

ITTDH/C&S/2025-26/Mess/03

16th April 2025

Minutes of the pre-bid meeting of Tender for Providing Catering Services at IIT dhArwAD.

This relates to the GeM bid No.: GeM/B/2025/5950600 dated 29th March 2025 of Tender for providing catering services at IIT dhArwAD. The mandatory Pre-Bid Meeting and Site Visit for interested bidders was conducted on 15th April 2025 at 04:00 PM in hybrid mode at C&S office meeting room, Admin Block, IIT dhArwAD. The bidders after completion of the meeting visited the site of work (Mess Block - 1) and inspected the available facilities.

- The following Committee members supervised the proceedings.

1.	PROF. Ramjee Repaka (Dean SW)	Chairperson
2.	Prof. Surya Pratap Singh (A Dean SW (Hostel & Mess))	Member
3.	Prof. Achyut Mani Tripathi (FiC Mess & Canteen)	Member
4.	Prof. Vyom Sharma (FiC Mess & Canteen)	Member
5.	Shri Arun Verma (AR SW)	Member
6.	Shri Ramesh Kumar Ram (AR C&S)	Member

- The following firms attended the meeting in person (offline). The Attendance sheet of the participating firms in the Prebid meeting is attached herewith.

Sl. No.	Name of the Firm
1.	M/s Kanaka Food Management Services Private Limited.
2.	M/s K Star Food & Hospitality Services.
3.	M/s Shree Raja Rajeshwari Catering Private Limited.
4.	M/s Surinder Kumar Arora.
5.	M/s Sakthis'S Kitchen Private Limited.
6.	M/s Prithvi Hospitality Services.
7.	M/s Gauri Catering Services.
8.	M/s Annapurna Catering Services.
9.	M/s Sri Devi Caterers Company.
10.	M/s Premanand Canteen Contractors.

- The following firms attended the meeting in Google Meet (online).

Sl. No.	Name of the Firm
1.	M/s Galav Foods.

2.	M/s Indigo Catering and Services Private Limited.
3.	M/s Spade Integrated Services Private Limited.
4.	M/s P. Siva Prasad.
5.	M/s Idea Catering Services.
6.	M/s Rachael Hospitality Services.
7.	M/s Vidya Caterers.
8.	M/s Sri Mookambika Caterers & Enterprises.

5. The Committee welcomed the representatives and a brief introduction was given to the representatives. Thereafter, the tender document was thoroughly discussed elaborating all the terms, user requirements, eligibility criteria, obligations and other points. The decisions/clarifications made by the Committee for the queries raised by the bidders are as follows.

Sl. No.	Clause (Tender Ref.)	Query / Suggestion	Clarification from IIT Dharwad
1.	Scope of Work	Minimum assured attendance.	A total of 70% of the estimated diners will be assured to the bidders in the regular semester (i.e, 980 per day). The approximate student/diners strength will be 1,400
2.	Scope of Work	Extra items price should be increased.	The suggestion will be put before the mess committee and if committee agrees for revision the prices will be increased. The revised price is tabulated as Annexure - D
3.	Equipment-related terms	Is cooking gas will be provided by Institute.	No, the Caterer has to arrange the cooking gas on their own.
4.	Equipment-related terms	Will Institute provide AMC to equipment's.	No Institute will not provide AMC on equipment's the Caterer has to arrange the maintenance on their own.
5.	Scope of Work	Untoned Milk is not easy to procure as it should be procured directly from the farmers.	Untoned milk can be replaced with toned branded milk with the approval of the Committee. The milk should be of the good quality should not be diluted.
6.	General	Will the Housing (accommodation) be provided to personnel deployed ?	No housing or accommodation will be provided to the workers inside the Institute. The Contractor has to arrange the accommodation on his own.
7.	Scope of Work	Working on the night shift.	If required/found necessary the Contractor will be allowed to work in night shift with the approval of Institute Authorities. Proper passes should be issued to the personnel deployed to work in the night shift. However overnight stay is not allowed.
8.	Scope of	Manpower Requirement:	The manpower requirement and challenges to

