

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
DR. HOMI BHABHA ROAD, PASHAN, PUNE

IITM/GA/CATERING/2022-2025

12th October, 2022

Sub: Minutes of the Pre-bid meeting related to "Catering Management Services at IITM Guest House, Prithvi Hall of Residence (PHR) and Canteen" held on 06/10/2022 at IITM, Pune.

A Pre-bid meeting related to "Catering Management Services at IITM Guest House, Prithvi Hall of Residence (PHR) and Canteen" held on 6th October, 2022 at 1500 hrs. at Pishority hall, IITM, Pune. Following members were present:

- | | |
|---|-------------------|
| 1) Dr. A. Suryachandra Rao, Sc-G | - Chairman |
| 2) Dr. G. Pandithurai, Sc-F | - Member |
| 3) Dr. Y. K. Tiwari, Sc-E | - Member |
| 4) Shri. Mahesh Dharua, Sc-E | - Member |
| 5) Shri. A. K. Saxena, Sc-E | - Member |
| 6) Smt. Yogita Kad, Dy. Manager | - Member |
| 7) Shri. Y. J. Pawar, LACD-Accounts Officer | - Member |
| 8) Shri. Y.S. Belgude, Asstt. Manager | - Member |
| 9) Smt. Rajni S. Salunke, G.A. Section Incharge | - Member Convener |

Smt. Rajni S. Salunke, G.A. Section Incharge has not attended the meeting due to her pre-occupation.

In response to our Tender No. IITM/GA/CATERING/2022-2025, representatives of the following prospective bidders / firms / companies attended the meeting.

- i) M/s. Sneh Services., - (Shri. Vivek Khandewel and Narendra Chawan)
- ii) M/s. Global Hospitality Solution., - (Shri Ganesh Jadhav and Somnath Borade)
- iii) M/s. Ganesh Caterer Pvt. Ltd., (Kushal Shetty and Ashok Shetty)
- iv) M/s. Cherish Hospitality., (Richard James)
- v) M/s. Asha P Caterers., (Sai Kiran Alva)

At the outset, Chairman of the meeting welcomed all the members & representative of the aforesaid prospective bidders. The Section Officer of GA section has briefed about the scope of services required under contract.

Representatives of the prospective bidders were asked about any suggestion, queries or technical advancement regarding tender / bid document and accordingly bidders raised some queries as tabulated below.

After detailed deliberation, Committee suggested the reply to the queries as detailed below:

Sr. No.	Query / Suggestion raised by the bidder	Name of the bidder who has raised query	Reply of IITM
1	Whether bidder registered under Micro, Small and Medium Enterprises (MSME) or NSIC are exempted from submission of EMD amount?	M/s. Asha P Caterers M/s. Ganesh Caterer Pvt. Ltd.,	Yes, bidder has to submit valid registration certificate for claiming exemption.
2	Is Attested copies of EPFO & ESIC challan duly submitted to concern organisation is for the month of Sep, Oct & Nov 2018?	M/s. Asha P Caterers	Attested copies of EPFO & ESIC challan duly submitted to concern organisation for the month of July, August & September 2022
3	Original Bid and Copy bid.	M/s. Asha P Caterers	Original Bid: The Bidder shall seal the original Bid, duly marking the Bid as "original". Copy bid: The Bidder shall seal the copy Bid, duly marking the Bid as "copy". The original and copy Bids shall then be sealed in the Envelope and marked as Technical Bid.

