



**ESSO-NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
(MINISTRY OF EARTH SCIENCES)
(GOVERNMENT OF INDIA)
HEADLAND SADA, VASCO-DA-GAMA,
GOA -403 804**

**TENDER DOCUMENT FOR EMPANELLMENT OF OUTDOOR CATERING SERVICE PROVIDERS AT
NCPOR CAMPUS, HEAD LAND SADA,
VASCO-DA-GAMA, GOA - 403 804**

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**ESSO-NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
HEADLAND SADA,
VASCO-DA-GAMA, GOA - 403 804**

Advt. No. NCPOR/38/19

Subject: Notice Inviting Tender for empanelment of outdoor catering service providers at NCPOR.

Sealed tenders are invited from Hotel/ Caterers/ Restaurateurs possessing requisite license and having not less than three years of experience for empanelment as outdoor catering service provider for NCPOR, Goa Interested parties may visit NCPOR website www.ncaor.gov.in or www.eprocure.gov.in for detailed tender document.

s/d-
(S.Anoop)
Administration Officer

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Advt. No. NCPOR/38/19

Subject: Empanelment of Outdoor catering service providers

ESSO- National Centre for Polar and Ocean Research (NCPOR) is India's premier R&D institution responsible for the country's research activities in the polar and Southern Ocean realms. Major activities of the Centre are Indian Scientific Expedition to Antarctica, Arctic Research & Expedition, Himalaya Research, Southern Ocean Expedition & Research etc.

SCOPE OF WORK

NCPOR would like to invite reputed Hotels/Caterers/Restaurateurs for empanelment for obtaining Outdoor Catering (ODC) services for its official meetings/events to be organized in NCPOR campus, Goa. NCPOR may also request the hotels/restaurants to host its event at its premises depending on exigency/requirement of the official meeting/Event.

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Tender Closing & Opening date and time:

Last date for submission of tender document - **05 .11.2019 by 17:00 hrs**

Date & time of tender opening- **06.11.2019 at 11:30 hrs at NCPOR Conference Room**

TERMS AND CONDITIONS

Duration of Empanelment

Two years, extendable up to another one year i.e. total of three years

Eligibility for empanelment

Experience : (i) Minimum 3-year experience (i.e. 1st January, 2016 onwards) of providing ODC in reputed Organizations in Goa;

(ii) Executed ODC order (single order) or serving more than 75 persons in the last three years i.e. 1st Jan, 2016 onwards (documentary proof to be attached);

(iii) Executed ODC order (single order) for value exceeding Rs 1.5 lakhs in the last three years i.e. 1st Jan, 2016 onwards (documentary proof to be attached)

Infrastructure: The hotel/restaurant/caterer should have complete in-house infrastructure, facilities & staff for ODC.

Documents required

1. The hotel/restaurant/caterer should have registration of running catering service and must have valid FSSAI License/Registration Certificate & Permit/License for running such Hotel/ Restaurants/Catering Services etc. issued by the Competent Authorities wherever applicable which is required by the law and also must furnish duly certified copies thereof in support of the above criteria.
2. The hotel/restaurant/caterer must give a self-undertaking that it conforms to all the conditions mentioned in this document. Also submit the hotel particulars in the form at provided as **Annexure-2**.
3. Documentary proof regarding experience criteria mentioned under eligibility for empanelment clause above.

Rates per person (all-inclusive)

Best rates per person (all-inclusive) for each event would be obtained on every occasion depending on size and requirements of the Event/Meeting.

Menu for ODC

ODC requirements shall include High Tea, Working Lunch, Buffet Lunch, Sit-down lunch, Snacks, buffet dinner, sit down dinner, etc. and Conference room service during the meetings, get together & functions. The tentative menu for ODC is attached as **Annexure-1**. **The requirement as specified in the Annexure is indicative only and the actual menu for each event would vary as per the size and requirements of the event /meeting.**

General terms and conditions

1. Hotel/restaurant/caterer should provide good quality, hygienic pre-cooked food for each ODC event /meeting,
2. No full-fledged cooking would be allowed within NCPOR office premises/complex. However, mini kitchen for heating the food and final frying would be allowed, and the setup for the same would be done by the hotel at its own cost.
3. Complete set up must be done by the hotel one-day prior to the event,
4. Minimum number of hotel staff including Nodal person, Operation team comprising of Chef, Service boys and waiters etc. have to be specified prior to each event by the Hotel, as per the requirement of NCPOR,
5. Complete cleaning and restoration of office premises will have to be done by Hotel immediately, after the completion of the event,
6. Preferred mode of allotting the event/meeting amongst the empaneled hotels would be on 'Rotation and availability of the Hotel on the event/meeting day at the L-1 price' subject to getting satisfactory quality service as per the NCPOR requirements,
7. The job of Out-Door-Catering Service would not be split for any single event amongst the parties and the complete job of catering will have to be executed by the party to whom the work is entrusted.
8. The general conditions and specifications are to be strictly adhered to and that no extra charges or claim in respect of extra work will be allowed, unless such extra work is clearly outside the spirit and meaning of the specifications and conditions of the empanelment and is ordered in writing and claimed for in the prescribed manner and at the prescribed time.

