

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune – 411008.

Sub: Minutes of the Pre-bid Meeting for HIRING SERVICES OF TAXI/TOURIST VEHICLES, at IITM, Pashan, Pune.

Date & Time: 08th February, 2022 at 11:30 hrs, IITM VC System.

A Pre-bid meeting relating to the **Hiring Services of Taxi/Tourist Vehicles at IITM, Pashan, Pune** was held on 08th February, 2022 at 11:30 hrs at IITM VC System, Pune.

In response to Institute's Tender Notice No. IITM/Transport/2022/01 dt. 28.01.2022, a representative of the following prospective bidder attended the meeting.

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| 1 | M/s Jogeshwari Travels, Pune. | 6 | M/s Traveltime |
| 2 | M/s Destinations Unlimited | 7 | M/s Pluto Travels India Pvt. Ltd. |
| 3 | M/s Link Services, Pune | 8 | M/s Shree Translink India Pvt Ltd |
| 4 | M/s S A Travels | 9 | M/s Kaizen Cab Rental Services Pvt. Ltd |
| 5 | M/s Executive Car Rental Services, Pune. | | |

At the outset, the Chairman welcomed all the Members and the Representatives of the Prospective Bidders and briefed in general the scope of vehicle hiring service. The procedure of submission of bids on e-portal (<https://moes.euniwizarde.com>, <http://www.eprocure.gov.in> and <http://www.tropmet.res.in>) have also been briefed to the prospective bidders.

Representatives of the prospective bidders were asked about any suggestion, query if any. The institutes reply to the query raised as detailed below:

1) Clarification regarding payments of the bills.

Reply: The payment cycle will be on monthly basis and payment will be done within one month after submitting the proper invoice.

2) Availability of Bid declaration Form

Reply: Available at Tender Document Page No. 43 & 44, Annexure C1 & C2: Bid Security Form and Bid Security Declaration respectively.

3) Clarification on Govt. Dues like central Service Tax, ESIC/ PPF rate shall be paid at actual rates applicable on the date.

Reply: GST and Government taxes are paid as per actuals.

4) Rate to be quoted with GST

Reply: The rates should be quoted including GST and the bifurcation of the same should be submitted as an Annexure with the details of GST registration category.

5) Changes in the GST rates

Reply: Any changes in the GST structure, the payment will be made according to the updated rates and as per the invoice.

6) Clarification on Subcontracting

Reply: As per Tender Notice point no. 2.11: Assignment / Subcontracts, page no. 22:

7) Clarification on L-1 Criteria

Reply: As per Clause No. 14 on Tender Notice Page No. 34: Criteria of finalization of L-1 firm.

8) Clarification on Hiring the number of Vendors.

Reply: As per Clause No. 15 on Tender Notice page No. 34: Appointing one or more agencies.

9) Clarification on consideration of the Vehicle's Start and End point of the journey

Reply: As per Clause No. 18 on Tender Notice Page no. 34: Start and End point of the Journey,

10) When will be the next package is to be considered

Reply: As per Clause No. 19 on Tender Notice Page no. 34: Consideration of Next Package.

11) Clarification on Hrs/km calculation.

Reply: As per Clause No. 19 on Tender Notice Page no. 34: Consideration of Next Package. Else it will be calculated on proportion basis.

12) Clarification regarding price escalation due to change in prices of fuel.

Reply: As per Clause No. 22 on Tender Notice Page no. 34: Escalation in Fuel Prices. Changes in duties, taxes, toll tax etc. by the Government Authorities will be taken into consideration.

13) Clarification on Class of Digital Signature Certificate

Reply: According to the guidelines of <https://moes.euniwizarde.com> in this regards.

14) Clarification on Cancellation of Duties Assigned

Reply: Status will be informed to the Vendor/driver at least one hour before.

15) Invoice and log sheet submission for payment.

Reply: The invoice and the log sheet should be in the name of service provider only with duly signed and stamped, the payment will be done accordingly.

16) Clarification on Submission of Dates (Tender Notice, point No. 30, page No. 35)

Reply: Kindly Read the Final Dates as:

Closing date and time for online submission of the tenders: **28/02/2022 at 12.00 hrs.**

Opening of Technical Bids: **28/02/2022 at 15.00 hrs.**

17) Clarification on Submission of Bids

Reply: Apart from online submission the documents of the TECHNICAL BIDs should be submitted in the sealed envelope mentioning Technical Bid for Hiring Services of Taxi/Tourist Vehicles at IITM, Pashan, Pune with Tender Notice Number to the Institutes address within 5 days (09:30 to 18:00 Hrs.) from the end date of the bid.

18) Clarification on Class of Vehicle: Tender Notice Chapter 5: Price Schedule, Page No. 38 Row: 01, Col.: 06:- INNOVA AC

Reply: Category of the Innova may be considered as **INNOVA CRYSTA AC** instead of INNOVA AC. 