4	Chapter 3.2.1 Scope of work for Guest House Catering Services (Point 12) Chapter 3.3.1 Scope of work for Prithvi Hall of Residence Catering Services (Point 11) All cro ckery/cutlery/camper/thermos/ cloth napkin/paper napkins etc. as required for providing high class catering services in Dining Hall/Lobbies of Conference Hall/or any place will be provided by the Contractor?	M/s. Cherish Hospitality	Crockery word is omitted.
5	As per Under point number 3.2.1 - Point 14 sub point i) and 3.3 - point number 13 sub point iii) it is given that bidder have to arrange or not arrange total crockery/cutlery for 50 persons & below for any event. will this amount be reimbursed, or it is the cost of the contractor?	M/s. Cherish Hospitality	If member less than 50 : As per the Menu rate list of contract If member more than 50 : The rent for utensils / materials hired from outside and the daily wages for manpower hired from outside would be paid extra by the Institute. <i>as per rate analysis. 8</i>
6	Food items for Canteen, Guest House and Prithvi Hall of Residence is fixed?	M/s. Sneh Services M/s. Ganesh Caterer Pvt. Ltd	Revised Menu list for single quantity is prepared and attached herewith. Bidder has to quote for all the items inclusive of GST as per the list alongwith Price bid form A. 50% weightage to be given for Service charges quoted by the bidder and 50% for total cost of menu list.

M/s. Global Hospitality Solution has not raised any queries.

Tender document clause 4.4 under financial bid evaluation and determination of the successful bidder may be read as under:-

- 4.4.3 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 70% of weightage. (50% weightage will be given to Total cost of Menu rates & 50% to services charge)
- 4.4.4 The valid Bidder (fulfilling criteria in 4.3) with the lowest Service Management price shall be assigned value as per total menu price x 50% + service charge x 50%.

The Committee suggested that the queries raised by the bidder may be published as a corrigendum on institute website and e-procurement portal.

The meeting ended with vote of thanks to the Chair.

RATE LIST OF FOOD ITEMS FOR CANTEEN, PRITHVI HALL OF RESIDENCE & GUEST HOUSE

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures Rs.
1	2	4	5	6
A	RATE LIST OF FOOD ITEMS FOR CANTEEN AND PRITHVI HALL OF RESIDENCE			
1	Beverages Type I			
	Tea 100ml (with and without sugar option)	1	No	
	Lemon Tea/black tea (with or without lemon)	1	No	
	Green tea	1	No	
	Butter milk (200 ml)	1	No	
2	Beverages Type II			
	Special tea	1	No	
	Coffee-100ml (with and without sugar option)	1	No	
	Plain Milk	1	No	
3	Beverages Type III			
	Milk with Bournvita/Horlicks (200 ml + 1 spoon bournivita)	1	No	
	Fruit Juice – 200 ml	1	No	
4	Breakfast Type I			
	Boiled egg (02 No.)	1	No	
	Plain Dosa (100gms.)with Sambhar(100ML.)	1	No	
	Poha/Upma/Sheera (200gms)	1	No	
	Bread Butter / Jam Toast (3 piece of medium size bread)	1	No	
	Single Omlette / two bread slice	1	No	
5	Breakfast Type II			
	Puri – 4 Nos (120 gms) with Aloo Kurma (150gms)	1	No	
	Masala Dosa & Chutney (100gms.)with Sambhar(100ML.)	1	No	
	Urid Vada (2 Nos. (150gms)) with Sambar(100 ml), Chutney-30 gms	1	No	
	Uttappa with Chutney (200gms+50gms)	1	No	
	Misal with 2 breads (Pav) 200 gms with onion and lemon	1	No	
	Idli – 2 Nos. (150 gms.) with Sambar(100ml)and Chutney(30gms)	1	No	
	Sabudana Khichadi (with curd)/wada 2No. 200 gms	1	No	
	Veg Sandwich with sauce – 4 pieces	1	No	
	Aloo Paratha 2 No. – 150 gms with pickle & curd	1	No	
	Methi Paratha 2 No. – 100 gms with pickle & curd	1	No	
	Gobhi Paratha 2 No. – 150 gms with pickle & curd	1	No	
	Pav Bhaji with butter, 2 piece pav, bhaji 200 gm , onion and lemon (50 gms)	1	No	
	Double Omlette / two bread slice	1	No	
6	Breakfast Type III			
	Veg. Grilled Sandwich 4 pieces	1	No	
	Veg. Noodles (200 gms) with sauce (50 gms)	1	No	
	Veg. Momos 5 No. (150 gms) with chutney (50 gms)	1	No	
	Chicken Momos 5 No. (150 gms) with chutney (50 gms)	1	No	

