

ENGINEERING UNIT

MINUTES OF THE PRE-BID MEETING WITH BIDDERS

Name of the work	Rendering Third-Party Quality Assurance Services (TPQAS) for the Construction of the Boys Hostel (G+14) at IITDM Kancheepuram.
e-Tender No	IITDM/2025-26/ENGG/CIVIL/012; Dt: 23.02.2026
Date and Time of Meeting	03.03.2026 at 11.00 AM
Venue	Seminar Hall, Admin Building.

Name of Agency participated in the meeting	
1.	Shri. P. Gopinath, Sr. Manager, CEIL.
2.	Shri. E.Sarveswaran, Manager, SGS India Pvt Ltd
3.	Shri. N.K.Durairajan, Senior Consultant, EPMCR Pvt Ltd.
4.	Shri. V. Vaidyaraman, SR Consultant.
5.	Shri. Santhosh K B, Rogers Design and Build.

1. At the outset, the committee welcomed all the Members and the representative of the Prospective Bidders and briefed in general the scope of the tender and on the salient features of the tender.
2. The following queries raised by the bidders through email and in the meeting:

S.No.	Clause No of tender documents	Queries raised by the firms	Clarifications from IITDM
1.	As per tender ELIGIBILITY DOCUMENT Page no.6, clause no. 3 Eligibility Criteria of Sub clause no. 3.5 Earnest Money Deposit(EMD): Rs. 86,000.00/-	<p>We Certification engineers International Ltd (A Govt. of India Undertaking, Subsidiary of EIL) are register under Ministry of Micro small & medium Enterprises and we are under small Enterprises with Udyam registration certificate No. MH-27 0000463, so accordingly we request you for exemption of Tender fees & EMD as per Guideline and Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017 the MSMEs are exempted to submit EMD in case of advertised or limited tender enquiry as defined in MSME procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME).</p> <p>We would like to inform that CPSE like GIFT, ONGC, IOCL, BPCL etc has exempted the tender fees and EMD for MSME companies. The relevant pages of tender documents are enclosed.</p> <p>We request you to consider the same in line with ONGC, IOCL, BPCL tenders.</p>	<p>MSEs shall be eligible for exemption from submission of Earnest Money Deposit (EMD), subject to submission of a valid Udyam Registration Certificate wherein Third-Party Quality Assurance Services (TPQAS) is specifically included under the registered service activities.</p>

2.	<p>Eligibility Criteria – Similar Work Definition) – Page no 5- (Envelope-1)</p> <p>where similar work is defined as: “Rendering QA consultancy services for minimum 05-storey buildings including MEP (Mechanical, Electrical, Plumbing services)</p>	<p>As QA/QC services form part of the scope of work in PMC projects, we request you to kindly consider similar QA/QC works under PMC experience as eligible criteria.</p>	<p>The eligibility criteria as specified on Page 5 of Envelope–1 of the tender document shall be followed.</p>
3.	<p>Scope of Work – Clause No. 4, Point Nos. 4.12 and 4.13 (Page No. 7)</p> <p>Checking and vetting of as-built drawings for the buildings and services provided by the CPWD.</p> <p>Checking and vetting of as-built drawings for the buildings and services provided by the Architect</p>	<p>Kindly clarify whether the scope includes checking and vetting of as-built drawings for buildings and services provided by CPWD and the Architect. If included, please confirm that the review shall be carried out by the Consultant and the final approval shall be accorded by the Client</p>	<p>Yes. The scope of work includes checking and vetting of as-built drawings and services provided by CPWD.</p>
4.	<p>Digital Twin software – Page no 7</p> <p>Mandatory use of Digital Twin software tools for project management</p>	<p>Kindly clarify whether the Digital Twin software license cost must be included in the consultant’s quoted fee, or will IITDM provide the license/subscription?</p> <p>We request you to kindly clarify the expected total number of users, the estimated monthly image storage volume, the stipulated data retention period, and any specific security compliance requirements. Any other specific requirement.</p>	<p>The provisions contained in Para 4.2 on Page 7 of Envelope–1 of the tender document shall be complied with, and the bidder shall duly factor in all costs required to meet the complete scope of work.</p>
5.	<p>Compensation for absence of Technical Staff an amount of Rs. 50,000/- per month per technical staff shall be recovered for absence of technical staff as proposed by the consultant in the technical bid. Any justified reasons on the part of the TPQA agency and reasons in issue of approval by IITDM Kancheepuram will be considered while deciding the compensation. The decision of the Registrar in deciding the compensation will be final and binding on the Consultant.</p>	<p>We kindly request the Employer to reduce the compensation amount of ₹50,000 per month per technical staff, as the current penalty is excessively high and financially burdensome for consulting firms, especially when absence may occur due to unforeseen circumstances such as medical emergencies, travel issues, or unavoidable site constraints.</p> <p>We request that the penalty be revised to: “₹15,000 per month per technical staff” OR “Pro-rata penalty on a per-day basis (₹500/day)”</p>	<p>The compensation for absence of technical staff shall be reduced to Rs. 25,000/- per month instead of Rs. 50,000/-.</p>

