

119

MINUTES OF THE PRE-BID MEETING HELD ON 24.01.2019 AT CONFERENCE HALL, ROOM NO.F1-02 (FIRST FLOOR), ADMINISTRATIVE BUILDING, CUTN IN CONNECTION WITH OUR EOI NO.17/2018-19 FOR CATERING SERVICE IN HOSTELS

The following members of the Committee were present:

1. Prof. S. Nagarajan, Dean Students Welfare- Chairperson.
2. Dr. L. Kavitha, Chief Warden (Girls Hostel) - Member.
3. Dr. K. Venkata Saravanan, Chief Warden (Boys Hostel) – Member.
4. Er. K. Kanagaraj, Executive Engineer-Member.
5. Dr. Indranil Chattopadyay, Hostel Wadern– Member and Convener.
6. Student Representative- To be nominated by Hostel Committee
 - a) Atul Kumar Sahu, M.tech(MS)
 - b) R. Kamalakkannan, P.hd (Maths)
 - c) P. Priyanha, Economics
 - d) S. Abi Hasriya, MBA
7. R.Ramesh, Section Officer – Purchase Nominee.

Dr. A. Chandarashekarana, Dr. Dinkar Chllabathula, Ms.B.S.Sumalatha,Dr. K. Jayalakshmi, Hostel Committee members, Dr. S. Rameshkumar, Assistant Registrar i/c (Finance) &, B.K.Mohapatra, Assistant Registrar – Purchase Nominee could not attend the meeting due to pre-occupation.

The Tender Document was uploaded in our website & CPP Portal on 09.01.2019.

The following prospective bidders attended the Pre Bid Meeting:-

- 1) M/s. Foodexo Chennai, Chennai.
- 2) M/s. Universal Hospitality Services, Chennai
- 3) M/s. AIM Catering Services, Coimbatore
- 4) M/s .RR. Caterers, Chennai
- 5) M/s. AV Caterers, Chennai
- 6) M/s. U.K.Facility Services Pvt Ltd, Chennai.
- 7) M/s. Sakthis Kitchen Pvt Ltd, Chennai.
- 8) M/s. Vallar
- 9) M/s. Vasan Hotel & Restaurants, Thiruvapur
- 10) M/s. Vinayaga Caterers, Thanjavur.
- 11) M/s. Chozha Industries Caterers, Chennai.

The attendance sheet for Pre-bid meeting is enclosed herewith. (Annexure – I)

Opening Remarks:

- i. Prof. S. Nagarajan, Dean Students Welfare – Chairperson welcomed the participating member and after introduction, he briefed all participants about the tender.
- ii. Dr. K. Vengata Saravanan, Chief wardern (Boys hostel) explained to the prospective bidders that the purpose of this Pre-Bid Meeting was to discuss various important provisions of the tender documents to the prospective bidders and to clarify the queries that the bidders may have in the subject, tender documents.

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During pre-bid meeting the comprehensive / indicative menu was discussed in detail and recommended for modification and the revision recommended by the Committee is listed below:

Food Menu		
Sl. No.	Menu Description	Recommended Modification
1	Size of Appalam	1 No (6 inch diameter – Fixed Size)
2	Quantity of Vada	Minimum of 50 grams
3	Whether Paneer / Chicken to be provide both to the students?	No, Paneer to be served for vegetarian students & Chicken to be served for Non-Veg Students.
4	Whether Chapatti is unlimited?	Yes, Unlimited
5	What is the Break-up for the Fixed menu rate for CUTN faculty & staffs?	a) Breakfast – 20 b) Lunch – 30 c) Dinner-25
6	What is the charge for the Guest Meals?	The rates for Guest meal will be decided after empanelment of the Caterer in consultation with chief warden.
7	What will be the rates for Extra items?	The Hostel Authority will decide the rates after empanelment of the Caterer in consultation with the chief wardens.
8	The Committee appraised the prospective bidders that the foods to be transported to the residential campus where the students are accommodated.	After detailed discussion the Committee stated that it is the scope of the caterer to serve food to the residential campus where hostel accommodation will be provided to the students.
9	Tea / Coffee & Milk have been mentioned in the dinner. It will be difficult to serve tea along with dinner.	Tea has been removed from the menu during dinner.
10	Quantity of Onion Pakoda	The quantity should be 120 grams
11	What will be the No of bread slices to be served	8 Slices for those who opt for only bread and 4 Slices for those who opt both items during Breakfast
12	Which fruit should be provided daily	Uncut Seasonal fruit has to be provided to the students
13	Quantity of Chicken	120 Grams without gravy & 160 grams with gravy.
14	Whether any changes in the Menu near future.	Any changes in the menu to be done after the approval of the mess committee & the same has to be informed one day prior to the student through notice. The item has to be interchanged with the approved menu only.

