

National Institute of Technology, Tiruchirappalli-15
Office of the Dean-Institute Development

Minutes of the pre bid meeting held on **11th February 2016** at A13 HALL in connection with Tender for Operation and Maintenance of Guest House at NITT (**Tender No: NITT/Dean (ID)/ Guest House/2016-17 dated 3/2/2016**).

Members present:

Officials attended on behalf of NITT	Prospective Bidders or their representatives attended
1. Dr. D. Deivamoney Selvam, Director (i/c)	Mr.V.Nethaji,Raaj Hospitality,Coimbatore Mr.Pon Bharathi, Marvel hospitality (p) ltd.
2. Dr. D.Sastikumar, Dean - Institute Development	Mr.E.Chandran, Classic caterers, Cochin Mr.A.Jayakumar, First Man Management Services (p) ltd. Ooty
3. Dr. T.N. Janakiraman, Professor, Dept of Mathematics	Mr.R.Balamaheswaran,UKFS, Chennai Mr.T.Murugesan, Kore security services, Kottayam
4. Mr. A. Palanivel, Registrar	Mr.B. Clinton, H.D Hospitality Services, Chennai
5. Mr. G. Soundarajan, Deputy Registrar (Stores & Purchase)	Mr.R.K.Chari, Sri Sai krupa catering & maintenance Services, Hyderabad
6. Mr. K. Duraisamy, Deputy Registrar (Hostels)	Mr.R.Kanakaraju, Anusha hospitality (p) ltd. Services, Hyderabad
7. Prof. R.K. Kavitha, Assisitant Professor, Dept of ECE.	Mr.John bosco, Sri Ragavendra enterprises Mr.H.Sasikumar, Zenith Food Solution pvt. Ltd.
8. Dr. V.Lakashmana Gomathi Nayagam, Associate Dean-ID	Mr.T.Periya samy, R.R Caterers. Mr.R.Kumaragurubharan, Hari Caterers.
9. Dr. G. Muruganantham, Associate Dean -ID	

Before commencement of the Meeting, the members present (**Prospective Bidders**) at A13 Hall were taken to Guest House, so as to enable them to acquaint with the ground realities/field conditions and realistic requirement of manpower required.

After the Guest House visit, during the meeting Dr.G.Muruganantham, Associate Dean welcomed all the prospective bidders and gave a power point presentation, detailing about the NIT Guest House, guest profile and facilities provided by the NIT Trichy and expectations of the Institute, under this tender to the members present.

Afterwards, he has asked the bidders, to seek clarifications for their doubts, if any required from NITT. In response to which, the following queries were raised by the bidders.

Mr.G.Soundara Rajan, Deputy Registrar of Dean R&C, Store and purchase answered the queries raised by the prospective bidders.

Queries raised by the prospective bidders	Reply given by the NITT
Differentiation between Personal Guest and Official Guest.	<p>Those who are visiting NITT for official purpose such as viva, guest lectures, Training and placement etc., are treated as Official Guests. For their stay, the Boarding and Lodging charges will have to be collected from the Departments Concerned. Whereas those who are not official guests are treated as personal guests.</p> <p>For personal guests, the Boarding and Lodging charges shall have to be collected from them directly, during checkout.</p>
About Complementary coffee, Water bottles, etc., for all guests.	Complimentary water bottle, coffee will be supplied by NITT and contractor need not incur any expenditure towards this account.
Regarding the Scrubber Machine, Vacuum Cleaner, etc.,	It is already in Tender Document that NITT will not provide. The contractor himself will have to make arrangement.
Regarding Food Menu for Special request from depts.	Non vegetarian food/ice cream can be offered as extras. The contractor under the prior approval of the Associate Dean, can fix the rate for special items/special lunch and Non Vegetarian for various programmes. The rate for food items should be lower than the market rate.
Regarding Payment details based on the cumulative feedback score.	Please refer the details in Annexure 1
Tender document Page No. 3 Pre-bid Qualification Criteria not matching.	Pre-qualification criteria in the tender was fixed as per the CVC guidelines and estimated cost put to tender. Hence, there is no change in the Pre-qualification criteria.