9. The Hotel should strictly adhere to the statutory regulations viz. FSS Act, Contract Labour (Registration & Abolition) Act of 1970. Minimum wages Act., Shops and Commercial Establishment Act., PF Act, ESI Schemes and any other regulations covering Labour contract.
10. Any other additional requirement can be made by NCPOR, which would be communicated to Hotel at least One-day prior to the Event/Meeting.

Selection Criteria for Empanelment of Hotels:

Once the offers are received and are found in order, the Selection of parties for empanelment would be done on the basis of a Presentation by the Hotel/caterer/restaurateur (if required), visit to the hotel/restaurant, etc, past ODC experiences, available infrastructure, internal resources and competence to handle the Outdoor catering requirement in NCPOR or at a specified venue.

Stages of Empanelment:

STAGE 1: The hotel/restaurant/caterer would be shortlisted on the basis of Selection criteria.

STAGE 2: The Selection Committee Members may visit the hotel/restaurants/caterers to inspect the quality of food, kitchen, infrastructure and other facilities available as asked for in the qualifying criterion. Further hotel/restaurants/caterers may be called for giving presentations, if necessary. The hotels will be empaneled by the selection committee accordingly.

STAGE 3: The selected Hotels would be provided letter of empanelment and/or would be required to sign an agreement for empanelment with NCPOR.

Award of Work:

After empanelment of the technically qualified hotel/restaurants/caterers, the orders shall be placed by Administration Division or the authorized person depending upon their requirements of the menu vis-à-vis cost, past experience and quality of services rendered by the hotel/restaurant/caterer etc.

Penalty Clause:

If the hotel/restaurant/caterer fails to render service as per requirement of NCPOR, the NCPOR has a right without prejudice to any of its rights, including the right to claim damages to take to terminate the empanelment and the hotel/restaurants/caterers may be debarred for a specified period, which will be decided by NCPOR.

Payments:

Payments for ODC will be made in Indian Rupees. The hotel shall submit pre-receipted bills induplicate, in the name of Director NCPOR; the payment will be released within 30 days of submission of complete documents. All payments shall be made subject to deduction of TDS as per the Government instructions issued from time to time.

TENTATIVE FOOD MENU FOR NCPOR EVENTS

High tea

Tea/Coffee, Cookies+2 Vegsnacks+1Non-Veg

Lunch/Dinner for the event:

Soups : 2(Veg+Non-Veg)

Starters: 2 Veg+2 Non-Veg

Salads : 1 Veg+1 Non-Veg (Indian, Continental & Oriental) with Papad, pickles &Chutney

Maincourse:

- 1 Paneer dish
- 2 Seasonal vegetables
- 1 Dal
- 1 Chholey/Rajma/Kadhi
- 1 Chinese dish
- 1 noodle dish
- 1 Chicken dish
- 1 Fish dish
- 1Mutton/additional Chicken/Fish/Prawn dish
- 1 Raita/Dahi
- 2 types of Rice
- 2 types of Rotis

Fruits : 4 types of fruits in separate dishes

Desserts: 1 hot and 1 cold

The above requirement is indicative only and the actual menu for each event would vary as per the size and requirements of the event/meeting.

Requirement of Beverages, if any, interim's of Fruit Juices, Cold Drinks and other items shall be event specific.

Note: All types of cutlery, crockery, Master Chef, Uniformed services boys/waiters and arrangement of buffet tables setup, roundtables and chairs, including transportation of all hotel items shall be at the cost of the Hotel and to be incorporated as ALL INCLUSIVE RATES PERPERS ON, as and when rates are to be quoted.

PARTICULARS OF HOTEL

S.N.	Particulars	Reply	
1	Name of the hotel/restaurant/caterer and Full postal address		
2	Communication Details: a) Telephone No. Office b) Fax No c) E-mail		
3	Whether proprietary/ Partnership/ Limited Company and year of constitution.		
4	Name & Designation with address of the Authorized person in charge of outdoor catering in the Hotel		
5	Names of your Important clients/Customers in Government/PSU/ Banks/ multinationals/reputed organizations for whom you have carried out similar job. (Additional sheet may be used for information)	Sr. No.	Name of Client / Customers
		(a)	
		(b)	
		(c)	
(d)			
6	Annual Sales Turnover for last year to be submitted (photocopies in support be enclosed)	Financial Year	Turnover in Rs.
		2018-19 or 2017-18 (as per availability of supporting document)	
7	Whether your hotel/restaurant/caterer has been disqualified by any organization at any time in the past for supply of services referred to in the tender. If yes state reason.		
8	Whether your hotel/restaurant/caterer owns different units. If yes, please submit particulars.		
9	Statutory licenses to operate as Hotel and Caterer for Outdoor catering services (enclose self-attested copy)		
10	TAX details: - PAN/VAT/Service tax /GST registration certificate/ (enclose self-attested copies of certificate(s))		
11	Name and address of your Banker along with your Bank Account Details (details to be attached in PFMS format)		

I/We, hereby certify that all the particulars provided above are correct and true to the best of my belief, and my/our firm has not been disqualified by any office/Department/Undertaking of the Government of India, at any time for providing services of any description.

Place: _____

Date: _____

Signature of Proprietor/
Director/Authorized signatory
With Seal of the Firm.