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Query related to other terms and conditions		
1	Food wastages disposal	It is the scope of the service provider to dispose food wastes
2	Water charges	The service Provider shall pay to University Rs.4000 per month towards water charges(Rate revisable)
3	Extension of the Contract	Based on the performance competent authority may decide (Already mentioned in clause 4 (a) 2 of Section 4)
4	What will be the operation of mess during Vacation	The caterers shall be scaled down to one canteen for operation, which will be decided by the mess committee at later stage.
5	Whether GST is applicable	As per GOI norms (Further caterer should inform well in advance about exemption/ reduction or increase in tax structure to the university).
6	Whether EMD exempted for MSME, NSIC & SSL.	Yes, Exempted (A suitable clause included in the EOI document)
7	Whether Security deposit should be paid in form of DD/BG	Yes, Both accepted (A suitable clause included in the EOI document)
8	What will be the mess reduction?	Residence of the hostel who expect to remain away from the hostel mess for more than two consecutive day will have to intimate the caterer at least one day prior to their leaving hostel / Mess. Any such application shall be forwarded to the caterer by the student supervisor / Faculty advisor or concern warden as the case may be. The application has to submit to the caterer by the student along with mess card / Coupons as the case may be. If the student avails minimum of 5 days of leave in a month will get (N-1) reduction, where "N" is total no of days the student has not been dinning from the mess.
9	Mess bill payment	Students shall pay one month mess amount as advance. The reduction/rebate availed in that month will be adjusted in the consequent month.
10	Usage of Provisional items	The provisional items used for cooking should be equivalent to FASSI approved products
11.	Whether University will help for getting from Aavin milk inside campus	University shall provide necessary support to the caterer for bringing Aavin milk to the campus.
12.	How you will determine the experience. , is it necessary to enclose word order copy ?	Yes, the bidder has to enclose experience certificate by producing work order copy along with work Completion Certificate / Performance Certificate.
13.	What about RO facility available inside Mess block	2000 LPH Ro is placed for both the kitchen, If required the additional unit may be installed by the caterer for until their contract period.

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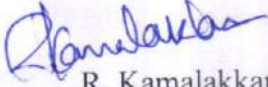
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The Bidders were informed that the minutes of the pre-bid meeting and amendment of the bidding forms shall be published on the Website of Central University of Tamil Nadu. The bidder were also informed that they should also regularly visit the CUTN website for any amendments issued.



R. Kamalakkannan
(Student Representative)



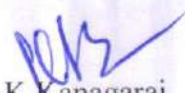
P. Priyanha
(Student Representative)

(Student Representative)

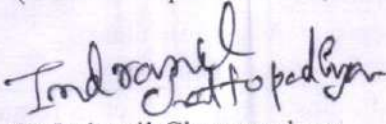
S. Abi Hasriya
(Student Representative)



R. Ramesh
(Section Officer)




Er. K. Kanagaraj
(Executive Engineer)



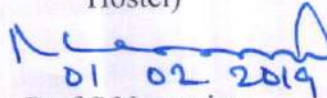
Dr. Indranil Chattopadhyay
(Hostel Warden)



