

# **EXPRESSION OF INTEREST**

## **SELECTION OF HOTEL/CATERING AGENCY FOR KERALA BUSINESS TO BUSINESS MEET (VYAPAR) 2022**



### **KERALA BUREAU OF INDUSTRIAL PROMOTION**

2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O.

Thiruvananthapuram – 695 014, Kerala.

Tel: 91 471 2321882, Fax: 91 471 2322883

Email: [kbip@keralaindustry.org](mailto:kbip@keralaindustry.org)

Website: [www.keralaindustry.org](http://www.keralaindustry.org)

## **I. BACKGROUND**

The Department of Industries & Commerce, Government of Kerala will be organising the 'Kerala Business to Business Meet (VYAPAR) 2022' at Jawaharlal Nehru International Stadium Grounds, Kaloor, Kochi from June 16 to 18, 2022.

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) proposes to select an Agency from the interested Hotels/Catering Agencies through an open competitive selection process for food arrangements in connection with the 'Kerala Business to Business Meet (VYAPAR) 2022' being organised by Department of Industries & Commerce, Government of Kerala from June 16 to 18, 2022 at Jawaharlal Nehru International Stadium Grounds, Kaloor, Kochi.

## **II. PURPOSE**

Expression of Interest (EoI) for offering the services as an Agency for food and catering arrangements in 'Kerala Business to Business Meet (VYAPAR) 2022' along with the details of the applicant and documentary proof for the items mentioned in the eligibility criteria is invited from interested Hotels/Catering Agencies.

## **III. INVITATION**

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) intends to engage the services of a Hotel/Catering Agency for 'Kerala Business to Business Meet (VYAPAR) 2022' being organised from June 16 to 18, 2022 at Jawaharlal Nehru International Stadium Grounds, Kaloor, Kochi.

- i. KBIP invites Expression of Interest (technical and financial bids) from Hotels/Catering Agencies for food arrangements in connection with 'Kerala Business to Business Meet (VYAPAR) 2022'.
- ii. Interested Agencies may download the Expression of Interest (EoI) from the websites [www.keralabusinessmeet.org](http://www.keralabusinessmeet.org) or [www.kbip.org](http://www.kbip.org)

## **IV. IMPORTANT DATES**

| <b>Sl. No.</b> | <b>Information</b>   | <b>Details</b>  |
|----------------|--|---|
| 1              | <b>Last date and time for submission of Expression of Interest</b>   | <b>June 4, 2022</b>   |
| 2              | Place, date and time of making technical presentation & opening of financial bid   | Shortlisted Agencies will be informed by letter/email   |
| 3              | Address for submission of Expression of Interest (EoI) with necessary documents as mentioned in the Eligibility Criteria | The Chief Executive Officer<br>Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala.<br>Tel/Fax: 91-471-2321882, 2322883<br>E-mail: kbip@keralaindustry.org |

## **V. SCOPE OF THE WORK**

On behalf of Department of Industries & Commerce, Government of Kerala, it is intended to engage the services of a Hotel/Catering Agency with prior experience for food & catering arrangements for Kerala Business to Business Meet (Vyapar) 2022.

The Agency shall ensure food and catering arrangements from June 15 to 18, 2022 as per the Bill of Quantities. In addition to food requirements, the arrangements for counter setting, buffet service, ceramic plates, glasses, cutleries & other items, service at the counters, waste disposal and transportation shall be the responsibility of the Agency.

## **VI. ELIGIBILITY CRITERIA**

The selection of the Agency will be subject to the following terms and conditions.

- i. The Applicant Agency shall be a registered entity and FSSAI certified Hotel/Catering Agency. The documents in this regard shall be submitted along with the EoI.
- ii. The Applicant Agency shall have a registered office in Kerala and shall be able to co-ordinate activities as per the requirements at Ernakulam. The documents regarding the details of the Agency shall be submitted along with the EoI.
- iii. The Agency shall have a minimum 5 years' experience in the field of food/catering service. The document substantiating the same shall be submitted along with the EoI.
- iv. The Agency shall have the expertise and experience in arranging food and catering service as per the requirements of the Event.
- v. Preference will be given to Agencies which have undertaken similar events/activities. The Agency shall furnish the details of the similar events/activities undertaken along with the EoI.
- vi. In case of any food poisoning/related issues during the event, all the claims arising out of it shall be met by the Agency.
- vii. No charges other than that specifically agreed upon shall be paid to the selected Agency.

