



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के अधीन एक केंद्रीय विश्वविद्यालय)
(A Central University under the Union Ministry of Ports, Shipping and Waterways)
कोच्चि परिसर/ KOCHI CAMPUS

IMU/KoC/Es/P/GEM/09/2021

17.01.2022

Tender for Housekeeping Services at IMU Kochi Campus (Bid Number: GEM/2021/B/1812106 dated 04.01.2022)-Pre bid meeting on 13.01.2022 at 3:00 PM

The queries raised by the bidders during the Pre-Bid meeting of tender for housekeeping services at IMU Kochi Campus (bid no. GEM/2021/B/1812106 dated 04.01.2022) and the responses are given below.

Sl. No	Queries & Suggestions	Response
1.	What is the tender ID in Gem Portal?	Bid Number GEM/2021/B/1812106 dated 04-01-2022. The details are available at www.imu.ac.in under the heading: Tender for Hiring of Sanitation Services (Housekeeping) at IMU Kochi Campus
2.	Whether the supervisor should be skilled or unskilled?	The supervisor need not be a skilled category.
3.	Whether consumables and equipment required for cleaning will be provided by the buyer (IMU)?	The consumables required for cleaning will be provided by IMU. The machinery and equipment (if required) for cleaning will be arranged by the contractor. (Refer sub clauses 29 & 30 of clause 3 of the model contract available in ATC)
4.	Whether price break up format is mandatory?	The price break-up format is a part of the tender document and needs to be filled up along with tender document. The Price Break Up format will be a part of the Agreement.
5.	Whether copy of labour license is mandatory?	Yes. Copy of labour license issued by CLC/RLC for similar type of work may be furnished while bidding.
6.	The minimum service charge as per gem bid document is set as 2%. Can it be increased?	The minimum service charge of 2% cannot be increased. However, the bidders are free to quote service charges as per their discretion, but it should not be less than 2%.

7.	Whether a higher rate can be quoted for the supervisor?	If the bidder wishes to quote higher charges for the supervisor they are free to quote higher rates for the supervisor but not mandatory
8.	Whether grass cutting services are included in the scope of work.?	Grass cutting is not included in the scope of work. However sweeping and cleaning of roads and other open areas are included.
9.	How many days are required for payment on submission of invoice?	Payment will be made to the contractor on a monthly basis within 10 working days on submission of invoice provided all the other documents are clear. (Refer sub clause 40 of clause 3 of the model contract available in ATC)
10	Whether revision of minimum wages can be made applicable since the payment is through GeM?	If there is any revision of minimum wages prescribed by the Central Government during the periodicity of the contract, the revised wages will be applicable. (Refer sub clause 10 of clause 3 of the model contract available in ATC)
11	Whether the wages of the housekeeping staff and supervisor should be same or not?	The bidders can decide whether to pay more wages to supervisor or not. The details should be shown in the specified price break up format.

Sd/-
Deputy Registrar
IMU Kochi Campus