



STORES AND PURCHASE SECTION
NATIONAL INSTITUTE OF TECHNOLOGY- TIRUCHIRAPPALLI-15

File Ref.No: NITT/F.NO.11/REV.EXP.31/2019-20/S&P (OTHERS)

E-Tender ID: 2019_NITT_479195_1

Date:26.06.2019

**Minutes of the Pre-Bid Meeting for Providing Manpower Services at
National Institute of Technology, Tiruchirappalli**

Minutes of the Pre – Bid meeting held on 26-June-2019 at Meeting Room (Main Office) in connection with Tender for Providing Manpower Services at National Institute of Technology, Tiruchirappalli.

Officials attended on behalf of NITT	Possible bidders or their representatives attended
Dr.C. Sathya Narayanan, Associate Dean (Faculty Welfare)-Initiator and Convener	ALERT SECURITY SERVICES,COIMBATORE
Shri K Karthikeyan – Asst. Registrar (Accounts)- Member	CAREWALL SERVICES,CHENNAI
Dr.S.Krishnan – Consultant(S&P) Shri Lawrence-Consultant(Accounts)	PRUMATECH SERVICES PRIVATE LIMITED, CHENNAI
Shri R Ravishankar – Asst. Registrar (Stores & Purchase)	UNITED SERVICES,CHENNAI
Dr.T.K.Radhakrishnan - Director Nominee	

At the outset Manpower Outsourcing Committee Convener welcomed the prospective bidders and advised them to ask their queries or clarifications for their doubts. In response to which, the following queries were raised by the bidders:

Queries raised by the bidders	Reply given by NITT
Whether Payment for the deployed Person is based on No.of Working days in a Month	Payment is based on attendance (One Paid weekly off for 6 days of continuous work One day paid weekly off for 5 days of continuous work)
In Section VIII Special Conditions of Contract Point no 3: security deposit can be furnished in the form of Demand Draft. Whether Demand draft alone will be accepted ?	Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank are accepted



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Corrigendum

Sl. No.	Existing in the tender document	To be read as
1.	Page No. 43, CONTRACT SECURITY DEPOSIT. The Successful Bidder has to furnish Security Deposit equivalent to 10% contract value in the form of demand draft drawn in favour of The Director, NITT	CONTRACT SECURITY DEPOSIT. The Successful Bidder has to furnish Security Deposit equivalent to 10% contract value in the form of demand draft/Bank Guarantee/Bank Deposit drawn in favour of The Director, NITT
2.	Page No 44, The agency must provide I-cards, appointment/experience letters to each employee, clearly mentioned the term and conditions of employment. Contractor should issue salary slips every month to each worker deployed by them. Also, uniform should also be provided to the Laborers, Gardeners etc. by the vendors. The color and texture of the cloth will be decided mutually.	The agency must provide I-cards, appointment/experience letters to each employee, clearly mentioning the term and conditions of employment. Contractor should issue salary slips every month to each worker deployed by them. Also, uniform should also be provided to the Technician, Technician (Trade) & Staff Nurse by the vendors at their Own Cost. The color and texture of the cloth will be decided mutually.
3.	Page No. 43, Local office: The successful bidder should open a local office in Tiruchirappalli or nearby area to NIT Tiruchirappalli. The complete address and contact person details shall be given and all correspondence will be made on this address only. At least one Representative/ Supervisor or above level personnel should be visit the Institute on regular basis at their cost.	Local office: The successful bidder should provide at least one Representative/ Supervisor or above level personnel should visit the Institute on call/request from institute at their own cost.
4.	Page No. 48, If the Salary is not disbursed with in 5 th of the Month The Director, NIT	If the Salary is not disbursed with in 7 th of the Month The Director, NIT



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Tiruchirappalli or any other officer authorized by him shall be at liberty to impose penalty of Rs.1000/- (Rupees One thousand only) for each day.	Tiruchirappalli or any other officer authorized by him shall be at liberty to impose penalty of Rs.1000/- (Rupees One thousand only) for each day. In Case of the 7 th of the Month is National holiday or Sunday the Salary should be disbursed prior the Day.
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C. S. Narayanan
29/11/19
Dr.C.Sathiya narayanan, AD(FW)
Initiator and Convener

S. Krishnan
29/11/19
Dr.S.Krishnan
Consultant(S&P)

P. Venkatesan
29/11/19
Dr.Prasanna Venkatesan,
Associate Dean(Purchase)

R. Karthikeyan
Shri.R.Karthikeyan
Assistant Registrar Accts

T. Radhakrishnan
Dr.T.K.Radhakrishnan
Director Nominee

A. Palanivel
Shri.A. Palanivel,
Registrar
HoD, Chairman