



NITT/EMD/ EE/AMC HK-IZ-/2018

10.10.2018

**MINUTES RECORDED AT THE PREBID MEETING FOR HOUSEKEEPING SERVICES
2018-19 IN THE INSTITUTE ZONE HELD AT THE CHAMBER OF DEAN(P&D)
ON 10.10.2018 AT 1100 AM ONWARDS.**

Points discussed and responses :-

Sl No	Point for discussion putforth by agencies	Responses by EMD
01	For which years, Financial Documents in Form A to be submitted?	Page 21 Form A to be followed (2013-14,15,16,17 and 2018).
02	What are all the documents to be produced coverwise?	Cover 1; EMD or NSIC or MSME with supporting documents Cover 2: All relevant documents including Technical bid Cover 3: Price bid only
03	Whether it is mandatory to provide machineries given in the tender document (Page 25 Form A) and can be taken on rent?	Yes; It is upto the agencies to own or supply on rental basis; Manpower must not be used where machineries are intended to be utilised. List of machineries to be deployed in NITT given at Form E with guideline for price bid; “Agency to certify that the machineries shall be provided by the agency whenever required/demanded by NITT as per Form A” being a factor for technical evaluation.
04	Page 17 para 15; If performance is poor and the contract terminated after three months, whether the machineries to be taken away from NITT?	Termination applies only in case of poor performance through feedback reports and NITT held no responsibility on machineries or any property of the agency at any stage.
05	Page 14 para 11(section III) & Page 37 para 5 Recovery of Rs. 571 and Rs.645 per day &Rs.15145 and Rs.17112 per month not understood.	In case of absentees below minimum required work force, penalty shall be levied equal to one day entitled payment (categorywise) applicable in the respective

		month including revision of pay/ Increase in allowances.
06	Whether Original copy of solvency be submitted with bid and is it mandatory to get the solvency addressed to NITT?	Solvency not addressed to NITT shall not be considered at all. Copy of solvency can be submitted with bid and Original solvency certificate is required to be shown for verification and to be deposited if contract awarded.
07	Page 15 para 14-Whether penalty for delayed payment to workers is applicable if payment from NITT is delayed?	Payment from NITT may be delayed due to various reasons including non-submission of essential supporting documents and hence penalty for delay to workers has no relevancy with the payment from NITT.
08	<u>Corrigendum:</u> a)Page 15 para 21	By more than 20% (Twenty instead of ten percent in wording)
	b)Page 14 para 11	03 Labourers on Sunday(from off given among 50 for Hospital instead of 06).
09	Whether payment to part time workers can be claimed with running bills of the month? (Page 36 Additional item 8)	Whenever part time workers needed, EMD shall inform the agency in advance with instruction of payment . ie.If the payment is to be made by the Institute, bills can be claimed with running bill and If the payment to be made the Departments, agency to claim bill with the concerned department.
10	Whether chemical required is within the scope of the contractor	Chemicals for additional items shall be provided by NITT . Machinerics and additional manpower involved are within the scope of the contractor other than fogging machine.
11	What is the time frame to get feedback certificate (Page 32 Annex A)?	Once in a week and to attach with the bill of the month.
12	How to deploy vehicles for transportation of garbage (Item 2 of BOQ-page 35)?	Vehicles for this additional item to transport the garbage to be deployed on accumulation of wastes /demand basis under the instruction of Sanitary Inspector/ Executive Engineer

13	Whether Police verification for the workers need to be submitted?	Yes, within two months of the award of contract with complete Bio-Data including Aadhaar Card; Interstate migration certificate and basic knowledge of tamil is required if other state workers deployed.
14	Whether any OVERTIME payment applicable in the contract?	No; Overtime deployment issue not arises . Part time workers deployed for functions on demand shall be paid as per the rate agreed with.
15	Whether Bank Guarantee from private banks acceptable?	No. Only from Nationalized Banks.
16.	How the attendance of workers monitored?	Through punching machine available with the Estate Maintenance Department? Any fault of punching machine may be informed to the Executive Engineer.
17	Whether Performance Report (Form B at page 22) given by various departments in their own format acceptable?	Format may vary but all datas required must be there for proper technical evaluation.
18	What is the time taken to get the monthly bills passed?	If all the supporting documents are attached on observation from EMD/Accounts section by the agency, amount shall be released within 30 days from the date of attachment of all required documents. Payment to the workers on or before 7 th of the succeeding month has no relevancy with this.
Point BY NITT:		
01	a) Irrelevant documents must be avoided; b) Quotations not following the instructions, not filling required forms and not attaching relevant documents shall not be given due weightage during technical evaluation.	Representatives of the agencies agreed to.
02	Agency is responsible for getting ESIC cards to all workers within two months of deployment	

03	Labourers working more than three years inside NITT should not be again within NITT and Self declaration by individual workers endorsed by the agency to be submitted with the first running bill	Representatives of the agencies agreed to.
04	Agency to inform damages of sanitary fittings to the EMD on weekly basis through mail to the section in charge with copy to the EE and The Dean (P&D). If the same is identified by the EMD Staffs during visiting, Penalty equivalent to the damage plus installation charges shall be levied from the bill of the month.	
05	Uniform,Shoes,Gloves,Mask and all safety tools must e issued to the workers	Representatives of the agencies agreed to.
06	Wastage of water during cleaning process to be strictly monitored and if observed ,spot fine not less than Rs.200 shall be be applied.	