

MINUTES OF THE PRE-BID MEETING HELD ON 22 APRIL 2013: TENDER NOTICES NOS. 1/DOST/IC/2013 AND 2/DOST/CC/2013, RUNNING THE INSTITUTE CAFETERIA AND THE CAMPUS CAFÉ, IIT MADRAS

1. The following were discussed:
 - a. Tender notice observations: The following were clarified:
 - i. At Para I. A. 2. n. (of both the tender notices), the following line may be added:
The EMD in respect of the other contractors (who have not been awarded the work) shall be returned within 30 days from the date of award of contract.
 - ii. At Para II (of both the tender notices), Important Dates and Points to remember, the timings were amended as given below:
 1. A. Issue of tender forms shall now be until 12 noon on Monday, 29 April 2013 (except on Saturdays, Sundays and National Holidays, if any, during the intervening period).
 2. Sub Para B. and C. No change.
 3. D. The last date for submission of tender shall now be Monday, 29 April 2013, 1 pm.
 4. E. The date and time of opening of Technical Bid is Monday, 29 April 2013 at 2 pm.
 5. Sub Para F. and G. No change.
 - iii. At Para X (of both the tender notices), the following line may be added: This amount shall be refunded on termination of the contract subject to the provisions made herein.
 - iv. At Annexure II, FINANCIAL BID, the following serials (with reference to weight/ quantity) were clarified. There shall be no change in the other serials. The details of changes are given below:

Ser. No.	Menu	Quantity
INSTITUTE CAFETERIA: (NO. 1/DOST/IC/2013)		
1	Idly 2 pc	80 gms
17	Chappathi 2 pc	80 gms
All items from serial number 68 to 126 are deleted		
127 to 131	Different types of tea/ coffee	100 ml each
CAMPUS CAFÉ: (NO. 2/DOST/CC/2013)		
	Idly 2 pc	80 gms
	Poori 2 pc	100 gms
	Chappati 2 pc	80 gms
	Somasa	50 gms
	Limited meals: Rice, 200gms; One Chappati, 40gms; Dry Vegetable, 80 gms; Vegetable with gravy, 80 gms; Sambar/ Dal, 100 ml; Rasam, 100 ml; Curd, 50 ml; Papad, 1 No; Pickle, 1 tsp:	As mentioned against each item.
	Chicken Biryani: Basmati rice, 150 gms; Chicken, 100 gms; egg, 50 gms; with onion raitha	As mentioned against each.

	Chicken Curry	150 gms
	Egg Biryani, rice, 200 gms and 2 eggs, 100 gms	300 gms
	Parotta (2 Nos), 75 gms each	150 gms
	Paniyaram 5 Nos, 25 gms each	125 gms

- v. After deliberation on the serials concerning 'additional items' and 'any other items', in the appendix II of both the tenders, it was decided, for the sake of standardization / objectivity in evaluation, that both these serials shall be deleted. Accordingly they are not applicable at the tender evaluation stage.
- b. Other details:
- i. Garbage disposal: Special emphasis was made on the garbage disposal. A brief about the methodology adopted by Owzone was given to the audience. All the wastes generated / food residue shall be collected in a securely tied bag and dumped at the designated place from where the Owzone personnel shall collect it every morning between 8 am and 10 am.
 - ii. Price for costing: It was clarified that no request for price revision shall be entertained during the first year of the contract.
 - iii. A query was raised about restrictions, if any, on one contractor applying for both the tenders. And if there is an embargo that one contractor shall get only one of the two contracts. It was clarified that there is no such embargo and one contractor can apply for both the contracts i.e. Institute Cafeteria and the Campus Café.
 - iv. Extension of Contractual Period: It was clarified that the Institute shall not be providing any facilities like furniture and other equipment. A request was made by most of those present that, considering the investment they will have to make in creating the facilities in the kitchen and the dining hall, the period of contract be extended from the present two years to four years. They were told that this issue shall be discussed within the Institute/ Committee and the decision shall be conveyed either during the opening of the technical bids.
 - v. License Fee details: The charges against license fee are given below:
 1. Campus Café: Rs 10/ sq ft.
 2. Institute Cafeteria: Rs 20/ sq ft.
 3. The above are prevalent rates and subject to periodic change.
 - vi. Cost of water and electricity: Water is charged at Rs. 40/ KL. Electricity shall be as per the commercial tariff levied by TNEB.
 - vii. Complying with statutory requirements: It was brought out that besides those mentioned in the tender notice, there is a need for a separate licence for gas flamed kitchen, a licence from FSSAI etc. It was clarified that all documents that may be required from the Institute shall be rendered to the contractor to get the licence before commencement of operations.
2. There being no other points, the meeting was declared closed.