

Sub: Minutes of the Pre-bid Meeting for Catering and Hospitality Services held on 24/08/2018 @15:00hrs.

Committee Members :-

- 1. Mr. Shaju Varghese, AO, Services**
- 2. Mr. K.V Ramanathan, Head, Purchase**
- 3. Mr. Prashanth Murthy C, Supervisor – Canteen**

NCBS has issued a tender for Catering and Hospitality Services and the Pre-bid meeting was held on 24/08/2018 at 15:00hrs and the following Agencies were present.

- 1. M/s. Ideal Solutions**
- 2. M/s. Food Fab**
- 3. M/s. Cheftalk Food and Hospitality Services Pvt Ltd**
- 4. M/s. Coconut Grove F&B Hospitality Pvt Ltd**
- 5. M/s. Apollo Sindoori**
- 6. M/s. Shiva Group of Companies**
- 7. M/s. Compass Group**
- 8. M/s. Kanaka Food Management Services Pvt Ltd**
- 9. M/s. K Star Food & Hospitality Services**
- 10. M/s. Firstman Management Services Pvt Ltd**
- 11. M/s. Industrial Caterers**
- 12. M/s. Rozzana**
- 13. M/s. KHFM Hospitality & Facility Management Services.**

The following are the Clarifications given by the Committee members against the queries raised by the Agencies.

1. Clarified to submit the tender document under 2 cover bid system, i.e Techno-commercial bid (Cover -I) and price bid (Cover -II) separately and finally put both the covers in one cover and submit the tender.

Cover -I- shall contain EMD, Tender Fees and Technical details.

Cover -II- shall contain Price Bid.

Bidders were requested to refer to page number 3 of the Tender document for further details.

2. Clarified that extra staff can be hired in case of special events, conferences and meetings, but payment for extra staff to be taken care by the bidder.

3. Clarified that menu rates as per NIT are NETT inclusive of all taxes.

4. Clarified that accommodation NOT available for Contract employees inside the campus and the same shall be arranged by the selected Contractor, if required.

6. Clarified that Care takers shall supervise the Guest Houses.

7. Clarified that laundry services in Guest House are outside the scope of the bidder.

8. Clarified that coupons/ concession rates are only for Contract employees and approximately 200 coupons will be issued for lunch, dinner and snacks per day.
10. Clarified that food cost difference if any, may be taken care by the Contractor accordingly.
11. Clarified that how to submit monthly bills and supporting documents
12. Clarified that tentative total number of people in the campus is around 1200.
13. Clarified that Students/ Canteen committee exist for User Feedback.
14. Clarified that Feedback Registers are maintained in all the Counters.
15. Clarified that provision for online submission of the tender document Not available and all the bidders have to submit in Physical format as per point number 1 above.
16. Clarified that PF percentage contribution as per present Act.
17. Clarified that Central minimum wages shall be paid and all the Contract Labour Regulation and Abolition Act and rules are applicable.
18. Clarified that NCBS does not fall under SPECIAL ECONOMIC ZONE (SEZ).
19. Clarified that all facilities including space, water, electricity, furniture, cutlery, crockery and canteen equipments are provided by NCBS. The bidder has to arrange Consumables (milk, milk products, grocery, vegetable and Non-vegetarian) and Gas.
20. Clarified that bidders registered with MSME are exempted from EMD and Tender fee against valid registration Certificate.
21. Clarified that all the bidders MUST properly flag enclosures/documents/evidence for Technical Evaluation Parameters as per NIT page Number 24, for both Mandatory requirements and Technical requirements. It is VERY IMPORTANT for the bidders to comply this point failing which their offer is liable to be NOT considered.
22. NCBS pre bid Meeting Committee clarified all the queries raised by the Bidders and there was no further query from any of the bidder.

The meeting concluded at 16.15hrs.