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**Minutes of the Pre-Bid Conference held on 15.03.2017 at Conference Hall, VC's Chamber, Administrative Block, CUTN in connection with our Tender Enquiry No.45/2016-17 for Hiring of Vehicles & Drivers.**

The following members of the Committee were present:

- (1) Prof. S. Nagarajan, Head, Department of Chemistry
- (2) Shri.M.P. Balamurugan, Joint Registrar (Establishment)
- (3) Dr.K. Venkata Saravanan, Chief Warden, Boys Hostel
- (4) Shri.B. Thiagarajan, Assistant Registrar (Purchase)

Shri.A.R. vankatakrishnan, Joint Registrar (Finance) & Dr. Anand Patil, Officer In-charge (Administration) could not attend the meeting due to pre-occupation.

Open Advertisement for the aforesaid tender was floated on 10.03.2017.

The representatives of following prospective bidders attended the Pre Bid Conference:-

1. Shri C. Mohandoss, M/s. P.G.M. Vinayaga Travels, Thiruvarur
2. Shri.N. Muruganantham, Proprietor, M/s. Joe Transport, Nagapattinam
3. Shri.T. Raja, Proprietor, M/s. Comfort Travels, Puducherry

The attendance sheet is enclosed herewith.

**Opening Remarks:**

- (i) Shri.B. Thiagarajan, Assistant Registrar (Purchase) at the beginning welcomed the participating members and after introduction, he briefed all participants about the tender.
- (ii) It was explained that purpose of Pre-Bid Conference is to explain the various important provisions of the bidding documents to the prospective bidders and to clarify the queries that the bidders may have in the subject, bidding documents.

The queries and clarification sought by the prospective bidders are given as under:-

Sl. No	Query/ Clarification Sought	Amendment
1.	Whether price escalation is applicable when hike in petrol / diesel price.	As per Tender clause No. 2.7, The rates quoted shall be fixed for one year, irrespective of the increase in fuel rates, if any, occurring during the period of the contract.
2.	Whether all the vehicles should be registered in the owner name (or) the vehicles registered under owner's son may be accepted.	As per Tender clause No. 2.7, the commercial vehicles under direct ownership of the company (minimum 10 Nos.) (or) under lease to the Contractor / Agency, duly stamped, as per Clause 7.1. The RC book should be registered in the name of the Company / lessor of the commercial vehicle.

Sl. No	Query/ Clarification Sought	Amendment
3.	What will be the proof for annual turnover ?	As per Tender Clause No.7.4, the Annual turnover of the Bidder should be atleast <b>Rs. 20 lakhs</b> in the last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same.
4.	Whether service provided to private port may be considered for experience ?	As per Tender Clause No.7.3, the bidder should have overall experience of 5 years in the filed in supplying at least three to five commercial vehicles / cars for atleast two years during last two years (w.e.f. date of issue of Tender Notice) to any Central / State Govt. organization or a Public Sector Undertaking/Universities/other autonomous bodies.
5.	Halting charges are paid only for outstation trip when vehicle is halt for the night. Please clarify if the trip runs continuously throughout night from source to destination.	The charges may be mentioned separately in the financial bid
6.	For Hourly/Daily basis the provision of Air Conditioned vehicle not included	The provision for Air Conditioned Vehicle included in Hourly / Daily Basis slab.
7.	As per Tender Clause No.3.13, vehicles which are in good roadworthy condition, not more than three years old. Whereas as per tender clause No.2.1, the vehicle to be provided must be of year 2012 model or later.	May be retained within same condition.

The bidders were informed to ensure that all mandatory documents / certificates / undertakings are enclosed with the bids, as specified in the tender document.

The bidders were informed that the minutes of the pre-bid conference and amendment of the bidding forms shall be published on the website of Central University of Tamil Nadu. The bidders were also informed that they should also regularly visit the CUTN website for any amendments issued.

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28/03/12

*[Handwritten Signature]*

*[Handwritten Signature]*  
29/3/12

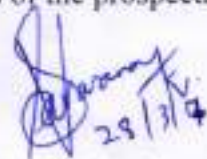


In case of any further information/clarification, they were asked to contact over phone, to the Purchase Section at 04366-277359 (or) send email on [purchase@cutn.ac.in](mailto:purchase@cutn.ac.in); Individual visits are not entertained.

The meeting ended with a vote of thanks to the representatives of the prospective bidders.




**Shri. B. Thiagarajan**  
Assistant Registrar (Purchase)



**Dr. K. Venkata Saravanan**  
Chief Warden, Boys Hostel



**Shri. M. P. Balamurugan**  
Joint Registrar (Establishment)



**Prof. S. Nagarajan**  
Head, Department of Chemistry