

**MINUTES OF PRE-BID MEETING HELD ON 24-05-2019 IN RESPECT OF
TENDER FOR PROVIDING CATERING SERVICES TO KEERAVANI MESS
AT IIT DHARWAD**

A pre bid meeting scheduled as per tender document for providing catering service at Keeravani mess at IIT Dharwad was conducted at 1100 hrs on 24 May 19 at IIT Dharwad under the aegis of the Procurement Committee constituted to oversee the procurement process of the case. A total of 01 caterer attended the meeting which has been mandated as an essential participation requirement in the case. The list of present committee members and caterers is as follows: -

1. The following committee members were present: -

(a)	Prof. S. V. Prabhu, Dean (AP & SW)	Chairman
(b)	Sh. T. Nagesha Rao, OSD (F & A)	Member
(c)	Asst Prof Gopal Parashari	Member
(d)	Lt Cdr Anupam Joshi, AR (C & S)	Member
(e)	Sh. Anil Dhankhar, AR (MMD)	Member
(f)	Ms Shweta Shahpurkar SEA (MMD)	Member

2. Only authorised representative of M/s Nandi Hospitality attended the meeting (Attendance sheet is attached at **Encl A**): -

3. At the outset, The Chairman welcomed all present and elaborated importance of catering service at IIT Dharwad. Thereafter a presentation on the case was given by the AR (C&S) elaborating all tender terms ad seriatim, followed by site visit and interaction session, wherein all the tender terms, user requirement, eligibility criteria, obligations and other points were deliberated and clarified. The following clarifications are hereby made by the Procurement Committee IIT Dharwad, in reply to the queries raised by the caterer: -

Sl. No.	Page no. & clause in the tender form	Query raised by the bidders	Clarification by IIT Dharwad Procurement Committee
(a)	Page no. 04 Point no. 01(a)	Will there be any margin for quoted costs below minimum reasonable cost ascertained by IIT Dharwad?	The tender condition as provided on page no. 04 under point no. 01 (a) has been modified suitably allowing a margin as per the modification.

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(b)	Page no. 04 Point no. 01 (d)	Recording attendance of the users of Mess and identifying strength of the day for payment.	Attendance is to be recorded by the caterer. Access control sensors will be provided by IIT Dharwad. The Attendance shall be taken as an average of strength at lunch and dinner. The tender document has been suitably modified. All other terms remain same as before.
(c)	Page no. 04 Point no. 01 (e)	Engagement of required staff	The shift wise engagement of staff should be as per the extant labour laws. The tender document has been amended accordingly. The Ratio of staff to users has been clearly indicated and stands good.
(d)	Page no. 05 Point no. 01 (m)	Institute infrastructure	The prospective bidder was given a comprehensive tour of the site where the infrastructure available at site was physically identified and noted by the bidder.
(e)	Page no. 09 SI No. 10 of Point no. 6	Whether, minimum eligibility can be relaxed to allow the bidders to open a registered office at Hubballi-Dharwad, Belgaum, Bangalore, Mangalore, Pune and Mumbai at the time of signing the contract if they don't have one already.	The committee decided to relax the criteria and SI No. 10 of Point no. 6 at Page no. 09 has been modified accordingly.
(f)	Under "lunch and dinner" at Page no 20	Limit on portion size for Ice-cream, curd sweets and cut fruit	The following modifications are being made with regard to the portion size Ice Cream - 40-50 gm cup Curd - 200 gm Sweets - 100 gm Cut fruit - 250 gm


Swels

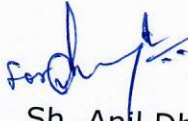
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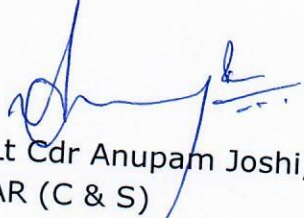
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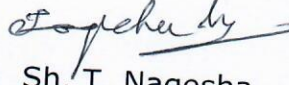
4. The committee identified that only one firm has participated in the pre-bid meeting and therefore only one firm could participate in tender. The committee also identified that Mess catering is a critical service and is essentially required to be operational before start of academic session i.e. by end of Jun 19. In view of the critical nature of service, a short deadline for operationalizing the mess (i.e. by end of Jun 19) and to ensure maximum participation of caterers, the committee decided to give more reaction time to the prospective bidders and conduct another pre-bid meeting at 1200 hrs on 03 Jun 19. Accordingly, the last date of submission of tender has been extended up to 1100 hrs on 21 Jun 19.

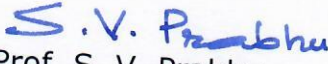

Ms Shweta
Shahpurkar SEA
(MMD)


Sh. Anil Dhankhar,
AR (MMD)


Lt Cdr Anupam Joshi,
AR (C & S)


Dr Gopal Parashari
Asst Prof



Sh. T. Nagesha
Rao, OSD (F & A)


Prof. S. V. Prabhu,
Dean (AP & SW)



INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
Off Pune Bengaluru Highway, Near High Court,
Dharwad, Karnataka - 580011

ATTENDANCE SHEET FOR PRE-BID MEETING IN RESPECT OF TENDER FOR
PROVIDING CATERING SERVICES TO KEERAVANI MESS AT IIT DHARWAD
ON 24.05.2019 AT 11:00 AM IN ROOM NO. 115

Sl. No.	Name of the representative of the firm (along with email & contact no.)	Signature
1	Nandi Hospitality Services Pvt Ltd Ashwini Kumar :- 9538881850 ashwin@nandihospitality.com hs@nandihospitality.com	
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INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
Off Pune Bengaluru Highway, Near High Court,
Dharwad, Karnataka - 580011

Sl. No.	Name and designation of the official committee member from IIT Dharwad	Signature
1	Prof. S. V. Prabhu Dean (AP & SW)	S.V. Prabhu
2	Sh. T. Nagesha Rao OSD (F & A)	Nagesha Rao
3	Lt Cdr Anupam Joshi Assistant Registrar (C & S)	Anupam Joshi 24/05/19
4	Sh. Anil Dhankhar Assistant Registrar (MMD)	Anil Dhankhar 24/05/2019
5	Dr. Gopal Parashari Assistant Professor	Gopal Parashari 24/05/19
6	Ms. Shweta Shahpurkar Sr. Executive Assistant (MMD)	Shweta 24/5/19
7		
8		
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