7	Lunch / Dinner (Thali)			
	Rice(150 gm), Dal (100ml) , Mixed veg with curry(100 gms), dry veg(100 gms), Chapati (3 Nos/Phulka 4 nos.standared size about 30 gm each), Papad, ,Salad, Pickle, Sweet(75gms), Raita/Chutney, curds (100 gms) .	1	No	
8	Mini Lunch/ Dinner (Veg):			
	01 Veg + 3 chapati / fulka or 01 veg + 5 puri or Dal (150 ml) Rice (200 gm)	1	No	
9	Mini Lunch/ Dinner (Non-Veg)			
	Chicken curry (200 gms) + 03 chapati / fulka + rice (150 gms)	1	No	
10	Mini Lunch/ Dinner (Non-Veg):			
	Fish curry (200 gms) + 03 chapati / fulka + rice (150 gms)	1	No	
11	Mini Lunch/ Dinner (Non-Veg):			
	Eggs curry with two eggs (200 gms) + 03 chapati / fulka + rice (150 gms)	1	No	
12	Feast Lunch (Once in a week):			
	Puri (4 Nos) /Chapati / fulka 3 Nos (120 gms each) ,Vegetable mix dry(120gm), vegetable gravy(paneer, 120gms), Jeeral rice/Masala Rice/Veg Pulav (200gm),Salad,Papad, Pickle,sweet dish /fruit, curd (75gm), Sweet dish consisting of 2 pieces of gulab jam(100 gm) / moong halwa(150 gms)/ Gajar Halwa (100 gms)/ burfi / Jalebi. (Any one of the above sweet dish item to be served as decided by IITM)	1	No	
13	Snacks Type I			
	Wada Pav: Single wada (75gms) and pav	1	No	
	Kachori: Single with chutney /sauce(75 grms.)	1	No	
	Plain Maggi: 1 Plate	1	No	
	Bhel: One plate 150gms (dry)	1	No	
	Bhel: One plate 150gms (wet)	1	No	
	Cutlet: 1 Plate 2 pieces with sauce/chutney 150 gms	1	No	
14	Snack Type II			
	Samosa: One Plate -2 pieces (150 gms)	1	No	
	Veg Maggi: 1 Plate	1	No	
	Pakoda: 1 Plate (150 gms)	1	No	
	Alu wada: 1 plate (2 wada) + 2 Pav with chutney/sauce(150gms)	1	No	
	Finger Chips: One plate 150gms with sauce	1	No	
	Pani puri: One plate Consisting of 7 Puries	1	No	
	Dal Wada : One Plate -2 pieces (150 gms)	1	No	
	Toast Butter: 3 medium size bread pieces	1	No	
	Dahi wada : One Plate -2 pieces (150 gms)	1	No	
		Total Amount (A)		
	RATE LIST OF FOOD ITEMS FOR SPECIAL LUNCH/DINNER /HIGH TEA			
15	Special Lunch/Dinner (Vegetarian) per plate (As per Annexure)	1	No	
16	Special Lunch/Dinner (Non-Vegetarian) per plate (As per Annexure)	1	No	
17	Super Special Lunch/Dinner (Non-Vegetarian) (As per Annexure)	1	No	
18	Special High Tea (As per Annexure)	1	No	
19	Super Special High Tea (As per Annexure)	1	No	
		Total Amount (B)		
		Grand Total (A+B)		

