



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

“Re-accredited by NAAC with ‘A’ Grade”

Regr/EoI/NAAC

01.06.2022

EXPRESSION OF INTEREST

Event Management

Catering and Support Services

University of Kerala is seeking support from Professional Event Managers on Catering and Support Services for an Event scheduled during June 13-15, 2022. General details of the event are as given below. Expression of Interest on the same is solicited.

Event I: *Food and Catering*

Events	Days	Number of Guests	Ancillary Support
High Tea at Vice Chancellors Chamber	June 13, 2022 FN 9:10 a.m.	50	Served in execute Catering format
Lunch at S. H. Campus Palayam	June 13, 2022 1:00 p.m. – 2:00 p.m.	150	Served with High Décor Catering inputs.
High Tea at S. H. Campus, Palayam	June 13, 2022 AN 4:00 p.m.	50	Served in execute Catering format
Dinner at S. H. Campus, Palayam	June 13, 2022	150	Served with High Décor Catering inputs.
High Tea at CLIF, Kariavattom Campus	June 14, 2022 FN 9:00 a.m.	50	Served in execute Catering format
Lunch at CLIF, Kariavattom Campus	June 14, 2022 1:00 p.m. – 2:00 p.m.	200	Served in execute Catering format
High Tea at Kariavattom Campus	June 14, 2022 AN 4:00 p.m.	50	Served in execute Catering format
Dinner at CLIF, Kariavattom Campus	June 14, 2022 AN	150	Served in execute Catering format
High Tea at S. H. Campus, Palayam	June 15, 2022 FN 9:00 a.m.	50	Served in execute Catering format
Lunch at S. H. Campus, Palayam	June 15, 2022 1:00 p.m. – 2:00 p.m.	100	Served with High Décor Catering inputs.



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

“Re-accredited by NAAC with ‘A’ Grade”

Event II: *Reception and Welcome arrangements*

Events	Days	Number of Guests	Ancillary Support
Reception and Welcome arrangements	June 13, 2022 9:00 a.m. S. H. Campus Palayam	7 Guests	Banners and Bouquets to be arranged
Reception and Welcome arrangements	June 13, 2022 1:00 p. m. S. H. Campus Palayam	10 Guests	Bouquets to be arranged

Event III: *Campus Illumination and venue Decorum*

Events	Days	Ancillary Support
Campus Illumination and venue Decorum – S. H. Campus Palayam and Karyavattom Campus	June 13, 2022 June 14, 2022 June 15, 2022	Minimal inputs as required for an Academic event

General points for compliance

- Lunch and Dinner to have a combination of vegetarian and Non – vegetarian dishes, starters and desserts.
- Services to include venue arrangement, sitting arrangements light and sound systems for interaction, light music backing.
- Food can be served under the buffet mode with a Dias sitting for 10 guests.
- Venue for day 1 &3 would be Senate House Campus, University of Kerala,Palayam and Day 2 Kariavattom Campus,University of Kerala.
- Protocol for guest sitting and entry to be maintained.
- Highest standards of hygiene and quality to be complied.

EOIs to be submitted by **6th June 2022 (Monday)** Financial quotes to be made separately for each event.EOI to be submitted to The Registrar, University of Kerala, S. H. Campus, Palayam, Thiruvananthapuram, Pin – 695 034.(*Email ID:regrku@gmail.com*)

REGISTRAR