

COIR BOARD
(Ministry of MSME, Govt. of India)

I-17021/1/2016-SFURTI

15.06.2016

INVITATION FOR EXPRESSION OF INTEREST FROM CATERERS

Expressions of Interest are invited from reputed and well experienced Caterers for supplying top quality food items for the India International Coir Fair (IICF) 2016 organized by Coir Board, during the period from 15.07.2016 to 18.07.2016 at CODDISSIA TRADE FAIR COMPLEX, Coimbatore, Tamil Nadu. Interested parties may submit their Expression of interest with full credentials showing their experience in the respective field, in sealed cover superscribed "Expression of interest for catering service- IICF 2016" to the Regional Officer, Regional Office, Coir Board, No.30, Mariyammal Layout, Palladam Road, Pollachi, Coimbatore, Tamil Nadu-642 002 so as to reach there on or before 3 pm on 27.06.2016 . The E O Is will be opened at 3.30 pm on the same day at the Regional Office of the Board. For further details the estimated requirement of food items etc visit website www.coirboard.gov.in

Secretary Coir Board reserves the right to accept or reject any or all the responses either in full or in part, without assigning any reason, whatsoever.

Sd/-

SECRETARY

Estimated Requirements of food item

Sl.No.	Activity	Description of items	Remarks
1	Providing Tea/Coffee and snacks on 15 th , 16 th , 17 th and 18 th July, 2016 (morning session)	500 Nos. of Tea/Coffee with two Biscuits each.	(a) Tea/Coffee should be of branded and first quality and served in hygienic Cups & Saucers with napkins. (b) The Items should be served to the Seminar venue and VIP lounge etc. © Snacks should be of quality products
2	Lunch on 15 th , 16 th , 17 th and 18 th July	<u>I. Lunch for VIPs -50 Nos. for all days</u> 1. Veg. soup- Tomato, Sweet corn, Vegetable or similar quality soups (any one item for each day) 2. Fresh green salad/assorted fruits with selected vegetables 3. Rotti/Chappthi/Nan (one item for one day) 4. Gobi 65, Gobi manjurian, mix. Veg, paneer butter masala or similar quality dishes (any two item for each day) 5. Plain Rice for all days 6. curd rice/lemon rice	(a) Lunch is to be served in a buffet system and in good quality disposable plates with plantain leaves. Sufficient drinking water cups etc. to be arranged. The disposal of the waste is to be undertaken by the contractor. Lunch to be served at least minimum 4 serving counters for in each food court inside Hall D of CODDISSIA except VIPs. (b) Sufficient numbers of napkins, SS forks, SS spoons (soup, dessert etc.) should be provided to VVIPs

		<p>7. Veg. fried rice/veg. pulav/veg. biriyani (any one item for one day)</p> <p>8. Appalam/Pappad</p> <p>9. Crispy fried vegetables (for all days)</p> <p>10.Kadayi paneer/Palak paneer (one item for one day)</p> <p>11. Rasam</p> <p>12. Poriyal</p> <p>13. puli kozhambu</p> <p>14. Sambar</p> <p>15. Koottu kari</p> <p>16. Curd</p> <p>17. Pickles – Mango/lime</p> <p>18. Curd vada</p> <p>19. Rasa vada</p> <p>20. Raitha</p>	
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		<p><u>Desert</u></p> <p>1. Fruit salad with ice cream (different flavours for each day)/Payasam/Gulab jamun/Carrot halwa</p>	
	“	<p><u>II. Lunch to the Seminar participants and VIPs-350 Nos. for all days</u></p> <p>1. Veg. soup- Tomato, Sweet corn, Vegetable (any one item for each day)</p> <p>2. Fresh green salad/assorted fruits with selected vegetables</p> <p>3. Rotti/Chapathi/Nan (one item for one day)</p> <p>4. Gobi 65, Gobi manjurian, mix. Veg, Paneer butter masala (any one item for each day)</p> <p>5. Plain Rice for all days</p> <p>6. curd rice/lemon rice/sour rice (any one item each day)</p>	<p>(a) At least four serving counters should be opened for serving the items.</p> <p>(b) Lunch is to be served in a buffet system and in good quality disposable plates with plantain leaves. Sufficient drinking water cups etc. to be arranged. The disposal of the waste is to be undertaken by the contractor.</p> <p>© Sufficient numbers of SS forks, SS spoons, napkins should be provided to seminar deligates/Exporters/Officers/Participants.</p> <p>(d) Tea/Coffee and snacks should be served at the Seminar venue in a hygienically and in Cups, Saucers and plates with napkins.</p>

		<p>7. Veg. fried rice/veg. pulav/veg. biriyani (any one item for one day)</p> <p>8. Chicken-chettinad/chicken roast</p> <p>/mutton/fish (at least 2 piece per head) any one item for each day.</p> <p>9. Appalam/Pappad</p> <p>10. Rasam</p> <p>11. Poriyal</p> <p>12. puli kozhambu</p> <p>13. Sambar</p> <p>14. Koottu kari</p> <p>15. Curd</p> <p>16. Pickles – Mango/lime</p> <p><u>Desert</u></p> <p>1. Fruit salad with ice cream (different flavours for each day)/Payasam Gulab jamun/Carrot halwa (any one item for each day)</p>	
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	“	<p><u>III. Lunch for stall attendants and others – 500 Nos.each day.</u></p> <ol style="list-style-type: none"> 1. Fresh green salad 2. Chappthi 3.Gobi 65, Gobi manjurian, mix. Veg, paneer butter masala (any one item for each day) 4. Plain Rice for all days 5. veg. biriyani 6.Chicken-chettinad/chicken roast /mutton/fish (at least 2 pieces per head) any one item for each day. 7. Appalam/Pappad 8. Rasam 9. Poriyal 10. Puli kozhambu 11. Sambar 12. Koottu kari 13. Curd 14.Pickles – Mango/lime 	<p>(a) At least four serving counters should be opened for serving the items.</p> <p>(b)Lunch is to be served in a buffet system and in good quality disposable plates with plantain leaves. Sufficient drinking water cups etc. to be arranged. The disposal of the waste is to be undertaken by the contractor.</p> <p>© Sufficient number of disposable forks, spoons, napkins etc. should be provided.</p>
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3	Tea/Coffee and snacks in all days- (evening session)	500 Nos. Uzhunuvada or similar quality snacks and Chatni in all days	The items are to be served in a well quality disposable glass and plate. Tea/Coffee/with/without sugar may be arranged separately.
4	Tender coconut requirement	Fresh Tender coconut are to be arranged at least 50 Nos. per day and total requirement will be 200 Nos. approximately	The cleaning and removal of the tender coconut husks should be undertaken by the contractor himself. L shaped Straws and tissue papers are to be issued in sufficient numbers. The tender coconut should be cut in such a way to be served in the Dais.
5	Drinking water	100 Jars of 20 litre capacity Mineral water	It should be arranged at least six centres with disposable glasses
6	Tea/Coffee & Snacks pm Dais.	Black tea/Coffee with sugar or without sugar are to be arranged at least 50 Nos. per day from 15.07.2016 to 18.07.2016	

1. The expression of interest shall be submitted in sealed cover superscribing "Expression of Interest for catering service "India International Coir Fair (IICF) 2016".
2. The invitation is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.
3. Coir Board reserves to all right to withdraw this invitation of it determines that such action is in the best interest of the Board.
4. Timing and sequence of events resulting from this invitation shall ultimately be determined by Coir Board.
5. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this invitation of Bids or these procedures (other than those arising

under a definitive service agreement with the bidder in accordance with the terms thereof).

6. Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
7. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of Expression of interest. Submission of more than one expression of interest by the same party will be a disqualification.
8. Quotations will be invited from only those parties whose names are shortlisted as per the Expression of interest submitted.
9. Deduction of taxes/levies as applicable from time to time will be made at source by the Board while releasing payment.
10. The selected agencies will have to enter into an agreement in stamp paper with Coir Board. The terms and conditions of this contract will be interpreted in Indian laws and subject to jurisdiction of Courts at Kochi.
11. The Board will not provide any space for cooking and selected bidder will have to make arrangement for cooking the item at their premises.
12. Food should be hygienic and the same may be stored in the campus neatly free from mosquito, flies, ants etc.
13. Provision for cleaning the waste from the food court and surrounding areas will have to be made by the contractor.
14. Foods are to be served by the suppliers in a well cleaned in good quality disposable plates covering fresh banana leaves in such a manner.
15. Sufficient personnel with uniforms are to be provided for serving the food.
16. Lunch, Tea and Snacks are to be served in coupon system and payment of catering bills will be made only on the basis of used coupons produced by the Contractor. Coupon will be supplied by Coir Board.
17. Selected bidder should execute an agreement in stamp paper worth Rs.200/- to carry out the work.
18. The Secretary, Coir Board reserves the right to accept or reject quotations without specifying any reasons.

19. The parties responding to the bid call should have sufficient infrastructure and other arrangements within the city to ensure supplies without any hindrance and at short notices.
20. The number of plates/items are estimated based on the anticipated participants. The same can vary based on daily needs. The notice time required for additional supplies shall be indicated in each case.
21. The bidders have to comply with the food safety norms applicable.
 22. The bidders should have valid PAN (IT) and Service Tax Registration.
 23. Taxes as applicable will be deducted at source at every stage of payment.
 24. Proof of financial capacity(copies of audited statement of Accounts, income tax returns) and previous experience(copies of work orders, letters of appreciation etc) shall accompany the EOI.

S E C R E T A R Y