



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

MINUTES OF PRE-BID MEETING

Ref: Tender No. IIMV/ADMIN/FOOD CATERING/2024-25/007 Dated 25 Feb 2025

Tender under reference for Engagement of an agency for providing Mess and Catering services has been published in Institute Website and CPPP. In accordance with the tender terms a pre-bid meeting has been conducted on 04 March 2025 at 1500 Hrs. in Conference Room, Ground Floor, Main Building. The meeting was chaired by Chief Administrative Officer -HR. The following were attended: -

Institute Officials:

1. Kaleem V Khan, CAO-HR
2. Rayaprolu Ramu, Manager HF
3. M.S. Subrahmanyam, JS (Admin & Stores)
4. N.V. Mohana Rao, JS (GA)

Bidders

1. M/s Anchor Foodz/Suprabhatham
2. M/s Shakti Kitchen M
3. M/s Premanand Canteen Contractor
4. M/s Food Sutra
5. M/s Green Park Hospitality Services
6. M/s Prism Hospitality
7. M/s Elegant Hotel
8. M/s K Star Food and Hospitality
9. M/s Saroja Caterers & Hostels
10. M/s Maa Chutneys

Welcoming of the all the attendees: At the onset the Chairman welcomed all officials and prospective bidders and invited comments/queries on published tender.

The details of queries raised by the bidders and clarifications given are as enumerated below: -

Sl. No.	Query raised by bidder	Institute's response
1	Male and Female strength to be mentioned in bid document	It's uncertain hence it's not possible to figure out, however the estimated student strength has been given in the published tender.
2	Whether a separate kitchen needs to be operated in City Campus and Frequency of serving meals in city campus, who will maintain the dining hall in city campus.	1. Kitchen not available in city campus, the engaged agency has to prepare food at main campus kitchen and serve the food at city campus, no additional transportation will be provided. 2. Dining hall will be maintained by Institute staff. Engaged Agency is responsible for serving, crockery, cutlery etc.
3	Holidays Menu	Menu during holidays will be decided by the Institute based on student / programme strength.
4	Billing process	Student absent for 6 or more days will not be charged.
5	Accommodation for cooks for preparation of Breakfast.	The existing arrangement will continue cooks required for preparation of breakfast can stay at designated place in Dining building. No separate accommodation will be provided.

6	Tender Page 23 & 24 Mess Menu Matrix: 1. Whether Mutton and Fish are part of Menu or Not. 2. Limits of Milk and Curd and paneer need to be mentioned.	Item 11 at Dinner Menu : Mutton and Fish have been deleted from student Menu Matrix. Sl. i& ii at Page 24 to be read as : i. All food items will be served unlimited , except for specific items mentioned below. Milk - 150 ML, Curd - 100 Grams, Paneer - 150 Grams, Eggs - 02, Chicken-150 Grams. ii. Paneer to be served two days a week at lunch for all. Eggs/ chicken for non-vegetarians and paneer for vegetarians at dinner to be served three days a week as decided by the Hostel & Mess Committee .
7	Tender Document Page 5, Sl. e(ii) & (iii) :	Please read as: Electricity Consumption charges: Engaged Agency should pay electricity charges for every month, recorded in the electricity meter installed for kitchen @ Rs.6.95/- per unit of electricity consumption along with fixed charges at Rs.475/- per KW of Connected load. HVAC Charges: Engaged Agency should pay charges for every month, recorded in the BTU meter installed for kitchen @ Rs.6.95/- per unit of electricity consumption along with fixed charges at Rs.475/- per KW of Connected load.
8	Mess timings are too lengthy	The published timings are tentative only. The existing timings will be followed / will be amended in consultation with the student representatives.
9	Integrity Pact format to be corrected.	The revised version of IP will be provided with corrigendum.
10	Consideration of price escalation after one year.	As per tender terms
11	Tender Document Page 4 Eligibility Criteria Sl. 4(a) & (g) are contradictory and restricting participation from Andhra Pradesh only.	As per tender terms
12	Tender Document Page 4 Eligibility Criteria Sl. 4 (g): New vendors with relevant experience the filed, meeting turnover criteria to be allowed.	As per tender terms
13	In financial bid, minimum base price should be indicated or base price to be kept secret and reveal to technically qualified bidders prior to opening of financial bids.	The Institute reserves the right to independently verify the authenticity of the documents submitted by bidders and also to obtain feedback from the clients of the bidders as deemed fit.
14	Bidders requested to see the existing Dining and Kitchen facilities, City campus dining facility and Guest House.	The existing Kitchen and dining facilities at permanent campus and Guest house have been shown to vendors and interested vendors have been permitted to visit the City Campus.

Sdxx.
कलीम वी खान
Kaleem V Khan
मुख प्रशासनिक अधिकारी-मा सं
Chief Administrative Officer- HR

Dt. 17 March 2025