List of menu (Sr.No. 15 & 16) under the category of Special Lunch/Dinner

Special Lunch/Dinner (Vegetarian)	Special Lunch/Dinner (Non-Vegetarian)
<p>Soup: Any one (Tomato/Veg Munchow/Lemon Coriander/Sweet Corn Soup/Veg. Clear Soup/Veg Hot & Sour)</p> <p>Starter: Any one (Veg Crispy/Veg Manchurian/Gobi Manchurian/Corn Kabbab/Veg 65/Mushroom Chilli)</p> <p>Main Course: Any one Wet Bhaji/Sabji (Paneer Mutter/Shahi Paneer/Kadai Paneer/Palak Paneer/Malai Kofta/Veg Kofta/Veg. Kolhapuri/Baby Corn Masala Gravy/Chhole Masala/Black Chana Masala/Chawlai) Any one Dry Bhaji/Sabji (Mix Veg./Aloo Gobi/Tawa Veg./Veg Kadai/Bhendi Chur Churi/Masala Bhendi/Bhendi Do Pyaja/Veg. Hyderabad/ Masala Baigan/Aloo Methi/Cabbage Dry/Aloo Baigan) Dal Preparation any one (Dal Fry/Dal Tadka/Dal Makhni/Dal Lassuni/Dal Adraki/Masoor Dal/Dal Methi) Roti Preparation any two (Phulka/Puri/Tawa Paratha/Chapati) Rice Preparation any one (Jeera Rice/Tomoto Pulav/Veg. Pulav/Peas Pulav/Steam Rice/Masala Rice/Lemon Rice) Curd Preparation any one (Mix Raita/Boondi Raita/Potato Raita/Curd/Cucumber Raita) Desert/Sweet any one (Gulab Jamun/Kala Jamun/Dudhi Halwa/Moong Dal Halwa/Gajar Halwa/Ice Cream/Pineapple Sheera/Sevai Kheer/Sabudana Kheer) Common Items (Papad/Pickle and Salad)</p>	<p>Soup: Any one (Tomato/Veg Munchow/Lemon Coriander/Sweet Corn Soup/Veg. Clear Soup/Veg Hot & Sour)</p> <p>Veg. Starter: Any one (Veg Crispy/Veg Manchurian/Gobi Manchurian/Corn Kabbab/Veg 65/Mushroom Chilli)</p> <p>Non-Veg. Starter: Any one (Chicken Crispy/Chicken 65/Chicken Chilli/Chicken Kabbab/Chicken Manchurian/Fish Finger/Golden Fried Chicken)</p> <p>Main Course: Non-Veg. any one (Chicken Hundi/Chicken Angara/Chicken Kolhapuri/Chicken Hyderabad/Fish Curi [River Fish only]/Chicken Tikka Masala/Chicken Malwani) Any one Wet Bhaji/Sabji (Paneer Mutter/Shahi Paneer/Kadai Paneer/Palak Paneer/Malai Kofta/Veg Kofta/Veg. Kolhapuri/Baby Corn Masala Gravy/Chhole Masala/Black Chana Masala/Chawlai) Any one Dry Bhaji/Sabji)Mix Veg./Aloo Gobi/Tawa Veg./Veg Kadai/Bhendi Chur Churi/Masala Bhendi/Bhendi Do Pyaja/Veg. Hyderabad/Masala Baigan/ Aloo Methi/Cabbage Dry/Aloo Baigani) Dal Preparation any one (Dal Fry/Dal Tadka/Dal Makhni/Dal Lassuni/Dal Adraki/Masoor Dal/Dal Methi) Roti Preparation any two (Phulka/Puri/Tawa Paratha/Chapati) Rice Preparation any one (Jeera Rice/Tomoto Pulav/Veg. Pulav/Peas Pulav/Steam Rice/Masala Rice/Lemon Rice) Curd Preparation any one (Mix Raita/Boondi Raita/Potato Raita/Curd/Cucumber Raita) Dessert/Sweet any one (Gulab Jamun/Kala Jamun/Dudhi Halwa/Moong Dal Halwa/Gajar Halwa/Ice Cream/Pineapple Sheera/Sevai Kheer/Sabudana Kheer) Common Item (Papad/Pickle and Salad)</p>

List of menu (Sr.No. 17) under the category of Super Special Lunch/Dinner

Super Special Lunch/Dinner (Non-Vegetarian)

