



(An Autonomous Institution under MoE, Government of India)
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10.07.024

Minutes of Pre-Bid Meeting

Tender Notice No.	IITDMK/24-25/S&P/12th Convocation/001, Dated: 04.07.2024
Brief Description of Tender	“Catering Services for the 12 th Convocation to be held on 27.07.2024 at IITDM Kancheepuram Campus, Chennai”
Date and Time of Pre-bid meeting	10 July 2024, 11.30 AM
Venue pre-bid meeting	Seminar Hall, Admin Building, IITDM Kancheepuram

At the outset, the committee welcomed all the Members and the representatives of the Prospective Bidders and briefed in general the scope of the tender and on the salient features of the tender.

Content of Para / Clause under reference as per bid document	Queries/Suggestions	IITDM Response
Special Conditions for the Contract of Point 2 - No additional vessels / facility will be provided and in case of additional request the bidder has to make the own arrangements.	The type and quantity of vessels will be provided by IITDM Kancheepuram.	Fixed items available right now on the ground floor of the Mess (IITDM Kancheepuram) will be provided. All other vessels required for cooking/serving should be brought by the vendor. Plates will be provided by IITDM Kancheepuram, and proper banana leaves should be brought by the vendor for placing over the plates. Cooking should be done at IITDM Kancheepuram in the mess premises.
Point 5 - Agency shall provide adequate quantity/ approved good quality/grade food and hygienically clean table cloth of good quality shall be placed on the buffet table.	How many serving points are needed	Buffet table arrangement should be done by the vendor at 4 places in the Mess (4 serving points).
Para 10: Price	How L1 will be calculated.	Based on the total price, L1 will be calculated.

- These minutes of pre-bid meeting shall form the part of bid document/Agreement.
- Rest of the terms and conditions and specifications of the bid document shall continue to remain same.
- The above amendments/ clarifications are issued for the information for all the intending bidders.
- The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.

All the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

The meeting ended with vote of thanks to the Chair.

Sd/-
Chief Warden
IITDM Kancheepuram