

**CENTRE FOR NANO AND SOFT MATTER SCIENCES
Prof. U.R. Rao Road, Jalahalli, BANGALORE 560 013.**

CeNS/2017-18/ICONSAT/Catering/889 20.Feb.2018

**INVITATION FOR EXPRESSION OF INTEREST FOR CATERING SERVICES**

The Centre for Nano and Soft Matter Sciences (CeNS) is an autonomous scientific research institution under the Department of Science & Technology, Government of India, located in Jalahalli, Bangalore. CeNS is organizing an International Conference on Nano Science and Technology (ICONSAT-2018), from March 21, 2018 to March 23, 2018. The Conference will be attended by several luminaries from the academia, industrial leaders and young entrepreneurs from all over the world. Catering arrangements for around 350 delegates will be required on these three days. The services are required for supply and catering Breakfast, Refreshments (tea/coffee/snacks), Lunch and Dinner for the guests. The menu for lunch and dinner would include vegetarian and non-vegetarian cuisines, to be served in two separate sections.

The event will take place at National Science Seminar Complex located in Indian Institute of Science (IISc), Bangalore. The breakfast, refreshments and lunch should be supplied and served at the assigned place near the auditoria. Multiple tea/coffee counters may be required at two more different venues along with the one mentioned above. Dinner is also to be arranged for two days at the assigned locations.

CeNS invites Expression of Interest from reputed Catering Service providers / hospitality firms with proven capabilities of providing catering services. The firms interested may apply by duly filling in the enclosed application format, subject to satisfying all the following conditions:

1. Should have 10 years of experience in Catering services.
2. Should be a registered catering unit in Bangalore and should have the certification from the Food Safety and Standards Authority of India/BBMP.
3. Should have ample experience in cooking for and serving VVIPs and foreign guests.
4. Should have complete infrastructural facilities necessary for setting up attractive counters, separately for vegetarian and non-vegetarian sections.
5. Should have own transport arrangements and manpower to deliver food to designated points as per requirements.
6. Should strictly follow hygienic methods of prepartion and serving of food.
7. Should have executed outdoor catering services in at least 10 major international events in the last 5 years.
8. Should have previous experience in serving 500 or more people at a time.
9. Should provide a list of references with complete details of organizers of international events (contact person, phone numbers, email addresses) where catering services were executed.
10. Should be financially capable of arranging the services independently.

The shortlisted applicants shall be invited for a detailed interaction on a date and time, which will be intimated by email. The Centre reserves the absolute right to accept or to reject any application without assigning any reasons thereof. It also reserves the right to place the complete order with a single source or to place it with multiple sources, depending upon the feasibility and ease of operations.

The scanned copy of the application should be sent in the prescribed format to **iconsat2018@cens.res.in on or before Monday, 26 Feb 2018, by 3.00 pm**. Applications received late/incomplete/not in format shall not be considered.

 **Sd**/-

**Administrative Officer**

**APPLICATION FOR CATERING SERVICES AT ICONSAT CONFERENCE**

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| **Company Profile** |
| Full Name of the Establishment |  |
| Complete address of the establishment in Bangalore  |  |
| Date of establishment |  |
| Contact number* Telephone(s)
* Mobile
* Fax
 |  |
| Email address & website |  |
| Name & designation of contact person |  |
| Name(s) of authorised signatory(ies) & full contact details |  |
| Registration details* Proprietorship / Partnership certificate
* GST registration number
* Permanent Account Number (PAN)

(Please attach copies of documents) |  |
| Certification copy from BBMP/Food Safety and Standards Authority of India |  |
| Complete bank account details for the purpose of NEFT/RTGS payments | Beneficiary:Account No.:Name of the Bank:Branch:IFS Code: |
| **GENERAL INFORMATION** |
| Average financial turnover of the firm for the past 3 years  | Rs. |
| Number of catering assignments handled in the last 3 years & brief details of the event | Please provide details in a separate sheet including contact person/telephone numbers/email adddresses and testimonial or copy of work orders. |
| Number & details of catering assignments undertaken for Govt. organizations/academic institutions | Please provide details in a separate sheet including contact person/telephone numbers/email adddresses and testimonial or copy of work orders. |
| No. of personnel employed  | Supervisors/Managers:Cooks:Assistants:Servers:Cleaning personnel: |
| Whether both Vegetarian and Non-vegetarian food can be arranged? |  |
| Whether counters, tables, chairs, and all necessary infrastructure for outdoor catering provided? |  |
| Whether own vehicles are operated for delivery? |  |

Date:

Place:

Seal & Signature of Authorized Signatory