

**Sub: Appointment of an agency for providing catering services during the Exhibition-cum-Seminar on 'Appropriate Building Materials & Housing Technologies' at Technical Service Centre, NSIC, New Delhi during 6-8 November, 2012**

Building Materials & Technology Promotion Council (BMTPC), an autonomous organization under the administrative control of Ministry of HUPA, has been into promotion of appropriate building materials and construction technologies since 1990. BMTPC is organising an Exhibition-cum-Seminar on '**Appropriate Building Materials & Housing Technologies**' at Technical Service Centre, NSIC, New Delhi during 6-8 November 2012. In this connection, BMTPC invites sealed quotations from caterers for providing lunch, tea/coffee (as per the menu attached at Annexure 1) and mineral water (glass/bottled) during the exhibition-cum-seminar. The preference will be given to the caterers who have already worked for seminars at NSIC, IITF and BMTPC, etc.

Interested firms/agencies may quote their rates on the following terms & conditions:

1. The Contractor shall make his own arrangements for transportation of the prepared foodstuff from the canteen to the various service points. The Contractor shall ensure adequate protection against seasonal weather conditions by transporting the food items by his own motorized conveyance.
2. The Contractor should provide adequate manpower & maintain catering service without any disruption.
3. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
4. All personnel appointed by the contractor shall wear approved uniforms provided by the agency during working hours for proper identification of employees of different agencies
5. The firms/agencies shall submit their company profile Name of the Firm\Organization, Address and other contact details alongwith details of PAN No., Service Tax No., etc.
6. A good quality of crockery, cutlery, utensils, furniture, kitchen equipment, buffet and service counter shall be arranged by the contractor. The caterer has to provide 3 sets of catering utensils (two at one place and one at different place) to serve the menu at two different locations in the same exhibition-cum-seminar hall.
7. BMTPC reserves the right to reject one or all of the quotations without assigning any reason thereof.
8. Only 50% advance shall be paid at the time of placing the order. The payment shall be made after the exhibition is over and verification of the quantities by BMTPC.
9. The interested firms/agencies may submit their proposals in sealed envelopes superscribing '**Quotation for providing catering services for the Exhibition-cum-Seminar hall for BMTPC Expo'12**'. The last date for submission of the proposal is **2<sup>nd</sup> November 2012 by 11.00 AM** at the following address:

The Executive Director  
BMTPC  
Core 5A, 1<sup>st</sup> Floor,  
India Habitat Centre, Lodi Road,  
New Delhi-110 003

For any queries or clarifications, please contact Dr. Amit Rai, Deputy Chief, BMTPC between 10.00 AM to 6.00 PM, Monday to Friday.

(Dr. Amit Rai)  
Deputy Chief

**MENU**  
for  
Exhibition-cum-Seminar on  
**‘Appropriate Building Materials & Housing Technologies’**  
at Technical Service Centre, NSIC, New Delhi  
during 6-8 November, 2012

1. Paneer Makhani / Kadai Paneer/ Mattar Paneer (One)
2. Dal Yellow / Dal Makhani / Dal Maharani (One)
3. Seasonal Mixed Vegetable (One)
4. Rice / Pulao (One)
5. Assorted breads
6. Salads
7. Raita (Boondi / Mixed / Pineapple)
8. Dessert (Gulab Jamun / Rasgulla / Gajar Halwa / Ice Cream) (One)
9. Mineral Water

*Note: The order will be placed for minimum 250 to maximum 300 persons. The exact quantity would be communicated alongwith the job order.*