

**CHAIRMAN COUNCIL OF WARDENS AND HOSTEL MANAGEMENT
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI - 600036**

Tele: 044-2257 8501

Website: <https://ccw.iitm.ac.in/>



MINUTES OF THE PRE BID MEETING WITH BIDDERS

Name of Work	Providing catering services in the central dining facilities
Tender Ref. No.	OHM/ADVT-TENDER/01/21-22 Dt. 04-09-2021
Date of meeting (online)	08.09.2021 at 15.00 hrs.

Members/ Invitees / Bidders Present:

Office of Hostel Management	Bidders
1. Dr. T. Thyagaraj 2. Dr. Shruti Dubey 3. Mr. YEL Sudhakar Rao Pujari 4. Ms. Gajula Chinmayi 5. Mr. E. Sethuramalingam	Representatives from – 1. M/s. Firstman Mgmt. Services (P) Ltd., 2. M/s. Shree Raja Rajeshwari Catering (P) Ltd., 3. M/s. Sri Guru Raghavendra Foods(P) Ltd 4. M/s. R Gouras Caterers 5. M/s. Sakthi's Kitchen (P) Ltd. 6. M/s. Neelkesh Caterers Pvt, Ltd. 7. M/s. Vasan Tiffan Home Chennai (P) Ltd. 8. M/s. Rupan Raj Caterers (P) Ltd. 9. M/s. Sugandhim Food and Catering (P) Ltd.

The Chairman welcomed all the members. The following points were raised by the bidders, clarification given are indicated against each:

S. No.	Issued raised	Clarification issued
1.	Can the application fee be waived?	There is no provision for waiver.
2.	Is it compulsory to provide the balance sheets for the financial years for all the 4 years (2017-18, 2018-19, 2019-20 and 2020-21)?	Audited balance sheet for the years 2017-18, 2018-19 and 2019-20, and provisional balance sheet (2020-21) signed by the proprietor should be submitted as given in Annexure A-6.
3.	Whether we need to enclose the copy of income tax and service tax/GST payments made or shall we provide only the auditor certificate?	Last page of income tax and service tax/ GST payments made along with the Auditor certified statement should be enclosed.
4.	Whether water charges can be reduced in Annexure-B?	No. Further, it is informed that the charges are subject to revision from time to time.
5.	1 counter staff is not sufficient per counter as mentioned in the Annexure C-2	The minimum staff requirement is given in Annexure C-2. Additional staff may be deployed depending on the students' strength.
6.	Do we need to deliver the packed food (breakfast, lunch, evening tea & dinner) to the student rooms or we need to deliver it to any	Packed food should be delivered to the student room. Note given in the Schedule D clearly

	common place in the hostel?	states the requirement. Kindly note that this service may use this service based on the need.
7.	Whether vehicle support will be provided by OHM for delivering the food packets?	No. OHM will not provide any vehicle support.
8.	What is the duration of the quarantine period?	Currently, the quarantining period is based on the regulations issued by the GoTN.
9.	Whether the time can be extended to submit the performance certificate?	No.
10.	Rental charges for POS terminals is given as Rs. 15,000/-. Is it for one POS terminal?	No. The rental charge for POS terminals per caterer is fixed at Rs.15,000/-.
11.	Whether the license fee of Rs. 2,00,000/- will be charged for each dining hall?	No. Considering the pandemic period, the license fee given in Pages 31-32 (point 19) is per caterer and not based on the no. of dining halls.
12.	Whether the performance security of Rs. 25,00,000/- can be reduced to 3% of the contract value.	No.
13.	Whether the Solvency certificate can be waived off?	Yes. Considering the current pandemic situation, the solvency certificate can be waived off.
14.	What are the current payment terms?	As given in the clause 22 of the schedule.
15.	What are all the additional (inventory list) equipments to be purchased?	An additional bain-marie needs to be procured apart from the consumables required for following the safety protocols pertaining to Covid-19.
16.	Whether time can be given for getting FSSAI license?	Central FSSAI License is compulsory as given in Clause 17.1 of Schedule. However, considering the current pandemic situation, you may produce the latest FSSAI license along with the proof of application for renewal.
17.	Whether the relaxation can be given for female staff on providing PF as some of them are working for 10 to 15 days.	No relaxation can be given. Please refer to Clauses 17.1 and 29.
18.	How is the weighted cost (C) accounted? It may give a higher rate. Please explain.	The weighted cost is used for arriving at the ranking of the qualified bidders as it represents the average of all the slabs.
19.	Is it possible to simplify the weighted cost (C)?	No. Further simplification is not possible.

The above minutes of meeting will become part of the agreement. Apart from the above, the terms and conditions specified in the Tender document will remain unchanged.



Chairman, WC