

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036
Office of Dean Students

MINUTES OF THE PRE BID MEETING WITH BIDDERS

Name of work	Catering Services for Senate Dinner -2019
Reference	SD/2019 dated 08.3.2019
Date of meeting	20.3.2019 @ 4.00 PM
Venue	Conference Hall, O/o Dean Students

Members present:

IIT MADRAS	BIDDERS
1. Prof. Asokan T, Chairman	1. M/s Marriott Hotels
2. Dr. Rachel Kalpana	2. M/s Benz Park
3. Dr. K. Kalpana	3. M/s Vestin Park
4. Mr. Nihal K., Hostel Affairs Secretary	4. M/s Hotel Shelter
5. Y E L Sudhakar Rao Pujari, Secretary	5. M/s Sabari Grand Hotels
	6. M/s Goldline Catering
	7. M/s Adyar Anand Bhavan
	8. M/s Abids'

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

Issues raised	Clarification issued
It is mentioned that 4 counters would be set up in the bowl area. What is a bowl area?	It is clarified that the senate dinner would be organized in the Open Air Theatre (OAT) of IIT Madras. The OAT has open space surrounded by galleries. The Open space at the center is the designated bowl area. This was also explained by showing a layout of OAT.
Whether GST and any other taxes if applicable, has to be quoted separately?	Net price has to be quoted as per tender documents i.e. the price quoted should be inclusive of all taxes.
Whether cutlery, crockery, material needed to set up the counters to be brought by the bidder?	It is clarified that everything has to be brought by the bidder including drinking water and water for cooking. It is also clarified that on conclusion of the senate dinner the garbage generated should be taken away, it cannot be disposed inside

	IIT Madras Campus.
Who are the invitees for the Senate dinner?	Primarily the Senate dinner is being organized for the graduands. Faculty and staff are also invited to attend the dinner.
Whether all the pages of the tender document should be signed?	All the pages of the tender document have to be signed by the bidder or his authorized representative.
Whether performance security is in addition to the EMD of Rs. 10,000/-?	It is clarified that performance security equivalent to 10% of the value of work is payable by the bidder who is awarded the contract. It is further clarified that the EMD amount of Rs.10,000/- would be adjusted against the performance security amount payable. The bidder may also submit a performance bank guarantee instead, in the format prescribed by IIT Madras.
Whether the menu can be altered?	The menu cannot be altered.
Whether any facilities for live cooking will be provided at the location?	Request for place for live cooking would be examined on award of contract.
What are the likely dates for food tasting?	1 st and 2 nd April are the likely dates for food tasting (exact date will be communicated later).

The above minutes of meeting will become part of the agreement. Apart from the above, terms and conditions specified in the Tender document will remain unchanged. The bidders are requested to download the minutes of pre-bid meeting from the website <http://tenders.iitm.ac.in>.