

MINUTES OF TECHNICAL EVALUATION COMMITTEE MEETING FOR TENDER NO. – IITT/ADMIN/2023-24/08 (TENDER FOR PROVIDING FACILITY MANAGEMENT SERVICES FOR THE GUEST HOUSES OF IIT TIRUPATI)

Date 28th August 2023

Venue: Office of the Estate officer

The Technical Evaluation Committee Meeting consisting of the following members evaluated the technical bids received against Tender No. IITT/ADMIN/2023-24/08. was held on 23rd August 2023 under the chairmanship of Dr. M Nithyadharan, Assistant Professor. The other committee members present in the meeting were:

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| 1. Dr. M Nithyadharan, Assistant Professor | - Chairman |
| 2. Dr Ranjan Modak, Assistant Professor | - Member |
| 3. Mr. Chaman Mehta, Deputy Registrar | - Member |
| 4. Mr. R Ramesh, Assistant Registrar | - Member |
| 5. Umesh Kumar Singh, Assistant Registrar | - Member |

2. The Details of the invited tender are as follows:

1. Tender No. IITT/ADMIN/2023-24/08
2. Tender floated date: 03 July 2023
3. Last date of submission of Online bids: 01 August 2023

3. The Tender has been floated on CPP Portal(eprocure.gov.in).

4. Total 03 bidders were found to have successfully submitted their bids on the CPP Portal. The submission status technical documents uploaded including the tender fee and Earnest Money Deposit (EMD), till the stipulated time was found as following: -

| S. No. | Name of Firm | Online submission status of Bids on CPPP | Requisite Tender fee of Rs 1500/- receipt Status | Requisite Amount of EMD receipt Status (Rs. 100000/-) |
|--------|---|--|--|---|
| 1 | M/s Upavan Restaurant, Dehradun | Yes | MSME (exempted) | MSME (exempted) |
| 2 | M/s Yakshita Facility Services, Hyderabad | Yes | MSME (exempted) | MSME (exempted) |
| 3 | M/s Zoundlite Tech, Chennai | Yes | Paid | Paid |

5. The committee in its meeting held on 09.08.2023 unanimously decided the pre-qualification Criteria based on tender documents and concluded that firms which are meeting Pre-qualification criteria shall be invited for presentation. Prequalification criteria includes the following points:

- (a) Annual Turn over
- (b) Similar work
- (c) ISO Certification
- (d) Performance cum work completion

6. As per the tender clause it was asked for an aggregate financial turnover of at least Rs. 1.5 Crore in the last 3 years were keeping in mind the hardship faced during the pandemic period of COVID

19, the Committee has unanimously agreed to relax the requirement and consider aggregate annual turnover of Rs. 1.5 Crore in any one of the preceding three financial years.

7. The preliminary Evaluation of technical bids of the above mentioned firms were done by the committee based on the prequalification criteria and same is tabulated below:

| S. No. | Name of the Firm | Annual Account (03 Years) | Similar work | ISO Certification | Performance cum work completion | Remark |
|--------|---|---------------------------|--------------|-------------------|--------------------------------------|------------------------------|
| 1 | M/s Upavan Restaurant, Dehradun | Yes | Yes | Yes | Yes | Qualified for next stage |
| 2 | M/s Yakshita Facility Services, Hyderabad | Yes | Yes | Yes | Yes | Qualified for next stage |
| 3 | M/s Zoundlite Tech, Chennai | No | No | No | No proof of similar execution of FMS | Not qualified for next stage |

Note: M/s Zoundlite Tech, Chennai has neither agreed to a technical Bid nor on prequalification criteria as per the documents provided by the firm. In addition, the said firm has not provided any documentary proof of similar work and financial statement/ certificate issued by certified Chartered Accountant too. Accordingly, it was unanimously decided by the Committee in its meeting held on 23 Aug 2023 that M/s Zoundlite Tech to be not considered for further process of awarding contract.

