





होटल प्रबन्ध और खानपान प्रौद्योगिकी संस्थान  
कोवलम, तिरुवनन्तपुरम

MINUTES OF THE PRE-BID OPENING MEETING HELD ON  
24<sup>TH</sup> JUNE 2022 AT 3:00 P.M AT THE PRINCIPAL'S OFFICE

Members Present:

Mr. Sabu Antony, Office Supt   
Mr. Satheesh K B, Accountant   
Mr. Nandu V, Asst. Lecturer   
Ms. Mini A, UDC 

- Following agencies have participated in the pre-bid opening meeting:
  1. ABS Group, represented by Vishnu & Gopakumar.
  2. Star Security & Placement, Thiruvananthapuram.
  3. Mahadevan Management, Thiruvananthapuram.
  4. Clean & Clean Hygiene Services, Thiruvananthapuram, represented by Sebin Antony & Syam.
- Agencies have been asked to raise queries, if any, regarding tender.
- It was pointed out that there should be one weekly Off for every 6-days work. The wage quoted should be inclusive of Off-day payment. No extra payment for Off-day.
- It was brought to the attention of the agencies that the employees deployed for duty in the Institute will be covered under the provisions of the minimum wages act, ESI act, PF Act as prescribed by the Central Government in the State and the payment in this respect to be made by the contractor.
- It was brought to the attention of the agencies that in the event of the revision of the minimum wage by the State Government during the contract period, the higher wage will be applicable, thereafter.
- As against the query raised by the agency regarding cleaning-materials & equipment, all cleaning materials and equipment are to be provided by the agency. The cleaning agents (materials) should be of standard quality and eco-friendly. The Institute will certify the quality of the cleaning materials.
- It was informed that a Supervisor to be deputed for the Housekeeping work by the contractor.
- It was also informed that for garden maintenance work a Supervisor who has experience in the field has to be employed.
- It was pointed out by an Agency that as per central government labour act, eligible bonus has to be given by the Institute to the workers. It is suggested that the agency can consider a provision for the payment of bonus and notify separately.

  
(SABU ANTONY)

  
(NANDU V)

  
(SATHEESH K B)

  
(MINI A)