

INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
OFFICE OF HOSTEL MANAGEMENT  
**MINUTES OF THE PRE-BID MEETING**

Name of work	Providing catering services in the central dining facilities of IIT Madras		
Date of meeting: 12.05.2025 at 11.00 a.m		Venue: Vahini Hall, OHM	

**Members present**

**Caterers Present**

1) Dr. Sanyasiraju V S S Yedida 2) Dr. J.M.Mallikarjuna 3) Dr. Vidya Bhusan Maji 4) Dr. Raghukanth STG 5) Mr. Tarun Kumar, SGS (Online) 6) Mr. Rohit Kandreguka, HAS 7) Mr. Bobbili Rushwith	1) Shri M Ganesh, VTH 2) Shri Nagaraj, Prism (both online & Offline) 3) Shri Kumarasamy, KStar 4) Shri Vidhyasagar, Firstman 5) Shri Swaminathan, Sakthi's Kitchen 6) Shri Kamalakanan, Sheela caterers 7) Shri R Rajendran, SRRC 8) Shri Ravi Shankar, Rassense 9) Smt. Alamelu A, SGR 10) Shri K Rajaram, Neelkesh 11) Shri Ashok kumar Chinnu, Catalyst 12) Representative, Food Sutra (Online) 13) Shri Dalbat Singh, RGC (Online)
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Chairman, Catering Tender Committee welcomed all the members present on both offline and online modes and highlighted a few points about the catering tender document. The following points were discussed during the meeting:

Sl. No	Points	Points Discussed	Decision taken
1	Page 8, Point 12a Clarification	Daily Rates which include GST or without GST	It should be basic rate plus GST.
2	Page 11, Point 18.2 Clarification	Criteria for General Assessment	A & B put together are subjected to a maximum of 40 points.