Tender document Page No. 10, Extra Manpower on some special occasions will be paid extra or not.	It will agreed mutually, on case to case basis, without affecting the normal work force.
Occupancy ratio.	Approximately 50%
Regarding scope of dining of the staying guest.	Most of the guests will dine in the Guest House itself.
Regarding Tender document Page No. 5 PF, ESI, Bonus, Uniforms.	ESI, Bonus, PF and Uniform should be as per the extant labour law regulations.
Tender document Page No. 18 Room rent for contractor/caterer staff will be relaxed or not.	Rs.1500 monthly rent will be charged for the accommodation arrangement of workers deployed by the contractor. Only two rooms will be provided. Quarters will not be allotted.
Regarding 8 Hours of working for workers.	As per labour laws applicable to the subject Industry.
On Holidays, Same Manpower is required or not.	Subject to the labour laws, Manpower should be provided on Saturdays and Sundays also.
Tender document Page No. 27, while quoting the rate against this tender, whether food for the workers should also be taken into consideration.	Yes. It is the duty of the contractor to provide food for his workers. Therefore, while quoting the rates, this should also be kept in mind.
Regarding Solvency Certificate - Only from any Nationalized Bank (in the name of The Director/To whom so ever it may concern may be accepted or not).	Solvency certificate should be from the nationalized bank. However, original certificate need not be furnished. Xerox is sufficient. Moreover, it need not be in the name of the Director, NITT.
Scope of Gas cylinder and connection	It is responsibility of the contractor to make his own arrangement.
Responsibility of Collecting room rent charges and food charges.	It is responsibility of the contractor. For personal guest , it has to be collected from the guest during check out. Institute Guest house manager will also collect the amount from personal guest.

	<p>For official guests, it has to be collected from the respective Departments, by the contractor on daily basis. Official guest amount, bill collection is the sole responsibility of the contractor.</p> <p>Collected amount will be given to Institute Guest house manager to deposit in the Guest House account at SBI-NIT Trichy branch on daily basis.</p> <p>In his absence, the contractor's supervisor should deposit the amount in the bank on daily basis.</p>
All document self-attested/notary attested.	Self-attestation is sufficient.
Regarding the NSIC Certificate.	For valid NSIC certificate, there is no need of EMD amount and tender fees.
Salary for Manpower-As per Central Minimum Wages Act.	<p>It should be strictly as per the Minimum wages Act. The classification may be as per skilled and semi-skilled category.</p> <p>Please refer Annexure -2.</p> <p>IN THE LIGHT OF THIS CLARIFICATION, THE PRICE BID FORMAT STANDS REVISED. And the revised format is enclosed herewith. Please refer Annexure-4.</p>
Relievers for the Manpower's.	As per Labour Laws.
Washing of Bedspreads, Towels, etc.,	Already discussed in the tender.
Regarding the role of Manager over supervisor.	<p>From the list of workers, Manager category was removed.</p> <p>Only supervisor is required.</p>

Regarding Manpower Classification:	Detailed in Annexure-2 Skilled (Supervisor, Receptionist, Head Cook, Assistant Cook, Dining Hall Assistant/Helper). Unskilled (Housekeeping/Room boys, Sweeper/Cleaner, vessel/Pot Washer & Cleaner). Dining Hall employees are separate from House Keeping employees/Scavengers.
Regarding the selection of workers.	No carry forward of existing workers. Contractor should use his company employees. Preferably, Chief cook may be from Tamil Nadu.

SUO MOTTO DECLARATIONS OF NITT

The selected contractor shall have to commence the operations on 1st March 2016.

Facilities to be provided by NITT:

Free electricity and water,
Furnishing of Rooms - Beds, cots, bed sheet, bed cover, pillow, pillow cover, Towel, Sofa, study table and chair, Racks, Almirah, Room Locking arrangements, shoe rack, wall clock
Air Conditioners, Voltage Stabilizers, TVs with set box/cable with monthly subscriptions.
Telephone instruments, Wifi facility and CCTV.
Electrical fittings, tube lights, bulbs, fans.
Minimum/basic stationery.
Minimum required Vessels, plates, Mixer/grinder, fridges, kitchen equipment's, machineries' etc. **(Repair/Maintenance of kitchen equipment's is contractor's Responsibility, the maintenance cost for any drainage block also will be contractor's Responsibility).**
Civil and Electrical works will be done by the office of Estate maintenance.
Newspaper, Morning time complimentary coffee/Tea will be provided at the cost of NITT.
Complimentary one liter water can should be provided to every guest - will be supplied by the institute.

