

Minutes

May 5th, 2016

PRE-BID MEETING FOR CANTEEN MANAGEMENT SERVICES

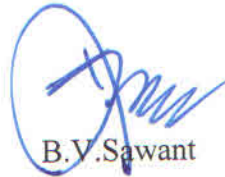
The Pre-bid meeting for Canteen Management Services was held on 5th May, 2016 at 1100 hrs in Bhaskara - I. The following members were present:

1. Mr. B.V.Sawant
2. Mr. Senith Samuel

There were 6 representatives of various agencies. The queries raised by the agencies were satisfactorily clarified by IUCAA which is enclosed as Annexure -1 and list of present representatives as Annexure -2

After the pre-bid meeting, all vendors visited canteen premises, kitchen area & storage to review the condition of kitchen, Dining hall & VIP dining hall.

The meeting concluded at 1140 hrs with vote of thanks.



B.V.Sawant



Senith Samuel

Clarifications regarding points discussed in Pre-Bid Meeting on 05.05.2016 at 1100 hrs.

Sr. No.	Name of the Agency	Query	Clarification given by IUCAA
1	Mr.Laxmikant Rajmane, Imperial Sales & Dist.	What is the approximate quantity of diners per day?	Approximate quantity is as follows: Breakfast - 30 - 40 Nos. Lunch - 60 - 70 Nos. Dinner - 30 - 40 Nos. Tea/ coffee - 100 Nos. per session
		Canteen services timings.	Breakfast - 0830 to 0930 hrs. Lunch - 1300 to 1400 hrs Dinner - 2000 to 2100 hrs Tea timing - 1030 to 1115 hrs - 1530 to 1615 hrs
		Whether said quantity is fixed or assured ?	The said quantity is approximate and there is no fixed quantity or assured quantity. Monthly bills will be paid to vendor based on the submission of coupons and statements with supporting documents approved by the authorities.
		Whether any subsidy is there for contractors, such as salary for cooking/ serving staff etc.	No. IUCAA will not provide any financial support. All costs should be borne by vendor only.
		Whether IUCAA will provide house-keeping for cleaning the dining tables, chairs and canteen premises including kitchen area.	No. It will be responsibility of the Canteen contractor to clean the canteen premises including tables, chairs, used plates, glasses, vessels, etc.
		Who will take care of water coolers and cleaning of equipment or AMC.	Day to day cleaning and maintaining the equipments is Canteen contractor's responsibility. AMC and repairs, if any, of the equipment will be IUCAA's responsibility.
		What about Gas Bank & who will maintain it?	IUCAA will provide empty Gas cylinders and refilling (Gas) cost has to be borne by the canteen contractor.
		Whether it is small gas cylinders ?	No. It is big gas cylinder having capacity of 19 kg under commercial category.
		Can cooked food be provided from their centralized kitchen in Hinjewadi?	No. We have full fledged kitchen facility for cooking and serving from IUCAA premises only.

2	Mr.Pramod Pardeshi, Gajanan Bhojnalaya	How many participants are there in conference and workshops and how frequently it is arranged ?	<p>Small conference/workshops consisting of approximately 100 to 120 participants. This type of conference and workshops arranged in 3-4 times in a year</p> <p>Large International conferences consisting of approximately 300 participants including foreign delegates. Such type of conferences is arranged once or twice in a year.</p>
		What is the time taken for releasing payment after submission of bills?	Bills are cleared within a period of approximately two weeks, subject to submission of proper supporting documents.
		Since, IUCAA has Guest House facility, so whether canteen services require 24 x7 ?	<p>No. Canteen services should be provided within stipulated meal timings only.</p> <p>In case of teleconference meetings with International collaborators, we may require snacks/tea/coffee, etc. during odd hours occasionally. This requirement is informed to the Contractor well in advance for making necessary arrangements.</p>
		Whether accommodation facility is available for canteen staff at IUCAA.	No. We do not provide any accommodation facility for canteen staff. However, for emergency purpose, 2-3 persons can stay in the space provided behind canteen kitchen area.
		Whether rates are separate for conference and workshops ?	Yes. As Continental food is served during Conferences & Workshops due to participation of foreign delegates, the rates differ depending upon the type of menu provided.
3	Mr. Nazeer P.K. STN Coffee House	What is the monthly billing at present?	<p>It depends upon volume (number of diners) and rates quoted by contractor, both for regular meals and conferences meals.</p> <p>Information about approximate number of daily diners has already been provided.</p>
4	Mr. Nitin Sharma, Annapurna Caterers	Who will provide crockery, cutlery etc.	IUCAA will provide all crockery, cutlery, utensils, plates and required equipments etc.

5	Mr.Naveen Rai, Fusion Spice Hospitality Services, Received Through -email	In Financial bid : Item # 3 Tea Quantity is not mentioned Last line needs total of what items	Tea/coffee quantity will be approximately 180-200 ml. No need to put their total
		IUCAA will provide gas cylinder Monthly charges for refill should be paid by vendor ?	IUCAA will provide empty Gas cylinders and refilling (Gas) cost has to be borne by the canteen contractor.
		Who will clean dining tables and common area in dining hall including hand wash area.	It will be responsibility of the Canteen contractor to clean the canteen premises including tables, chairs, used plates, glasses, vessels, etc.
		Saturday & Sunday is weekly off or only Sunday is weekly off or all 30 days are working days.	There is no weekly off for canteen services and IUCAA is open on all days of the year. However, the canteen contractor has to follow all labour related rules and their staff should be given weekly offs and all compulsory holidays with proper alternative arrangements.

