



Malaviya National Institute of Technology Jaipur

J.L.N. Marg, Jaipur – 302 017

Date: 13.11.2018

(Minutes of Pre-bid meeting held on 29.10.2018)

A pre-bid meeting regarding tender of “Providing Housekeeping, Cleaning & Sanitation Services through Service Contract for Academic (Institutional) Area (MNIT/ESTT/2018-19/01) and Providing Unskilled, Semiskilled, Skilled, Highly Skilled manpower in the Institute at MNIT Jaipur (MNIT/ESTT/2018-19/02) was held on 29.10.2018 in the office of Dean (P&D), Estate Section, MNIT to discuss & clarify the various points / doubts/ queries in the above tenders.

Detailed discussions were held. The general queries as received from various firms and clarifications made by the Institute have been summarized point no. 1 to 22. **These minutes shall be the part of tender documents.**

(Queries & Reply/clarification)

S.No.	Clause No./ Page No.	Queries	Reply/Clarification
1.	Clause 2.1.1(vii) on page no.8	The Tenderer should have a Registered / branch office in Jaipur	There should be a registered/ Branch office in Jaipur, so that the issues related to manpower may be sorted out without delay.
2.		Is GST registration of Jaipur is mandatory to submit the tender. We are already registered with GST from our Head Office Location i.e. Delhi.	GST registration is mandatory but not necessarily in Jaipur.
3.		Is EPF registration of Jaipur is mandatory to submit the tender. We are already registered with EPF from our Head Office Location i.e. Delhi.	The EPF registration is mandatory in Jaipur and also in the office of central labour commissioner.

4.		Exemption in submission of EMD Amount / tender fees registered with MSME or NSIC	Exemption of EMD & Tender fees shall be given to those firms which are exempted under MSME and NSIC.
5.	Page no.8 of General Condition, point no.12	In case of emergency all staff shall be present in off hour/ holiday/ Sundays. Query: Need clarification/ however over time of those staff who will be present in odd hour/ holiday /Sundays should be paid by service provider and the same will be reimbursed by MNIT.	Over time is admissible as per minimum wages act.
6.	Page no.2 on NIT	Rs.5900 (Including of all taxes and duties through e-payment) & pay at the time of online request. Query: Mode of payment would be demand draft or online- Please clarify	The EMD and tender fees should be in the form of DD and submitted to the office of Dean (P&D) after submission of online tender. The tender processing Rs. 2360.00 (inclusive of all taxes & duties through e-payment)
7.	Page no 21 Section 5, schedule of works/Requirements	The Requirements of the Institute may increase or decrease during the initial period contract also. Query: Minimum guaranteed manpower is 290 or less- please clarify.	Minimum Guaranteed manpower is 240 and may increase maximum up to 290 as per requirement. (only for NIT No.- MNIT/ESTT/2018-19/02).
8.	Page no.23 of section 5, schedule of work/ requirement	Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized. Query: Duty timing are 9AM to 6PM, If extra work done apart from these hours will paid by service provider and the same will be reimbursed by MNIT- Please clarify.	The duty times is specified in tender documents. If required, overtime will be paid as per minimum wages act.
9.	Page No.3, section 7 price Schedule	Rate per person/day for unskilled, skilled, semiskilled, highly skilled, Query: Wages per day not provided for semiskilled manpower	The wages of all categories are as per minimum wages notified time to time by Ministry of labour and Employment, GoI.

10.		Confirmation of below point: 1. Bonus to be paid on actual + service charge	As per Ministry of Labour & Employment Government of India notification.
11.		Confirmation of below point: 2. Leave to be paid on actual+ service charge	As per Ministry of Labour & Employment Government of India notification.
12.		Confirmation of below point: 3. Work order worth Rs.1 Crore of Pvt. Industry would be considered.	The eligibility conditions are given in Clause 2.1.1.
13.		Confirmation of below point: . Extension in date for online submission of Tender till 25 Nov.	The last date of submission of tender is extended up to 03-12-2018 at 6:00 PM.
14.		Is Institute have any equipment available?	All the equipments for the work will be provided by the agency as already mentioned in Tender Documents. (only for NIT No.- MNIT/ESTT/2018-19/01)
15.		Cost of tender mention in words is Rs. One Lakhs in figure it is Rs. 1000.00	Cost of Tender is Rs.1000/-
16.		Minimum Service charges to be specified	Not specified.
17.		Clause 2.1.1 (II) Tenderer should have experience of at-least 3 years from the date of registration for providing the service of House Keeping & Cleaning Services (Sanitation) to the Government Organization /Institutes. Satisfactory work completion certificate must be enclosed with technical bid. And Clause 6.15 Experience: The Bidder should have experience in the similar field of providing Mechanized	Clause 6.15 is deleted, kindly refer clause 2.11(ii).

		Housekeeping / facility management in the Government Departments / Public Sector (Central or State) for the last three consecutive years. In case no bidder has provided government experience / public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the Client (The bidder/s required to attach the satisfactory completion Certificate issued by concerned department) Please clarify	
18		The average annual turnover of the tenderer for the last three financial years I. e. (FY 2017 – 18, 2016-17 and 2015-2016) shall Rs. 2.0 Crores or more.	The minimum annual turnover of the tenderer for the last three financial years i. e. (FY 2017 – 18, 2016-17 and 2015-2016) shall be Rs. 2.0 Crores or more.

19. In addition to that the tenderers have to furnish undertaking given at page 30 of tender documents. No any undertaking will be considered other than that.
20. Tenderers who have submitted the bid can revise the bid if required.
21. Clause 6.15 may be read as

15.	Experience: Tenderer should have experience of at-least 3 years from the date of registration for providing the service of House Keeping & Cleaning Services (Sanitation) to the Government Organization /Institutes. Satisfactory work completion certificate must be enclosed with technical bid.
-----	--

22. The clause 5.4 Requirement of Manpower is revised as under (only for NIT No.- MNIT/ESTT/2018-19/01)

Deployment of Manpower	
Deployment of Manpower	Minimum Required manpower
Housekeeping Supervisor (Skilled)	3
Housekeeper (Unskilled)	60
Total	63

----- **These minutes shall be the part of tender documents.**