



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015**  
**ESTATE MAINTENANCE DEPARTMENT**

NITT/EMD/ EE/AMC HK(IZ&QZ) /2018

07.02.2018

**MINUTES RECORDED AT THE PREBID MEETING FOR HOUSEKEEPING SERVICES IN THE INSTITUTE AND QUARTERS ZONE HELD IN THE CHAMBER OF THE DEAN (P&D) ON 06.02.2018 AT 1100 AM**

**Points discussed and Clarifications :-**

Sl No	Points for discussion	Decisions taken
01	Boundaries of Institute zone and Quarters zone	Physically shown to all representatives of the agencies and the areas to be covered are strictly as per the drawing attached in the Tender document.
02	Scope of work	As in the Tender document; Composite monthly lumpsum rate quoted against item 1 of BOQ will be constant throughout the period of the contract & The additional items including part time workers to attend functions are as per requirements from time to time.
03	What if the VDA or Basic wages to the workers increased by the Government?	The agency has to consider such factors incl.escalation costs and to quote the price; In view to ensure the manpower component cost paid to the agency reaches the workers NITT decided to go for lumpsum only.
04	Whether NSIC certificate is acceptable against EMD?	NSIC can be accepted if registered under Housekeeping services;However, Security Deposit shall be collected from successful tenderer as per Para 4.7 of the Eligibility Document before issuance of work order.
05	Solvency Certificate from Bankers	Banker's certificate issued on or after 01.04.2017 specifically applicable for NIT, Tiruchirappalli must be attached.
06	Services needs to be carried out regularly	Institute Hospital-24 Hrs x 365 Days and Door step collection from each Quarters-One time x365 days
07	TIN No of NITT not available in the Tender document	Shall be provided at the stage of work order; any variation in GST % ge shall be re-imbursed .
08	Whether formats provided in the Tender document are only to be followed?	Yes ;To facilitate same level evaluation and with authenticated seal &signature.
09	Power point presentation	After opening Technical bids, all technically qualified bidders shall be informed two days in advance through mail ID given by the agencies to present PPT on their plan of work (Manpower& Machineries).However, this shall not form to be any deciding factor.
10	Security Deposit	50% through Demand Draft shall be collected from the successful tenderer as in the tender document at work order stage.
11	Performance security / Bank Guarantee bond	To be attached as per the tender document.

12	Power of Attorney	Nomination from Current Managing Director/ Authorities as the case must be attached & An affidavit from the Notary Public to be attached.
13	Time taken to Pay the monthly running bills	If the bill is Genuine supported with all relevant documents and after certification from EMD, payment shall be made within a month.
14	Collection of Feedback Report	Collecting feedback report is the responsibility of the agency.
15	Penalty clause	Strictly as referred in the Tender Document
16	Termination Clause	Clause 25 (Settlement of Disputes&Arbitration),Para 5.17 and 5.19 specifies on termination ; Still, if an agency after the award of work submits written termination notice, the same can be entertained provided the Security Amount deposited by the agency shall be forfeited forever and the notice period of termination shall be upto the finalisation of the next agency or three months whichever is earlier. However, the agency shall continue the service on the same terms until a new agency is take over the contract at the Agreement rate. The decision of the NITT Tiruchirappalli Empowered in all respect shall be final and binding upon the contractor without assigning any reason thereof, and the security deposit shall be forfeited and encashed.
17	Tax Deducted from Source	Shall be accounted excluding GST
18	Labour Cess	Nominal fees required to be deposited is purely the responsibility of the agency being Lumpsum contract.
19	Insurance policies to the workers	Not necessary to produce during initial deployment but the insurance to be taken for all workers and if required by the Labour department/NITT at a later stage,agency has to produce.
20	Minimum labour on roll	Nominal Roll strength must be Minimum Number referred in the document(Annexure-5); Agency has to produce documentary proof of deposit in personal accounts of all the employees on roll .
21	Man desk/work space to the successful bidder in NITT campus	Single point contact to lodge the complaints is to be arranged by the agency at the office/store area allocated to them at free of cost(Location physically shown to the representatives of the agencies)
22	Approved brands not given in the document	Standard products /Reputed brands and ISI certified are acceptable and no need to follow specific brand for any item of consumable/chemical.
23	Attendance	Other than routine attendance register attachable with the bill,Bio-metric system provided by NITT must be followed.
24	Attestation of Certificates attachable with the tender document	Agencies can self attest and to produce the original during evaluation/work order stage.
25	Cut off date for Invoice submission	First week or upto 10 <sup>th</sup> of succeeding month .

26	Whether Proof of GST Paid to be submitted?	Must be attached for re-imbusement.
27	Probable date of commencement of work	01 st March 2018
28	Sewer line Cleaning	Frequency of flushing sewer lines is once in a month as in the document;Complaints if any shall have to be attended within 24 Hrs from the time of such complaint.
29	Proportion of Male: Female workers	No any strict guidelines but other than Cleaning,Sweeping and Mopping kind of activities in the Toilets,Bathrooms,Corridors etc., inside the buildings, Male workers are to be preferred. Approximately 50:50 can be followed.
30	Performance period	As in the tender document; Initially for 03 months and extendable based on the performance.
31	Increase in cost for the second year	The agency may quote separately as an annexure to BOQ; However this shall not be a factor at all in deciding lowest bidder and also not bindable any way in future as the same can be decided by the committee of NITT on completion of first year house keeping services