

**MINUTES OF THE PRE-BID MEETING FOR “Rendering of Facility Management Services for the Guest Houses of IIT Madras” ON 15.11.2023 AT 03.00 P.M. THROUGH GOOGLE MEET**  
**Ref: IITM/SPS/JEE (ADV)/016/2023-24/SPL**

An Open Tender was floated on 08.11.2023 for “Rendering of Facility Management Services for the Guest Houses of IIT Madras”. The pre-bid meeting was held on 15.11.2023 (Wednesday) at 3.00 pm through Google Meet.

The representatives of the following 2 firms have participated in the pre-bid meeting, namely:

1. Ms. Deepa Darshini, **M/s. Updater Services, Ltd Chennai**
2. Mr. R. Ranganath and Mr. K.V. Murali Krishnan, **M/s. Quess Corp. Ltd, Bengaluru**

The queries received from the prospective bidders were discussed by the Committee and clarified the same during pre-bid meeting as tabulated below.

Sl. No.	Description	Tender Condition	Queries by the Bidders	Clarified / Recommended by the Committee
<b>M/s. Updater Services Limited, Chennai</b>				
1.	Page No.21	In the tool list give in page no 21. If any additional quantity and additional tools and plants required during the housekeeping services, the same shall be provided by the Contractor without any additional claim	Need more clarity on plants maintenance scope? Kindly Clarify	The Committee clarified that the bidder shall calculate the number of rooms and workout the amount accordingly.
2.	Page No.21	List of Tools and Equipment - Page No:21 1.Double disc scrubber cum drier 2.Single disc scrubber 3.Heavy industrial use Multifunction Vacuum cleaner with suction 4.Small vacuum cleaner 5.Industrial use blower	Kindly provide the detailed specification and approved makes	Should be in industrial standard.
	Page No.21	List of Tools and Equipment - Page No:21 Waste trolleys	Kindly confirm the capacity of trolleys?	20 Ltrs
	Page No.21	List of Tools and Equipment - Page No:21 Ladder	Kindly confirm the feet of ladder?	Adjustable ladder. Should be capable of reaching 15-20 feet.
3.	Page No:24 & 25	Annexure -2 Page No:24 Minimum manpower required for front office services - Manpower deployment given along with Shifts.  Annexure -2a Page No:25 Minimum manpower required other than front office services (Catering & Housekeeping).	Kindly provide the shift timings for (Catering & Housekeeping)	Guest house is functioning 24x 7. Tenderer should plan the shifts accordingly.
4.		Site Visit	Kindly provide the date and time for Site Visit.	Any date on or before 28.11.2023.
5.			Whether facility for washing is provided with in campus itself?	The Committee clarified that washing has to be done outside the campus.
6.			Whether this is to be proposed on per piece rate or lumpsum for a month or material, manpower and equipment separately?	Amount to be quoted in the BoQ as per the technical bid of Annexure-A.
7.			Whether we need to provide manpower for guest house HK operations 24/7 or 2 shift all 7 days?	The Committee clarified that details are provided in the tender document, please refer page no. 24 of 57

Sl. No.	Description	Tender Condition	Queries by the Bidders	Clarified / Recommended by the Committee
8.			Whether overhead tank cleaning is monthly or fortnightly?	The Committee clarified that overhead tank cleaning should be done monthly.
9.			Whether coir mat & liquid soap which need to supply as and when required to stocked or procured only when needed?	The Committee clarified that sufficient stocks should be maintained
10.			Whether consumables like tissue paper, toilet roll, Lemon grass, hand wash liquid to be provided in all rooms of the guest house or only in specific rooms?	The Committee clarified that consumables should be provided in all rooms.
11.			Whether leave wages, maternity leave benefit is part of monthly CTC?	The Committee clarified that leave wages, maternity leave will be applicable as per Govt. Norms.
<b>M/s. Quess Corp. Limited, Bengaluru &amp; M/s. Updater Services Limited, Chennai</b>				
12.	Page:28, point No.27, under Additional Conditions of Annexure -3	Minimum wages shall be fixed as per the Central / State Government norms (whichever is higher to be paid).	The revision of wages & its implications are reimbursing by the IIT. Pls clarify	The Committee clarified that as per Government norms, revision of wages will be implemented.
13.	Page :28, point No.25&26, under Additional Conditions of Annexure -3	25. For calculating the daily wage, the monthly wage shall be divided by 26. 26. For calculating the monthly wage, the daily wage shall be multiplied by 30 vide para 6 of G.O.(2D)No. 19, labour and employment (J1)dated 20.05.2001,Notification No. II (2) I.E/842/2004 published in Tamil Nadu Government Gazette, part II, Section2 dated: 28.09.2004 at pages 467 - 468.Accordingly, the labour wage should be calculated for 30 days not 26 days.	Please clarify point 25 & 26	The Committee clarified that the wages will be given for 30 days but shall be divided by 26.

During the Pre-bid meeting, the above queries raised by the prospective bidder were clarified by the Committee. Hence, corrigendum does not arise. All other conditions remain unchanged. Further queries/ clarification in this regard **will not be entertained.**

Sd/-  
Committee Chairman