



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI-620 015
ESTATE MAINTENANCE DEPARTMENT**

NITT/EMD/EE/CVL/MOM/A/08

Date: 08-12-2021

Mintues of the Pre-Bid meeting held on 08th Dec 2021 at Dean (P&D) office NIT, trichirappalli-15 in connection with tender for **Rendering House Keeping Services to the Quarters Zone in NIT, Tiruchirappalli-15**. The following points were discussed in the meeting.

Members Present:

Officials attended on behalf of NIT	Possible bidders or their representatives
Dr. M. Duraiselvam, Dean (P&D)	Mr. R. Udhayakumar, Day and day serives (P) Ltd.
Dr. R. Senthil kumar, Asso. Dean (P&D)	
Er. R. Narayanan, Executive engineer	
Er. Philomin raj, Consultant (EMD)	Mr. R. Anand Firstman management services Limited, Trichy
Mr. S. Krishnan, Consultant (S&P)	
Er. C. Nallathambi AE (electrical)	Mr. A. Amar, Sree enterprises, Trichy-15.
Er. Abhijeet kumar, Junior Engineer	
Er. Dhanabalan.P, Junior Engineer	
Er. Mercy, Sr. Tech EMD	

Minutes of the meeting:

Sl.no	Ref	Queries raised by Bidders	Reply given by NITT
1	BOQ Sl.No1.11	Cost of manpower	It is calculated as per central government minimum wages act. No value will be accepted except Rs. 52,17,377/-
2	BOQ Sl.No1.12	Service charges	Service charges in BOQ should be given as percentage. It can not be negative.
3	BOQ Sl.No2	Transportation of Garbage 750 Trips are given. Will it go beyond that?	The quantity deviation can be as per Government rules and site working conditions. Rates quoted will remain same for the increasing in the quantities also.
4	BOQ Sl.No2	Transportation of Garbage Labour is in whose scope?	Separate labour can be given for this BOQ Item. Driver and Labour for loading/Unloading will be in the scope of the bidder. As and when required tractor will be called for garbage disposal. Note: fuel will be in the scope of Bidder.
4	BOQ Sl.No 3	Conveyance of earth and soil	For tractor, Fuel will be in the scope of Bidder
5	BOQ Sl.No1.3	Tricycle Which type is required?	2 Nos of Tricycle has to be provided as per the images in the tender document. However, Moulded type is not recommended.
6	BOQ Sl.No1.3	Chemical for fogging machine and anti-termite will be in whose scope?	Chemical will be given by Estate maintenance department. The Labour will be from Sl.no 1.11 of BOQ.



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7	BOQ Sl.No 1.2	How the consumable prices can be entered?	Page Number 40 (annexure-2) to be filled and uploaded as PDF. The total amount arrived at Page 40 can be multiplied with 12 months to arrive at the cost of BOQ 1.2. Note: Petrol prices will be given as per actuals. So in Annex-2. Rate for petrol shall be marked as Zero in price bid calculations.
8	BOQ Sl.No1.3	How the rent for machineries and tools can be entered?	Page Number 41 (annexure-3) to be filled and uploaded as PDF. The total amount arrived at Page 41 can be multiplied with 12 months to arrive at the cost of BOQ 1.2.
9	Document submission	How the document to be submitted? online or by Hand	Online. Only through Central public procurement portal.
10	Bid security	How this to be submitted?	Every Bidder has to upload Bid security declaration. For MSME also
11	Solvency	Whether “to whom so ever it may concern” is valid or not?	The solvency should be taken in the name of “Director, NIT Trichirappalli-15”
12	Wastage	How many Kms wastage has to transported?	Inside NIT campus Compost yard is available. Wastage has to be transported to compost yard.
13	VDA	If any revision in the wage, how it will be accounted?	Arrear (if any) will be given as per the government circulars. However, service charges percentage will remain same throughout the period of the contract.
14	Bill process	How the bill process will be ?	Contractor has to submit the bill to Estate maintenance department (EMD) after paying to their labours. Bidder has to ensure that all the documents required for the billing shall be submitted to the engineer in charge along the bills.
15	Documentary Proof	What are the documents required?	<ol style="list-style-type: none"> 1. Proof of Online payment to the labours. 2. Pay slip has to be communicated to the labours. 3. Feedback has to be collected from the occupant. 4. Terrace cleaning report 5. Vacant quarters cleaning report. 6. Trip details counter signed by NITT officials at site. <p>Note: this is indicative list not exhaustive. As per site execution documentary proof should be submitted.</p>
16	Attendance	How the attendance of the labours/supervisors are maintained.	Every person has to enroll for the Bio-metric attendance from day 1 of commencement of work in EMD. Persons used as relivers can also be enrolled at



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			starting. However, frequent/unnecessary shuffling of manpower is not entertained.
17	Uniform or PPE	PPE (Personal protective equipment)	Uniform, ID, PPE and other similar items are in the scope contractor. The cost shall be adjusted by the bidder in service charges item.
18	GST Bill	For consumable	Consumables purchase bill (GST Bill) should be submitted to EMD for verification. Stock register shall be maintained
19	Vacant quarter		The interior (Inside fence also) of the vacant quarters shall be cleaned on regular basis.

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For Committee