8. It was unanimously decided by the Committee to invite the **M/s Upavan Restaurant**, Dehradun and **M/s Yakshita Facility Services**, Hyderabad for the presentation within a week.

9. The meeting thus concluded with a vote of thanks

MINUTES OF TECHNICAL EVALUTION COMMITTEE MEETING FOR TENDER NO. – IITT/ADMIN/2023-24/08 (TENDER FOR PROVIDING FACILITY MANAGEMENT SERVICES FOR THE GUEST HOUSES OF IIT TIRUPATI)

Date 06th Sep 2023

Venue: Board Room

The Technical Evaluation Committee Meeting consisting of following members evaluated the technical bids received against Tender No. IITT/ADMIN/2023-24/08. was held on 06th Sep 2023 under the chairmanship of Dr. M Nithyadharan, Assistant Professor. The other committee members present in the meeting were:

1. Dr Ranjan Modak, Assistant Professor - Member
2. Mr. Chaman Mehta, Deputy Registrar - Member
3. Mr.R Ramesh, Assistant Registrar - Member
4. Umesh kumar singh, Assistant Registrar - Convener

2. The Details of Minutes of meeting held on 23 August on technical evaluation of the said tender is placed as enclosure (i). As per this, **M/s Upavan Restaurant**, Dehradun and **M/s Yakshita Facility Services**, Hyderabad were invited for presentation in person on 6th Sep 2023.

3. **M/s Upavan Restaurant**, Dehradun and **M/s Yakshita Facility Services**, Hyderabad were represented by their respective representative.

4. Both Bidders have presented in details about their capacity, past experience, existing contracts of facility management of similar nature as well as planning and execution of the facility management Service for the Guest House IIT Tirupati.

5. The Committee has ascertained their capability based on their bid documents, presentation, questionings & their responses on various aspects of facility services required in relation to the Guest House of IIT Tirupati.

6. The committee in its meeting held on the same day (06th Sep 2023) unanimously agreed on Technical evaluation weightage of both firms which is tabulated below:

| S. No. | Name of the Firm | Maximum Marks fixed for Technical Evolutions under various Parameter | Marks obtained in Technical Evolution | Remark |
|--------|---|--|---------------------------------------|--------------------------|
| 1 | M/s Upavan Restaurant, Dehradun | 70 | 60 | Qualified for next stage |
| 2 | M/s Yakshita Facility Services, Hyderabad | 70 | 55 | Qualified for next stage |

Details of technical evaluation sheet is placed as enclosure (ii).

7. It was therefore unanimously decided to **recommend for opening of the financial bids of the technically qualified bidders.**

8. **The meeting thus concluded with a vote of thanks.**

Technical Evaluation Sheet as per the Tender Document

| Sl. No. | Evaluation Parameters | Maximum Score | M/s Upavan Restaurant, Dehradun | M/s Yakshita Facility Services, Hyderabad |
|---------|--|---------------|---------------------------------|---|
| 1 | a) Overall plan pertaining to the Facility Management services b) Schedule for Facility Management services and detailed transition plan | 10 | 7 | 8 |
| 2 | a) Labour and material management plan showing the proposed number of men and material to be engaged by the contractor for the proposed services in each building. b) Detailed specifications for the various items and components of the work involved in the services. c) Detailed calculation and tentative schedule of quantities for catering, laundry and housekeeping services including provisions for catering, cleaning materials, plant & equipment and other items and components of the work proposed to be used in the work. d) List of materials / tools & plants and its make /brand proposed to be used. | 30 | 26 | 22 |
| 3 | Quality control and Quality assurance plan for superior Facility Management services. | 10 | 9 | 8 |
| 4 | Proposed organizational structure and total number of staff to be deployed for Facility Management services | 15 | 13 | 12 |
| 5 | ISO 9001: 2015 / 22000: 2018 / Hazard Analysis and Critical Control Point (HACCP) certification | 5 | 5 | 5 |
| | TOTAL MARKS | 70 | 60 | 55 |