

03 June 2024

**Minutes of the Prebid Meeting for awarding Student Mess and catering contract
on 03 June 2024 at 03:00 PM in Placement conference room**

Following Institute officials were present:-

Prof Rauf Iqbal, Dean(SA)
Prof Utpal Chattopadhyay, Asso. Dean(SW&HM)
Shri PT Sudrik, AR(SA&P)
Shri Ramotar Kumawat, Supdt(CPSC)

Following Bidders were present in person

1. Ankur Agrawal, NESCO
2. Abhishek & Venugopal V, Sakthi's Kitchen Ltd.
3. Pramod Chile, KS Catering
4. Chilays Foods services
5. VN Enroros, Rnv Shetty
6. Prasad Shetty, Aparna Caterers
7. Karthik Nadar, Kuber Healthfood @Allied services
8. Akshara Hospitality Services
9. Navin Shetty, Suvel Cen Catering Services
10. Nagraj Shetty, Prithvi Hospitality Services
11. Balbir Rana, Annapurna Catring Services
12. Sudeer Kumar, Jaiswal catering
13. Durgesh Tiwari, KStar Hospitality
14. Raghavendra Devodiga, Cheftalk Services Pvt. Ltd.
15. Pradhaya Foods and Hospitality
16. Vikram Mogaveera, Venture Professional Hospitality Pvt. Ltd.
17. Saam Star Hospitality Pvt. Ltd.

Following bidders were present online through Teams meeting link provided

1. Ms Ritu
2. Mr. Santosh Sial, Quess
3. Mr. Prakash Shetty

Prof. Rauf Iqbal, Dean(SA), welcomed all the bidders present in person or online. He briefed about the scope of the work of the said tender and invited queries and doubts from the attending bidder representatives. Mentioned below please find the queries received during pre-bid meeting, or through mail. The reply to the doubts/queries raised by the bidders are mentioned below. All the queries raised by the bidders are collated and to be published on CPP portal and Institute's website as a corrigendum I to the Tender documents published for the information of all the bidders.

CORRIGENDUM-I

Tender No. SAP/PGPH/MESS CONTRACT/2024 dtd 22.05.24(Tender ID
2024_IIMM_807851_1):

Student Mess and Catering Services at Swami Vivekanad Hall Mess at IIM Mumbai OR its
extension counter at any designated place.

Publish Date: /05/2024

Note to Reader: The various clarifications/request of the bidders sought in the pre-bid
meeting held on 03/06/2024 are replied herewith. These replies are common for all interested
bidders & same shall form part of the tender documents.

Pre bid Query replies by IIM Mumbai

Q . N O . .	Referenc e Clau se	Description of the Tender Clause	Bidder Comments/Remarks	IIM Mumbai's Reply
1	-	SCOPE OF WORK	How many locations do we need to provide services to, and will cooking be done from one kitchen or multiple kitchen	There are 02 dining halls namely Swami Vivekanand Hall Mess and Vikram Sarabhai Hall for all the IIM Mumbai students. Both the buildings are adjacent. The cooking will be done from one kitchen i.e. Swami Vivekanand Hall. In addition, the staff canteen at Admin Block needs to be provided with breakfast, Lunch and Tea /Snacks.
2	Para 3.7	Rebate may be allowed to students if they do not use mess facility minimum for 03 days and maximum upto 07 days at a stretch. In such cases, the concerned student must inform the mess manager / supervisor / Mess Committee on email/in writing at least three day in advance.	What is the Student Stregnth. Will the Mess be compulsory for every student	Average 1000+ meals per sitting. However, no minimum assurance is being given by the IIM Mumbai for meals per sitting.

3	Para 3.18 & 3.19	<p>IIM MUMBAI will not provide serving plates, tea spoons, table spoons serving spoon, forks, knives, stainless steel / glass tumbler, katories, any other item which may be required for serving of food. All this will have to be brought by the agency at his own cost after the approval of sample by IIM MUMBAI admin. The agency will be responsible for repairing & maintenance of all the property of IIM MUMBAI given to the agency for use in the student mess such as equipment's, machines, utensils, furniture & fixture etc. The agency shall replace inventory items, equipment, furniture and fixtures provided by the institute in case of loss, theft or damage to the satisfaction of the IIM MUMBAI administration at its own cost and expense.</p>	<p>Dose the Vendor need to bring any kitchen Equipment. If yes, please share the list of existing equipment that will be provided by IIM Mumbai.</p>	<p>IIM Mumbai will provide optimum required kitchen equipment, machines, utensils, furniture & fixture except as mentioned in clause 3.18. For reference purpose the list of kitchen equipment is attached as Annexure XII. Item may be increased or decreased.</p>
4	Para 3.12	<p>On special occasions, the menu will be identified by the mess committee and prepared by the agency.</p>	<p>Can we get the tentative menu</p>	<p>The Menu will be identified by the mess committee out of the clause 5 list.</p>

5	Para 3.22	The agency/his servant(s)/his nominee will not be permitted to stay overnight in the mess premises under any circumstances except those on essential duty, as permitted by the Institute.	Will there be any accommodation for workers working the breakfast shift.	We do not have any accommodation facility.
6	Para 7.	Clause 7 of General Terms and Conditions of Contract	We request that the bank guarantee be set at 5% of the annual contract value.	As per GFR rules Bank Guarantee can be between 3% to 5%.
7	Para 5	Clause 5 Menu	Breakfast- do we need to provide all these items daily and will student be allowed to take only one item or all items.	It is expected that students should get varieties in the breakfast. Further Menu can be finalized with the Mess committee.
1	Para 4 & 5 Pre-eligibility criteria	The bidder/ firm should have been incorporated/ established at least for a period of ten years or more and currently should be in the same business. The time period of 10 years shall be reckoned as on 31.12.2023 The agency should have experience of minimum period of 5 years for providing 'Mess / Catering Services' in Top 20 management schools in India as per NIRF Ranking 2023 (Cafeteria service experiences will not be considered).	We request to modify the requirement to 05 years instead of 10 years.	As approved by the competent authority No change in the said eligibility criteria.

