



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA, NEW DELHI-110 078

Tel. No. 011-25302138/139

Website: www.ipu.ac.in, Email: gaipudwarka@gmail.com

Tender Ref. No. GGSIPU/GA/SAN/2019-20/01(4)

Dated : 10.01.2020

MINUTES OF THE MEETING

A pre-bid meeting in reference to University's Tender No. GGSIPU/GA/SAN/2019-20/01(04) dated 03.01.2020 was convened in the conference hall of University Works Division (UWD) on scheduled date 10.01.2020 at 3:00 PM to discuss the queries of potential bidders/agencies to tender in presence of following committee members.

1. Er. Ajay Gupta, Supdt. Engineer (UWD)
2. Dr. Pankaj Agrawal, Dy. Registrar (GA)
3. Dr. A.D. Lamba, Dy. Registrar (Stores)
4. Dr. Vijay Kumar Dy. Registrar (Purchase)
5. Sh. Amit Sharma, Section Officer (GA)
6. Ms. Kusum, A.A.O. (Finance & Accounts)

The representative of following eight service providing agencies/potential bidders attended the above mentioned pre-bid meeting on scheduled date, time and venue mentioned in the above referred tender for providing Sanitation Services of the University.

S. No.	Name of the agency
(i)	NIS Management Limited
(ii)	S. N. Enterprises
(iii)	Nutech Setting Equipment
(i)	Aroon Aviation Services Pvt. Ltd.
(ii)	SAI Hospitality Services
(iii)	Dusters Total Solution Pvt. Ltd.
(iv)	MS Support Services Pvt. Ltd.
(v)	All Services Global Pvt. Ltd.

Detail deliberations were made on queries of above mentioned agencies/potential bidders with members of the committee. The M/s Dusters Total Solutions Services Private Limited and M/s SAI Hospitality submitted their queries in black and white on their respective letter heads and through mail. The decision of the committee members on received queries of agency representatives/potential bidders is detailed as under.

S. No.	Query/Description of works	Request of Vendor	Decision of the committee
M/s SAI Hospitality			
1.	Will establish office in Delhi NCR (point No. 11 of Clause 2.1)	Rent Agreement applicable or not applicable	Undertaking to the effects that the bidder has office in Delhi/NCR. Proof of telephone bill, rent agreement, electricity bill and 05 Photograph of the building to be provided.
2.	GST reimbursement or not	-----	Refer to clause 9 (vi)
3.	Minimum wages rate escalation or not	-----	Refer clause 9 (x)
4.	The PF & ESIC paid challan will be deposit same month or back month	-----	Refer clause- 10
5.	Water charges	Water Charges are free or not	No water charges will be deducted.
6.	<p>Page No. 5&6 initial eligibility criteria Point no. 05- “Similar work” means the work of providing Sanitation/Housekeeping Services in Government Department, State Government, PSU, Autonomous Body, University/Educational Institution, Bank, Hotel, Hospital, private entity at single location.</p> <p style="text-align: center;">AND</p> <p>Should have satisfactorily completed one work of Sanitation/Housekeeping of value not less than Rs.2.82 Crores in last seven years ending last date of receipt of tenders in the University/college/Educational Institute at single location. This work can be additional or one of the works mentioned above. (i) Details to be furnished in Annexure VII</p> <p style="text-align: center;">AND</p> <p>Should have satisfactorily completed one work of Sanitation/Housekeeping of value not less than Rs.2.82 Crores in last seven years ending last date of receipt of tenders in Central Government /State Government /Autonomous Body/Semi Govt. /Govt. Undertaking /PSU at single location. This work can be additional or one of the works</p>	Request to change the said language from “AND” to “OR”	No Change

	mentioned above (i) Details to be furnished in Annexure VII		
M/s Dusters Total Solutions Services Private Limited			
7.	EMD- Rs. 14,10,000/- (Rupees Fourteen Lacs Ten Thousand Only). EMD may be paid in the shape of FDR/BG of any Nationalized/scheduled bank or online in favour of Registrar, Guru Gobind Singh Indraprastha University, and Payable at Delhi	Request to Furnish Format of Bank Guarantee	Proforma Attached
8.	Page 10, 6 Scope of Work- The agency will deploy following category of Manpower:	What is the male to female ratio required for deployment? Kindly clarify	As per requirement from time to time.
9.	Page 17, Payment Point No. 9 (v) Gratuity- Gratuity, Bonus (if applicable) shall be extra over and above the rate quoted by the agency	Bonus if applicable will it be paid annually	Reference Clause 9(v) of the tender document
10.	Other Condition of the Tender- That the successful bidder shall, take immediate steps to get a license under contract labour (R&A) Act, 1970.	GGSIU to provide form 5 for labour license, kindly clarify	Yes, will be provided.
11.	Method payment of Bills Pg. 17.- The payment of the agency in respect of deployment of manpower shall be made in accordance with the actual deployment as per biometric attendance system. The machine for biometric attendance will be provided by the University and same shall be maintained by the agency thereafter.	Request to kindly consider Facial Biometric Machine instead of thumb impression Biometric machine	Attendance with Thumb biometric. No further change.
12.	Clause 3 of Financial Bid	-----	Only service charges are to be quoted in S. No. 3. No manpower cost to be included. Manpower cost on minimum wages will be reimbursed as per biometric attendance.
13.	Clause 6 &7	-----	No Change
14.	It was clarified to the prospective bidders that they will have to make a presentation on the concept/idea/SOP for Sanitation/Housekeeping before a Committee of University including demonstration of equipment. The presentation will be awarded marks and according the following clause 2.2 & 2.2 (a) Annexure-VI may now be read as under:-		