	Work	Bidders expressed their concern that the proposed manpower exceeds the necessary amount. They noted that the workers are unlikely to operate on a shift basis and will take breaks after completing meal preparation. Additionally, the deployed workforce will add to operational costs, ultimately raising the overall expenses.	maintain the deployed manpower was discussed with all the bidders and the requirement was taken note and same will be put before the Committee. The revised manpower requirement is attached in Annexure – A The Institute reserves the right to increase the manpower if found necessary at its discretion and the bidder should deploy the additional manpower.
9.	Scope of Work	Attendance System	The attendance system Biometric/Card should be followed.
10.	Scope of Work	Rebates should not be provided to PG, PHD students during holidays who are staying in the Campus.	The rebate should be provided at all time including holidays.
11.	Minimum Wages	Minimum Wages of the Central or State to be followed.	As we are a central government Institution, the minimum wages of the Centre are to be followed. (If in any case it is found that the state wages will be higher than central wages state wages to be followed)
12.	EMD	The bidders requested to allow EMD from the scheduled banks.	The bidders may submit the EMD from the scheduled bank.
13.	Composter Machines	Is Composter machine available.	Yes, Composter machine is available in the campus.
14.	Guest House menu	What will be the guest house menu.	Guest house menu will be as per tender document.
15.	Scope of Work	Curd should be included in the menu.	Curd should be included in the menu at least 05 times a week
16.	Scope of Work	Special Menu	The special menu will be provided by the mess Committee. The representational menu is given at Annexure – B.
17.	Award of Contract	Electricity Charges	The electricity charges will be ₹ 7,000/- per month
18.	Award of Contract	Per day cost conversion as we are quoting the value in total.	The Evaluation will be done on the total value wise evaluation as per GeM. The per day cost will be calculated as per the formula depicted in GeM
19.	GeM Bid Document	Will there be reverse auction.	Yes, the reverse auction will be there as per GeM.
20.	Scope of	Snacks should be made	The snacks should be served unlimited as per

	Work	limited.	tender terms.
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6. The Online participants must visit the site of work (Mess Block - 1, IIT dhArwAD) before 19th April 2025 till 06:00 PM with valid authorization certificate issued on letter head of the firm. The bids submitted without site visit will not be considered for evaluation.
7. The minutes of the meeting will be part of the Tender Document. The rest of the terms and conditions of the Tender Document shall remain the same. If any further clarifications regarding bid submissions is required, you can reach out us at cs.office@iitdh.ac.in. The valid and genuine queries will be addressed.

Sd/-
(Ramesh Kumar Ram)
Member

Sd/-
(Arun Verma)
Member

Sd/-
(Prof. Vyom Sharma)
Member

Sd/-
(Prof. Achyut Mani Tripathi)
Member

Sd/-
(Prof. Surya Pratap Singh)
Member

Sd/-
(PROF. Ramjee Repaka)
Chairperson

Annexure - A

Manpower Requirement

Sl. No.	Staff Category	Category of the staff	Number of Staff to Be Employed	Preferred Colour of Uniform
1.	Manager	Highly Skilled*	1	WHITE
2.	Deputy Manager	Highly Skilled	1	WHITE
3.	Supervisors	Skilled	1 for every 350 students	BLUE
4.	Storekeeper	Skilled	1	PURPLE
5.	Executive Chef	Highly Skilled*	1	WHITE
6.	Cooks	Highly Skilled	1 for every 250 students	BROWN
7.	Assistant Cooks	Skilled	1 for every 200 students	BLUE
8.	Helpers/Kitchen Staff	Semi-Skilled	1 for every 200 students	ORANGE
9.	Chapati maker	Semi-Skilled	1 for every 200 students	GREEN
10.	Food Counter Staff & Serving Staff	Unskilled	1 for every 90 students	MAROON
11.	Cleaner/Washer	Unskilled	1 For Every 100 students	BLUE
12.	Composter/Garbage handling	Unskilled	1	BROWN

