

## ENGINEERING WORKS DIVISION : IIT PALAKKAD

### MINUTES OF PRE - BID MEETING HELD ON 07-07-2023 (HYBRID MODE)

#### Tender No. 17/ IITPKD/EWD/2023-24/014

Name of work : Engagement of a packing & moving agency for dismantling, packing, loading, shifting, unloading, unpacking, placing, and fixing of institute items from IIT Palakkad Ahalia integrated campus, Kozhipara, Palakkad -678 557 to IIT Palakkad Permanent campus, (Sahyadri), Kanjikode, Palakkad -678 623.

The following are the participants in the meeting.

#### IIT Palakkad

1. Dr. Rakesh J Pillai, Joint Vice Chairperson (EWD)
2. Mr. M. Balachandran, Sr. Project Engineer (Civil)
3. Mr. M. Revindran, Project Engineer (Electrical)
4. Mr. R. Navaneethakumar, Executive Engineer (Civil)

#### Intending Bidders

1. Mr. D. Shanmugam, M/s. Sri Sakthi Lab Solutions, Chennai
2. Mr. Balachandran, M/s. Diamond Industries, Coimbatore
3. Mr. Sam Titus, M/s. Godrej & Boyce Mfg. Co. Ltd., Kochi

SI No	Query from bidders	Reply
I	<b>Query from M/s. Godrej &amp; Boyce Mfg. Co. Ltd, Kochi</b>	
1.	Is it possible to exempt non – furniture items from the scope and can we quote only for furniture items	The scope of work given in the bid document remains unchanged.
2	We require the final layout of the new labs and position of the fume hood at the Permanent campus planned. We found 2 more non- Godrej make fume hoods also during our site visit on 7 <sup>th</sup> July. So a total 5 nos of fume hoods final location required in the layout. This is vital as the ducting length and related fixtures can be understood for better quoting.	All existing Fume hood shall be removed including disconnecting power/ piping/plumbing and transported to the Sahyadri Campus and the same shall be placed at the location given below <ul style="list-style-type: none"><li>● 4 Nos in Chemistry Lab of A01 (Classroom Complex)</li><li>● 1 No existing in CIF Lab shall be placed in D03 (Research Complex)</li></ul> Re-installation of the fume hood system is deleted from the scope of work.

3	We understand from yesterday visiting the final location of the 67 nos split ACs not confirmed yet. Kindly share the details of the same.	The Split AC removal and transportation is deleted from the scope of work.
4	The disconnecting of the wires and other cables from the distribution box and mains to the various lab furniture and fume hoods and any other items which are considered in shifting scope in this tender will not be under our scope. Similarly, connections to be done onto the furniture / other items considered in the tender once it is fixed at the permanent campus location, will not be in our scope	Disconnecting wire from the MDB / SDB to the first table is not in the scope of work, disconnecting the wires from the rest of the tables is in the scope of work. Reconnecting the same in a new location from the MDB / SDB to the first table is not in the scope of the work. Reconnecting the wires for the rest of the table is in the scope of work.
5	Similarly, any connections of plumbing /gas lines/water lines will also be as above.	Disconnecting and plugging the plumbing / water line and re-connecting the plumbing / water line is in the scope of this tender. However, disconnecting and reconnecting of gas lines are not in the scope of work.
6	The appliances or any other electrical/electronic items if not functional before shifting, the same will not be made functional from our end. Also please note once the items are re installed the functioning of the same is not in our scope. The same has to be arranged by the client at their expense from the OEMs concerned like the Air conditioners /Fume Hoods etc	Agreed
7	The gate passes required for taking out the items from the Ahalia campus and any entry pass at new location has to be arranged by client in advance and should be facilitated from your end	Agreed. As given in the tender condition 2 (a), <b>Page No. 2 of the bid document 7 days advance intimation shall be</b> given to the agency.
8	Pls confirm if any Service lift can be used at both temporary location (Ahalia) and at the new location for us to shift between floors.	Using the available lift in the Sahyadri campus is not permissible for shifting the furniture.
9	We expect all the items inside the various storages/tables/other furniture has to be cleared off in full before our shifting starts	Agreed
10	In the case of Similar works, we understand the clause of "Manufacturer of furniture" as the production of items at our plant and movement of the same to the various sites. Hence, we will be submitting the Purchase order of such cases as per the prerequisite order values.	Agreed

11	Please confirm if any type of Lab equipments will be included in the shifting scope	Lab equipment is not in the shifting scope of work. However, shifting the lab furniture mentioned in Annexure VIII is in the scope of work.
II	<b>Query from M/s. Diamond Industries, Coimbatore</b>	
12	Will you provide a shifting letter when transporting materials from one place to another place. Otherwise should we do the bill here ourselves for each and every transportation.	Gate pass, work order and authorization letter will be given by the Institute.
13	Will you provide Plumbing and Electrical Materials & Labour from your side. Otherwise we should provide.	No laborers & materials will be provided by the Institute. The scope of work includes all operations as mentioned in the tender conditions 3, Page no. 2 for responsibility of the tenderer.
III	<b>Query from M/s. Sri Sakthi Lab Solutions, Chennai</b>	
14	Dismantled materials packing is compulsory or not. (Huge materials packing is not possible, it will be getting delay. )	Packing of dismantled breakable material like glass items and granite items are compulsory. Other items are to be delivered to the destination without scratch/ damages.
15	Material transit insurance compulsory or not. (Distance is below 20 K.M. we will safely loading & unloading the materials)	Transit insurance required

**Chairman, EWD**