

## Minutes of the Meeting

Day & Date : Wednesday, September 01, 2021  
Timings : 11:00 AM Onwards  
Mode : Online meeting using Zoom platform

**Agenda:** Pre bid meeting for Tender No: IIMI/2021-22/04: Notice Inviting Tender for Providing Catering and Housekeeping Services Required for Executive Residence-1 and Executive Residence-2 at IIM Indore.

**Discussion:**

CAO convened the meeting and apprised the members present in the meeting for the Notice Inviting Tender [No: IIMI/2021-22/04](#), and also briefed the expectations of IIM Indore in terms of quality, quantity and service.

**The pointwise corrigendum are as follows:**

S. No.	Tender Clause/ Page No.	Uploaded as	To be read as
1	Estimated cost (Page 1/50)	2,39,00,000/-	2,39,00,000/- Annual
2	Clause No. 2 (A) (Page 4/50)	Expect shed	Except shed
3	Clause: Format of Evaluation of Pre- qualification (Page 23/50)	A maximum of 05 marks based on the presentation.	A maximum of 10 marks based on the presentation.
4	Clause No. 19.1, last para (Page 29/50)	Only the pest control service can be outsourced by the contractor with prior knowledge of IIM Indore authorities, however the onus remains with the contractor.	Only the pest control service and laundry services can be outsourced by the contractor with prior knowledge of IIM Indore authorities, however the responsibility remains with the contractor.
5	Payment Terms Point no. 13 (i) (Page No. 26/50)	All quoted rates will remain fixed during the initial duration of the contract (three years).	All quoted rates will remain fixed during the first year.  Any annual escalation may be done on mutually agreed terms. A duly constituted committee by the Institute will decide the percentage of increase.

6	Payment Terms Point no. 13 (j) (Page No. 26/50)	The rate/price quoted for catering & housekeeping are subject to escalation after successful completion of initial contract. The exact increase for the extension period will be negotiated by the Institute considering	All quoted rates will remain fixed during the first year.  Any annual escalation may be done on mutually agreed terms. A duly constituted committee by the Institute will decide the percentage of increase.
7	Commencement of Services Point No. 18 (Page No. 29/50)	The successful bidder should commence the services in all respects as per scope of work w.e.f. 01-12-2021 IIM Indore Campus.	The successful bidder should commence the services in all respects as per scope of work w.e.f. Mutually decided date at IIM Indore Campus.

The pointwise clarifications are as follows:

S. No.	Tender Clause/ Page No.	Clarification
1	Housekeeping & Janitorial Services (Page 8/50) and Obligation of the Institute (for providing the Items mentioned on Page 8/50)	The institute will provide the Inventory (whatever is currently available) as a one-time support only on as is where is basis. Any periodic Purchase/ Replacement/ Refilling is to be done by the contractor only.
2	The Obligation of the Contractor (Page 14-50/50)	The Institute will provide only the office space to the contractor. All the requirements for Computers, Computer peripherals, hardware, Printers, Stationery materials, Registers, Software, Software licenses, etc. for managing the Billing part in the front office will be under the scope of the Contractor Only.
3	Slippers (Page No. 13/50)	Can be reusable rubber slippers.
4	Linens (Page No. 13/50)	Should be branded (Bombay Dyeing or equivalent)
5	Fruit Basket (Page No. 14/50)	Is to be provided on arrival once, the composition of the same can be at least 03 fresh seasonal fruits.
6	Room freshener (Page No. 14/50)	To be used through wall mounted Automatic room fresheners dispenser
7	List of cleaning items (Page No. 9/50)	Garbage bags should be biodegradable
8	Breakage (Page No. 36/50)	The institute will provide the kitchen assets as per the list (page no. 14/50) on as is where is basis, any repair and maintenance will be under the scope of Contractor Only.