

CORRIGENDUM

CLARIFICATIONS ON THE QUERIES RAISED BY THE BIDDERS DURING PRE-BID MEETING HELD ON 23.10.2023

1.	<p>Mr. Sanjay Chandak of M/s. Antares Systems Ltd., explained the tendering procedure wherein he elaborated the following:</p> <ul style="list-style-type: none"> • Requirement of Latest Internet Explorer and above (Google Chrome) for uploading e-tender. • Digital Signature Certificate Class 3 • Uploading of individual file up to 5 MB size. • Tender document in PDF format. • Technical and Commercial Bid Forms in protected Excel format. Only Blue Cells can be filled up. • The tender forms will be opened after registration by the bidder. • Bidder has to upload Technical Documents in soft format including Mandatory Documents as specified on the portal. • Tender will be disqualified if the prices are revealed by the bidders in Technical Bid. • Tenders will be opened if a minimum of three bids are received. In case of non-receipt of three bids, the date of tender opening will be extended suitably. • Any addendum / corrigendum / extension of the above tenders shall be issued on website http://www.tenderwizard.com/NIA only. No separate notification shall be issued in the press. Bidders are therefore requested to regularly visit website to keep themselves updated.
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Catering Services for MDP and PGDM Hostel and Cafeteria	
Q1	We are having MSME registration certificate. Do we require to pay Earnest Money Deposit of Rs.5,00,000.00?
A2	NIA is an Autonomous Institute. Such benefits are therefore not applicable from the Academy.
Q2	Is there any minimum assurance towards the payment for catering services?
A2	No. NIA will pay according to the actual package per day per head. As per our previous experience there were around 8000 participant per year visited for training in the Academy. Per day average would be roughly 120 MDP Participants which increases up to 500 on special events. Apart from the above around 190 PGDM students reside in the hostel and avail the catering facility on daily basis.
Q3	What is the approximate tender value per year?
A3	Presently it is around 2.5 crore per year. Depending on number of participants for MDP programmes and PGP students, the tender value will be changed.
Q4	As per tender, there is a criterion of a minimum cumulative turnover from catering activity of Rs.7.50 Crore for the last three financial years i.e., 2019-20, 2020-21, and 2021-22 with a minimum turnover of Rs.2.00 Crore each year. As 2020-21 was a Covid year, please consider the turnover of earlier years as also FY 2022-23 (excluding 2020-21) for cumulative turnover.

A4	This is OK for us. The Competent Authority has approved this request. The cumulative turnover of following any three years will be considered for this criterion. 2018-19, 2019-20, 2021-22 and 2022-23.
Q5	Can Security deposit be given by DD/BG/FD.?
A5	Please refer Point No. 11 Technical Bid – Eligibility Criteria. The successful tenderer whose tender is accepted shall, within seven days from issuing / receiving the letter of acceptance be required to deposit an amount of Rs.20.00 Lakh by NEFT/RTGS payment or Demand draft in the name of National Insurance Academy. However, Bank Guarantee for the even amount may be submitted by the bidder for the minimum period of the two years of the contract. Under such circumstance, the bidder must ensure that: The Bank Guarantee submitted should be Nationalised Bank Only (It should remain valid for a period of sixty days beyond the date of completion of the contract) any deviation in the above is not acceptable.
Q6	How many days NIA will make the payment after submission of bill
A6	NIA pays fortnightly bills to the caterer subject to submission of the bills in time. This means in every month there would be payment of bill twice in a month.
Q7	Will NIA bear the manpower cost for catering services ?
A7	No. this is all inclusive contract wherein the cost of labours is to be included in the package services as asked in the tender. It is mandatory for the contractor to pay his labours as per the Minimum wages of Act as declared by Central Govt. from time to time.
Q8	Will there be an advance payment from PGDM Students (Non-Residents) instead of collecting cash towards catering services on actual payment basis?
A8	No. The payment from the students is to be collected on case-to-case basis towards the services availed by them.

	Conservancy Services at MDP and PGDM Hostel.
Q1	Page no. 43 to 48 of Commercial bid. There is a slight mistake in page no. 45 wherein wages indicated for supervisor and housekeepers are Rs. 24424.67 and Rs. 23374.67 respectively.
A1	A corrigendum dated 23.10.2023 is uploaded wherein the wages are revised to Rs. 24861.31 and Rs. 23811.31 as per revised wages made applicable by Central Govt.
Q2	Will NIA pay the cost of Extra Manpower provided for special programmes.
A2	It is specified in the tender that the minimum manpower to be deployed by the contractor. It is observed that due to absenteeism of the workers the required man-days per month are not fulfilled most of the time. Under such circumstance the extra manpower will get adjusted against the workers remained absent during that month.
Q3	Uniform cost is not mentioned in the tender
A3	It is mandatory for the contractor to provide uniforms to his workers deputed at NIA. The cost of uniforms will be borne by the contractor and may be included in the service charges.
Q4	How the attendance of workers will be recorded at NIA? Manual Or Bio-Metric

A4	Presently, the attendance of workers is in manual mode which will be upgraded to Biometric attendance. The contractor will have to provide biometric machine at NIA campus which will be taken back by him after completion of the contract period.
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Bus Service on Monthly basis and As an when required	
Q1	Please refer Point No. 3, Page no. 4 Technical Bid – Eligibility Criteria. There is Typographical error The Agency should have its own fleet of minimum 08 (Six) passenger vehicles/buses.
A1	Please read as: “The Agency should have its own fleet of minimum 08 (Eight) passenger vehicles/buses.
Q2	Please refer part 1 Annexure 1 of Technical Bid page no. 16, Sr. No 5A Income Tax Acknowledgement for the last three years is indicated as F.Y. 2020-21, 2021-22 and 2022-23
A2	The cumulative turnover of following any three years will be considered for this criterion. 2018-19, 2019-20, 2021-22 and 2022-23.

NIA PUNE