Room Rental charges and food charges:

Room rent: Rs 300/- per person-per day (With complementary morning coffee/tea and one liter mineral water bottle)

Rates for the food items: Breakfast: Rs 50/- (without coffee and tea)

Lunch: Rs 75/- Dinner: Rs 50/-

Milk: Rs 10/- Tea; Rs 12/-, Coffee : Rs 15. (Updated Food Menu is attached in Annexure-3)

Rate for Complimentary coffee and tea: Rs 10/- (Must be served to the guest at his room).
Amount will be paid every month by Office of the Dean ID/Associate Dean to the contractor.

Other points:

Common toilets, bathrooms, common areas should be cleaned in the morning and evening.

Bed sheets, bed cover, pillow covers, towel and blanket covers to be changed once in two days during occupation of guest.

Kitchen is not available in the new guest house. Food should be prepared at old guest house kitchen and to be taken to new guest house dining hall. Kitchen will be constructed shortly at New Guest House.

Mineral water (through 20 liter water can) should be served at the dining hall and placed at each floor.

Outsiders are not permitted to dine at guest house.

Branded items should be purchased for cooking and housekeeping.

Bio metric attendance system for employees and Cash swiping machine could be placed at the cost of contractor.

Annexure 1: Payment of monthly bills and Feedback system.

Monthly Bill should be submitted on the first week/10th of every month. 25 percent of the monthly bill, will be released based on feedback score collected on every month from the staying guest, faculty diners and guest house in-charge. While collecting the feedback score, out of 25 marks, 15 marks weightage will be given to the staying guest, 5 marks weightage to faculty/guest diners and remaining 5 marks weightage to guest house in-charge/Associate Dean for assessment of overall maintenance of the guest house.

Based on the average score obtained in the review, the following deductions shall be done in the 25% of the monthly bill amount to be settled to the contractor.

S.No	Average Score	Deductions from the 25% of the monthly bill amount
1	21 – 25	NIL
2	16 – 20	20 %
3	11 – 15	40%
4	Below 11	60

Associate Dean for Guest House/Dean-ID/authorized officer has the right to inspect the guest house any point in time to check the quality of housekeeping, availability of workers and quality of the food, etc.

Annexure 2
Guest House 1 (New)

S.No	Name of the Post	Manpower Classification	Number of workers required
1	Receptionist (Male)	Skilled	2
2	Supervisor	Skilled	2
3	Housekeeping person/ Room Boys	Unskilled	3
4	Sweeper/cleaner (Inside and outside/surroundings cleaning)	Unskilled	6
	(For kitchen and dining hall)		
5	Head Cook	Skilled	1
6	Assistant Cook	Skilled	1
7	Dining hall assistant / helper	Skilled	3
8	Vessel Cleaners	Unskilled	2
	Total		20

Guest House 2 (Old)

S.No	Name of the Post	Manpower Classification	Number of workers required
1	Receptionist (Male)	Skilled	2
2	Supervisor	Skilled	1
3	Housekeeping person/Room Boys	Unskilled	2
4	Sweeper/cleaner (Inside and outside/surroundings cleaning)	Unskilled	2
5	Dining hall assistant/helper	Skilled	3
	Total		10

Annexure 3
Recommended Daily Menu (Updated)

