



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620015**  
**OFFICE OF THE DEAN - INSTITUTE DEVELOPMENT**  
**Phone: 0431-250 3033**

NITT/Dean-ID/Guest House/2018-19/01

28.02.2018

Minutes of the pre bid meeting for Operation and Maintenance of Guest House at NITT was held on 28.02.2018, Wednesday at 3.30 PM in Office of the Dean-ID.

The representatives from following companies were attended the pre-bid meeting:

<b>Prospective Bidders or their representatives attended</b>
Mr. K. Purna Chnadra Rao, M/s. Sri Saikirupa Catering & Maintenance Service, Hyderabad.
Mr. A. Jayakumar, M/s. First Man management Services, Trichy.
Mr. J. M. Porpatnam, M/s.Fusion foods & Catering Pvt. Ltd., Chennai.
Mr. R. Suresh Kumar, M/s.Sri RK Hotel Management Service Pvt. Ltd., Bangalore.
Mr. S. Ranjith Kumar, M/s.Classic Caters & Interior decorators, Cochin.
Mr. K.Raman, M/s.K.R Catering Services, Trichy.

The following NIT Trichy representatives were present in the pre-bid meeting as observers:

<b>Officials attended on behalf of NITT</b>
Dr. Samson Mathew – Dean-ID i/c
Dr. P. Parthiban – Associate Dean-ID
Dr. S. Jerome – Associate Dean-SW
Dr. S.T. Ramesh – Deputy Registrar (S & P) (i/c)
Dr. V. Lavanya - Asst. Professor, Dept of MBA
Mr. R. Ravishankar – Assistant Registrar (S & P)

Proceeding of the pre-bid meeting is as follows;

1. At the outset, Dean (Institute Development), made a briefing about the scope of services and purpose of the pre-bid meeting.
2. Thereafter, prospective bidders were requested to put up their queries related to scope and terms and conditions given in the Bidding Document.

3. The queries from prospective bidders were appropriately responded.
4. The responses to those who asked queries orally during the meeting have been compiled as per Annexure-A.

## **Annexure A**

Clarifications in regard to queries/suggestions received for the Operation and Maintenance of Guest House at NITT Tender.

As per provisions given in Section – 3 of the Bid Documents and the queries/clarifications sought by the prospective bidders, the following Responses/Amendments are being issued:-

<b>S. No</b>	<b>Para / Clause under Reference as per Bid Document</b>	<b>Content of Para / Clause under Reference as per Bid Document</b>	<b>Query/Suggestions</b>	<b>Response</b>
<b>Technical</b>				

1	Page No 3, point no 3	Interested agency should submit their bid for both guest houses in the prescribed format (Annexure III.A to Annexure III.E). Incomplete or partial responses are liable to be rejected. A consortia of agencies (maximum of 2) can together bid for the tender. The bid should clearly state the roles and responsibilities for the individual agencies in providing the housekeeping, catering and facility management services. The agency responsible for house-keeping and facility management, which forms a major part of the tender, will be called the primary bidder, or simply the bidder. The primary bidder has to take the overall responsibility of the contract and should meet the bidder's eligibility criteria for the (primary) bidder stated in Section 2. The consortia partner, if any, (for providing catering services) should meet the eligibility criteria	Who is the Primary Bidder?	It is informed to the bidders to refer the tender document that, the agency which is responsible for Housekeeping and facility management will be called as the primary bidder, or simply the bidder.
		stated in Section 2. In the technocommercial evaluation (see Annexure I), the agencies will be evaluated for the respective roles /responsibilities. If an agency is bidding for the tender by itself, it should meet the eligibility criteria stated in Section 2. In this case the techno-commercial		

		evaluation would be only for the single agency for all roles/responsibilities.		
2	Section 2, Page No. 5 Point No 3.	The bidder shall have annual turnover of Rs.1 Crore (from housekeeping and catering services only) in the last 3 financial years.	In connection with annual turnover, for the consortia partner, how do annual turnover consider?	It is clarified that, sum of both firms turnover will be considered as annual turnover.
	Section 6.4, page no. 21, point no.19	The institute may introduce a system of Bio Metric/ RFID attendance/ GIS checking system, bar coding or any other technology solutions, which will be binding and applicable on all such personnel engaged by the contractor or agencies, rendering service to the Guest House.	Who will arrange Biometric unit?	It is informed that NITT will arrange Biometric unit.
5	Annexure II, Technical Bid format, S. No. 25	Bidders Solvency (Original certificate for an amount of Rs.25 lakhs from the banker to be enclosed)	Has photocopy of the solvency certificate accepted for bid evaluation?	It is informed that, photocopy of the solvency certificate will be accepted. However, bidders have to submit the original certificate prior to the opening of Price Bid.

7	Annexure – VIII, page no. 55	Format of the performance report	Is it compulsory to produce the performance report as per the format given by the NITT? Or will NITT accept performance report given by the previous contractor as per their format?	Committee considered the request of the bidders and agreed that, it is not compulsory that bidders have to submit their performance reports as per the format given in Annexure III. Bidders are permitted to submit performance reports obtained from their previous contractors. But it is mandatory that, bidders should submit the performance report of the previous contractors.
8	General		Which newspapers to be provided to the guests and how to claim?	It is informed that NITT will provide newspapers.
9	General		How to prepare the weekly menu? Who will approve it?	Based on the menu list given in Page No 45 in Annexure IV, Contractor has to prepare the weekly menu and the same will be approved by the Institute Administration.
<b>Financial</b>				
10	Annexure III A, Page no. 40	<b>Format of the Price Bid</b>	How to quote amount in the price bid? Which minimum wages norms to be considered for quoting the price bid?	For Minimum wages, Refer GoI order, F.No.1/13.(3)/2017-LS-II, dated 06/10/2017, order related to Industrial Workers – Under “B” area.  If a firm quotes “NIL” Service Charges, the Bid shall be treated as unresponsive and will not be considered.

11	Do	<b>do</b>	How to evaluate price bid, will NITT consider inclusive GST or Excluding GST?	It is clarified that Price bid will be considered excluding GST.
12	Annexure - VII	<b>Payment Certificate</b>	Clarification sought for payment Procedure for EPF, ESI, Bonus and other claims	It is informed that, payment will be given 100 % reimbursement only.  For EPF, ESI payments, for the first month, payment will be given excluding the claim of EPF and ESI.
				For the next month, after submission of receipts of the ESI, EPF of the previous month, full payment will be made. Same procedure will be followed for subsequent months.
			How to make the bonus payment to staff members?	It is clarified that bonus amount will be paid every month and the contractor has to produce the payment receipt to NITT every month.

13	Annexure III-D, Page No.43	<b>Price Bid for Laundry</b>	Regarding laundry service, who will arrange laundry System? Some Clarification is sought for claim and explain the payment method for the laundry service.	<p>It is clarified that the bidder has to arrange their own laundry system.</p> <p>For claims, if the actual claim is more than the given numbers in the tender document then the actual payment will be given as per the actual claim.</p> <p>If the actual claim is lower than the minimum number quoted in the tender, then minimum quoted amount as per the amount quoted by the contractor in the price bid will be paid to the contractor.</p> <p>The above payment procedure will be followed for III -B &amp; III -C</p>
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Sd/-  
Dean (ID)-i/c