



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI– 620 015
ESTATE MAINTENANCE DEPARTMENT**

NITT/EMD/EE/AMC/HK(IZ)/Tender 2020-21/019

Date: 28.10.2020

Minutes of the pre bid meeting held at 1100 hours on 28.10.2020 at meeting hall – Estate Maintenance department, NIT, Trichy.

Name of work : Rendering Housekeeping services to the Institute zone in NIT Tiruchirappalli.

Tender Notification No: EMD/EE/AMC/HK(IZ)/Tender 2020-21/019

At the outset NITT briefed the scope of work, period of contract, performance evaluation period of the work. The tender is a two-bid system consisting technical and financial bid. The eligibility criteria, qualification requirement for the bidder, usage of equipments, minimum wages and related statutory payments, release of monthly wages to the work force in time, submission of documents for every month, deployment of additional manpower as required by NITT, payment based on minimum wages, the service charge should not be in negative, filling up the total contract value both in figures and in words and above all, the purpose of the pre-bid meeting.

The following are the queries raised by the bidder and the reply given by NITT for the queries.

1. Whether EMD is exempted for those registered under NSIC/MSME?

It was clarified that the EMD is exempted against submission of relevant registration in NSIC/MSME and the documentary proof need to be attached.

The document should have validity, registered under housekeeping along with the specific financial value of work.

2. Whether revision in minimum wages, VDA during the contract period will be considered?

The present estimate is based on minimum wages includes VDA as on 01.10.2020 and any revision by the Central Government will be accommodated while processing the respective monthly bill. This will also include related statutory remittances like ESI & EPF along with quoted service charges by the employer.

3. Details of Technical bid and Financial bid coverage?

The technical bid should consist of only technical documents and other relevant documents. Any inclusion of financial/price bid in the technical bid will lead to disqualification.

4. Is it require to send the EMD hard copy?

Yes. The original D.D should be sent before the tender opening date otherwise the Technical bid will not be considered.

5. Whether solvency should be taken from scheduled bank only?

Solvency can be taken from Nationalized or scheduled banks as listed by RBI.

6. Whether security deposit allowed in the form of bank guarantee?

Yes. Security deposit can be allowed in the form of bank guarantee.

7. In item No.8.1 of bill of quantity, what does it mean hours?

In item No.8.1 bill of quantity 4hours duty and the unit will be taken as man-days instead of hours.

8. Is the evaluation process based on service charge alone?

No. The evaluation will be considered over all lowest quoted price which including service charge as an item. The overall lowest bidder will be the successful bidder.

9. Is the consumable mentioned in the document will be final?

No. The consumable quantity mentioned in the document is tentative and minimum only, the actual could be calculated based on the agencies assessment, and the breakup details of consumables and equipment's quantity with cost should be placed in the financial bid only.

10. Details of experience certificate consist?

The work order along with work completion certificate alone will be considered. In case of combined work order along with other works, the work value for housekeeping services should be separately indicated from client department and that work value alone will be considered for evaluation.