

**Hostel Administration Committee, National Institute of Technology,
Trichirappalli-620 015, Tamil Nadu**

Tender Notification Number HAC/ NITT/ OS/CC/2013-14/ 7 dated 9th November 2013

Name of Tender: Providing Catering Services on Contract Basis to NITT Hostel Messes

Minutes of the Pre bid conference held on 27th November 2013 at A -2 hall of the Administrative Building, National Institute of Technology, Trichirappalli

Name of the Participants	
From HAC/ NITT side	Prospective Bidders
Dr. A.V. Reddy, The Chief Warden, HAC,NITT Hostels	Maruti Catering, Chennai – 124
Dr. Deivamoney Selvam, The Additional Chief Warden-I	Prose Facility Services, Chennai – 11
Dr.T.N.Janakiraman, The Additional Chief Warden-II	Zenith Food Solutions (P) Ltd., Chennai – 37
Dr. S.Jerome, The Convener of Hostels	Sherin's Catering, Chennai – 41
Mr.G.Soundara rajan, The Deputy Registrar	U.K. Facility Services, Trichy – 14
Dr. K.N. Sheeba, Member, HAC, NITT Hostels	Vinayaka Catering, Thanjavur
Dr. R. Ravindran, Warden, NITT Hostel	ISS Catering Services, Chennai – 17
Dr. S. Moorthi, Warden, NITT Hostel	Neelkesh Caterers (P) Ltd., Chennai – 86
Dr. M.P. Selvan, Warden, NITT Hostel	CR Caterers India (P) Ltd., Chennai – 1
Dr. U. Srinivasulu Reddy, Warden, NITT Hostel	Shree Raja Rajeshwari Catering (P) Ltd., Chennai – 15
Dr. V.L. Gomathi Nayagam, Warden, NITT Hostel	A-Diet Express Hospitality Service Ltd., Chennai – 94
Dr. A. Sreekanth, Warden, NITT Hostels	Express Caterers, Coimbatore
Dr. V. Anandakrishnan, Warden, NITT Hostels	Sri Sai Kirupa Catering & Maintenance Service, Hyderabad
Mr.S.Dhanaraj,Hostel Manager, NITT Hostels	A.V. Caterers, Chennai
Student Chairman: Mr.Sivas Subramaniam	Mangalam Caterers
Resident Student Counselors	Annapoorna Catering, Trichy
Students Mess Committee Members	Saiiron Veg Cuisine
Hostel office Stewards	Sakthis Kitchen (P) Ltd., Chennai
Hostel office Accounts staff Mr. G. Sakthivel	Sri Guru Raghavendra Foods (P) Ltd. Chennai

At the outset, Convener of Hostels welcomed all the prospective bidders to the conference and invited them to convey their doubts, questions or clarifications if any with reference to the tender specifications and conditions. The questions asked and replies furnished by the HAC are tabulated below:

Page reference in the tender document	Doubt / query raised by the Prospective bidders	Reply of the Hostel Administration Committee	Decision or Amendment
Page number 3 Section B: Scope of work	What is meant by "Turnkey Contract"?	The Catering Contractor, out of his own expenses and resources shall (a) procure vegetables, raw materials and all other ingredients for cooking, (b) arrange labour for cooking, cleaning and maintenance of the kitchen/ dining hall (c) Manage inventory of stock (d) ensure safety and security of the workers deployed, students, kitchen and dining hall (d) prepare and provide Breakfast, Lunch, Snacks and Dinner, on lump sum rate contract basis (e) ensure safe disposal of waste and (f) Carry out all other activities as may be considered necessary by the HAC/ NITT, in connection with catering of Hostel students.	This is a clarification. Hence no amendment is necessary.
Page number 6 Serial Number (h)	Whether last date for submission of tender will be extended?	HAC replied that originally declared last date i.e., 11 th December 2013 will not be extended. Hence, there is no change in last date and time for submission of tender.	This is a clarification. Hence no amendment is necessary.
Page number 9 serial number (i)	While fixing the uniform Daily Mess rate, whether the Chief Warden, HAC, will take into account the VAT at the rate of 2% payable by the catering contractor?	As per the terms and conditions of the tender, the daily mess rate (i.e., per student per day rate) to be quoted by the bidders against this tender shall be inclusive of all taxes, duties and levies including VAT. While arriving at the Uniform daily mess rate, HAC will take note of these factors.	This is a clarification. Hence no amendment is necessary.
Page number 4 Serial Number 2	Under the basic eligibility conditions, the stipulated 50 lakhs minimum average annual turnover is not compatible with the minimum number of dinners stipulated.	HAC replied that with a view to give opportunity for new entrants, on trial basis, the turnover has been fixed on conservative basis.	This is a clarification. Hence no amendment is necessary.
Page number 29	Whether Annexure IV (Selected Branded items to be used) is to be attached along with	Yes. It should be singed sealed and attached with the Technical bid.	This is a clarification. Hence no amendment is necessary.

