



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

Tender Reference No: IIMN/EMES/2022-23/01 dated 06-06-2022

Minutes of the Pre-Bid Meeting for Providing Facilities Management & Allied Services at IIM Nagpur campus `Time and Date: 11.00 am on 14-06-2022

This MOM will form part of the tender document.

Attendees:

IIM Nagpur –

1. Lt.Col.Ateendra Godbole - Sr.Officer Technical
2. Mr.Pushkar Deshpande - Asst.Manager Finance & Accounts
3. Ms.Aarti Pophali - Asst.Manager Stores & Purchase
4. Mr.Anil Chaudhary - Asst.Engineer Estate Maintenance

Page no.	Clause no.		Queries by the bidders	IIMN's Response
10	2	Technical Evaluation	What type of documents is to be submitted as proof of national Presence? Will GST Registration acceptable	Work completion certificate/ Copy of Agreement/ PO need to be submitted as a proof of National presence. GST Registration not acceptable
56		Annexure H	Leave Wages	Revised Annexure H for leave wages @ 6.73 % on Basic + DA uploaded on IIM Nagpur website
26	Chaper-5	Price Bid : Special Note	Since this contract is extendable to 4 more year post completion of first year, Kindly specify whether Minimum wage escalation is to be considered while quoting or Minimum wage revision provision will be applicable while renewing the contract	Refer page-16 clause no 4.9
3	1.3	EMD	Kindly clarify whether we can pay the EMD through Demand Draft? Can we submit BG/DD from Nationalised Bank or not	Yes. BG/DD from Nationalised Bank will be acceptable
28	2	Staffing	The workmen/staff appointed by the contractor shall be	He /she should be residing within Nagpur area.



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

			residing within Nagpur area. Please clarify whether we can consider the manpower outside Nagpur.	
28	7	Housekeeping Services	For housekeeping services: In most of the cases it would be general shift. But it may be used for second shift during events or whenever required. Please note that 8 hours will be considered as one shift. We will divide the manpower in three (MS, SS and NS) shifts	The Shift will be 8 hrs & the shift timing will be decided as per mutual consent. In case of event or wherever required Overtime will be paid.
28	13	Employee Meals	Can we have a specified area to provide the Employee Meals? Can we have a specified area for staff toilets & lockers? Can we have a specified area for offices?	Yes staff toilets, lockers, work station area is available in Estate Maintenance block
35	3	External Façade & Canopy cleaning	External Façade & Canopy cleaning - Regular interval of 3 months– we have to cover all the buildings?	Yes ,Expect EEP & P4 block
34	4	Cleaning of overhead Water Tanks	will be outsourced from specialized agency	Yes
36	25	Pest Control & Façade Cleaning	Can we outsource the Pest Control & Facade cleaning?	Yes
41		Garbage Clearance	Can we have a specified area for garbage to be disposed? Any local vendor can be outsourced for garbage collection on a daily basis? Kindly clarify whether the Garbage Trolley can be provided by IIM or in Service Provider's Scope?	Yes. For garbage collection vender has to coordinate with Local authority MADC/NMC. Garbage trolley service provider scope
42		Electrical Consumables	Kindly provide us with the list of consumables provided by IIM.	Items like Switch, Socket, Light etc. will be provided by IIMN
43	Special note D2		Stock register can be maintained in the manual	No software will be provided by IIMN.



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

			register or any software is providing by IIM.	
49	Chaptr-10	Manpower	The No. of Manpower is mentioned in Annexure-D. Any increase in Manpower can be considered by IIM - Please Clarify	Service provider will provide Manpower as per Requirement of IIMN
54	Annexure-E		The Area in Sq. M is not indicated in some of the works. Can we mention blank if the area is not given in a particular tender?	Can be mention blank
56	Annexure-H		The breakup will be different for Housekeeping & Technical workers. The escalation is also to be considered whilst considering the Minimum Wage. Hence, How can we mention the breakup of one Manpower	Per day breakup will be required. Revised Annexure-H is attached with MOM
10	4	Work experience	Can we give Government hospital PO in technical bid	Yes

Estate Maintenance & Engineering Services
IIM Nagpur



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

Amended Annexure-H

Per day Break-up of Wages for one Unskilled, Semi-skilled & Skilled worker

Sr.no	Description	Unskilled Worker (Rs. Per day)	Semi-Skilled Worker/ Supervisor (Rs. Per day)	Skilled Worker/ (Rs. Per day)
1	Basic + VDA (Minimum wages)			
2	PF (BASIC) + Admin. Charge 13.00 %			
3	ESIC 3.25%			
4	Leave Wages @ 6.73% on Basic +VDA			
5	BONUS @ 8.33 %			
6	Sub-total (1+2+3+4+5) Rs.			
7	Contractors Service Charges on sub-total (6) including uniform, gum boots, I-card, T&P, equipment's overheads, if any.	Total wages per day to be filled in technical Section of Price bid		
8	Total wages per day (6+7) Rs			

Upload latest copy of Govt. of India orders for rates of minimum wages, EPF and ESIC as applicable.

Signature _____

Name of the bidder _____

Date _____

Official seal of bidder _____