



Minutes of the Pre-Bid with Prospective bidders held on 01/10/2019

Name of Work: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings, Residential Buildings including all Civil and E & M services / Bulk services at Permanent Campus IIT Palakkad under Phase 1A.

The pre-bid meeting was held at 10.00 am on 01/10/2019 at Small Board room , Transit Campus , IIT Palakkad.

The following are the participants in the meeting.

1. Dr Tom V. Mathew, Professor , IIT Palakkad
2. Dr. Senthil Kumar V, Assistant Professor , IIT Palakkad
3. Er. Balachandran M , Senior Project Engineer , IIT Palakkad

Intending bidders

Sl. No	Name of Applicant	Attended by
1.	TUV SUD South Limited , Haryana	Suresh Varma
2.	IR Class Powai Mumbai	Saravanakumar B
3.	Grand Sland Consultancy Pvt. Limited	P. Junaid

Queries were received by email from the following prospective applicants.

Sl. No	Name of Applicant
1.	TUV SUD South Limited , Haryana
2	M/s Mukesh Associates , Salem

Er. Balachandran M , Senior Project Engineer , IIT Palakkad welcomed all the participants and made a brief presentation on the overview of the project, and various provisions and salient features of NIB document for the benefit of all concerned.

Queries raised by the intending bidders and the draft replies of the Institute to the queries/clarifications sought from the bidders is given as below.

I Queries from M/s TUV SUD South Limited , Haryana

S No	Query	Decision / Reply / Clarification of IIT PKD
1	Notice Inviting Bid (NIB) 3.2, Pg. 5, We request you to please amend the referred clause as “Should have an average annual financial turnover of Rs 100 lakh crores during the last 3 years ending 31-03-2019.”	The NIB condition shall remain unchanged.
2	Notice Inviting Bid (NIB) 3.4, Pg. 5, We understand that the bidder shall submit the list of total employees / experts working with the firm. Please confirm.	The NIB condition has to be complied with. The Firm needs to provide details of key personnel working with them. Manpower planning for the project will form part of the Technical Evaluation.
3	Notice Inviting Bid (NIB) 4, Pg. 6, We request you to please suggest the team structure as shown below: a) Name of position of experts (with education & experience requirement); b) No. of Experts required (key & non-key) c) No. of man months for each expert (key & non-key)	The NIB condition will remain unchanged. Team structure and manpower planning will be proposed by the Firm and will form basis of the Technical evaluation.
4	Notice Inviting Bid (NIB) 10, Pg. 10 We request you to consider payment to the Consultant on a monthly basis against deployment of manpower and out of pocket expenses incurred. We understand that the payment shall not be linked to progress of construction works. Please advise.	It is agreed to modify the NIB condition in page 10 of NIB document for making payment to the consultant once in two months in lieu of once in 3 months given in NIB other conditions stipulated shall remain the same.
5	Notice Inviting Bid (NIB), 14 (6), Pg. 11 Please suggest whether the client shall provide office space and vehicle to Consultant’s team free of cost?	Unfurnished office space of 10 Sq m shall be provided by IITPKD free of rent. No vehicle shall be provided.

6	Consultant's Liability We understand that the maximum liability of Consultant under this assignment shall be limited to 100% of the contract value. Please confirm.	No liability condition stipulated in the NIB.
7	Notice Inviting Bid (NIB) 12, Pg. 11, We understand that the contract shall be terminated in case "The client fails to pay any money due to Consultants pursuant to this agreement within forty five (45) days after receiving written notice from the Consultants that such payment is overdue;	An additional condition shall be inserted as below. "In the event of non receipt of payment due to TPQA agency within 45 days of submission of bill to the Institute the agency may opt for termination of the contract"
8	Penalties- Please advise the maximum limit of penalties applicable to Consultant under this assignment?	No stipulation of levying penalties in the contract.
9	General - Please suggest the total cost of the project?	The ECPT for the proposed project is 595 crore and is likely to vary on receipt of tender. For tender details:- please visit the web site www.tenderwizard.com/CPWD
10	General- We understand that the bidder is not required to pay tender fees, Bid Security and Performance Security for this assignment. Please confirm.	Tender fee not stipulated in the NIB. EMD - Rs 5 Lakh to be furnished by eligible shortlisted applicants. Performance Guarantee (PG) 5% of the quoted fee.
11	General - We understand that the financial quote shall be exclusive of GST@18%. Please confirm.	The amount quoted shall be inclusive of all prevailing taxes and fees but excluding GST.
12	General - We understand the project duration is 24 months. In case, the project gets extended beyond 24 months due to reasons not attributable to TPQA, additional remuneration and out-of-pocket expenses shall be paid by the client separately. Please confirm.	Provision is made in note below the financial bid for payment, in case of project extended beyond 24 months. The project period is amended as 27 months by CPWD. The payment for the period beyond 27 months is amended as below. In the event of construction work is extended 6 months beyond the stipulated period of contract, the consultant will be compensated per month for their establishment at the project site as per actual subjected to the amount not exceeding Rs 50,000 per month.
13	Bid Submission Date Extension We understand that suitable time gap shall be	Yes Agreed. The last date of receipt & opening of tender shall be 05.11.2019.

