

**Pre-Bid Meeting dated 11.11.2021**

**Purpose of this Tender is to ensure best practices are followed in the kitchen / Serving area and students are satisfied without feeling monotonous.**

**1) Short Summary -**

- a) IIIT-B is a not for profit higher educational institute,
- b) 800plus residential students avail 4 meals per day from a single mess in the campus, which is Vegetarian till date.
- c) As per the demand from the students, Egg & Chicken dishes are introduced newly.
- d) Our survey shows 80% of the students are non-vegetarians.
- e) Non-Veg dishes to be cooked only for Dinner, at designated area ear-marked by the institute as mentioned in the Tender documents.
- f) Separate dining plates, cooking utensils, serving bowls, spoons to be arranged by the caterer for Veg & Non-Veg.
- g) On the day of serving Non Veg, a special vegetarian dish to be served for others (in dinner)**

**2) Food Committee –**

- a) Elected “Student’s Food Committee members” are responsible for the day to day operation and will interact with the Caterer on weekly menu within the agreed scope.
- b) Other Food Committee members comprising Registrar, Wardens, Coordinator Students affair, Chief Administrative Officer, will administer the selection procedures to ensure Financial capability of the bidder, Certifications of the bidder and other T&Cs compliances mentioned in the Tender documents **AND** monitor agreed best practices, hygiene practices, complaint handling processes while operation.

**3) Selection of the Caterer -**

- a) Selection of Caterer (from short listed) is not necessarily based on commercially lowest bid but quotes need be economical to the students.
- b) Shortlisted caterers need to serve 50 lunch to the Food committee members (**sample vegetarian meal**) at campus on one of the day (date will be informed) for evaluation (will be paid by IIIT-B) and caterer’s name will be kept confidential to all members till all short listed caterers serve the same.
- c) Caterer to ensure Sample meal standards and spreads are maintained through out the contract period if selected , without limiting to the sample meal.
- d) Food committee will evaluate sample meal with commercial bid of the shortlisted caterers and will select Economically feasible best sample meal.
- e) Successful Vendor’s name will be released only after final selection is completed.

**4) Groceries & Chicken -**

- a) Groceries used shall be with necessary food certification from Agmark, FPO, ISI where ever applicable.
- b) Perishable vegetables to be procured daily for the maximum extent.
- c) Milk, Curds, Butter Milk, Ghee & Butter need to be from Nandini only (if any change in brand need to be with prior approval of the Food committee)

- d) Paneer need to be Nandini or Milky Mist only (if any change in brand need to be with prior approval of the Food committee)
- e) Premier Tender, Antibiotic, Halal, Suguna, and healthy Chicken only need to be procured from the reputed Super markets.
- f) Already cleaned, pre-washed, cut & packed chicken to be brought to the campus **(It is not allowed to bring live chicken or large pieces of chicken inside the campus for cleaning & cutting.**

**5) Tuck Shop –**

This service is Counter Sales service and Caterer to collect the payment from the Students / Staff / Faculty, directly against the delivery. Caterer to agree with Food committee on the items to be served and the price per each dish inline with prevailing prices.

**6) Kitchen Facilities -**

IIIT-B's kitchen facility is exclusively for the services within the campus only. Caterer is not allowed to cook food at IIIT-B kitchen and deliver foods to other sites or outside the IIIT-B campus.

**7) Student Strength –**

- a) Student strength varies during holidays and festivals and Caterer to take actual student strength at campus from the Estate Office on daily basis. Invoicing will be based on the actual student strength at campus on that day.
- b) Broadly average monthly strength varies as follows,
  - Approximately 800 students from July to November
  - Approximately 400 students in December
  - Approximately 700 students from January – April
  - Approximately 300 students from May & June

**8) Price –**

- a) IIIT-B prefers to have single price for veg & Non-veg dinner meal as vegetarians are compensated with special veg dish on that.
- b) If separate prices are quoted by the bidder, commercial evaluation will be based on average of 80/20 percentage basis.