sense of staff is the basic requirement of the event. Promptness in service shall be ensured at all times.
- ✓ The persons deployed to work, should be above 18 years of age, perfectly fit, with ability to communicate in English. They should be well trained, mannered and experienced. The entire F & B staff should be in perfect uniform and hygiene wears and free from any disease. The wearing of food quality hand gloves and head gear during service is a must. The contractor or his manager shall have to remain available throughout the event for effective supervision.
- ✓ The ODC caterer will be responsible for all security and safety, including fire safety aspects of the entire banquet.
- ✓ This Expression of Interest is for Outdoor Catering Services from firm/s who fulfill the **Eligibility** criteria and submit proposal.
- ✓ The numbers of pax mentioned here are indicative.

- ✓ The Expression of Interest shall be sealed in an envelope super scribing "Expression of Interest – Outdoor Catering Service at Sabarmati Riverfront Event Ground, Ahmedabad". The EOI should invariably have a **suggested menu from welcome drink to dessert including tea/coffee**. Menu should be a mix of Veg and Non veg. for the event.

Tender document will be issued to the person / firm, who found **Eligible as per the terms and conditions mentioned in this EOI**.

Documents to accompany EOI

The applications shall be complete with the following documents:

1. Each page of the EOI document duly Signed under Seal by the authorized person.
2. Expression of Interest in Form – I.
3. Details of experience in the field of ODC Form-II.
4. Documents in support of **Eligibility** criteria
5. Any other information as may be necessary.

The bidder, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment.

Disclaimer

IPR reserves the right

- To reject any/all applications without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with bidders or otherwise.

Note: Representative who is going to attend the EOI opening should carry an authorization letter from the organization for participation in the EOI opening failing which he/she will not be allowed to attend the EOI opening.

5. Formats for Submission (This need to be printed in Bidders letter head)

FORM I

EOI Letter Performa

To

Chief Administrative Officer

Institute for Plasma,

Indira Bridge, Bhat Village, Gandhinagar-382428

Sub: Expression of Interest for Outdoor Catering Service for Banquet at Sabarmati River front Event Ground, Ahmedabad on the evening of October 24, 2018

Sir,

The undersigned having read and understood the requirements of the banquet stated in the EOI document; do hereby express the interest to provide satisfactory banquet services as per the scope of work defined for us.

Sr.No	Description	Response
1.	Name of the Bidder	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person including whatsapp no.	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Documents related to eligibility criteria.
2. Duly filled Form-II (**DETAILS OF EXPERIENCE IN THE FIELD OF OUTDOOR CATERING SERVICES**)
3. **The suggested menu from welcome drink to dessert including tea/coffee.** Menu should be a mix of Veg and Non veg. for the event.
4. Detailed document on proposed approach; methodology & work plan for the assignment/event

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,
Yours faithfully,

(Seal and Signature of the Bidder)

Name:

Designation:

Date & Place:

FORM-II (This need to be printed in Bidders letter head)

DETAILS OF EXPERIENCE IN THE FIELD OF OUTDOOR CATERING SERVICES

Customer References related to provide services related to Outdoor Catering Services that the bidder has been engaged during the last Five years:

S.No	Name & Address of The client	Contact number with email-id of the Client	Date of start Of the work	Date of Completion	Value of the Event
1.					
2.					
3.					
4.					

Note:

Copies of work orders along with the satisfactory completion certificate from the customers attached

(Seal and Signature of the Bidder)

Name:

Designation:

Date & Place: