

भारतीय प्रौद्योगिकी संस्थान बॉम्बे  
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
जन स्वास्थ्य कार्यालय  
PUBLIC HEALTH OFFICE

File No: PHO/F-HK/2025  
Date: 29/04/2025

**MINUTES OF PRE-BID MEETING FOR TENDER NO: PHO-K-19/25-26**

For (a) **Housekeeping work contract for the** Hostel & Residential area in IIT Bombay.  
(b) **Housekeeping work contract for the Academic** area (Departments, Centers, Sections, Workshops, Labs, and Administration Bldgs.) and the surrounding area in the IIT Bombay Campus.

Date & Time : 29.04.2025 at 11.30 hours  
Venue: Public Health Office

**Technical Evaluation Committee members:**

1. A Dean III (IPS) - Convener
2. Sr. Assistant Registrar, Internal Audit - Member
3. Public Health Officer – Member Secretary
4. Shri. D. S. Jadhav – Consultant- Member

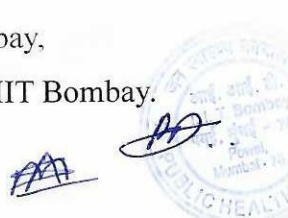
**Agenda:** Pre-bid meeting for the tender: a) **Housekeeping work contract for the** Hostel & Residential area in IIT Bombay. b) **Housekeeping work contract for the Academic** area (Department, Centers, Sections, Labs, and Administration Bldgs.) and the surrounding area in the IIT Bombay Campus.

The Following bidders were present at the pre-bid meeting:

1. M/s. PNS Upkeep
2. M/s. A1- Facility and Property Management Pvt. Ltd.
3. M/s. Unique Pest Control Services.
4. M/s. BVG India Ltd.
5. M/s. Moosa Services Co.
6. M/s. Unisec Management Services Pvt. Ltd.
7. M/s. CLR Facility Services Pvt. Ltd
8. M/s. Blugent Hospitality Pvt. Ltd.

The Public Health Officer (PHO) welcomed all the members and participating Contractors for attending Pre-bid meeting. The PHO and Sr. Assistant Registrar, Internal Audit briefly explained the Terms & Conditions. Assoc. Dean III (IPS) explained the importance of the Housekeeping Contract of the following :

- (a) Housekeeping work contract for the Hostel & Residential area in IIT Bombay,
- (b) Housekeeping Work Contract for the Academic Area and surroundings of IIT Bombay.



E-Tender Notices were published for both the upcoming housekeeping work contracts.

The terms and conditions of the tender were detailed by members, including the scope of work and the evaluation process. The evaluation will follow the Quality and Cost-Based Selection (QCBS) method, using a marking system. The Technical Evaluation Committee will assess the technical proposals, followed by a financial evaluation, and the contract will be awarded accordingly.

It was emphasized that, as an Institute of Eminence, IIT Bombay receives visits from students, parents, foreign delegates, government officials, and other prominent dignitaries. Therefore, a high standard of cleanliness and hygiene must be consistently maintained.

Vendors are expected to provide adequate manpower, appropriate materials, and modern machines to ensure the cleanliness levels meet the Institute's standards.

The Questions raised by the participating Contractors and the responses are as follows:

**1. M/s. CLR Facility Services Pvt. Ltd.**

**Query:** M/s. CLR Facility Services Pvt. Ltd inquired whether, given the low footfall and limited scope of cleaning services at their Mumbai sites, they can arrange a site visit outside Mumbai.

**Response:** Yes, this is possible. However, formal information must be submitted for consideration.

**2. M/s. PNS Upkeep**

**i) Query:** whether bonus and gratuity components will be included in the upcoming tender, noting that gratuity is payable to employees only after completing five years of service.

**Response:** Yes, both Bonus and Gratuity will be considered. However, for the purpose of the Tender, Gratuity will be calculated based on one year instead of five years. The existing contractor is having a tie-up with the LIC's Group Gratuity Scheme, and the amount of Gratuity included in the tender has to be deposited with the LIC's Group Gratuity Scheme, and payment of Gratuity has to be arranged as per the Act to the eligible employee during the tender period and Gratuity must be deposited under LIC's Group Gratuity Scheme.

**ii) Query:** They also inquired about the timing for the site visit to the IIT Campus.

**Response:** Site visits are allowed on working days from 10:00 a.m. to 5:00 p.m.

**iii) Query:** A question was raised regarding the number of skilled and unskilled workers to be deployed.

**Response:** A site visit to the campus must be conducted to make a proper assessment & accordingly number of skilled and unskilled workers to be furnished in the tender document.

**3. M/s. Moosa Services Co.**

**i) Query:** M/s. Moosa Services Co. asked whether the count of existing workers would be provided.

**Response:** The Contractor must visit the site and survey the Site & interact with the supervisor of the existing housekeeping contract.

**ii) Query:** Why is the option clause not explained in the tender document.

**Response:** The option clause consists of the client reserves right to increase or decrease the quantity mentioned in the tender.



**Query:** M/s. Blugent Hospitality Pvt. Ltd. asked whether the calculation of the previous three years' completion certificates will account for present-day inflation.

The Public Health Officer appealed to all the Contractors to inspect the Site and to submit the tender documents well in advance.

Public Health Officer