

# Minutes of the Meeting

Pre-Bid Meeting for Students' Mess Tender

**Date:** 14<sup>th</sup> December 2017,

**Venue:** Conference Room, 2<sup>nd</sup> Floor, Admin Block, RGIPT

A Pre-Bid meeting in regards to Students Mess Tender (RGIPT/Jais/Mess/01/2017) was held on 14<sup>th</sup> December 2017 at Conference Room, 2<sup>nd</sup> Floor, Admin Block, RGIPT Jais, Amethi to clarify the doubts of bidders interested to participate in the tendering process. The representatives of following organizations have attended the meeting:

1. M/s Amrit Food
2. M/s Gauri Catering Services
3. M/s Delhi Haat
4. M/s Galav Foods
5. M/s Asha Caterers & Allied Services
6. M/s Sai Caterers
7. M/s N. Kumar Associates International
8. M/s Jaiswal Catering
9. M/s Sainath Canteen
10. M/s Kanak Food Management Services Pvt. Ltd.
11. M/s Sugandhim Food & Catering Pvt. Ltd
12. M/s Akanchha Enterprises
13. M/s Hotel Ganesh

Along with above, following officers of RGIPT also attended the meeting:

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|----------------------------|------------------------------------|
| 1. Dr. A. K. Singh         | Associate Dean- Students' Affairs  |
| 2. Dr. A. K. Choubey       | Chairman- Council of Wardens       |
| 3. Dr. Milan Kumar         | Chairman- Tender Opening Committee |
| 4. Shri Jitendra Prasad    | CCO                                |
| 5. Shri Harish Kr. Yadav   | Executive Engineer                 |
| 6. Shri Sudhir Arora       | SPO                                |
| 7. Shri Rajesh Vishwakarma | ASO                                |
| 8. Shri Lokesh Bhatnagar   | Assistant- IT & In-Charge- Hostel  |
| 9. Shri Ashutosh Shukla    | Jr. Superintendent (Accounts)      |
| 10. Shri Hira Nand Mishra  | Hostel Supervisor                  |
| 11. Shri Arvind Yadav      | Internal Auditor                   |
| 12. Shri Vivek Singh       | Jr. Assistant                      |

Attendance sheet of Pre-Bid meeting is enclosed as an Annexure-I.

- a. Shri Jitendra Prasad, Officer-in-Charge (Mess Services) presented the salient features of Students' Mess Tender and clarified the doubts of bidders in consultation with Dr. A. K. Choubey, Dr. A. K. Singh, Dr. Milan Kumar and Shri Sudhir Arora.

b. During the meeting, following major points have been emerged:

S. No.	Bidders' Demands	RGIPT Response
1	Amount of Annual Turn Over fixed at Rs. 3.00 crore per year should be reduced	Amount of Annual Turn will be same as mentioned in the tender document.
2	Whenever Government of India revises minimum wages, enhanced amount should be reimbursed to contractor for the compliance of wage rates	<p>In the 1<sup>st</sup> year, RGIPT doesn't make any extra payment if Central Labour Commissioner revises the wages of workers in upper side of up to 15% in April and October 2018.</p> <p>In case of abnormal enhancement in wage rates as like April-2017, only portion above the 15% will be reimbursed by RGIPT. It means that, if Government enhances the wages of workers by 25%, in that case bidder may claim only 25-15= 10% from RGIPT.</p> <p>In the 2<sup>nd</sup> year of contract, if extended by Institute, both parties will mutually decide the rate of per plate food.</p>
3	What parameters would be used to decide the reasonability of quoted rate	<p><b>Rs. 120/- (GST Extra) will be Institute's Reserved Price.</b></p> <p>No bidders will quote either below Rs. 120/- or the same amount of Rs. 120/-. It means that their price should be more than the reserved price.</p> <p>In case of tie, Bidder having higher Annual Turn Over during last 3 years would be considered a successful bidder.</p>
4	Whether experience of running Students' Mess/ Officers Mess will be only counted or experienced gained in Guest House operation/ Providing foods to patients in Hospital will also be considered	Only experience in running Students' Mess/ Officers Canteen will be considered while calculating the minimum required years of experience
5	EMD Amount would be Rs. 4.00 Lakh or less	EMD Amount will be Rs. 4.00 Lakh
6	Whether exemption will be available to bidders, registered with NSIC, in depositing the EMD of Rs. 4.00 Lakh with Tender/ Technical Bid	Bidders registered with NSIC/MSME will be exempted to deposit EMD of Rs. 4.00 Lakh, if they submit certificate in this regard along with Tender/ Technical Bid.

*For Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais*

Acting Registrar  
RGIPT Jais, Amethi