	<p>provided to the bidders after the minutes of meeting/ clarification of queries are provided. In such case, kindly postpone the date of submission by two (2) weeks from the date of receipt of clarifications from the client. Please confirm</p>	
14	<p>Monitoring and reporting or day-to-day audit of Site Safety plan, preventing Occupational Health Hazard, Site Emergency Evacuation Plan, Environmental Safety, reporting of accidents, corrective actions and preventive measures Kindly clarify if dedicated safety officer has to be deployed or client will take care of the same, Since this tender is third party inspection work</p>	The NIB condition to be complied.
15	<p>The applicant should have successfully rendered QA Consultancy services for works as follows during the last 5 years ending previous day of last date of submission of tender. a. One similar completed work costing not less than Rs.200 Crore (total project cost) We presume that Work value of Rs.200 crore mentioned in the tender is the cost of the project including all services and not consultancy fee collected.</p>	The Work value of Rs.200 crore mentioned in the tender is the cost of the project including all services and not consultancy fee collected.
16	<p>Estimated Project cost was not found in the tender document: We would request IIT Palakkad to kindly provide the estimated cost of project of each work to understand the quantum of work. This would enable the bidders to quote competitively based on the cost of the project</p>	Please visit the web site www.tenderwizard.com/CPWD for CPWD tender document published on 07.09.2019 for the cost of project
17	<p>Technical personnel details : We would request IIT Palakkad to provide the details of team composition required to be deployed for each type of work mentioned in BOQ. This information is required to enable all the bidders to quote the financial bid uniformly based on actual manpower deployment</p>	The NIB condition to be complied. Due Weightage has been given to Technical evaluation for award of contract which includes manpower planning.
18	<p>We presume that Contractor's Bill Checking / Verification of the Contractor shall not be a scope of work. Please confirm.</p>	Contractor's Bill Checking / Verification of the Contractor's Bill is not included in the scope of work.

II Queries from M/s Mukesh Associates , Salem

S No	Query	Decision / Reply / Clarification of IIT PKD
1	We presume that the Micro & Small Medium Enterprises (MSME's) having UDYOG Aadhar Memorandum and MSE's registered with the MSME will also be given Price Preference (1S%) as per the "Public Procurement Policy for Micro and Small Enterprises (MSES) Order 2012"(Copy Enclosed). Please Confirm	The same is not applicable for this work.
2	With reference to the above clause, we understand the payment for the consultancy services will be made once in 3 months and the payment will be made as per the actual % of physical progress of the work. However, we request you to break down the lump sum amount quoted by consultant into 24 months (i.e. Time period of the project construction work) and pay the payment every month Please Confirm	Not accepted. However payment to TPQA agency shall be made once in 2 months as replied in Sl. No 4 of I Above.
3	With reference to the above clause, please clarify whether the actual amount per month includes only the remuneration to key experts or it also includes the other expenditures such as Transportation charges to the site, Office rent, etc. And also clarify whether this compensation per month as per actual subjected to the amount per month not exceeding 0.14% of the quoted fee shall be paid to the consultant every month or shall be made once in 3 months.	The compensation includes all the expenditure. In the event of construction work is extended 6 months beyond the stipulated period of contract, the consultant will be compensated per month for their establishment at the project site as per actual subjected to the amount not exceeding Rs 50,000 per month.
4	Please refer clause 10 page 10 of NIB	Not agreed.

	<p>wherein the payment schedule is furnished</p> <p>Request – We respectfully request mobilization of 10 % (against bank guarantee) of total consultancy fee payable to the consultant</p>	
5	<p>Please refer clause 5.7 page 7 of Notice Inviting Bid wherein it is stated</p> <p>“5.7 details of manpower proposed to be allocated to this project (Details include Name, designation, qualification, relevant experience in years ,percentage of time devoted to this project and brief CV of the key personnel)”</p> <p>we respectfully request you to clearly specify the number of personnel to be proposed for the subject project “</p>	<p>The NIB condition to be complied. Please refer to our response to Queries in Ser No 3 and 17 of I above.</p>
6	<p>Please refer clause 2 page 31 of Notice Inviting Bid wherein it is stated ,</p> <p>“2.The payment for the consultancy services will be made once in n 3 months and the payment will be made as per the actual % of physical progress of the work. As certified by the engineer in charge IIT PKD. The physical progress means the mile stone stipulated for the project in the main construction contract “</p> <p>Request :since our payment is linked with physical progress of construction work we respectfully request to provide the mile stone stipulated for the project in the main construction contract”</p>	<p>Please visit the web site www.tenderwizard.com/CPWD for CPWD tender document published on 07.09.2019 for referring mile stone conditions.</p>
7	<p>Please refer clause 11 , page 11 of Notice Inviting Bid wherein it is stated,</p>	<p>The NIB condition will remain unchanged</p>

<p>“An amount of Rs 25000/- per month per technical staff shall be recovered for absence of technical staff as proposed by the consultant in the Technical Bid “</p> <p>Kindly note the above penalty clause appears not fair to the appointed consultants. There should be maximum ceiling limit for penalty clause. Therefore we respectfully request you to revise or mention maximum ceiling limit for the penalty clause. Generally the maximum limit of penalty will not exceed 5 % of the consultancy fee payable to the consultancy”</p>	
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Registrar
IIT Palakkad

Copy to all the Participant Bidders

NOT ON ORIGINAL

1. Prof. P. B Sunil Kumar, Director, IIT Palakkad
2. Prof. Job Kurian, Prof-in-Charge (Admn.), IIT Palakkad
3. Col Soumyabrata Chakraborty, Registrar, IIT Palakkad
4. Dr Tom V. Mathew, Professor, IIT Palakkad
5. Dr. Senthil Kumar V, Assistant Professor, IIT Palakkad
6. Mr. P Soundararaj, Rtd DDG, CPWD, Chennai
7. Mr. S Ramanujam, Rtd Director, DCSEM, DAE, Mumbai
8. Mr. T V Prabhakaran, Rtd Chief Architect cum Director (Infra), NPCIL, DAE
9. Er. Balachandran M, Senior Project Engineer, IIT Palakkad

Registrar
IIT Palakkad