



भारतीय प्रौद्योगिकी संस्थान तिरुपति

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**Minutes of the Pre-Bid meeting held on 10.07.2023 at Board Room, 4<sup>th</sup> floor, Admin Building, IIT Tirupati in connection with our tender No. IITT/ADMIN/2023-24/08 for Providing of Facility Management Services for Guest House of IIT Tirupati.**

**The following members of the committee were present:**

- 1) Dr Nithyadharan, Chairman, Guest House Committee
- 2) Mr Umesh Kumar Singh, Assistant Registrar (Gen Admin), Member
- 3) Mr Ramesh R, Assistant Registrar (P&S), Member

Dr Ranjan Modak, Assistant Professor & Mr Chaman Mehta, Deputy Registrar could not attend the meeting due to pre-occupation.

Mr Anjaneyulu, JS (P&S) & Mr Abdul Rafi, JA (Gen Admin) also attended the meeting.

The tender document was uploaded in our website and CPP Portal and the enquiry was forwarded to prospective bidders through email by general admin department.

The following prospective bidders attended the pre-bid meeting:

- 1) M/s. Ultimate Enterprises, Chennai
- 2) M/s. Panorama Enterprises, Bangalore
- 3) M/s. Yashwanth Enterprises, Bangalore
- 4) M/s. Yakshitha Facility Services, Hyderabad
- 5) M/s. Sarovar Hotels Pvt Ltd, Ahmadabad (**Attended online through google meet**)
- 6) M/s. Xenetic Solutions pvt ltd, Lucknow (**Attended online through google meet**)

The attendance sheet for pre-bid meeting is enclosed herewith (**Annexure-I**)

**Opening Remarks:**

- i) Dr Nithyadharan, Chairman, Guest House Committee welcomed the participating members and after introduction, he briefed all participants about the tender.
- ii) It was explained that purpose of Pre-Bid meeting is to explain the various important provisions of the bidding documents to the prospective bidders and to clarify the queries that the bidders may have in the subject bidding documents.

The queries of the bidders with the responses of IIT Tirupati are mentioned below:

**1.M/s. Sarovar Hotels Private Limited, Ahmadabad**

<b>S N</b>	<b>PERTAINING TO</b>	<b>PAGE NO</b>	<b>QUERY</b>	<b>IIT Tirupati Response</b>
1	Signing of Tender	Page 7 of 94 Point 3	<b>Kindly make a provision for shortfall of any documentation as this would be practiced with any respective tenders.</b>	Tender document has to be signed by the authorised signatory declared by board resolution further calling of shortfall documents after participation will be sole descretion of tender evaluation committee
2	Responsibility of IIT Tirupati	Page 13 of 94 Point 3.(a)	<b>As all procurement is done by Guest House in charge, what expenditure can be claimed in monthly billing?</b>	Whatever procurement directly made by agency during exigency situation will be admitted subject to routing the bill through Guest House incharge for reimbursement
3	Responsibility of IIT Tirupati	Page 13 of 94 Point 3.0	<b>Can the IIT Tirupati provide the Admin Office area Includes the furniture, net connection, computers &amp; printers, Staff Cafeteria Including furniture &amp; utensils &amp; Staff Lockers with all furniture facilities? Whether any area pertaining to the Staff Accommodation in the campus?</b>	All office amenities will be provided except staff accommodation
4	General Rules and conditions	Page 14 of 94 Point (c)	<b>Who will provide the Crockery, Cutlery, Glassware, Holloware, Utensils &amp; Pots &amp; Pans &amp; Annual replacements?</b>	IIT Tirupati will provided all Crockery, Cutlery, Glassware, Holloware, Utensils & Pots & Pans & Annual replacements
			<b>Who will provide the Kitchen Assets?</b>	IIT Tirupati will provide kitchen assets
			<b>The Paper Supplies, Garbage clearance, Utility mops, chemicals &amp; any consumables will provided by IIT or Service Provider</b>	IIT Tirupati will provide the Paper Supplies, Garbage clearance, Utility mops, chemicals & any consumables
5	General Rules and conditions	Page 14 of 94 Point (c 8)	<b>If any functions, the banquet hiring, staff hiring, fuels &amp; other consumables how can the Service Provider will be taken care as there is no provision for getting any F&amp;B Sale from IIT</b>	The additional expenditure incurred by the service provider for any function, banquet hiring, staff hiring should be claimed from IIT Tirupati by taking prior approval from authority through guest house incharge
6	Laundry Services	Page 15 of 94 Point 4	<b>Is there any laundry vendor is available at the campus? If not can we outsource from third party agency? The linen &amp; Annual replacement will be provided by IIT. How many pars will be provided by IIT - Kindly clarify. Is bed making is involved in our scope?</b>	Industrial standard Laundry service is not available in the campus, however if the service provider wish to engage a third party member is free to engage. Two pairs will be provided by IITT, the annual replacement will be as per the Guest house committee recommendations. Bed making is involved in the service providers scope