	the technical bid?		
Page 20 and Page 21 Serial number 36 and 37	(a) Why there are two separate tables for experience?	(a) Table at page number 20 is for ongoing contracts and table at page number 21 is for completed contracts.	(a) This is a clarification. Hence no amendment is necessary.
Page 21 Serial Number 37	(b) In respect of completed contracts , generally, Clients are not giving performance certificate. Hence it is practically difficult to get testimonials or performance certification for the completed contract.	(b) In respect of completed contracts , HAC accepted the difficulty expressed by the bidders. Hence decided that contract / agreement copy along with TDS certificates issued by the Client comprising of gross bill values for the works done by the caterer is sufficient.	(b) Amendment: In respect of completed contracts, Bidders need not furnish performance certificate from their clients. However, they shall furnish the name, address, contact number and mail id of the official to whom references may be made by the HAC in respect of completed contracts.
Page 20 Serial number 36	(c) In respect of ongoing contracts It was suggested by the bidders that instead of Performance Certificate, a general format may be given for furnishing the details.	HAC replied that the bidders can attach separate sheets along with the technical bids and give reference in the tabular format regarding the attachments. Further, HAC agreed to prescribe a general format. Accordingly a general format is inserted at Page number 31 of the amended tender document.	Amendment: In respect of ongoing contracts general format at ANNEXURE VI (at Page number 31 of the tender document) has been inserted now.
Page 29 Annexure IV selected branded items	It is suggested to add certain other brands in respect of the following ingredients: Serial Number 6 : Jam Serial Number 7: OIL	Yes. HAC accepted to add as an alternate. The added alternate brand is given in bold letters. Jam: Kissan or Fruitoman Oil: Sundrop, Nature Fresh, Godrej, Saffola, Gold Winner, Mr.Gold ,	Amendment: The branded items given in bold letters is added in annexure IV.

	Serial Number 12: Ketch up Serial Number 19: Chicken	Rice bran oil Ketch up : Maggi or Kissan or Ohm Chicken: Suguna or Vendrop or Godrej	
Page number 30 Annexure V	Bidders expressed that the present students' feedback evaluation is not practically achievable because taste is subjective matter and no caterer can satisfy every student dinner. Psychologically no student will give maximum score for any caterer, even if the taste and quality is very good.	HAC not inclined to consider the representations of the bidders, in this regard and persisted to continue with the existing Feedback system.	No amendment required.
Issues relating to Service Tax on catering services: Please refer Page number 11 Serial number 1 and also refer Page number 8 Serial number (b)	Whether Daily Mess rate i.e., Per student Per Day rate is inclusive of Service Tax or not?	The Price to be quoted by the bidder against this tender should be inclusive of all taxes, duties and levies INCLUDING SERVICE TAX . During the currency of the contract if there is any change, (increase or decrease) it has to be borne by the bidder alone and HAC will not compensate on any account. Incidentally, during the course of discussion, HAC brought to the notice of the prospective bidders that as per the Circular Number. 172/7/2013-ST dated 19 th September 2013 issued by the Tax Research Unit, Ministry of Finance, Department of Revenue, and CBDT, educational intuitions are exempted from Service Tax in respect of catering services to Hostels. However, some of the bidders stated that in practice, Service Tax Department, has not implemented the said circular, and they are demanding Service Tax from them, even in respect of catering services to the Hostels of educational institutions.	No amendment is necessary. As already stipulated in the tender document, the rate quoted by the bidder shall be inclusive of all taxes, duties and levies including Service Tax. In other words, the successful caterer himself shall take care of any revision/ increase/ decrease/ abolition of Service Tax and HAC will NOT admit escalation for any reason whatsoever.
Page number 19 Serial Number 26 under Technical bid	Bidders represented that Copy of the Service Tax Assessment Order is not being given by the	HAC, NITT agreed with the representation of the bidders and decided to dispense with the requirement for furnishing Service Tax Assessment Order. However, bidders may note that they	Amendment: Serial number 26 at page number 19 is amended