Dr. K. Venkata Saravanan
(Chief Warden-Boys
Hostel)



Prof. L. Kavitha
(Chief Warden-Girls Hostel)



Prof. S. Nagarajan
(Dean Students Welfare)

4(e): Comprehensive / Indicative Menu

1. The comprehensive / Indicative Menu is as under:

TABLE-2

	Day1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Breakfast	Idly, vada, sambar, coconut chutney, tea/coffee/milk	Wheat upma, Poha, curd, peanut chutney, tea/coffee/milk	Pongal + Paruppuvada, Tea/Coffee/ Milk	Vegetable paratha, bread toast- butter/jam, boiled egg/banana, tea/coffee/milk	Onion Uthappa, sambar, chutney, rava kesari, tea/coffee/milk	Idiyappam, green peas gravy, bread toast- peanut butter/jam, tea/coffee/milk	Roast dosa, sambar + chutney, tea/coffee/milk	Ragi roast, sambar + chutney, bread toast- butter/Jam, tea/coffee/milk	Methi paratha, raagi koozh curd + Pickle, tea/coffee/milk	Poori- sabji bread toast- peanut butter/jam, tea/coffee/milk
Lunch	Rice+ Drumsticks sambar	Rice+ Raddish Sambar	Rice+ Vattakozhambu	Rice+ lady's finger sambar	Rice + flat beans sambar	Rice+ Raddish Sambar	Rice+ onion (small) sambar	Rice+ carrot beans sambar	Rice + flat beans sambar	Rice+ onion (small) sambar
	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal	Chapathi+ dal
	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam	Rasam
	Lady's finger curry	Carrot beans curry	Spinach Poriyal	Ridge gourd poriyal	Beetroot poriyal	Soya chunks gravy	Potato poriyal	Yam Poriyal	Bitter gourd poriyal	Spinach Poriyal
	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)	Curd (1 Cup), Appalam (2)
Dinner	Chapathi+ veg gravy, tamarind rice+ Pickle + Onion Pakoda, coffee /milk	Chapathi+ soya chunks gravy, tomato rice+ Pickle, dal payasam, coffee/milk	Chapathi+ chicken/paneer gravy, jeera rice+ Pickle, coffee/milk	Chapathi+ chana gravy, idly, sambar+ coconut chutney, coffee/milk	Chapathi+ veg gravy, curd rice+ Pickle, Orange fruit, coffee/milk	Chapathi+ egg/ Paneer bhurji, vegetable pulao, veg gravy, coffee/milk	Vegetable paratha+ green chutney, lemon rice+ Pickle, tomato ketchup, coffee/milk	Chapathi+ veg gravy, fried rice, onion pakoda, coffee/milk	Chapathi+ chana sprout gravy, pudina rice, besan laddoo, coffee/milk	Chapathi+ chicken/paneer gravy, Plain rice, coffee/milk

- 1) Pickle- Mango/ garlic only 2) Milk- min 100 ml 3) Curd- 80 grams 4) chicken- 120gm without gravy & 160 gm with gravy 5) Paneer- 80 gm 6) Vada – Min of 50gm
 7) Appalam (size) – 6 inch diameter 8) Chapatti- Unlimited 9) Paneer – for Vegetarian student & Chicken – for Non Vegetarian student 10) Onion Pakoda - 120gm 120 11) Fruit- Uncut seasonal fruits shall be provided to the students 12) Bread – 8 slices for those who opt for only bread and 4 slices for those who opt both items during break fast

*Any changes in the menu to be done after the approval of the mess committee & the same has to be informed one day prior to the student through notice.
 The item has to be interchanged with the approval menu only

*Any substitution in the menu has to be mutually agreed upon by students and contractors

*The provisional items used for cooking should be equivalent to FASSI approved products.

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N. Sankar
01.02.2019

Srinika
Page 9 of 21

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Signature of the Bidder

114