7	Scope of Front Office Services	Page 16 of 94 Point 5	<b>Is there any software for FO. Who will provide the computer</b>	IIT Tirupati ERP System is available for FO and IIT Tirupati will provide computer
8	Additional Conditions	Page 18, Point 7.13	<b>Does the service provider has to provide uniforms and shoes (two sets) twice in a year?</b>	Yes, under the scope of the service provider
9	Penalty	Page 20 of 94 Point 10	<b>Maintenance will be taken care by IIT. What will be the process to login the complaint and TAT by the IIT maintenance team</b>	Necessary ERP Module available for raising necessary maintenance complaints
10	Class-I local suppliers	Page 25 of 94 Point 2	<b>Kindly explain in detail</b>	This clause is not applicable for the facility management service and the same has been removed from the tender condition
11	ISO Certificates	Page 26 of 94 Point 8	<b>Any one ISO Certificate of 9001:2015 or 22000:2018 can be considered.</b>	An ISO Certificate will be considered related to front office service, house keeping service & catering service.
12	ANNEXURE: 1(i)	Page 36, point (d)	<b>Will IITT provide the soap dispensers?</b>	Yes
13	ANNEXURE: 1 (iv)	Page 41, 42	<b>Will the consumables mentioned in Annexure 1 (iv) be reimbursed by IITT to the service provider in the monthly bill?</b>	consumables mentioned in Annexure 1 (iv) will be provided by IIT Tirupati & suitable corrigendum will be issued in this regard
14	ANNEXURE: 1(iv)	Page 42 of 94	<b>32 Provision of Coffee Sachet, Tea Sachet, Sugar Sachet and Milk Powder Sachet in the Guest Rooms on daily basis Drinking water ??</b>	Yes, IITT will provide
			<b>33. Provision of Sample Liquid bath solution, Shampoo Sachet &amp; Dental Pack in the Guest Room on daily basis. Sample liquid bath solution means bath gel. Need clarity</b>	Yes, IITT will provide
15	ANNEXURE: 2 (i)	Page 43,44	<b>Will IITT provide any equipment other than the list, if there is need for the smooth operations? What about the service equipment for serving of tea/ coffee (E.g. Tea/ Coffee kettles, dispensers, salvers etc.)</b>	Yes, IITT will provide additional equipment as per the request of the service provider, subject to approval of the competent authority

16	Minimum Manpower	Page 50 of 94	<b>The Indicated Manpower is not included the Admin Staffing i.e. Finance Mgr, Stores Mgr, HR Mgr, F&amp;B Service Staff (Waiters) Also the manpower is not accounted the relievers.</b>	The Contract will be awarded only based on the H1 quote meeting with the minimum requirement of Manpower notified in the Tender Document (The tender document indicates the minimum manpower required for the smooth operation of GH)
17	Legal Status	Page 61 of 94 Point 3	<b>Can the Private Limited Company be participated?</b>	Yes, Private Limited Company can participat
18	Self Certification of Public Procurement Policy	Page 63 of 94	<b>Kindly explain in detail</b>	This clause is not applicable for the facility management service and the same has been removed from the tender condition
19	Escalation formula	Page 75 of 94	<b>Kindly explain in detail</b>	Existing Escalation Clause removed and replaced with "The Service Charges quoted for , housekeeping, catering, Laundry and Front Office are subject to a nominal escalation @ 5% each year
20	Tools for Plants	Page 81 of 94 Point 18	<b>The contractor shall provide at his own cost all materials (except such special materials if any as may in accordance with the contract be supplied form the Officer – in – Charge stores), machinery, tools &amp; Plants as specified in schedule 'F'. Do the service provider has to provide the plants also. Need clarity</b>	No, the entire scope vested with IIT T. Suitable amendment will be issued in this regard.
21	General questionare		<b>Can the date be extended for further period of 15 days?</b>	Institute will provide minimum 14 days time to participate after issuing the corrigendum
<b>2. M/s. Xenetic Solutions Pvt Ltd, Lucknow</b>				
	Point no. 3 of Page Number 7 states: ""If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public." .			

22			i) Please confirm if Board Resolution for participation and signing of documents will serve "Power of Attorney for signing the application"	Tender document has to be signed by the authorised signatory declared through board resolution
23			ii) Please specify documents required for "Satisfactory evidence of its existence".	Company registration certificate will be considered as an evidence of its existence supported by PO/WO copy and performance certification from the end user.
Point no. 3.0 (a) of Page Number 13 states: "(a) Procurement of raw materials: Guest House will be responsible for procurement of provisions, vegetables, milk and other ingredients required for preparation of food in the kitchen. The Contractor shall prepare monthly indents and submit them to the Guest House in-charge..... Expenditure incurred will be claimed through monthly bill."				
24			i) As stated all the items required for catering is being provided by IIT. In that case shall we assume that there won't be any additional expenses on catering from vendor side except manpower charges.	Manpower charges along with the service charges can be claimed
25			ii) Will there be any earning percentage allotted to contractor from catering earning? If so, please specify the amount.	No earning percentage will be allotted from the catering earning
26			iii) If not, what would be the basis of "cost reimbursement" of additional manpower deployed (if required) during any special events/gathering.	The manpower engaged during any special events can be claimed by raising the invoice by the service provider subject to prior approval from the competent authority through guest house incharge
27			What will be the process for laundry expenses reimbursement	By raising monthly invoice
28			Please confirm if the tools and equipment mentioned in Annexure 1(iii) will be provided by IIT Tirupati	Yes, the tools and equipment mentioned in Annexure 1(iii) will be provided by IIT Tirupati
<b>3. M/s. Ultimate Enterprises, Chennai</b>				
29			Accommodation facility for the manpower when the dinners ending late night	Will be provided in the Guest house dormitory during exigencies
<b>4. M/s. Yakshitha Enterprises, Hyderabad</b>				

30		Annxure-C (4)	The firm must have an aggregate financial turnover of atleast Rs.1.5 Crores in the last 3 years i.e. 2019-20, 2020-21, 2021-22 (Financial statements / certificates issued by Chartered Accountant should be submitted as proof). Kindly confirm whether bidder can support 2022-23 financial turnover statement.	Yes, supported by audited financial statement endorsed by chartered accountant
<b>5. M/s. Yaswanth Enterprises, Bangalore</b>				
31			Duty hours of the manpower	8 hours duty for engaged manpower

The amendments have been given in the form of corrigendum-1.