

MINUTES OF PREBID MEETING HELD ON 09.09.19 IN RESPECT OF TENDER FOR PROVIDING MANPOWER SUPPORT AT IIT DHARWAD

Pre-bid meeting in respect of tender for providing manpower support at IIT Dharwad was conducted at 1100 hrs on 09.09.2019 under the aegis of the procurement committee constituted to oversee the procurement process of the case. A total of 15 firms attended the meeting which has been mandated as an essential condition to participate in the tendering process.

2. The following committee members supervised the proceedings: -

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|-----|---------------------------------|----------|
| (a) | Prof. S. V. Prabhu, Dean (AP) | Chairman |
| (b) | Sh. T. Nagesha Rao, OSD (F & A) | Member |
| (c) | Lt Cdr Anupam Joshi, AR (C & S) | Member |
| (d) | Sh. Anil Dhankhar, AR (MMD) | Member |
| (e) | Sh. Sandeep Pareek , AR (F & A) | Member |

3. The Following firms were represented (Attendance sheet is attached at **Appendix 'A'**): -

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|-----|---|
| (a) | M/s Nirmal Jyot Facilities Pvt. Ltd. |
| (b) | M/s Impressions Services Pvt. Ltd. |
| (c) | M/s G A Digital Web World Pvt. Ltd. |
| (d) | M/s Shivanand M Nerti Sri Udyog Enterprises |
| (e) | M/s SSK Security |
| (f) | M/s Pawan Security Services |
| (g) | M/s Conceptia Software Technologies Pvt. Ltd. |
| (h) | M/s Rajdeep Enterprise |
| (i) | M/s Vardhan Infrastructure |
| (j) | M/s Aishwarya Facility Services |
| (k) | M/s Eco Protection Engineers Pvt. Ltd. |
| (l) | M/s Global Tech Services |
| (m) | M/s Updater Services Pvt. Ltd. |
| (n) | M/s Eagle Detective Force |
| (o) | M/s Indian Security Force |

Signature
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AR (MMD)

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AR (F&A)

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S.V. Prabhu.

4. At the outset, the representatives of the participating firms were welcomed and importance of providing manpower support at IIT Dharwad was elaborated. Thereafter, the tender document was thoroughly discussed with the representatives elaborating all tender terms ad seriatim, followed by interaction session and site visit, wherein, all the tender terms, user requirement, eligibility criteria, obligations and other points were deliberated and clarified. The following clarifications are hereby made by the Procurement Committee IIT Dharwad, in reply to the various queries raised by the participants: -

| Sl. No. | Page no. & clause in the tender document | Query raised by the bidders | Clarification by IIT Dharwad Procurement Committee |
|----------------|---|--|--|
| (a) | Pg. no. 4-6 & Clause no. 4-13 of Scope of work | Qualification, experience and applicable wages of required categories of manpower should be specifically mentioned in the tender document. | Qualification, experience and brief scope of work (indicative) has been modified and frozen at the respective pages. Wages payable to hired manpower will be governed as per serial 16 of scope of work and elsewhere mentioned in the tender document. |
| (b) | Pg. no. 7 & Clause no. 21 of Scope of work | Wages / wage band should be mentioned for required categories in the tender document. | Wages payable to hired manpower will be governed as per serial 16 of scope of work and elsewhere mentioned in the tender document. |
| (c) | Pg. no. 6 & Clause no. 15 of Scope of work | Clarification on Provision of leave (i.e. monthly leave, maternity / paternity leave, leave on national holidays, etc.) admissible. | Hired manpower will be entitled for one day off for each completed month of service over and above the weekly off. Maternity / paternity leave shall be admissible to the hired manpower as per extant regulation on the subject and Institute Policy on the matter, on suitable replacement of such manpower by the contractor. |

Vijay/hakkar
17/09/19
AR(MMD)

Sakshi
17/9/19
AR(F&A)

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|-----|--|---|--|
| (d) | Pg. no. 4-8 & relevant clauses under scope of work | If an employee is on leave for more than a week or so, then: (a) what are the provision of replacement? (b) How to manage or arrange the replacement in time? (c) Will substitute be interviewed or not? | In case any hired manpower is on a leave (beyond entitlement as per tender terms), then: (a) Replacement shall be mandatory and tender terms prevail. (b) Replacement to be provided immediately and the contractors are to maintain an adequate pool of suitable hired manpower. (c) Yes, the substitute will also be interviewed to adjudge suitability. However, all such matters will be dealt with on a case-to-case basis. |
| (e) | Pg. no. 20 & Appendix 'C' | If an employee is on leave for 3-4 days and substitute is not provided, then payment will be deducted or not. | The tender conditions shall prevail. |
| (f) | Pg. no. 7 & Clause no. 16 of Scope of work | If an employee leaves the institute, then new employee will be interviewed or not. | All such replacements will be assessed (including through interview) by the competent authority at IIT Dharwad for their suitability prior deployment. |
| (g) | Pg. no. 8 & Clause no. 31 of Scope of work | Practical difficulty in laying down of manpower During summer and winter breaks when certain categories of employees may not be required by the institute. | The clause is being removed from the tender document. The document is suitably modified. |
| (h) | Pg. no. 10 & Clause no. 37-h of Scope of work | Relaxation in requirement of Local office in Hubali - Dharwad. | The tender conditions shall prevail. |

Shilkhane
17/9/19
AR (MMD)

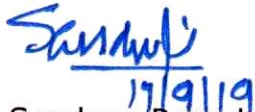
Sahil
17/9/19
AR (FOA)

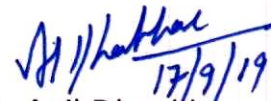
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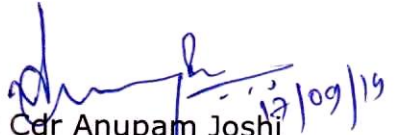
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| (i) | Pg. no. 6 & Clause no. 15 of Scope of work | Since Paternity/Maternity leave is admissible, with salary during such leave. Whether wages as applicable will be admissible to the substitute. | Yes, the wages shall be admissible to the hired manpower as per extant regulation of Govt. of India on the subject vis-a-vis Institute Policy on the matter. |
| (j) | - | Benchmark rates | There is no minimum reasonable rate specified for this tender, however, quotes which appear prima facie unreasonable will be rejected. (Please refer footnote (i) to (iv) of price-bid format at Appendix E of the tender document) |

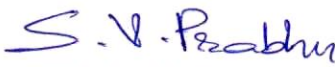
The bidders are requested to take into account the modified tender document for participation in this tender.


17/9/19
Sh. Sandeep Pareek
AR (F & A)


17/9/19
Sh. Anil Dhankhar
AR (MMD)


17/09/19
Lt Cdr Anupam Joshi
AR (C & \$)


Sh. T. Nagesha Rao
OSD (F & A)


Prof. S. V. Prabhu
Dean (AP)