

Reference Number of the bid:  
IITDH/C&S/CAC/2024-25/SS/02

24<sup>th</sup> January 2025

**Minutes of Pre-bid meeting regarding TENDER FOR RUNNING STATIONERY CUM PHOTOCOPYING SHOP AT IIT DHARWAD**

This relates to the GeM Forward Auction Number 17611 dated 08<sup>th</sup> January 2025 and Reference Number IITDH/C&S/CAC/2024-25/SS/02 **TENDER FOR RUNNING STATIONERY CUM PHOTOCOPYING SHOP AT IIT DHARWAD** The pre-bid meeting was conducted on 16th January 2025 at 04:30 PM in hybrid mode at C&S office meeting room NW 004, Admin block, IIT dhArwAD.

2. The following constituted committee supervised the proceedings: -

1.	Prof. Ramjee Repaka (Dean SW)	Chairman
2.	Gp. Capt. Dr. Prahlad Joshi (Campus Management Coordinator)	Member
3.	Prof. Dhiraj V Patil (Dean FW)	Member
4.	Prof. Pratyasa Bhui (Dean R&D)	Member
5.	Prof. Amaranath Hegde (Dean IPS)	Member
6.	Shri. Sandeep Pareek (Officiating Registrar)	Member
7.	Prof. Mohana Rao Balaga	Member
8.	Prof. Ravi Chandra Dutta (FiC-C&S)	Member
10.	Shri. Chetan Totad (AR R&D)	Member
11.	Shri Arun Verma (AR SW)	Member
12.	Shri. Ramesh Kumar Ram (AR C&S)	Member
13.	Shri, Vinayak B Patil (JS-C&S)	Member

3. The following firm attended the meeting.

Sl No	Name of the firm
1.	Om Sai Enterprise

4. The Committee welcomed the representatives, and a brief introduction was given to the representatives. Thereafter, the tender document was thoroughly discussed elaborating all the terms, user requirements, eligibility criteria, obligations and other points. The decisions/clarifications made by the Committee for the queries raised by the bidders are as follows.

Sl No	Clause (Tender Ref)	Query / Suggestion	Clarification from IIT Dharwad
1.	GeM Auction Notice	Whether the bidding is to be done per square meter or for whole space allocated?	The bidding is to be done for the entire space allocated (24 square meters). The base bidding price per square meter is Rs 30/-. Hence the total base bidding price for entire space allocated (24 sq meter) is ₹ 720/-.
2.	Annexure 5	The rates mentioned in the Annexure 5 are lower than the market rates	The annexure 5 is updated and presented below

Annexure – 5

### Rates of Photocopying and Printing

Sl. No.	Description of the Item	Rate in ₹ per page
1.	Photocopying single side (regular paper A4 size)	1.5/-
2.	Photocopying both side (regular paper A4 size)	2.0/-
3.	Print (Black and White) single side (regular paper A4 size)	2.0/-
4.	Print (Black and White) both side (regular paper A4 size)	3.0/-
5.	Print (Colour) single side (A4 size) (regular paper A4 size)	5.0/-
6.	Print (Colour) both side (A4 size) (regular paper A4 size)	8.0/-
7.	Print (Black and White) single side (bond paper A4 size)	3.0/-
8.	Print (Black and White) double side (bond paper A4 size)	4.0/-
9.	Print (colour) single side (bond paper A4 size)	6.0/-
10.	Print (colour) double side (bond paper A4 size)	10.0/-
11.	Scanning (A4 size) (regular paper A4 size)	1.0/-
12.	Spiral Binding (up to 100 pages) for one binding	40/-
13.	Spiral Binding (More than 100 pages) for one binding	60/-
14.	Poster printing on flex banner in colour, single side (A0 size)	400/-
15.	Poster printing on flex banner in colour, single (A1 size)	400/-
16.	Poster printing on flex banner in colour, single side (A2 size)	350/-
17.	A3 poster printing on paper (colour), single side	20/-
18.	Hard binding for thesis/reports for one copy	300/-

Items like pens, books, files and folders, Registers, Notebooks, Geometry box, graph sheets, Calculators, Mechanical Pencils, Record books, Engineering Instruments, Pencil, Eraser, Marker, Sketch Pens, Colors, Chart Paper and Envelopes etc... and other academic essentials are to be sold strictly on **MRP** or prevailing market rates whichever is lower. The bulk printing also be provided at discounted rates. If feasible a suitable discount can be given on stationery products. The service provider should try his best to provide all stationery items required for Institute Stakeholders. For any ambiguity regarding the rates of the items not listed here, the institute's decision is final.

The minutes of the meeting will be part of the Tender Document. The rest of the terms and conditions of the Tender Document shall remain the same.

Sd/-  
Assistant Registrar  
Contracts and Services