



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015**  
**ESTATE MAINTANANCE DEPARTMENT**

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

28.09.2018

**MINUTES RECORDED AT THE PREBID MEETING FOR HOUSEKEEPING SERVICES 2018-19 IN THE QUARTERS ZONE HELD AT THE CONFERENCE HALL OF EMD ON 27.09.2018 AT 1100 AM ONWARDS.**

**Points discussed and responses :-**

SI No	Point for discussion putforth by agencies	Responses by EMD
01	MSME Certificate in general nor bears work value as required in para 2 of NIT. Whether the same is acceptable?	In the case of MSME, Supporting documents like balance sheet must be attached.
02	What are all the documents to be produced coverwise?	Cover 1; EMD or NSIC or MSME with supporting documents Cover 2: All documents including Technical bid Cover 3: Price bid only
03	Whether it is mandatory to provide machineries given in the tender document 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 must be certified by the agency being a factor for technical evaluation.
04	Whether Individual proprietors are allowed to participate in the tender?	Kindly refer Page 05 para 1 (Eligibility Criteria)
05	Page 14 para 11: Rs. 571 and Rs.645 not understood.	In case of absentees below minimum required work force, penalty shall be levied equal to one day entitled payment (tradewise) of the month.
06	Whether any revision/VDA etc., during the occurrence of contract payable re-imbursable from NITT?	Page 15 para 22 is self-explanatory.



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07	Variation in BOQ Item No: 5(i) to 5(vii) –Needs Clarification	These are additional items operable on need basis which may vary upto 30% on higher side and the rate quoted by the contractor is applicable for the varied quantity.
08	Form E at page 24 needs to be explained	Explained.
09	ESIC/EPF remittance proofs with first running bill	Not required for 1 <sup>st</sup> running bill but, from second running bill proof of payments to be attached.
10	When to get Feedback certificate from residents?	During 4 <sup>th</sup> week of each month and to attach with monthly bill.
11	Where the amount per month other than additional items to be written?	BOQ: S1 No: 01-Manpower cost S1 No: 02-Cost of Consumables S1 No: 03-Cost for Machineries and Tools S1 No- 04-Total of all three above.
12	Document required at Form A of Page 20 not available for the year 2018.	Provisional is acceptable for the year 2018; However, the same is to submitted by the successful bidder once audited.
13	Whether Performance Report given by various departments in their own format acceptable?	Format may vary but all datas required in Form B at page No:21 must be there for proper technical evaluation.
14	Whether Weekly Execution schedule is to be strictly followed?	Schedule is a guide line covering all item of works involved in the zone; Contractor is responsible for the overall neatness of the entire area throughout the period of the contract.
15	Whether chemical required is within the scope of the contractor?	Chemicals for additional items shall be provided by NITT . Machineries and additional manpower involved are within the scope of the contractor.
Point BY NITT:		
16	a) Irrelevant documents must be avoided;	Agencies agreed to .



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	<p>b) Quotations not following the Instructions, not filling required forms and not attaching relevant documents shall not be given due weightage during technical evaluation.</p>	
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