



DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas)
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Empanelment of Outdoor catering service providers

Directorate General of Hydrocarbons (DGH), the technical arm of Ministry of Petroleum & Natural Gas, Govt. of India, engaged in monitoring of Exploration and Production activities of various companies engaged in Oil and Gas Sector, would like to invite reputed Hotels for empanelment for obtaining 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.dghindia.gov.in and Govt. of India's Central Public Procurement portal.

Interested Hotels may submit their response to HOD(MM), Directorate General of Hydrocarbons, OIDB Bhawan, Sector-73, Noida, alongwith supporting documents, latest by **4th August 2017** upto 1500 hours.

HOD (MM)
DGH, Noida

SCOPE OF WORK

Tender No. MM-14/8/2017-DGH/ENQ/082

Objective

Directorate General of Hydrocarbons (DGH), the technical arm of Ministry of Petroleum & Natural Gas, Govt. of India, engaged in monitoring of Exploration and Production activities of various companies engaged in Oil and Gas Sector, would like to invite reputed Hotels for empanelment for obtaining Outdoor Catering (ODC) services for its official meetings/events to be organised in DGH Office, OIDB Bhawan, Sector-73, Noida. DGH may also request the hotels to host its event at its premises depending on exigency/requirement of the official meeting/Event.

Duration of Empanelment

Two years, extendable upto one year

Eligibility for empanelment of the Hotel

Star rating : 4-Star and above

Experience : Minimum 3 year experience of providing ODC in reputed Corporates in Delhi/NCR

Infrastructure : The hotel 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 should have registration of 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 MCD/Central 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 must furnish the required Star-rating certificate issued by the competent authority.
3. The hotel 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 as **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 should provide good quality, hygienic pre-cooked food for each ODC event/meeting,
2. No full-fledged cooking would be allowed within DGH office premises/complex. However, mini kitchen for heating the food and final frying 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 DGH,
5. Complete cleaning and restoration of office premises will have to be done by Hotel immediately, after the completion of the event,
6. Preferred mode of allotting the event/meeting amongst the empanelled hotels would be on 'Rotation and availability of the Hotel on the event/meeting day' subject to getting satisfactory quality service as per the DGH requirements,
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 DGH, which would be communicated to Hotel atleast One-day prior to the Event/Meeting.

Selection Criteria for Empanelment of Hotels:

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

Stages of Empanelment:

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

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

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

Award of Work:

After empanelment of the technically qualified Hotels, the orders shall be placed by HR 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 etc.

Penalty Clause:

If the Hotel fails to render service as per requirement of DGH, the DGH has a 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.25000/- will be imposed for each occurrence. This amount will be deducted from bills payable to Hotel.

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

Payments:

Payments for ODC will be made in Indian Rupees. The hotel shall submit pre-receipted bills in triplicate, in the name of Directorate General of Hydrocarbons; 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.

TENTATIVE FOOD MENU FOR DGH EVENTS

Breakfast:

Tea/Coffee, Cookies + 3 Veg snacks + 1 Non-Veg snacks

Mid-morning Snacks:

Tea/Coffee, Cookies + 4 Veg snacks + 2 Non-Veg Snacks

Lunch/Dinner for the event:

Soups : 2 (Veg + Non-Veg)

Starters: 3 Veg + 1 Non-Veg

Salads : 3 Veg+1 Non-Veg (Indian, Continental & Oriental) with Papad, Pickles & Chutney

Main course:

- 1 Paneer dish
- 2 seasonal vegetables
- 1 Dal
- 1 Chholey/Rajma/Kadhi
- 1 Chinese dish
- 1 noodle dish
- 1 Chicken dish
- 1 Mutton dish
- 1 Fish dish
- 1 Raita/DahiBhalla
- 2 types of Rice
- 5 types of Rotis

Fruits : 5 types of fruits in separate dishes

Desserts: 2 hot and 2 cold

Afternoon Snacks:

Tea/Coffee, Cookies + 3 Veg snacks + 2 Non-Veg Snacks + Sweets

Late Evening Snacks:

Tea/Coffee, Cookies + 3 Veg snacks + 2 Non-Veg Snacks

The above requirement is indicative only and the actual menu for each event would vary as per the 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 services 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 and to be incorporated as ALL INCLUSIVE RATES PER PERSON, as and when rates are to be quoted.

PARTICULARS OF HOTEL

S.N.	Particulars	Reply	
1	Name of the Hotel and Full postal address		
2	Communication Details: a) Telephone No. Office b) Fax No c) 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 in the Hotel		
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) 2014-15	
		(b) 2015-16	
		(c) 2016-17	
7	Whether your Hotel 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 owns different units. If yes, please submit particulars.		
9	Statutory licences to operate as Hotel and Caterer for Outdoor catering services (Enclose self-attested copy)		
10	Valid Hotel Star-Rating Certificate issued by competent authority (Enclose self-attested copy).		
11	TAX details: – PAN/VAT/Service tax /GST 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)		

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

Place: _____

Date : _____

Signature of Proprietor/
Director with Seal of the Firm.