

Forest Research Institute
P.O. New Forest, Dehradun – 248 006

No.

Date: 20/05/2016

To,

Subject: Quotations for catering arrangements – reg.

Dear Sir,

Sealed quotations are invited for catering arrangements as per the details available in annexure to this letter for the delegates and guests explained in the appropriate column of the annexure during the celebration of silver jubilee of ICFRE Foundation Day on 01-06-2016, with the following terms and conditions:

1. The sealed quotations should reach the office of the undersigned on or before **24th May 2016** at **04.00 PM**. The quotations will be opened on the same day at **04:30 PM** in presence of the representatives of the tendering firms who wish to be present.
2. The tentative number of delegates for high tea would be 750, for lunch 250 and afternoon session tea 150. The number of persons who will be having high tea, lunch and afternoon session tea would be informed a day in advance. The number of delegates, etc. may increase or decrease, hence, the payments would be made on the basis of exact number of persons having high tea, lunch and afternoon session tea.
3. The quotations should be submitted on the letterhead of the firm quoting rates on per head basis for the high tea, lunch and afternoon session tea. The rates should include charges for providing services of well dressed waiters for serving. The taxes, etc. should be clearly specified.
4. Quality is the essence of this work, hence, the food, etc. has to be cooked and served in a most hygienic manner, in case, at any stage, if it is noted that proper hygiene has not been maintained then the institute reserves the right to cancel the order even during the event and forfeit the security money deposit.
5. Only quality items like **best quality basmati rice**, sunflower refined oil of standard make, best quality desi ghee are to be used. The inputs for the food, etc. will be checked by the representatives of the institute.
6. A performance security deposit of **Rs. 5,000/-** (Rs. Five thousand only), in the form of a demand draft/pay order drawn in favour of the Director, FRI, payable at Dehradun be submitted with the quotation.
7. The firm should produce following documents as qualifying bid: (1) Registration of the firm (2) VAT clearance certificate (3) PAN and TIN number (4) Supporting documents showing the firm done similar type of job for last three years.
8. Quotations without performance security deposit and information required as per point number 7 above will be rejected.
9. Menu, etc. for the high tea, lunch and afternoon session tea are given in the annexure of this letter.


Purchase Officer

Forest Research Institute, Dehradun

Encl: as above

for publication in FRI website


Menu for Delegates and Guests
ICFRE Silver Jubilee Celebration
1st June 2016

MENU FOR HIGH TEA, LUNCH and AFTERNOON SESSION TEA

Date	High Tea – 10.30 AM	Lunch – 1.00 PM onwards	Afternoon Session Tea – 3.30 PM onwards
01/06/2016	Tea (readymade and separate), Coffee, Assorted Pakodas (Aloo, Paneer, Gobhi, Palak, Mirch), small size cup cakes, Matter paneer potli, Veg Sandwiches, White Rasogulla, mineral water in bottles of 200 ml.	<p>Starter: Soup – Veg lung fung soup</p> <p>Main Course Indian: Tadka daal, Makhani Paneer, Mushroom Matar, Rajma, Aloo Gobhi, Veg Jal Frize, Jeera Basmati Rice Pulao, Raita Cocktail</p> <p>Assorted Indian Bread: Naan, Missi roti, Laccha paratha, Tandori roti</p> <p>Salad: Green salad, Macroni salad, Achar, Papad, Vinegar onion, salt & pepper</p> <p>Desserts: Kulfi Falooda, Hot Gulab Jamun, Ice cream and mineral water in 200 ml bottles</p>	Tea Sweet and Salty Biscuits