Days	Breakfast	Lunch	Dinner
Monday	Idli,(4),Vadai (2), Pongal, Onion Chutney, sambar, Podi with Oil, Toasted Bread, Hot milk, butter and jam.	Chappathi, Dhal, one Vegetable Curry, one Vegetable fry,Rice,Sambar, Vathakolambu, Rasam, Curd, Pappad, Pickles, boiled Egg-1, Sweet, One cup fresh lemon juice.	Poori with Potato Masala, Vegetable curry, Tomato Rice, Potato Chips, Pickles, Curd rice, sweet, banana-2, One cup butter milk.
Tuesday	Rava Kitchadi, Veg Khurma, Dosa, Coconut Chutney, Sambar, Toasted Bread, Hot milk, butter and jam.	Chappathi, ChannaMasala, One Vegetable Curry,one vegetable fry, Rice, Sambar, Morkolambu, Rasam,Curd,Pappad, Pickles, One cup butter milk, Payasam.	Chappathi, Dhal, Vegetable curry, Samber Rice, Curd rice, Thoviyal, Pappad, Pickles, Fruit Salad, sweet, One cup fresh lemon juice.
Wednesday	Pongal, Poori, Potato Masala, Coconut Chutney, Sambar, Toasted Bread, Hot milk, butter and jam.	Chappathi,Veg kurma, One Vegetable Curry, one vegetable fry, Rice, Sambar, Vathakolambu, Rasam, Curd, Pappad, Pickles, boiled Egg-1 One cup fresh lemon juice, Sweet.	Fulka, Paneer Butter Masala, Coconut Rice, Curd Rice, Potato Chips, Pickles, sweet, Fruit Salad, One cup butter milk.
Thursday	Idli,(4),Vadai (2), Dosa (2), Onion Chutney, sambar., Podi with Oil, Toasted Bread, Hot milk, butter and jam.	Chappathi, Dhal,One Vegetable Curry, one Vegetable fry,Rice,Sambar, Rasam, Curd, Pappad, Pickles, One cup butter milk, Sweet.	Tomato/Mint Rice, Chapatti, Meal Maker Masala, Curd Rice, Thoviyal, Pappad, Gulab Jamun-1, Fruit Salad, One cup fresh lemon juice.
Friday	Oothapam (3), Pongal, Onion Chutney, Sambar, Toasted Bread, Hot milk, butter and jam.	Chappathi, Green Peas masala,OneVegetable Curry, one vegetablefry, Rice, Sambar, Vathakolambu, Rasam, Curd,Pappad, Pickles, One cup fresh lemon juice, Payasam.	Chappathi, Raajma Daal, Rawa Dosa, Sambar, Coconut Chutney, Curd rice, Potato Chips, Pickles, banana -2, sweet, One cup butter milk.
Saturday	Idiyappam with milk, Vadai (2), Dosa(2) ,Coconut Chutney, and Sambar, Toasted Bread, Hot milk, butter and jam.	Chappathi,Dhal, One Vegetable Curry, one vegetable fry, Rice, Sambar, Morkolambu,Rasam, Curd, Pappad, Pickles, boiled Egg-1 One cup butter milk, Sweet.	Chappathi, Veg Khurma, veg fried rice, Vegetable curry, Pappad, Pickles, Curd rice, sweet, Fruit Salad, One cup fresh lemon juice.
Sunday	Poori, Potato Masala, Pongal, Tomato Chutney, sambar. Toasted Bread, Hot milk, butter and jam.	Chappathi,VegPulav /Biriyani, Chips, veg gravy, Raitha, veg salad. Curd rice, pickle. boiled Egg-1, One cup fresh lemon juice, Sweet.	Phulka, chenna masala, Sambar Rice, One vegetablefry, Potato Chips, Pickles, Curd rice, Thoviyal, sweet, banana -2, One cup butter milk.

Tea/Coffee/Milk (150ml)

Non -Vegetarian food items can be offered as an extras.

Sweet: Gulab Jamoon/ Rasgulla/Basanthi/Rasamalai/Carrot Halva/Jalebi.

Fruit Salad: Mix of any four seasonal fruits.

The menu will be changed/updated for every three months. Rate will be decided by NITT.

Annexure 4: FORMAT FOR SUBMISSION OF PRICE BID (TO BE SUBMITTED IN SEPARATE ENVELOPE)

Description of the Service				Monthly service charge for NEW Guest House	Monthly service charge for Old Guest House
	Proposed Manpower		Minimum Wages as per Minimum Wages Act including statutory remittance towards ESI, EPF, Bonus, Uniform etc.,		
	NEW	OLD			
(I) Providing of Manpower					
(a) Receptionist for Front Office (Skilled)	2	2			
(b) Supervisor (Skilled)	2	1			
(c) Housekeeping/Room boys (Unskilled)	3	2			
(d) Sweepers/Cleaners (Unskilled)	6	2			
(e) Head cook (Skilled)	1	NIL			
(f) Assistant Cook (Skilled)	1	NIL			
(g) Dining Hall Assistant/helper (Skilled)	3	3			
(h) Vessel Cleaners (Unskilled)	2	NIL			
Total	20	10			
(II) Providing stores (i.e., toiletries, washing/cleaning material and anti-mosquito, pest control on the basis of requirement)					
(III) Provision of washing items (i.e., washing of bed covers, bed sheets, pillow cover, towel etc., as and when required)					
(IV) Provision for dry cleaning items (i.e., dry cleaning of sofa set, covers, curtains, blankets, carpets etc as and when required)					
(V) Any other item (Please specify)					
Taxes if any, including service tax					
Grand Total					

1. Our Old Guest House is under renovation. Operation and Maintenance Contract in respect of Old Guest House will commence only after completion of the said renovation. In respect of New Guest House the successful bidder has to commence their operations and maintenance **with effect from 1st March 2016, itself.**

2. Price for food materials/items will be decided by NITT.

Signature, Seal of the bidder with date

