



ENERGY MANAGEMENT CENTRE- KERALA
DEPT. OF POWER, GOVERNMENT OF KERALA
SREEKRISHNA NAGAR, SREEKARIYAM.P.O, THIRUVANANTHAPURAM - 17

Empanelment of Outdoor catering service providers

Energy Management Centre-Kerala (State Designated Agency to enforce energy conservation Act 2001) Department of Power, Government of Kerala, invites Caterers (catering service) for empanelment of Outdoor Catering (ODC) services for its official meetings/events.

Details with regard to scope of work, eligibility criteria and other terms and conditions can be accessed at www.keralaenergy.gov.in.

Interested Hotels/Catering Service providers may submit their response to Director, Energy Management Centre, Sreekrishna Nagar, Sreekariyam.P.O, Thiruvananthapuram-695017, along with supporting documents, latest by **09.08.2018 upto 1600 hours.**

Director

SCOPE OF WORK

Tender No. EMC/Estt/2018

Objective

Energy Management Centre-Kerala (State Designated Agency to enforce energy conservation Act 2001) Department of Power, Government of Kerala, invites caterers for empanelment for obtaining Outdoor Catering (ODC) services for its official meetings/events.

Duration of Empanelment

Two years, extendable upto one year

Eligibility for empanelment of the Hotel /Caterers

Experience : Minimum 3 years experience in providing ODC in Government Institutions

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

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.

Documents required

1. The Hotel/Caterers should have registration for running catering service and must have valid Registration Certificate Permit/License for running such Hotel/ Restaurants/Catering Services etc. issued by the Competent Authority such as Food Safety Authority or State Govt health Dept /service certificate 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/caterers must furnish the required experience certificate
3. The hotel/caterers must give a self-undertaking that it conforms to all the conditions mentioned in this document.

Also submit the hotel particulars in the format provided in **Annexure-2**.

Menu for ODC

ODC requirements shall include High Tea/Breakfast, Working Lunch, Buffet Lunch, Sit-down lunch, Snacks 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/Caterers should provide good quality, hygienic pre-cooked food for each ODC event/meeting,
2. No full-fledged cooking would be allowed within EMC office premises/complex. However, mini kitchen facilities in EMC for heating the food would be allowed, and the setup for the same would be done by the hotel at its own cost.
3. Complete setup 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 the each event by the Hotel, as per the requirement of EMC.
5. Complete cleaning and restoration of office premises will have to be done by Hotel immediately, after the completion of the event,
6. The services of the empanelled ODC shall be availed of by EMC at its discretion.
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. 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 EMC, which would be communicated to Hotel at least one-day prior to the Event/Meeting.
11. Maximum sense of hygiene has to be maintained by staff deployed ODC for events.
12. Serving staff should wear uniform and gloves while serving.
13. It has to be ensured that persons deployed for catering should not have communicable / Infectious diseases.

Selection Criteria for Empanelment of Hotels/Caterers

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/Caterers, visit to the hotel/catering facility, past ODC experiences, available infrastructure, internal resources and competence to handle the Outdoor catering requirement in EMC or at a specified venue.

Stages of Empanelment:

STAGE 1: The Hotels/caterers would be shortlisted on the basis of Selection criteria.

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

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

Award of Work:

After empanelment of the technically qualified Hotels/Caterers, the orders shall be placed by Administration department or the authorised person, after getting approval from the User department depending upon their requirements of the menu vis-a-vis cost, past experience and quality of services rendered by the Hotel/caterers etc.

Penalty Clause:

If the Hotel/Catering Service provider fails to render service as per requirement of EMC, the EMC has right to take the following actions, without prejudice to any of its rights, including the right to claim damages:

For the first contravention, depending on the gravity of the contravention/offence, a warning letter will be issued.

For the second contravention, a monetary penalty of Rs.5000/- will be imposed for each occurrence. This amount will be deducted from bills payable to Hotel/Catering Service.

For the third contravention, the empanelment is liable to be terminated and the Hotel/Catering Service may be debarred for a specified period, which will be decided by EMC.

Payments:

Payments for ODC will be made in Indian Rupees. The hotel /Catering Service providers shall submit pre-receipted bills in triplicate, in the name of Director, EMC; 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 Income Tax Act, 1961.

Annexure-1

TENTATIVE FOOD MENU FOR VARIOUS EVENTS

Breakfast:

Tea/Coffee, Veg: breakfast (Iddali +Vada/ Dosa+ Sambar/Appam +Vegetable Stew)

Mid-morning Snacks:

Tea/Coffee, Cookies + 1 Veg snacks

Lunch/Dinner for the event:

Soups : 2 (Veg + Non-Veg)

Starters: 1 Veg

Salads : 3 Veg (Indian, Continental & Oriental) with Papad, Pickles
& Chutney

Main course:

1. Kerala vegetarian
2. Vegetable fried Rice
3. Chicken curry dish (Optional)
4. Mutton curry dish (Optional)
5. Fish curry dishtypes of Rice
6. types of Rotis/Chappathi/Parotta

Fruits : 3 types of fruits in separate dishes

Desserts: 1 hot and 1 cold

Afternoon Snacks:

Tea/Coffee, Cookies + 1 Veg snacks.

Late Evening Snacks:

Tea/Coffee, Cookies + 1 Veg snacks

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

Requirement of Beverages, if any, in terms of Fruit Juices, Cold Drinks and other items shall be event specific.

Note: All types of cutlery, crockery, Chef n Dish, Master Chef, Uniformed service boys/waiters and arrangement of buffet tables setup, round tables and chairs, including transportation of all hotel items shall be at the cost of the Hotel/caterers and to be incorporated as ALL INCLUSIVE RATES PER PERSON, as and when rates are to be quoted.

PARTICULARS OF HOTEL/CATERING SERVICE PROVIDER

Sl. No	Particulars	Reply	
1.	Name of the Hotel/Catering Service Provider and Full postal address		
2.	Communication Details: Telephone No. Office Fax No E-mail		
3.	Whether proprietary/ Partnership/ Limited Company and year of constitution. Please furnish copy of organizational charts of the company on separate sheet		
4.	Name & Designation with address of the Authorised person in charge of outdoor catering of the Hotel/Caterers.		
5.	Names of your Important clients/Customers in Government/PSU/ Banks/ multinationals 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.	Audited Annual Sales Turnover for last 3 years to submit. (photocopies in support be enclosed)	Financial year	Turnover in Rs.
		(a) 2015-16	
		(b) 2016-17	
		(c) 2017-18	
7.	Whether your Hotel/Catering services 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/Catering Service owns different units. If yes, please submit particulars.		
9.	Statutory licences to operate as Hotel and Caterer for Outdoor catering services from Corporation (Enclose self-attested copy)		
10.	Valid Certificate issued by Food Safety Authority (Enclose self-attested copy).		
11.	TAX details: – PAN/ registration certificate/. (enclose self-attested copies of certificates)		
12.	Name and address of your Banker along with your Bank Account Details (photocopy of a duly cancelled cheque must be enclosed as supporting)		

Note : Submission of false information would lead to rejection of empanelment and blacklisting of the hotel/catering service provider.

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

Place : Trivandrum

Date :

Authorised signatory with Seal

Signature of Proprietor