

Date: 11th August, 2020

Minutes of the Pre- Bid Meeting held through WEBEX on 07th August, 2020 at 03:00 PM w.r.t. Tender No.: IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1Dated 22 .07.2020

In the light of Transport Tender for providing on call small vehicles and one stationed vehicles published on 22.07.2020, pre-bid meeting with following prospective bidders was conducted through Webex on 07.08.2020 at 03:00 PM.

Sl. No.	NAME OF THE REPRESENTATIVE	PROSPECTIVE BIDDER FIRM
01.	Mr. Sanmay Bhardwaj	M/s. Bhardwaj & Brothers, Bihta, Patna
02.	Mr. Prabhat Kumar	M/s. Harshraj Cotractors India Pvt. Ltd, Patna

Expression for participation in the pre-bid meeting was also received from M/s. Kolkata Cabs, Kolkata, however it could not make in the meeting.

The following members of **Institute Transport Committee (ITC)** attended the pre-bid meeting:

1. Dr. Subrata Hait, Dept. of CEE
2. Dr. Amarnath Hegde, Dept. of CEE
3. Mr. Santosh Kumar, AR–Gen. Administration
4. Mr. Santosh Kumar, STS, Dept. of Physics
5. Mr. Abhay Kumar Verma, Jr. Assistant

The following members were not available in the meeting:

1. Dr. Manbendra Pathak, PIC (Transport)
2. Dr. Anirban Mahato, Dept. of ME
3. VP Gymkhana

Invitees:

1. Dr. K. C. Ray, Associate Dean (Administration)
2. Mr. Vijay Kumar, Deputy Registrar(General Administration)

The meeting started with the introduction of representatives of the prospective bidder firms. Queries raised by abovementioned prospective bidders were answered to their satisfaction.

I. Queries raised by Mr. Bhardwaj, Bhardwaj and Brothers

Queries	Answer/ Recommendations
1. Request for reduction of Security Deposit amount.	1. In light of the GFR provision, the committee recommended that the amount of Security Deposit cannot be reduced. However, the awardee firm may submit Bank Guaranty.
2. Exemption of EMD amount, if firms have MSME / Udyog Aadhar certificate.	2. Firm having valid MSME certificate/ Certificate from Udyog Aadhar may avail exemption from EMD submission while applying for the tender. Firm claiming exemption from EMD submission must submit copy of valid certificate. (Tender without valid EMD exemption certificate or EMD payment receipt will be out rightly rejected).
3. Documents to be considered as valid trade license.	3. Firms having valid registration of Tour Operator Services from GST Dept. may also be considered as valid trade license. GST registration for Tour Operator Service should be enclosed. Firms may also submit Udyog Aadhar certificate showing Tour Operator Services as their registered business for consideration. Alternatively, Registration under Shop & Establishment Act, Registration from RoC may also be enclosed as a proof of valid trade license.
4. Area required to develop Travel Desk Office and for Car parking.	4. Successful bidder must establish a Travel Desk office of size approx. 250 Sq Ft at Institute to facilitate required vehicles. Office rent will be charged at the rate of Rs. 8/- per Sq Ft per Month and electricity bill be as per actual usage. Vehicles shall be parked at earmarked area.

II. Mr. Prabhat Kumar, M/s. HARSHRAJ CONTRACTORS INDIA PVT. LTD

Queries	Answer/ Recommendations
1. Exemption of EMD amount, if any firm has MSME certificate or certificate issued by UdyogAadhar .	1. Firm having valid MSME certificate/ Certificate from Udyog Aadhar may avail exemption from EMD submission while applying for the tender. Firm claiming exemption from EMD submission must submit copy of valid certificate. (Tender without valid EMD exemption certificate or EMD payment receipt will be out rightly rejected.)
2. Required to submit Tender Fee / EMD amount physically.	2. There is no tender fee. No documents shall be required to submit physically. In case of EMD is submitted in the form of Demand Draft, Copy of Demand Draft in original must reach at specified address prior to the closing date of bid submission. The firms are encouraged to utilize SBI Collect for deposition of EMD.
3. Area required to develop Travel Desk Office and for Car parking	3. Successful bidder must establish a Travel Desk office of size approx. 250 Sq Ftat Institute to facilitate required vehicles. Office rent will be charged at the rate of Rs. 8/- per Sq Ft per Month and electricity bill be as per actual usage. Vehicles shall be parked at earmarked area.

Besides clearing the queries raised by prospective bidders, ITC in a meeting on 11.08.2020 decided to clarify few ambiguities in the tender document. Following points should be appended in the tender document.

- I. "Travel desk should be open physically as per market timing, typically between 9:00 A.M. to 5:30 P.M." except Sundays. For rest of the period, the vendor will be available on phone/mail etc. to provide the services.
- II. In case there is a lone successful bidder in category A (i. e. for one stationed vehicle on monthly rental basis), the competent authority may not ask the bidder to establish a travel desk.

- III. The successful bidders in respective broader category B & C (i.e. **Small vehicle required on call basis for pick & drop services & for Small vehicle required on call basis**) have to compulsorily establish Travel Desk at the Institute. Empanelled firm has to pay the rent and electricity as per rate decided by the Institute.
- IV. In case of tie- break in quoted price of more than one bidder, the priority would be given on the basis of turn over followed by length of experience for determining L1.
- V. The clause “The Institute may empanel more than one firm for each category on the lowest rates of the respective category, i.e., A, B & C.” at Page No. 25 of the Tender document may be read as :

“For B & C categories (i.e. small vehicle required on call basis for pick & drop services & for small vehicle required on call basis), the institute reserves the right to empanel more than one firm on the basis of the lowest rate in the respective category. Both the empaneled bidders should compulsorily establish their Travel Desks at the Institute and should provide the vehicles at the lowest rates in each category. The firms have to pay the rent and electricity as per the rate decided by the Institute.”

IIT Patna shall make a panel of service providers and user can hire services from anyone of them. All service providers have to agree to offer same rate after bid opened and at the lowest.

- VI. Administration will ensure distributing equal volume of work, if more than one vendor is empanelled for a particular category of service.
- VII. The empanelled firms have to undertake that its bid is valid for one year at the rate of L1 firm in their respective category.
- VIII. The empanelled firms have also to undertake that their rates are valid for the IIT Patna community as a whole and during their private visits too, the firm would not charge more than the rate contracted price.

IX. In order to provide sufficient time to submit the bid, ITC recommends to extend the **Last Date of Submission to 08.09.2020, 03:00 PM. Subsequently, Date of Opening of Bid may be kept on 09.09.2020, 03:30 PM.**

Mr. Abhay Kumar
(Member, JA)

VP Gymkhana
(Member)

Mr. Santosh Kumar
(Member, STS)

Mr. Santosh Kumar
(AR (Gen Admin), Member & Convener)

Dr. Amarnath Hegde
(Member, Dept. of Civil Engg.)

Dr. Anirban Mahato
(Member, Dept. of Mech. Engg.)

Dr. Subrata Hait
(Member, Dept. of Civil Engg.)

Mr. Vijay Kumar
DR (Gen Admin)

Dr. Manabendra Pathak
(Professor-in-Charge, Transport)

Dr. K.C. Ray
Associate Dean (Admin)

Registrar

Director