	Service Tax Department.	have to furnish a copy of the Service Tax Return, if any, filed by them during the years 2010-11, 2011-12 and 2012-13 along with PROOF OF PAYMENT OF SERVICE TAX during the said three years.	as below: Copy of the Service Tax Returns for the last three years i.e., 2010-11, 2011-12 and 2012-13 along with PROOF OF PAYMENT OF SERVICE TAX during the said three years.
Page number 33 Tender notification date	Tender notification date has been erroneously mentioned as 13/11/2013	It is corrected as 9/11/2013	Tender notification date corrected as 9/11/2013
Page number 11 Serial Number 5	Reference serial number erroneously mentioned as 50	The error is corrected as serial number 6 instead of 50.	Amendment: error corrected as serial number 6

Suo motto additions / revisions/ deletions/ corrections in the tender document

Suo motto change in Menu	Indicative Menu at page number 25, 26, 27 and 28 has been revised and the revised menu has been inserted.	Annexure III Revised A. Indicative south Indian Menu B. Indicative North Indian Menu C. Indicative Common Menu for boys D. Indicative Common Menu for girls
Suo motto declaration by the HAC	It is proposed to award the contract to six to seven caterers. Apart from that a waiting list of three or four caterers will be announced before opening of price bid. In the event of unsatisfactory performance by the successful bidders, the contract with them will be terminated and the same will be awarded to the bidders in the waiting list, based on their inter se seniority, without going in for fresh tender.	Amendment: the new clause is added with the tender conditions at serial number 55 of page number 16.
Suo motto deletion of a condition	Page number 9 Serial Number L: The minimum base rate for mess services per student per day shall be decided by the competent authority headed by the	This condition is deleted. <u>Instead of this condition, the following condition is inserted.</u> If the Chief Warden, HAC/ NITT arrives at a decision that Daily Mess

and replace ment of the same with another	Chief Warden and shall be kept confidential till the time of opening price bid. The variation of (-) 5% would be allowed in quoted rate by the bidder. That is bidders quoting rates less than the rates (base rate -5 % of base rate) will be rejected.	Rate (i.e, rate per student per day) quoted by any of the bidder/ tenderer is too low to serve quantity and quality required by the HAC, such tenders shall be rejected for further consideration. From 1 st January 2013 onwards, HAC has been paying to the existing catering contractors a daily mess rate of Rs.70 for boys and Rs.66 for girls. While fixing the Uniform Daily Mess rate for the calendar year 2014, the Chief Warden, HAC/ NITT will keep in mind (a) the inflation (b) the revision/ changes in the taxes, duties and levies and (c) all other factors that may be considered necessary. In fixation of uniform daily mess rate, the decision of the Chief Warden is final and conclusive and the said Uniform rate will be declared by the Chief Warden after opening of the price bid.
Suo motto addition	One of the successful bidders may be asked to operate a Food Court parallel to the mess and the modalities will be decided after selection of the caterer by the Chief Warden.	For this purpose, a separate clause is added at page number 16 – serial number 56
Suo motto addition of one more penalty condition	In addition to the penalties for under performance, the following penalty is also added: If the food quality is not up to the mark and / or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated. If a written complaint is received (a minimum of 10 students) on shortage of food for three days in a month, an amount equivalent to 100 students daily rate shall be deducted from the payment.	At page number 14 under serial number 28 (w) the following penalty condition is inserted: If the food quality is not up to the mark and / or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated. If a written complaint is received (a minimum of 10 students) on shortage of food for three days in a month, an amount equivalent to 100 students daily rate shall be deducted from the payment.
Suo motto revision of penalties	Penalties specified at page number 13 under serial number 28 is revised as below: Serial Number 28 (l): Penalty Rs.1000 is increased to Rs.2,000 Serial Number 28 (o): Penalty Rs.1000 increased to Rs.5,000	Amendment: Serial number 28 (l): If a mess committee agrees that certain food was not properly cooked, then a fine of Rs. 2,000 will be imposed. Serial number 28 (o): Non compliance of safety norms will invite a fine of Rs.5,000/ per offense.

Important Note: Amended Tender Document is separately hosted in our website. In the amended tender, amendments are highlighted with red ink for quick reference.