2.2 Technical Bid Evaluation Criteria

Those bidders who fulfill the initial eligibility criteria as mentioned in 2.1 above shall be further evaluated as per following criteria:-

S. No.	Criteria	Max. Overall Marks
1.	Financial Strength Turnover (10 Marks) - (Annexure II) Solvency (2 Marks) – (Annexure III) Profit/Loss (3 Marks) – (Annexure II)	15
2.	Availability of Human Resource Running Contract (7.5 Marks) - (Annexure – IX) Strength in Last 1 year (7.5 Marks) - (Annexure – IX)	15
3.	Past Performance (Annexure - VII & VIII) Experience of Similar Projects (20 Marks) Clients Satisfaction (10 Marks) Experience in University / Education Institute (10 Marks)	40
4.	Availability of Machinery - (Annexure – XI)	10
5.	Presentation & Machinery/Equipment Demonstration	20
	Total	100

Note:

- The detailed marking is attached at Annexure VI.
- A bidder should secure minimum of 60% marks in each criteria separately and overall 65% marks to qualify for opening of financial bids.
- Performance Certificate without any mention of client satisfaction will be considered as satisfactory.
- The qualified shortlisted bidders shall have to go through physical demonstration of Machineries/Equipments before the University authorities in accordance to machineries mentioned at Annexure – XI. The machineries demonstrated will be considered for marking.

2.1 (a) Technical Presentation & Demonstration of Machines :

- Standard Operating Procedures for campus housekeeping*
- Optimum Utilization of Resources*
- Concept/Idea*
- Demonstration of Machinery*

During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks.

Marking System for Evaluation of Technical Bid

1. Financial Strength of the bidding Agency (Max. Marks - 15 Marks)

(a) Turn Over (Max. Marks - 10 Marks)

Minimum Eligibility as per initial eligibility criteria i.e. 7.05 Crores	(i) 60% of Maximum Marks of 10
Double of the minimum eligibility criteria i.e. 14.10 Crores	(ii) 100 % of Maximum Marks of 10
Pro-rata in between In between (i) & (ii)	

(b) Solvency (Max. Marks - 2 Marks)

Minimum Eligibility as per initial eligibility criteria i.e. 2.82 Crores	(i) 60% of Maximum Marks of 2
Double of the minimum eligibility criteria i.e. 5.64 Crores	(ii) 100 % of Maximum Marks of 2
Pro-rata in between In between (i) & (ii)	

(c) Profit/Loss (Max. Marks - 3 Marks)

No Loss in last five years ending 2019	03 Marks
Loss in 01 year in last five years ending 2019	02 Marks
Loss in 02 years in last five years ending 2019	1.5 Marks
Loss in 03 years or more in last five years ending 2019	00 arks

2. Availability of Human Resource (Max. Marks - 15 Marks)

(a) Running Contract (Documentary proof - copy of work order/contract agreement & labour license to be submitted) – (Max. Marks – 7.5 Marks)

Minimum Eligibility as per initial eligibility criteria ie. 150 personnel in a single contract.	(i) 60% of Maximum Marks of 7.5
Double of the minimum eligibility criteria ie. 300 personnel in single contract.	(ii) 100% of Maximum Marks of 7.5
Pro-rata in between (i) & (ii)	

(b) Strength in Last 01 year (Documentary proof in form of EPF/ESIC contribution and any other document to be submitted) – (Max. Marks – 7.5 Marks)

Minimum Eligibility as per initial eligibility criteria ie. 500 personnel's	(i) 60% of Maximum Marks of 7.5
Double of the minimum eligibility criteria ie. 1000 personnel's	(ii) 100% of Maximum Marks of 7.5
Pro-rata in between (i) & (ii)	

3. Past Performance (Max. Marks - 40 Marks)

(a) Experience in Similar Projects (Max. Marks - 20 Marks)

Minimum eligibility as per Initial Eligibility Criteria	(i) 60% of Maximum Marks of 20
Double the minimum eligibility as per Initial Eligibility Criteria	(ii) 100% of Maximum Marks of 20
Pro-rata in between (i) & (ii)	

