

## Minutes of Pre bid meeting of tender "Hiring of Bus"

Date- 05/04/2016

Venue- Conference Hall

### Member Present:

1. Dr. Sachin Kumar Jain
2. Dr. Pavan Kumar Kankar
3. Mr. Naresh Joshi

### Firm Present:

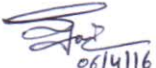
1. Om Traders
2. Shri Sadguru Travel service
3. Shri Sudama Transport Service, Jabalpur


General terms & conditions and eligibility criterion were explained to the representative of the firms. Then, discussion on different points of tender documents have been made in the meeting & following points have been clarified as follows:

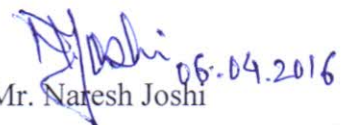
- ✓ **Agency/Firm Registration:** The Agency/Firm (Registration) should be registered for travel/transport related work from any recognised government organization/body, such as Service tax registration/ Municipal Corporation/Firm registration.
- ✓ **24x7 requirements:** Usual requirement of the vehicle will be as per given in 'Annexure IV' of tender document, which may change from time to time. However, the meaning of **24x7 requirements is that occasionally (only on requirement)** a vehicle may be called at any time of day and tenderer is supposed to provide the vehicle.
- ✓ **Last date for Submission:** Due to declaration of holiday on 14/04/2016, last date of submission of Bid will be 18/04/2016 up to 03.00 PM. Technical bid will also <sup>be</sup> open on said last date at 04:00 pm.
- ✓ **Starting point of run of bus:** Starting point of run of bus will be the Institute.
- ✓ **Capacity:** Capacity of bus will be taken as per RTO registration and make of bus, documents in support of both is to be attached. Buses should be in the name of firm/owner.
- ✓ **Experience:** The Agency must have overall experience of 03 years in supplying vehicles to Education Institution (s)/ govt. organization/ PSUs/IIIIts/IITs/Nits etc. This experience must be from 2011 onwards. It may be of different organisations and may be with breaks. Experience Certificate is to be attached; only work orders will not be sufficient.
- ✓ **Financial Bid:** Formula for calculation of Weighted Average:

If rate quoted for S.N. 1 of financial bid table (fixed rate for 1800 km) is A and Rate quoted for S.N. 2 of financial bid table (fixed rate for 1000 km) is B Then

$$\text{Weighted Average} = \frac{8*A+4*B}{12}$$

  
06/4/16  
Dr. S.K. Jain

  
06.04.16  
Dr. P.K. Kankar

  
06-04-2016  
Mr. Naresh Joshi