

**NOTICE FOR EMPANELMENT OF LOCAL CATERERS FOR CATERING &
HOSPITALITY SERVICES AT RAJ BHAVAN**

Raj Bhavan, Goa, regularly organizes official events including breakfast, lunch, dinner, high tea, and other functions, both within the Raj Bhavan premises and at external venues. In this regard, Raj Bhavan invites applications from reputed Catering Agencies, for empanelment to provide catering and related hospitality services.

1. Eligibility Criteria - Interested Caterers must fulfill the following conditions:
 - a) The Catering Agency must be registered with the Department of Food & Drugs, Government of Goa.
 - b) The Catering Agency must have an operational/kitchen set up located within the State of Goa.
 - c) The Catering Agency must be willing and able to provide catering and hospitality services to Raj Bhavan, Dona Paula, as and when required.
 - d) The Catering Agency must have successfully supplied/conducted a minimum of three (3) events for any Government Department/PSU during the last three (3) financial years.
 - e) The Catering Agency must have all statutory registrations/licenses required for undertaking such services.
2. Scope of Empanelment
 - a) The empanelment will be for a period of two (2) years, extendable by up to two (2) additional years (one year at a time), subject to satisfactory performance and at the discretion of Raj Bhavan.
 - b) From time to time, Raj Bhavan will invite quotations from the empaneled hotels for specific requirements such as breakfast, lunch, dinner, high tea, etc. The menu and scope will be indicated for each event. Raj Bhavan reserves the right to select and engage any of the empaneled hotels, depending on the requirement and quoted rates.

3. Submission of Applications

Interested Catering Agency's may submit their applications in a sealed envelope super-scribed "Application for Empanelment of Catering Agency's for Raj Bhavan, Goa" along with the following documents:

- i. Copy of registration certificate issued with the Department of Food & Drugs, Government of Goa.
- i. Details of the logistics and kitchen set up in Goa (location, contact information).
- ii. Undertaking of readiness to provide services to Raj Bhavan as and when required.
- iii. Documentary proof of having conducted/supplied for at least three (3) Government/PSU events in the last three years (work orders/completion certificates).
- iv. Copies of statutory registrations/licenses (FDA, FSSAI, GST, PAN, etc.).

4. Important Dates

Last date for submission of applications:

Address for submission:

Secretary to the Governor,
Raj Bhavan, Dona Paula, Goa – 403004

5. General Terms -

- a) Raj Bhavan reserves the right to reject any or all applications without assigning any reason.
- b) Empanelment does not guarantee award of work. Events will be allocated through competitive quotations among empanelled Catering Agencies.
- c) The decision of Raj Bhavan in all matters related to this empanelment shall be final and binding.
- d) For further details, please contact:
Comptroller of Governor's Household
Raj Bhavan,
Dona Paula Goa.
Mob – 94224 44419
Email: comptroller.rbg@gmail.com

sd/-
Secretary to Governor
Raj Bhavan, Goa

ANNEXURE – I

APPLICATION FORMAT FOR EMPANELMENT OF CATERING AGENCIES
WITH RAJ BHAVAN, GOA

(To be printed on the letter head of the applicant Catering Agency. Enclose copies of certificates wherever applicable)

1. General Information

a) Name of Catering Agency:

b) Address : _____

c) Contact Person:

Designation:

Phone:

Email:

d) Registration Certificate No. & Date : _____

Issued by Department of Food & Drugs, Govt. of Goa

2. Distance of Kitchen logistics from Raj Bhavan, Dona Paula: _____ km

3. Experience in Government/PSU Events (last 3 financial years)

(Attach separate sheet if required)

Sl No	Name of Department/PSU	Description of Event	Date	Value/Scale	Proof Enclosed

4. Statutory & Regulatory Details

- a. TAN No.: _____
- b. GST Registration No.: _____
- c. FSSAI License No.: _____
- d. FDA Registration No : _____
- e. Other Licenses (if any): _____

5. Undertaking

We hereby undertake that:

- 1. The information provided above is true and correct to the best of our knowledge.
- 2. We are willing to provide catering and hospitality services to Raj Bhavan, Goa, as and when required.
- 3. We agree to abide by the terms and conditions of the empanelment and understand that empanelment does not guarantee award of work.

Authorized Signatory:

Name:

Designation:

Seal of Catering Agency:

Date: