

## Committee Members :-

1. Mr. Shaju Varghese, Administrative Officer, Services
2. Mr. Sreenath B A, Purchase Officer, inStem
3. Mr. Prashanth Murthy C, Administrative Officer – B, Hospitality Services
4. Mr. Kameshwara Rao, Accounts Officer
5. Mr. Amit Kumar, AO, Services, inStem was invited member for this meeting.

NCBS/BLiSc has issued a tender for Catering and Hospitality Services and the Pre-bid meeting was held on 22/07/2021 at 15:00hrs and the following Agencies were present.

1. M/s. Ideal Solutions
2. M/s. Compass Group
3. M/s. ChefTalk Food and Hospitality Services Pvt Ltd
4. M/s. Quess Corp
5. M/s. Taj Sats
6. M/s. Chef Craft
7. M/s. Food Fab Catering

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

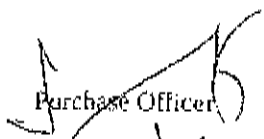
1. Clarified to submit the tender document under 2 cover bid system, i.e Techno-commercial bid (Cover -I) and price bid (Cover -II) separately and again put in a single cover and the covers should be dropped in the Tender box kept at the Security Main Gate. Solvency certificate issued by your banker for the particular NIT should be placed in Cover – I.
2. Clarified that menu shall be as per NIT and bidders have to quote their NETT rates inclusive of all charges and taxes of the finished food products.
- 3.

Facilities provided by NCBS	To be arranged by Contractors
The Institute will provide all facilities including space, water, electricity, furniture, cutlery, crockery, canteen equipments, Billing Computers, Software and take care maintenance of all equipments provided in the Kitchens and counters.	The bidder has to arrange Consumables (milk, milk products, grocery, vegetable and Non-vegetarian, Gas, raw materials, chemicals and cleaning solutions, stationery items required for billing etc.,).
Bidders are requested to submit their rates considering the above facilities provided by NCBS	

4. The bidders have already visited the site for survey and it was explained in detail the functioning of both Main Canteen and Canteen at Parking Area and Cafeterias.
5. It was clarified that the Approximate number of Users indicated in the NIT is in the normal circumstances and due to Covid – 19 pandemic, the number of Users has been reduced drastically and the bidders have to assess the situation and submit their rates accordingly.
6. Existing Employee deployment pattern was explained in detail.
7. Clarified that the bidders have to fulfill all the statutory terms and conditions and the wages are as per Central minimum wages and the revision of VDA shall be applicable as per Ministry of Labour and Employment, Office of the Chief Labour Commissioner, Delhi (C) Orders.
8. Clarified that no coupons/ concession rates are applicable for the menu rates.
9. Briefed the working pattern of the Canteens. There will be 3 counters opened for service during lunch on the weekdays. Main canteen services starts at 7.15 hrs and closes at 23.15 hrs. The cafeterias in Garden starts at 8.45 hrs and Academic starts at 9.00 and Admin at 9.00hrs The cafeteria at Academic closes last, at 18.00 hrs.
10. The manpower deployment and their duty spread over shall be according to service timings and also 8 hours working time.
11. Clarified that the rates for Special menu items for meetings/workshops/symposiums has to be quoted along with menu items of Canteen – 1 and Canteen – 2 separately.

12. Clarified that the Centre reserves the right to split the Contract, if Single Contractor becomes L1. For both the Canteens, Canteen - 1 and Canteen - 2, NCBS will split the Contract and award the Canteen - 1 to the L1 Bidder and Canteen - 2 to L2 Bidder provided L2 Bidder matches L1 rates as per NIT terms and conditions. It was clarified that it is the decision of the management to have 2 separate Contractors to have a healthy competition.
13. Sl.No.4, Page No.17 of the tender document, It was clarified that there must be a minimum 90% attendance (based on the deployment details provided by the contractor) in each shift in order to maintain the Uninterrupted Service in the Canteens. Based on the circumstance, the Contractor shall deploy additional manpower if required.
14. Clarified that Central minimum wages shall be paid to the Contract Employees by the Contractor and all the Contract Labour Regulation and Abolition Act and rules are applicable.
15. Clarified that NCBS will not have any financial obligation and all the expenses to be borne by the Contractor.
16. Clarified that the Sales Collection will be directly collected by the Contractor.
17. It was clarified that the House Keeping work inside the Kitchen Area to be done by Utility Helpers, i.e., cleaning of Kitchen Counter, Utensils etc., but the Dining Area will be Cleaned by the House Keeping Staff.
18. The contract with the Centre will be initially for a period of 12 months (3 months and 9 months) and if the services are found to be satisfactory and agreed mutually, the contract may be extended for a further period of 12 months.
19. The Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues (SD) payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.
20. A security deposit @ 3% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract. Alternatively, a Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period.  
The security deposit is refundable after expiry of the agreement subject to (a) any claims on the Contractor, (b) after the Contractor certifies and confirms by submitting proof wherever possible as desired by Accounts Officer that the Contractor has paid bonus, all premium as PF/ESI, (c) that the contractor has submitted a statement to each of the employees who had worked under him, the moneys deposited as premium on ESI, Insurance, etc. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the Contractor or to meet any statutory deficiencies. The security deposit does not carry any interest. The Centre shall have the absolute right to deduct from the security deposit and/or any amount payable to the Contractor and any damages as may be determined by the Centre Director, whose decision shall be final on account of any act or omission in the Contract, by the Contractor.
21. The increase / decrease in the item rate for the second year will be decided based on the review of the respective Committee and approved by Competent Authority.
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.

  
Purchase Officer  
27/7/21

  
Accounts Officer  
27/7/21

  
AO (Services)  
27/07/2021