## **VII. EVALUATION CRITERIA**

The selection process for the Agency will be as below:

1. Short listing based on the eligibility criteria on receipt of EoI.
2. Short listed Agencies may have to make a detailed presentation (Power Point Presentation) on the 'Activities, expertise & experience of the Agency' as mentioned in the EoI, before the Selection Committee appointed by the Competent Authority for selection of qualified Agencies.
3. Price bid will have to be submitted in separate sealed cover only by the qualified and selected Agencies.

4. Financial bids will be opened/considered only of those qualified short-listed Agencies/Bidders shortlisted by the Selection Committee after the Technical Presentation. The Financial bids of only technically qualified Agencies who attain 70% and above marks in the Technical Presentation will be considered.
5. Financial bids of qualified and selected Agencies received in complete and within the stipulated deadline shall be opened by the Selection Committee in the presence of the Agencies who wish to be present at the time of opening of the Bid.
6. Lowest bid, found suitable as per the specifications required, shall be referred to the Competent Authority for final decision. The decision of the Competent Authority shall be final.

Subject to the terms & conditions stipulated herein above, the interested Agencies may send their Expression of Interests (EoI) in sealed envelope superscribed 'EoI for Food & Catering Arrangements for the Kerala Business to Business Meet (Vyapar) 2022' addressed to Chief Executive Officer, Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram-695014, Kerala and should reach by **17.00 hours on or before June 4, 2022.**

It may also be noted that all the Expression of Interests (EoIs) received after the above referred stipulated time and date shall be liable to be rejected forthwith.

The Department of Industries & Commerce, Government of Kerala/Kerala Bureau of Industrial Promotion (KBIP) reserves all rights to reject any or all the Expression of Interests (EoIs) received, without assigning any reason or may call for fresh Expression of Interests (EoIs) without assigning any reason whatsoever or if it appears appropriate in the public interest.

For any further details, it is requested to contact:

**Kerala Bureau of Industrial Promotion (KBIP)**  
**2, Vidhya Nagar, Opposite Police Ground,**  
**Thycaud P.O., Thiruvananthapuram - 695014, Kerala**  
**Tel/Fax: 91-471-2321882, 2322883**  
**E-mail: kbip@keralaindustry.org**

**BILL OF QUANTITIES FOR  
KERALA BUSINESS TO BUSINESS MEET (VYAPAR) 2022**

**FOOD REQUIREMENTS (June 15 to 18, 2022)**

| <b>Sl. No.</b>     | <b>Food Requirements</b>   | <b>No. of Pax</b> | <b>Amount (Rs.)</b> |
|--------------------|--|-------------------|---------------------|
| 1                  | <b>Lunch on June 15, 2022</b><br><br>Chicken Biryani (125 Nos.), Veg. Biryani (25 Nos.), 2 Salads, 2 Pickles, Pappads, 1 Dessert, 250 ML Drinking Water Bottle.  | <b>150</b>        |                     |
| 2                  | <b>Lunch for 3 days (June 16 to 18, 2022)</b><br><br>Chappati, Roti, 2 Rice (Veg. Fried Rice & Plain Rice), 2 Non Veg. Dishes (Chicken & Fish), 2 North Indian Veg. Dishes, 2 South Indian Veg. Dishes, Curd Rice, 3 types of Salads, Daal Curry, Sambar, Rasam, Curd, 2 Pickles, Pappads, 2 Desserts, 250 ML Drinking Water Bottle. | <b>1300</b>       |                     |
| 3                  | <b>Morning &amp; Evening Tea for 3 days (June 16 to 18, 2022)</b><br><br>Morning & Evening Tea with Snacks (Banana Fry/Veg Cutlet/Veg Roll).   | <b>1300</b>       |                     |
| <b>Total</b>       |  |                   |                     |
| <b>GST</b>         |  |                   |                     |
| <b>Grand Total</b> |  |                   |                     |

- The rates quoted shall be inclusive of all arrangements including Counter Setting, Buffet Service for 500 pax at a time, Ceramic Plates, Glasses, Cutleries & other items, Service at the Counters, Waste Disposal and Transportation shall be the responsibility of the Catering Group.*