6.	Defect Liability	<p>Kindly clarify whether there is a Defect Liability Period (DLP) beyond handing over, during which the TPQA Consultant must continue to provide inspection / advisory services.</p> <p>Is TPQA required during Contractor's Defect Liability Period (DLP)? If yes, clarify duration and scope.</p>	The TPQA engagement shall be limited to the period during which the work is in progress and up to completion of the project only.
7.	Eligibility Criteria "Similar work" in this criteria means "Rendering QA consultancy services for Minimum 5 storey building including MEP (Mechanical, Electrical, Plumbing works)"	<p>In general, the scope of Project Management Consultancy and Construction Supervision projects includes TPQA/TPQC components.</p> <p>We kindly request that experience in PMC, Construction Supervision and Project Monitoring assignments involving QA/QC functions be considered as eligible experience along with TPQA services.</p>	The eligibility criteria as specified on Page 5 of Envelope-1 of the tender document shall be followed.
8.	6.3 Evaluation Procedure (Page No 9 of envelope 1)		
8.1	I) Suitability of the proposal – 15 Marks	We understand that this parameter relates to the bidder's past project experience.	"Suitability of the proposal" refers to the evaluation of whether the proposed plan or strategy is appropriate, adequate, and aligned with the objectives and scope of work defined in the tender document.
8.2	II) Organizational structure proposed to be deployed – 20 Marks	<p>Organizational structure proposed to be deployed – 25 Marks</p> <p>Kindly provide detailed scoring criteria for proposed key personnel.</p> <p>As per Page No. 8, manpower requirement specifies 1 No. Civil Engineer (10-year experience) and 1 No. MEP Engineer (5-year experience).</p> <p>Please clarify whether this is the minimum requirement or whether additional personnel are expected for higher scoring.</p>	<p>The minimum manpower requirement is as specified in the tender document. Bidders may propose additional manpower to enhance the suitability of their proposal for meeting the scope of work defined in the tender. Evaluation shall be carried out based on the cumulative manpower proposed.</p> <p>Further, the marks allocated under this criterion are 20 marks, and not 25 marks as stated in the query.</p>
8.3	III) Planning and reporting through IT enabled Software applications – 20 Marks	Kindly clarify whether the detailed methodology including planning, reporting through IT-enabled software applications and innovative approach, detailed QA/QC Plan, innovative methodologies is to be submitted as a	The evaluation procedure shall be carried out strictly in accordance with the provisions stipulated in the tender document.
8.4	IV) QA/QC Plan & detailed methodology – 20 Marks		

8.5	V) Innovative plan and methodology proposed to be adopted – 20 Marks	part of technical proposal, Or Whether the same are to be presented and explained only during the PowerPoint presentation stage.	
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3. The terms & conditions of the notice issued on our IIITDM Kancheepuram website www.iiitdm.ac.in and CPP portal will remain unchanged. No more correspondence in this regard will be entertained. All the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.
4. The meeting ended with vote of thanks.

Sd/-
REGISTRAR
IIITDM, KANCHEEPURAM