2	Para 2	Cooking and serving meals	On any occasion the number of pax get reduce drastically without advance intimation to the contractor, food prepared shall get wasted. Please clarify whether contractor will be compensated for it.	As mentioned in 3.7, Rebate may be allowed to students if they do not use mess facility minimum for 03 days and maximum upto 07 days at a stretch. In such cases, the concerned student must inform the mess manager / supervisor / Mess Committee on email/in writing at least three days in advance. Hence, there will not be any occasion wherein pax gets reduced drastically without advance intimation to the contractor, therefore no compensation will be paid to the contractor.
3	Para 3.15	The Institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same. Damage here means to property or individuals.	No clear about this provision.	This is in continuation of para 3.14 for fire incident.
4	Para 3.18	IIM MUMBAI will not provide serving plates, tea spoons, table spoons serving spoon, forks, knives, stainless steel / glass tumbler, katories, any other item which may be required for serving of food. All this will have to be brought by the agency at his own cost after the approval of sample by IIM MUMBAI admin.	It is suggested that this crockery, cutlery items may be procured by IIM Mumbai.	As approved by the competent authority, this para remains unchanged.
5	Para 3.9	Agency (optional; if required) needs to provide breakfast, lunch and dinner to Institute guests and employees as and when required and Institute/employee will settle the bills directly.	Contractor needs to be informed in advance.	Contractor will be intimated well in advance.

6	Para 3.31	Fire Fighting arrangement provided by the Institute at the start of the contract to be kept serviceable at all times and handed over back to the IIM MUMBAI after finishing of the contract.	Operations & Maintenance of fire fighting equipment is very specialized activity, hence workers engaged by the contractor may not be capable of doing it.	IIM Mumbai has its own fire safety section, which maintain all the fire fighting equipment. However, all the students, employees, workers at IIM Mumbai are given basic training /demonstration of firefighting to save their life and others life as a primary duty till the fire fighting team arrives at the site. It is expected that every stake holder of the Institute save their own life as well as Institute's property.
7	Para 5	One special state foods- north Indian food, south Indian food etc. to be served 4 times in a year in the place of normal lunch / dinner.	Whether separate lumpsum price to be quoted for this requirement.	No separate price to be quoted for any item.
8	Para 5.17	For Lunch and Dinner a variety and freshness must be ensured. The agency has to ensure that drinking water is provided at dining tables regularly.	Whether contractor is required to provide mineral water in bottles or Tap water available in the Institute.	All the dinning halls have purified, filtered water coolers installed in it. The Contractors are expected to provide drinking water at dining tables regularly.
1	-	-	Academic calendar/Holiday calendar required to do better costing.	As per our academic calendar 02 months internship is scheduled for April & May every year. Hence all student except those who are located at Mumbai will not dine in mess during these two months. However, student from other Institute and our student based in Mumbai will take food in mess. Therefore, mess should run during these periods for the limited strength. The individual will pay directly to the contractor during these periods on actual.

2	-	-	Flooring renovation to be done in pot wash area, need clarity on scope of such repair work.	Building infrastructure repair is a responsibility of the Institute. The process for the same is underway.
3	-	-	Gas cylinder kept inside the kitchen, is there any provision to separate it. Gas bank provision can be made.	Your suggestion is well taken, and the Gas bank area will be marked and provided.
4	-	-	Kitchen area has only basic equipment, additional equipment under scope of vendor or client.	All the optimum required equipment will be procured by the Institute in consultation/justification from the vendor.
5	-	-	Can vendor rehire staffs from existing agency.	Not coming under Institute's purview.
6	-	-	Any active union involvement in Mess operation.	As on date there is no union involvement in Mess operation.
7	-	-	What are the additional billing potential for events.	During 03 placement seasons 7pprox... 300-400 Industry representatives visit campus on each occasion. The vendor may serve the breakfast, lunch and dinner separately with competitive rates. Also during Institute's Annual fest 7pprox... 250 Industry leaders participate on each day for 03 days.
8	-	-	What is diversity Ratio of students(Male:Female)	Approx. 55:45

(4) Aparna Caterers

1	Anne xure-II	Tender Fee and EMD will be exempted for the MSME Agency/Vendor. Exemption in fees will be allowed only for those MSME/NSIC vendor which will come under the similar category of services. Only certificate will be considered for the	We have registered with MSME, also I need to pay deposit amount or not.	Please see Annexure-II
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		<p>exemption in tender fee & EMD in which name of the service /activities or definition of activity/ service are to be correlated with the mess/or and catering services. Exemption will not be allowed for other category MSME/NSIC vendors or traders.</p>		
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The meeting ended with vote of thanks to the Chair.

Supdt(CPSC)

AR(SA&P)

Asso. Dean(SW&HM)

Dean(SA)

Submitted for kind approval.

CAO

Director