***The manager and executive chef should have relevant industry experience in handling Institute Catering.**

Annexure - B

Special menu for occasions

Sl. No.	Items
1.	Welcome Drink
2.	Veg Starter
3.	Exotic Salad
4.	Dry Curry
5.	Veg Curry
6.	Panner/ Mushroom/ Kaju Curry
7.	Raita
8.	02 Sweets/01 pastry & 01 sweet
9.	Poori/Phulka/Chapati/Paratha
10.	Special rice (Biryani/Pulav)
11.	White Rice/ Curd Rice
12.	Papad & pickel & chutney
13.	Butter milk/ Lassi/Badam drink
14.	Special Dal/Sambar

Annexure - C

Menu (Representative)

Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Idli & Wada	Aloo Poha	Veg Paratha	Khaman Dhokala & Sev	Palak/ Methi/ Bhathua Poori	Masala Dosa	Aloo Paratha / Mix Veg Paratha
Sambhar & Chutney	Sev Namkin	Paneer Bhurji	Red Chutney	Chole Masala	Sambar & Chutney	Curd
Mix Sprouts	Sweet Corn	Green Moong Sprouts	Boiled Peanuts	Black Chana Sprouts	Black Chana Sprouts	Green Moong Sprouts
Boiled Egg	Omelette	Egg Bhurji	Boiled Egg	Omelette	Boiled Egg	Egg Bhurji
Banana & Corn Flakes	Banana & Corn Flakes	Banana & Corn Flakes	Banana & Corn Flakes	Banana & Corn Flakes	Banana & Corn Flakes	Banana & Corn Flakes
B B J	B B J (Brown Bread)	B B J & Pickle & Ketchup	B B J & Pickle & Ketchup	B B J & Pickle & Ketchup	B B J	B B J & Pickle & Ketchup
Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk	Tea Coffee / Bournvita / Milk

Lunch

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Lemon Rice + Plain Rice	Jeera Rice	Curd Rice + Plain Rice	Onion Fried Rice+Plain n Rice	Egg Briyani/ Veg Biryani	Curd Rice + Plain Rice	Veg Fried Rice
Moong Dal	Chana Dal	Saboot Masur Dal	Dal Panchratna	Masoor Daal	Dal Makhani	Plain Rice
Rasam	Sambar	Rasam	Sambar	Shezwan Sauce	Sambar	Toor Dal
Curd	Curd	-	Curd	Raita	-	Pineapple/Bondi Raita
Chole Masala/Torai + Chana	Mutter Phul Gobi Masala+Tin dora Kabuli Chana Dry	Aloo Jeera+ Mix Veg Curry	Paneer Kohlapuri / Chicken Kohlapuri	Dry Cabbage Manchuri an+Black Chana Gravy	Mutter Paneer	Egg Curry / Paneer Malai

Poori	Phulka Roti/ Plain Roti / Butter Roti	Phulka Roti/ Plain Roti / Butter Roti	Phulka Roti/ Plain Roti / Butter Roti	Phulka Roti/ Plain Roti / Butter Roti	Phulka Roti/ Plain Roti / Butter Roti	Phulka Roti/ Plain Roti / Butter Roti
Thandaai/ Ba dam Milk	Butter Milk	Lassi	Lemon Drink	Rasna	Veg Raitha	Mango Rasna
Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices
Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle
Rice Papad	Rosted Papad	Fried Papad	Moong Dal Papad	Fryums	Rice Papad	Fried Papad

