

**Hostel Administration Committee, National Institute of Technology,
Trichirappalli-620 015, Tamil Nadu**

Tender Notification Number/ NITT/Hostels/HAC/HK/2015-16/02nd November 2015

Name of Tender: Housekeeping Service - NITT Hostels

Minutes of the Pre bid conference held on 13th November 2015 at Hostel Office Building, National Institute of Technology Hostels, Tiruchirappalli

Name of the Participants	
From HAC/ NITT Hostel side	Prospective Bidders
Dr. N.Ramasubramanian, The Deputy Chief Warden-I	M/s.Updater Services Pvt. Ltd., Chennai.
Dr.V.Senthilkumar, The Deputy Chief Warden-II	M/s. Firstman Management Services Pvt. Ltd., Trichy.
Er.T.Ramanathan Estate Engineer –II NIT, Trichy	M/s. Sri Laxshmi Enterprices, Chennai
Mr.K.Duraisamy, The Deputy Registrar Hostels	K.Gowtham Contractor, Trichy
Dr. R. Ravindran, Warden, NITT Hostel	S.Elangovan Contractor
Dr. S. Suresh, Warden, NITT Hostels	
Dr. T. Ramesh, Warden, NITT Hostel	
Dr. P. Sridevi, Warden, NITT Hostel	

At the outset, Dr.V.Senthilkumar Deputy Chief Warden welcomed all the prospective bidders to the conference and invited them to convey their doubts, questions or clarifications if any with reference to the tender specifications and conditions. The questions asked and replies furnished by the HAC are tabulated below:

Page reference in the tender document	Doubt / query raised by the Prospective bidders	Reply of the Hostel Administration Committee	Decision or Amendment
Page number 10 Section:3 Instructions to the Bidders	Whether tender cost and EMD are exempted for those registered under NSIC ?	It was clarified in the affirmative provided clear documentry proof was attached. The document should have validity, registered under housekeeping for the specified financial criteria and an undertaking by the bidder for the extension of registration till the contract period.	This is a clarification. Hence no amendment is necessary.
Page number 50 Section 8.2 Bid Security Form	Whether EMD can be produced in the form Bank guarantee?	No. The EMD should be only in the form of Bank draft.	This is a clarification. Hence no amendment is necessary.
Page number 31 & 50 Section5 Performance Bank Guarantee (Security)	Whether Bank Guarantee towards Security deposit is acceptable ?	Clause 2 (page 31) of the document specifies the performance guarantee (security deposit) which can be referred to. As such Bank Guarantee is acceptable towards Security Deposit valid till the total contract period of 24 motnhs from the commencement of services.	This is a clarification. Hence no amendment is necessary.
Page number 22 Section 4 Financial Bid – Guidelines for Rate Calculations	Whether the expected increase in bonus limit to Rs.7000/- from Rs.3500/- is acceptable ?	Any increase in minimum wages and related statutory payments like ESI,EPF or Bonus is eligible for payment once notified in the Gazette. The service provider can claim with the support of documentry evidences.	This is a clarification. Hence no amendment is necessary.
-Do-	How about reliever for the supervisor?	Since only two supervisors are required, no exclusive leave reserve is anticipated. However the supervisor will be allowed for one day off for every six days without any additional financial implication.	This is a clarification. Hence no amendment is necessary.

Page number 9 Section 3 (2d) Minimum Eligibility Criteria	Whether Sales Tax clearance is necessary?	As the work is service oriented Sales Tax clearance is not required.	This is a clarification. Hence no amendment is necessary.
Page 13 Section 3 (9) Technical Bid	Is it necessary that only original solvency certificate from the banker is to be submitted?	Only original Solvency certificate from the banker is accepted but can be taken back by the bidder later after verification by providing attested copy of the certificate. The solvency certificate should have been issued within six months prior to the tender opening day viz. 23.11.15	This is a clarification. Hence no amendment is necessary.
Page number 42 Section 7 (3) Penalties	Whether contractor shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 7 th of every month instead of 5 th of every month?	No. The salary disbursed should be made latest by 5 th of every month.	This is a clarification. Hence no amendment is necessary.
Page number 23,24 & 25 Section 4 Financial Bid	What about consumables for toilet housekeeping ?	All consumables required for housekeeping will be issued by NIT hostel administration. Same is the case of chemical for fogging or mosquito control. Required equipment will also be provided by hostel administration. However incase of block removal in the sewage network, the service provider has to arrange the machinery.	This is a clarification. Hence no amendment is necessary.

-do-	Whether all machineries will be supplied by the NIT Hostel Office?	Except for the work item no 2 & 4 & 5 the machineries will be supplied by the NIT Hostel Office.	Para 5 in page number 26 is modified suitably. All labour, is under the scope of the contractor successful tenderer is required to maintain proper logbook for the consumption of materials and submit to the Hostel Office for its approval. Required chemical & equipment for Item No. 1&3 alone will be issued by NITT Hostel at free of charges. Sufficient labour are to be engaged to maintain the periodicity for each & every activity and to maintain clean environment always. 6. Minimum wage as fixed by Govt. of India including statutory payments like ESI, PF, Bonus etc. are to be paid to the workmen.
	Whether self attestation is okay in the tender document or it should be by Notary public?	Attestion by the Gazetted Officier is sufficient.	This is a clarification. Hence no amendment is necessary.

Important Note: Amended Tender Document is separately hosted in our website. In the amended tender, amendments are highlighted with red ink for quick reference.