

Office of Dean Students
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036

MINUTES OF THE PRE BID MEETING WITH BIDDERS

Name of work	Establishment, Operation, Maintenance and Comprehensive Management of a departmental store at Student Facilities Centre (SFC), IIT Madras for the years 2019-22.
Reference	IITM/CMGFS/Departmental Store/003/2018-19
Date of meeting	19.02.2019 @ 4.00 PM
Venue	Conference Hall, O/o Dean Students

Members present:

IIT MADRAS	BIDDERS
1. Prof. Sudarshan P, Chairman, CMGFS 2. Mr. Nihal K., Hostel Affairs Secretary	1. M/s Prime Mart 2. M/s Sri Murugan Departmental Stores

The Chairman welcomed all the members. The following points were raised by the bidders, clarifications given are indicated against each.

Issues raised	Clarification issued
A particular brand will come in different sizes and quantities. Whether it is necessary that for each size/quantity the discount should be quoted separately?	It is clarified that as per the tender document the discount should be quoted irrespective of the size/quantity of a particular brand.
Whether quote can be submitted for the items not listed in the tender document?	It is clarified that quote can be submitted for items not listed in the tender document but these items shall not be considered for financial evaluation.
Who will conduct the inspections and what is the purpose of these visits?	It is clarified that Inspection Committees will carry out surprise visits to the Departmental shop (s) run by the bidders and their reports will form a valuable input for shortlisting process.
How will the final selection be done?	It is clarified that final selection shall be based on a weighted criteria system to be derived from the submitted bid documents and inspection reports. Various factors, namely, availability of items; quality of service; condition of existing departmental

	shop(s) and reliability of services, apart from the quote, shall be considered during the finalization process. Further, it is clarified that the weightage for technical bid and financial bid would be equal.
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The above minutes of meeting will become part of the agreement. Apart from the above, terms and conditions specified in the Tender document will remain unchanged. Minutes of the pre-bid meeting is available on the website <http://tenders.iitm.ac.in>.

-Sd/-
Chairman, CMGFS