

**DRAFT PRE-BID MINUTES OF MEETING FOR EMPANELMENT OF CATERING  
SERVICE PROVIDER**

**Tender Ref: NHSRC/Admin-Gen/0075/Vol-II (Dated: 03 February 2026)**

**Date:** 10th Feb,2026

**Mode:** Hybrid

**Venue:** NHSRC NDC Basement

<b>S.No</b>	<b>Query</b>	<b>Clarification/Change</b>
1	What are the typical catering requirements for different types of events? What is the usual range of participant numbers expected for meetings or events?	Catering requirements vary depending on the event. Expected participation ranges from 20 to 200 attendees (commonly 50–100 participants, which may increase to 120–130).
2	What kinds of food services are generally included during such events? Can attendee numbers be confirmed in advance, or do they vary?	Events may include: <ul style="list-style-type: none"> <li>• Morning Tea</li> <li>• Lunch</li> <li>• High Tea</li> </ul> Exact numbers cannot always be fixed in advance due to last-minute additions.
3	How much advance notice is typically provided for catering arrangements? Who is responsible for sharing the final participant numbers?	Typically, at least 5–7 days' prior information is provided; however, urgent events may arise with short notice, including next-day requirements. Final participant numbers are communicated through the Administration Division.
4	What are the available arrangements such as space for food preparation during events? Will NHSRC provide space for cooking?	A designated cooking area/small kitchen space is available for use. Certain items—such as fresh Rotis, Dosa, and similar preparations—may be cooked on-site with additional arrangements like a small tent will have to be arranged by the service provider. Bulk food may also be prepared externally and transported to the venue, depending on the agreed arrangement.
5	What is the empanelment process and vendor selection approach under this tender? Is there any provision for empanelling multiple vendors as done in SCERT?	Under this tender, only one agency will be empanelled. The process will involve a technical evaluation first, and financial bids will be opened only for those bidders who qualify technically as specified in the tender document.  The representatives sought clarity on the empanelment of multiple vendors. TEC members stated that unlike other institutions (e.g., SCERT), multiple vendors will not be empanelled.
6	How will the financial evaluation be carried out under this tender?	The financial evaluation will be based on the prescribed format submitted as part of the financial bid. The assessment will consider the total quoted amount, which

		includes both main course and high tea items. Additionally, the disclaimer included in the financial bid format will remain fully applicable during the evaluation process.
7	What is the expected annual requirement in terms of the number of events?	The number of events conducted each month <b>varies</b> , and while at least <b>one event per month</b> may be expected, this is <b>not fixed</b> and can change depending on Tender Inviting Authority needs.
8	What are the quality requirements for ingredients to be used by the bidders?	Bidders are required to specify the brands/products they will use for consumables such as milk, oil, and other ingredients. The quality parameters will be assessed based on the declared products submitted in the bid.
9	What is the status of tender which was floated prior to this tender?	The earlier tender was cancelled by the Tender Inviting Authority.
10		There is a mismatch Technical / Pre- Pre-Qualification Evaluation Criteria mentioned on Page:5 and Page 21 Appendix-C  <b>Change:</b> <b>The evaluation will be based on Appendix-C of the tender document.</b>

Followings TEC members were present during the Pre-Bid Meeting:

**NHSRC**

Name	Designation
Mr Anjaney	Lead Consultant-HCT NHSRC
Dr Abhay Dahiya	Senior Consultant-QPS NHSRC
Ms Heeya	Consultant-HRH NHSRC
Mr Kanan (Virtual-Mode)	Consultant-PHA

Following Bidders were present during the meeting

Name	Mode
M/s Vertex Hospitality Co Pvt Ltd	Physical
M/s Ashirwad Associates	Physical
M/s Agrawal Associate	Physical
M/s A A Global Services	Online

*Abhay Dahiya*  
19/02/26

*Anjaney*  
19.02.2026

*Heeya Maity*  
19/2/26

*Kanan*  
19/02/2026