

## MEETING MINUTE

on


**“Pre-bid meeting” of RFP for empanelment of service Providers for Hostel Mess, Canteen Facility, Horticulture and Maintenance & Cleaning of Toilets at NIELIT Imphal held on 18<sup>th</sup> February, 2021**


Pre-bid meeting for empanelment of service Providers for Hostel Mess, Canteen Facility, Horticulture and Maintenance & Cleaning of Toilets at NIELIT Imphal held on 18<sup>th</sup> February, 2021 at the Conference Hall of NIELIT Imphal. List of participants are enclosed as **Annexure-A**.

The following queries are received from the participants and necessary replies and actions are initiated from NIELIT Imphal side.


Sl.	Query	Action taken
1	There is no part in the technical bid document for mentioning of the service the bidder is participating	This can be super-scribed on the envelope containing Technical Bid
2	There is no part for mentioning EMD details in the Technical Bid.	Due to typographical mistake, two entries are made in the application form (Annexure-2) for Tender Fee Entry. One shall be used for EMD details entry
3	Timing of providing dinner given at Annexure-9 is not suitable	It is decided to modify it as 7:00 PM to 8:00 PM
4	Last date of bid submission is displayed as 09.03.2021 in the website which is not matched with the tender document.	Corrected it to 05.03.2021. Necessary addendum will be published.
5	Is the no. of students of the hostel is only 30 per hostel? Also, is there any chance of increasing the no. of students?	Expected no. of student is 30 students per hostel only. However, it may increase as there are another hostels are coming up.
6	Timing of providing lunch given at Annexure-9 is not suitable	It is decided to modify it as 12:00 NOON to 1:00 PM.
7	Term of contract of the services are not mentioned	It is decided to fix the term of contract for all services as 03 years.


After deliberation, the committee decided to publish a corrigendum with the above actions with approval of the competent authority.

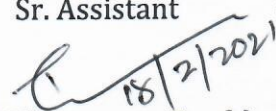
  
**(Kh. Dilip Singh)**  
Warden, Boys Hostel

  
**(N. Tabasana Devi)**  
Warden, Girls Hostel

  
**(Kh. Memeta Chanu)**  
Sr. Assistant

  
**(Th. Premjit Singh)**  
Assistant Director(Finance)

  
**(P L Rongmei)**  
STO

  
**(RK. Bigensana Singh)**  
Scientist-D

  
**(L Shyam Sundar Singh)**  
Scientist-D & In-charge(Admin & Finance)