



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

NITT/EMD/ EE/AMC HK(IZ&QZ)-02 /2018

17.05.2018

**MINUTES RECORDED AT THE PREBID MEETING FOR HOUSEKEEPING SERVICES IN THE INSTITUTE AND QUARTERS ZONE HELD IN THE CHAMBER OF THE DEAN (P&D) ON 17.05.2018 AT 1100 AM ONWARDS.**

Persons attended the pre-bid meeting:-

**Representing NITT:**

Dr. C.Natarajan	Dean (P&D)	
Er.R.Narayanan	Exec. Engr.(Civ), EMD	
Shri. R.Ravishankar	Asst.Registrar	
Shri. Karthikeyan	Asst Registrar	
Er.K.Muruganandam	AEE CI, EMD	
Er.Sankar	AEE CII, EMD	
Shri. R.Saravanan	Sanitary Inspector I	
Shri. K.Rajan	Sanitary inspector II	and

**Representing Agencies:**

SI No	Firm's Name and Address
01	Genesis Facility Management Services, Opp: Govt. Engineering College, West Hill, Kozhicode.
02	Day'N'Day Services (P) Ltd.,#1, 2nd Main Road, Ramakrishna Nagar,Chennai-600028
03	Firstman Management Services(P)Ltd. 11/36, First Main Road, Ramalinga Nagar,Woraiyur Trichy-03
04	Navaladiyan house keeping services, Kaveripatty, Namakkal -637001
05	UK Facility Services (P) Ltd., RA Puram , Chennai-28
06	Viscon Aviation (P) Ltd.,Bangalore

**Points discussed and responses :-**

SI No	Point for discussion putforth by agencies	Responses by EMD
01	What is the strength of workers?	Agency to decide actual requirement (Physically area and scope as per BOQ shown in the drawing)
02	Whether it is mandatory to provide machineries given in the tender document and can be taken on rent?	Yes; It is up-to the agencies to own or supply on rental basis; Manpower must not be used where machineries are intended to be utilized. List of machineries to be deployed in NITT must be certified by the agency being a factor during technical evaluation.
03	What are all the documents to be produced cover wise?	Cover 1; EMD+ Processing Fee Cover 2: All documents including Technical bid Cover 3:Price bid only
04	Turnover/Income and profit/loss during 2017-18 not yet get audited and unable to produce?	For the year 2017-18 unaudited document may be accepted provided the same shall be produced before the award of the work. However, the same for the preceding years need to be submitted.
05	Whether any revision/VDA etc.,during the occurrence of contract payable reimbursable from NITT?	Certainly not; The Contract is purely a lumpsum contract and not changeable under any circumstances.
06	Banks authorised: a) For Solvency b) For Bank Guarantee	Only from Nationalized Banks Private banks also accepted
07	Time limit for passing monthly bills	One month (If the genuine bill recommended by EMD) and maximum 10 days in EMD(If the bill is genuine with all supporting documents)
08	ESIC/EPF remittance proofs with first running bill	Not required for 1 <sup>st</sup> running bill. From second running bill proof of payments to be attached

09	Number of plastic buckets not given in the tender document	All occupied quarters; About 600 Quarters and 1200 buckets (600 Red colour and 600 Green colour)
10	What is it mean the Turn in A/U of price bid?	One complete cycle covering all area is considered as one turn; This additional item shall be paid beyond lumpsum rate as per requirements of EMD
11	Whether Consumables and Chemicals shall be paid separately?	No consumable will be given by NITT. All consumables ,Chemicals,Tools, etc., are well within the scope of BOQ including additional items.
12	Essential services and Holidays	Strictly as per Tender document.
Point BY NITT:		
13	<ul style="list-style-type: none"> <li>a) Irrelevant documents must be avoided;</li> <li>b) Quotations not following the Instructions, not filling required forms and not attaching relevant documents shall not be given due weightage during technical evaluation.</li> </ul>	Agencies agreed for both the points.