3	Page 30 Correction.	Dining Timings: Breakfast: 07:30 hrs. - 09:30 hrs.	It will be changed to: Breakfast timing: 07:00 – 09:30 hours Remaining dining times are unchanged																																																																																																																																																																																																																																
4	Page 35, Point 13 Correction	The rates stipulated in the contract should remain valid for a minimum period of one year with effect from July 24, 2026 or date of award of contract, whichever is later.	Read the date as July 24, 2025																																																																																																																																																																																																																																
5	Page No. 20 Annexure A1, Second Table Correction	Proof for Payment of Income Tax: (Last Four years)	The financial years may be read as: 2021-22 2022-23 2023-24 2024-25 (Provisional)																																																																																																																																																																																																																																
6	Page No. 13 Point= 22a.	Kushal dining statistics for the 2024-25.	<table><tr><th colspan="14">Kushal Dining details April 2024 to March 2025</th></tr><tr><th>Caterer</th><th>Caterer 1</th><th>Caterer 2</th><th>Caterer 3</th><th>Caterer 4</th><th>Caterer 5</th><th>Caterer 6</th><th>Caterer 7</th><th>Caterer 8</th><th>Caterer 9</th><th>Caterer 10</th><th>Total</th><th>Highest</th><th>Average</th></tr><tr><td>Month</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Apr-24</td><td>47</td><td>35</td><td>0</td><td>96</td><td>50</td><td>56</td><td>44</td><td>59</td><td>250</td><td>103</td><td>740</td><td>250</td><td>74</td></tr><tr><td>May-24</td><td>68</td><td>2</td><td>0</td><td>6</td><td>44</td><td>26</td><td>14</td><td>83</td><td>134</td><td>60</td><td>437</td><td>134</td><td>43.7</td></tr><tr><td>Jun-24</td><td>29</td><td>15</td><td>0</td><td>0</td><td>24</td><td>26</td><td>0</td><td>36</td><td>148</td><td>34</td><td>312</td><td>148</td><td>31.2</td></tr><tr><td>Jul-24</td><td>24</td><td>34</td><td>0</td><td>28</td><td>37</td><td>42</td><td>0</td><td>60</td><td>169</td><td>93</td><td>487</td><td>169</td><td>48.7</td></tr><tr><td>Aug-24</td><td>11</td><td>60</td><td>0</td><td>76</td><td>115</td><td>74</td><td>0</td><td>29</td><td>347</td><td>37</td><td>749</td><td>347</td><td>74.9</td></tr><tr><td>Sep-24</td><td>62</td><td>0</td><td>0</td><td>21</td><td>16</td><td>65</td><td>26</td><td>22</td><td>297</td><td>94</td><td>603</td><td>297</td><td>60.3</td></tr><tr><td>Oct-24</td><td>37</td><td>40</td><td>0</td><td>106</td><td>47</td><td>32</td><td>29</td><td>0</td><td>199</td><td>38</td><td>528</td><td>199</td><td>52.8</td></tr><tr><td>Nov-24</td><td>0</td><td>0</td><td>24</td><td>41</td><td>15</td><td>11</td><td>7</td><td>10</td><td>95</td><td>0</td><td>208</td><td>95</td><td>20.3</td></tr><tr><td>Dec-24</td><td>5</td><td>0</td><td>0</td><td>0</td><td>21</td><td>0</td><td>0</td><td>14</td><td>109</td><td>18</td><td>167</td><td>109</td><td>16.7</td></tr><tr><td>Jan-25</td><td>20</td><td>0</td><td>0</td><td>24</td><td>44</td><td>5</td><td>0</td><td>26</td><td>207</td><td>41</td><td>367</td><td>207</td><td>36.7</td></tr><tr><td>Feb-25</td><td>20</td><td>4</td><td>0</td><td>63</td><td>43</td><td>51</td><td>0</td><td>55</td><td>165</td><td>39</td><td>440</td><td>165</td><td>44</td></tr><tr><td>Mar-25</td><td>13</td><td>24</td><td>0</td><td>13</td><td>25</td><td>25</td><td>0</td><td>18</td><td>165</td><td>51</td><td>334</td><td>165</td><td>33.4</td></tr><tr><td>Total</td><td>336</td><td>214</td><td>24</td><td>474</td><td>481</td><td>413</td><td>120</td><td>412</td><td>2285</td><td>608</td><td>5367</td><td></td><td></td></tr></table>	Kushal Dining details April 2024 to March 2025														Caterer	Caterer 1	Caterer 2	Caterer 3	Caterer 4	Caterer 5	Caterer 6	Caterer 7	Caterer 8	Caterer 9	Caterer 10	Total	Highest	Average	Month														Apr-24	47	35	0	96	50	56	44	59	250	103	740	250	74	May-24	68	2	0	6	44	26	14	83	134	60	437	134	43.7	Jun-24	29	15	0	0	24	26	0	36	148	34	312	148	31.2	Jul-24	24	34	0	28	37	42	0	60	169	93	487	169	48.7	Aug-24	11	60	0	76	115	74	0	29	347	37	749	347	74.9	Sep-24	62	0	0	21	16	65	26	22	297	94	603	297	60.3	Oct-24	37	40	0	106	47	32	29	0	199	38	528	199	52.8	Nov-24	0	0	24	41	15	11	7	10	95	0	208	95	20.3	Dec-24	5	0	0	0	21	0	0	14	109	18	167	109	16.7	Jan-25	20	0	0	24	44	5	0	26	207	41	367	207	36.7	Feb-25	20	4	0	63	43	51	0	55	165	39	440	165	44	Mar-25	13	24	0	13	25	25	0	18	165	51	334	165	33.4	Total	336	214	24	474	481	413	120	412	2285	608	5367		
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7	Some of the participants in the meeting raised a concern about some of the items mentioned in the menu.		The participants were asked to send an email to <a href="mailto:ccw@mail.iitm.ac.in">ccw@mail.iitm.ac.in</a> about the difficulties, if any, for including any items in the proposed menu. The response to these requests will be updated in the ccw website.																																																																																																																																																																																																																																

The above minutes of the meeting will become the part of the agreement. Apart from the above, the specifications and other terms & conditions given in the tender document will remain unchanged. The bidders are requested to download the minutes of the pre-bid meeting from the website: <https://ccw.iitm.ac.in/>

*F. M. M. M. M.*  
Chairperson, WC  
14/05/2025

*Deepa D. D.*  
Chairperson, Catering Tender Committee  
14/5/25