Soup: Any one (Cream of Broccoli/Cream of Almond/Palak Soup/Dal Soup/Chicken Manchaw Soup/Veg Manchaw Soup/Chicken Hot and Sour)
Veg. Starter: Any one (Paneer chili/Paneer Manchurian/Paneer Tikka/Hara Bhara Kabbab)
Non-Veg Starter: Any one (Fish Finger/Prawn Koliwada/Chicken Lollipop/Chicken Malai Kabab/Chicken Banjara Kabab)
Main Course:
Non-Veg. any one (Fish Curi [River Fish only]/Mutton Masala/Prawn Masala/Chicken Rara Masala/Chicken Kadai)
Any one Wet Bhaji/Sabji (Paneer Tikka Masala/Paneer Mushroom Masala/PaneerKasturi/Paneer Pasanda)
Any one Dry Bhaji/Sabji (Mix Veg./Aloo Gobi/Tawa Veg./Veg Kadai/Bhendi Chur Churi/Masala Bhedi/Bhendi Do Pyaja/Veg. Hyderabad/Masala Baigan/ Aloo Methi/Cabbage Dry/Aloo Baigani)
Dal Preparation any one (Dal Fry/Dal Tadka/Dal Makhni/Dal Lassuni/Dal Adraki/Masoor Dal/Dal Methi/Dal Pancharatana)
Roti Preparation any two (Phulka/Puri/Tawa Paratha/Butter Roti/Chapati)
Rice Preparation any one (Jeera Rice/Tomoto Pulav/Veg. Pulav/Peas Pulav/Steam Rice/Masala Rice/Lemon Rice/Kashmiri Pulav/Veg Biryani)
Curd Preparation any one (Mix Raita/Boondi Raita/Potato Raita/Curd/Cucumber Raita)
Dessert/Sweet any one (Gulab Jamun/Kala Jamun/Dudhi Halwa/Moong Dal Halwa/Gajar Halwa/Ice Cream/Pineapple Sheera/Sevai Kheer/Sabudana Kheer/Angoori Ras Malai) + Cut Fruits.
Common Item (Papad/Pickle and Salad)

List of menu (Sr.No. 18 & 19) under the category of High Tea

Special High Tea	Super Special High Tea
Light Snacks: Two pieces of any one item (Wada/Cutlet/Corn Samosa/Patties/Spring Roll) Sweet Item: Any one (Mango Barfi/Pista Barfi/Malai Barfi/Balu Shai/Bengali Sweet) Loose Salted Items: Any one (Chiwada/Chips branded) Tea/Coffee	Light Snacks: Two pieces of any one item (Wada/Cutlet/Corn Samosa/Patties/Spring Roll) Sweet Item: Any one (Mango Barfi/Pista Barfi/Malai Barfi/Balu Shai/Bengali Sweet) Loose Salted Items: Any one (Chiwada/Chips branded) Salted Dry Fruits: Any one (Five pieces of Kaju/Badam/Four pieces Pista) Tea/Coffee/Lemon Tea/Green Tea

ANNEXURE-L

(To be submitted only online through e-procurement web portal)
(Scan copy of Price Bid dully filled in and signed has to be uploaded on the above e-procurement site)

PRICE BID FORM - A

IITM Guest House Management, Prithvi Hall of Residence Catering or Management and Canteen Catering Services Price per month are to be quoted. Institute shall bear the liability of Goods and Services Tax and other statutory charges as applicable from time to time on the bills payable by the Institute. TDS will be recovered as per the prevailing rate on gross billed amount.

IITM Guest House Management, Prithvi Hall of Residence Catering or Management and Canteen Catering Services Charges is to be quoted taking into consideration of Cost of disposal of wet and dry garbage as per PMC norms, cost for repair and maintenance of kitchen appliances, cost of cleaning /Housekeeping materials, cost of Paste control and providing food items as per the rate list.

Sr. No.	Particulars	Total amount inclusive of GST (INR)
I)	@ Services charges on monthly basis to be quoted by the contractor	
II)	Total cost of Menu list (A+B)	

Note: 1) The Services charges and Menu list will remain fixed and will not be changed throughout the contract period.

Date:

Signature of Guest House Management,
Prithvi Hall of Residence Catering or
Management and Canteen Catering
Services Contractor

With Name, Address with rubber stamp