(b) Clients Satisfaction – (Max. Marks - 10 Marks)

Grading in ‘Client Satisfaction Report’	
Outstanding / Very Good	10
Good / Highly Satisfactory	8
Satisfactory / Fair	6
Unsatisfactory / Poor	0

(c) Experience in University / Education Institution – (Max. Marks - 10 Marks)

Minimum Eligibility as per initial eligibility criteria	(i) 60% of Maximum Marks of 10
Double of the minimum eligibility criteria	(ii) 100% of Maximum Marks of 10
Pro-rata in between (i) & (ii)	

Note:

- (1) The projects considered for qualification in Initial Eligibility will only be considered for marking of Past Performance.
- (2) For agencies qualified on two/three work basis, average marks will be calculated.

4. Availability of Machinery (Max. Marks - 10Marks)

Sl. No.	Machinery / Equipment	Required Quantity	Marks Per Machine	Maximum Marks
1.	Single Disc Scrubber	03	0.2 Marks / per machine	01
2.	Wet & Dry Vacuum Cleaner with stainless steel tank	04	0.15 Marks / per machine	01
3.	High Pressure Jet Cleaner	02	0.3 Marks / per machine	01
4.	Battery Operated Ride on Sweeping Machine	01	1.8 Marks per machine	03
5.	Battery Operated Walk Behind Scrubber Drier	02	0.6 Marks per machine	02
6.	Rickshaw / Garbage Trolley	06	0.1 Mark per trolley	01
7.	Glass Cleaning Kit	04	0.15 Marks per machine	01
	Total			10

Documents required for marking:-

1. Ownership document of the machine in form of Invoice/Insurance paper or lease agreement of the machine with owner of machine (copy of ownership proof also to be produced). Lease agreement of tenure less than the time period of this tender will not be considered for evaluation.
2. The qualified shortlisted bidders shall have to go through physical demonstration of Machineries/Equipments before the University authorities in accordance to machineries mentioned at Annexure – XI. The machineries demonstrated will be considered for marking.

5. *Technical Presentation & Demonstration of Machines (Max. Marks – 20 Marks) :*

- I. Standard Operating Procedures for campus housekeeping***
- II. Optimum Utilization of Resources***
- III. Concept/Idea***
- IV. Demonstration of Machinery***

FORM OF EARNEST MONEY (BANK GUARANTEE)

WHEREAS, contractor (Name of tenderer) hereinafter called “the tenderer/bidder”) has submitted his tender dated.....(date) for “Providing of Sanitation / Housekeeping Services for Guru Gobind Singh Indraprastha University” (hereinafter called “ the Tender”)

KNOW ALL PEOPLE by these presents that we (name of bank) having our registered office at (hereinafter called “the Bank”) are bound unto (Registrar, G.G.S.I.P. University) (hereinafter called “the Registrar, G.G.S.I.P. University”) in the sum of Rs..... (Rs.In words.....) for which payment well and truly to be made to the said Registrar, G.G.S.I.P. University, the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS of this obligation are:

- (1) If after tender opening the tenderer/bidder withdraws his tender during the period of validity of tender (including extended validity of tender) specified in the Form of tender;
- (2) If the tenderer/bidder having been notified of the acceptance of his tender by the Registrar, G.G.S.I.P. University:
 - a) fails or refuses to execute the Form of agreement in accordance with the instructions to tenderer, if required; OR
 - b) fails or refuses to furnish the Performance Security, in accordance with the provisions of tender document and instructions to tenderer/bidder, OR
 - c) fails or refuses to start the work, in accordance with the provisions of the contract and instructions to tenderer/bidder, OR
 - d) fails or refuses to submit fresh Bank Guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the Registrar, G.G.S.I.P. University up to the above amount upon receipt of his first written demand, without the Registrar, G.G.S.I.P. University, having to substantiates his demand, provided that in his demand the Registrar, G.G.S.I.P. University will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date after the deadline for submission of tender as such deadline is stated in the instructions to contractor or as it may be extended by the Registrar, G.G.S.I.P. University, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE.....

SIGNATURE OF THE

SEAL

BANK

WITNESS.....

(SIGNATURE, NAME AND ADDRESS

* Date to be worked out on the basis of validity period of 120 days from last date of receipt of tender.

**Sd/-
Kusum
A.A.O.
(Finance & Accounts)**

**Sd/-
Amit Sharma,
Section Officer (GA)**

**Sd/-
Dr. Vijay Kumar
Dy.Registrar (Purchase)**

**Sd/-
Dr. A.D. Lamba,
Dy. Registrar (Stores)**

**Sd/-
Dr. Pankaj Agrawal,
DR (GA)**

**Sd/-
Er. Ajay Gupta,
Supdt. Engineer (UWD)**