

Pre Bid Meeting Minutes

27-03-2026

Subject	:	Minutes of Meeting- Pre Bid Meeting
Name of Work	:	Providing Catering Services at CUTN Hostels (Common Mess –I with Two Kitchens) & (Common Mess –II with Two Kitchens)
Tender Ref. No	:	CUTN/PUR/2025-26/23 & CUTN/PUR/2025-26/24 dated 09.03.2026
Pre- Bid Meeting date	:	18.03.2026

Minutes recorded at the Pre bid meeting for “Providing Catering Services at CUTN Hostels (Common Mess –I with Two Kitchens) & (Common Mess –II with Two Kitchens) at CUTN, Thiruvarur.”

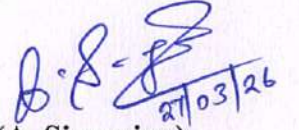
Sl. No.	Queries/Clarifications/Doubts Sought by bidders	Response from CUTN
1	EMD Exemption for MSME?	As per Tender condition Section-2(f) “The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro & Small and Medium Enterprises (MSMEs) are exempted from furnishing the EMD. However, they should submit relevant documents for the exemption.”
2	EB Charges per Unit?	The electricity (EB) charges shall be applicable as per the prevailing tariff rates fixed by TANGEDCO (TNEB) for the relevant category and will be borne by the contractor based on actual consumption.

Corrigendum:

- Mess Reduction was fixed for the continuous three days of leave; it should be intimated to the mess manager at least 2 days in advance, along with a duly filled Mess Reduction form.
- Assurance of maintaining proper hygiene practices in food serving (Covered utensils, use of gloves and hair caps), store maintenance (proper sanitation and pest control), dish washing areas and the processing of vegetables and fruits.
- Milk with 4.5% SNF should be served without adding a single drop of water.
- During Breakfast some items were made limited, such as:

Items	Specification	Numbers per Mess Subscriber
Aloo Paratha	6 inches (with good stuffing)	3
Chole Bature	6 inches	4
Poori	4 inches	8

- 2025-26-70
- Timely food service in the mess should be maintained.
 - Seasonal vegetables and fruits should be incorporated.
 - Two chief cooks should be there from both the North and South Regions.
 - Caterer should hire the professional or FSSAI (Food Safety and Standards Authority of India) certified cook/s.
 - The same caterer shall not be awarded contracts for both tenders (CUTN/PUR/2025-26/23 & CUTN/PUR/2025-26/24 dated 09.03.2026), even if identified as L1 (lowest bidder) in both cases.
 - The University reserves the right to award the contract to separate caterers for each mess, as deemed appropriate.



(A. Sivarajan)

Deputy Registrar

(Purchase), CUTN

उप कुलसचिव (क्रय)

Deputy Registrar (Purchase)

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