Snacks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Veg Sandwich / French Fries	Red Sauce Pasta/ White Sauce Pasta	Samosa	Pav Bhaji	Girmit / Pani Puri (6)	Maggie / Hakka Noodles	Paneer Frankie
Green Chutney and Ketchup	Ketchup	Chutney (Green + Red)	Chopped Onion + Lemon Slice	Chutney (Green + Red)	Ketchup	Ketchup
Banana	Seasonal Fruits	Cut Fruits	Seasonal Fruits	Cut Fruits	Seasonal Fruits	Banana
B.B.J & Elaichi Tea / Coffee/Milk	B.B.J & Masala Tea / Coffee/Milk	B.B.J & Ginger Tea / Coffee/Milk	B.B.J & Masala Tea / Coffee/Milk	B.B.J & Masala Tea / Coffee/Milk	B.B.J & Ginger Tea / Coffee/Milk	B.B.J & Elaichi Tea / Coffee/Milk

Dinner

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Plain Rice	Corn Rice	Onion Masala Rice	Lemon Rice	Veg Pulao	Veg Fried Rice + Fried Noodles	Paneer Biryani/ Chicken Biryani
Khichdi	Plain Rice	Plain Rice	Plain Rice	Mix Dal	Manchow Soup	Raita
Kadhi Pakoda	Moong Dal	Dal Panchratna	Dal Tadaka & Boondi Raitha	Paneer Jalfazi	Soya Chunk Masala	Chana Masala

Moong Masala Dry	Paneer Butter Masala/ Chicken Butter Masala	Manchurian Gravy +Karela Fry	Aloo Mutter Gravy + Brinjal Dry	Mix Veg Raitha	Schezwan Sauce	Salan
Phulka Roti / Plain Roti / Butter Roti/chapati	Phulka Roti / Plain Roti / Butter Roti/chapati	Phulka Roti / Plain Roti / Butter Roti/cha pati	Phulka Roti / Plain Roti / Butter Roti/chapati	Phulka Roti / Plain Roti / Butter Roti/cha pati	Phulka Roti / Plain Roti / Butter Roti/chapati	Phulka Roti / Plain Roti / Butter Roti/chapati
Green Chilli & Lemon Slices & curd	Green Chilli & Lemon Slices & raita	Green Chilli & Lemon Slices & curd	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices	Green Chilli & Lemon Slices
Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle	Salad & Pickle
Fried Papad	Moong Dal Papad	Fryums	Rice Papad	Rosted Papad	Fried Papad	Fryums
Boondi laddu	Ice Cream & Cold badam milk	Jalebi	Gajar Halwa / Srikhand	Gulab-Jamun	Fruit Custard (With Minimum 3 Fruits)	Rasgulla

The menu is representative and can be changed at the discretion of the Mess Committee.

Annexure - D

List of Extra Items to be served in Mess

(The items and their indicated Rates are purely representational. The final item list & prices may differ as per the mutual acceptance between Mess Committee& the Caterer)

ITEM	Quantity	Price in ₹ (including GST)
Palak Paneer	100 GM	50/-
Paneer Butter Masala	100 GM	60/-
Paneer Hariyali Masala	100 GM	50/-
Chilli Paneer	100 GM	50/-
Paneer 65	100 GM	50/-
Egg Masala /Curry	2 Eggs	30/-
Egg Burji	2 Eggs	30/-
Chicken 65	150 GM	60/-
Chilli Chicken	150 GM	60/-
Chicken Hariyali masala	150 GM	60/-
Butter Chicken Masala	150 GM	60/-
Chicken Kohlapuri	150 GM	60/-
Kadai Chicken	150 GM	60/-
Methi Chicken	150 GM	50/-
Chicken Curry	150 GM	50/-
Onion pakoda	100 GM	15/-
Paneer pakoda	100 GM	40/-
Mirchi bhaji	2 PIECES	15/-
Aloo bhaji	2 PIECES	10/-
Chicken Lolly pop	100 GM	60/-
Chicken Kabab	100 GM	50/-
Gobi manchurian	100 GM	30/-
Gobi 65	100 GM	30/-
Paneer Tikka	100 GM	50/-

The Mess Committee may request any other items as per the requirements of the Diners.
The above-mentioned quantity is exclusive of gravy.