

Proceeding for “Request for Proposal (RFP) for Selection of Facility management service provider for Rourkela sports accommodation and Birsa Munda International Hockey stadium, Rourkela” – Pre-bid Meeting held on 03rd November 2022 at 3:30 PM in video conferencing mode.

The Pre-bid Meeting for RFP No. 8144 dated 26/10/2022 “Request for Proposal (RFP) for Selection of Facility management service provider for Rourkela sports accommodation and Birsa Munda International Hockey stadium, Rourkela” was held on 03rd November 2022 at 3:30 PM over video conferencing mode under the Chairmanship of Additional Secretary, Tourism.

A. Committee Members present:

1. Shri A.N. Singh Laguri, Additional Secretary, DoT
2. Shri Ranjit Parida, Joint Secretary, DoSYS
3. Shri Swagat Singh, Consultant, DOSYS
4. Representative PMU, DoT

B. Bidders Present:

1. M/s Mayfair Hotels and Resorts Ltd.

C. Meeting Proceedings:

1. The bidders' representatives outlined their queries/ clarifications in the pre-bid meeting regarding the captioned RFP.
2. The committee noted the queries raised and has suggested clarifications / changes to certain clauses of the RFP.
3. The response to the queries and the Corrigendum to be published is appended at Annexure – 1.
4. The meeting ended with a vote of thanks to the chair.

Sd/-
Representative, PMU, DoT

Sd/-
Consultant, DoSYS

Sd/-
Joint Secretary, DoSYS

Sd/-
Additional Secretary, DoT

Annexure – 1

Sl	RFP Clause No. / Page No.	Clause Details	Query	Clarification
M/s. Mayfair Hotels and Resorts Ltd.				
1.	Annexure–O; Page-56	This Financial Proposal (along with the attached BoQs covers remuneration for all personnel cost, all incidental manpower expenses and F&B Services. The Financial proposal is without any condition.	The bidder is requesting clarification on: Whether the total sum of BOQ should be same as a lump sum amount to be mentioned in the Financial Proposal. If yes, then it is not possible since the BOQ is having items wherein only rate need to quoted as the totally quantity is not given. Ex – Point no. F of Annex-O.	a. Yes, the total sum of BOQ should be same as lump sum amount to be mentioned in the Financial Proposal. b. Item F of Annexure-O to be read as 200 PAX.
2.	Annexure-O, Item-D	Item D	The following clarifications are required in case the actual pax is more than the guaranteed pax of 4961: a. We understand that F & B in the accommodation facility refers to providing Breakfast, Lunch, Snacks & Dinner to the in-house guest in the restaurant of the Dining Block. b. Whether this guaranteed pax is for 42 days of operation. c. How to get the Minimum Guaranteed Pax per day for the purpose of preparation of food, etc. d. Method of Certification/ verification of excess pax for the purpose of billing. e. We understand that pax refers to inclusive of all 4 meals for one person.	Annexure – XI to be read as Annexure-C as per published RFP. a. Only breakfast, lunch and dinner are to be provided by the operator to the in-house guests in the restaurant of the dining block. b. Yes c. Service provider will be informed about the estimated no. of PAX/ day, at least two days in advance, by DoSYS. d. The verification/ certification of excess PAX will be done by the concerned Officer deputed by DoSYS/DoT. e. In case of Property -1, PAX refers to 3 meals (Breakfast, Lunch and Dinner) for one person.

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			f. Whether the Operator needs to provide Crockery, Cutlery, Glassware and Hollowware for Operation of the Restaurants and charge for the cost of the same, which is not clarified in the RFP.	f. No. All the mentioned items will be provided by DoSYS.
3.	Annexure-O; Item-A; Page-54	Complete Room Service and Housekeeping services for rooms at Rourkela Sports Accommodation Facility for 42 days. This cost shall include all necessary equipment (other than those listed in Annexure X, which shall be procured by DoSYS) and the cost of staff for operations.	The bidder is requesting clarification on: a. Whether Room Service of F&B to be provided. b. Also, Annex X has been referred, which is not available in the RFP.	a) No b) Annexure-X to be read as Annexure-E as per published RFP.
4.	Annexure-O; Item-B; Sl. No. 74; Page-55	Tea/ Coffee provisions included in the Room Amenity	The bidder is requesting clarification on: Whether Tea/ Coffee and Minibar facilities to be provided in the Room or not.	For Tea/ Coffee, Operator shall ONLY provide tea/ coffee sachets in each room [Twin sharing and Suites]. Tea / Coffee Maker will be provided by DoSYS. Please refer Corrigendum.
5.	Annexure-O; Item-F, Page-56	Food & Beverage (F&B) service in the VIP lounges at the Birsa Munda Hockey Stadium at Rourkela shall be provided by the selected operator.	The bidder is requesting clarification on: Annexure C refers to Menu comprising of Breakfast, Lunch and Dinner only and no snacks menu has been prescribed. However, we need an understanding what	Annexure C is to be considered only for the in-house guest in Property -1. High Tea menu for Property 2 is outlined in the Corrigendum as well as given below:

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		Indicative menu has been provided in Annexure C	Meal Plan to be serviced in the Stadium and its Menu for which we need to quote per Pax rate	<ul style="list-style-type: none"> • Fresh Juices, Tea, Coffee • Vegetarian Snacks - 3 items • Non-vegetarian Snacks- 2 items • Desserts – 2 items
6.	Annexure-O; Item-I, Page-56	Management and operation of Coffee Shop, including staff	<p>The bidder is requesting clarification on:</p> <ol style="list-style-type: none"> a. We understand that here Coffee Shop refers to the restaurant attached to the Reception Block. Please confirm. b. What will be the Menu of the Coffee Shop or it can be as per the Operator's choice? c. Mode of billing for F&B in consumption in the Coffee Shop 	<p>The following is clarified:</p> <ol style="list-style-type: none"> a. Yes b. Operator is free to curate the Coffee shop menu. Menu to be shared with DoT/ DoSYS prior to finalisation. c. Coffee shop suage will be on Direct Payment basis paid by individual consumer.
7.	Annexure-O; Item-J, Page-56	Management and operation of Gymnasium, including staff	<p>The bidder is requesting clarification on:</p> <p>Whether the Operator is required to provide technical staff for Gym Operation, or it will be limited to housekeeping and F & B Service only.</p>	<p>The following is clarified:</p> <p>Operator will only be required to provide for staff for housekeeping and F&B service at the Gym.</p>
8.	Clause-7.2, Page-12 and Annexure-B	<p>The details of the Housing Keeping Services of Property – 1 and Property -2 includes:</p> <ol style="list-style-type: none"> a. Consumable Items and drinking water b. Cleaning Equipment c. Cleaning supplies 	<p>The bidder is requesting clarification on:</p> <p>We understand that it refers to housekeeping to be provided in Property 2 also, which is West Stand of Birsa Munda Stadium. If yes, it will be operationally</p>	<p>It is clarified that:</p> <p>Housekeeping services are not required in Property 2.</p> <p>Please refer corrigendum.</p>

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		d. Crockery and Cutlery Details are attached in Annexure D.	difficult and should not be part of the housekeeping service to be provided.	
9.	Clause-7.1, Page-12	Clause XX: Mechanical sweeping equipment shall be used for sweeping of compounds daily. Clause XXII: Jet pressure machine for cleaning of the compounds/car parks shall be used weekly.	The bidder is requesting clarification on: If services are to be provided by the Operator in additions to housekeeping of the Accommodation Area.	It is clarified that: Operator shall only provide housekeeping and cleaning services within the accommodation area of the property limited to 1,53,491 sft.
10.	Annexure-D (4), Page-39	Cleaning Supplies	The bidder is requesting clarification on: The total Area of Room & Public Area as per the details provided in Accommodation Facility Rourkela Summary Sheet (Page No. 29 to 33) is coming to 1,53,491 sft. Hence, the cleaning supplies to be calculated on 1,53,491 sft instead of 50,000 sft. Moreover, if the outside area to be included as per point no. 9 above, the cost of the same to be added. Please clarify on the above two.	It is clarified that: The total built-up area is 1,53,491 Sqft (as mentioned in Annexure – A). Price Quotation is to be based on Annexure A. The outdoor/ public area is not to be included in the calculation. Please refer corrigendum.
11.	Annexure-X, Page-45. Annexure-XI, page-56.	-		Annexure-X to be read as Annexure-E and Annexure-XI to be read as Annexure-C.

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12.	-	-	The bidder is requesting clarification on: The date of handover of the property for pre-opening activities to be implemented for making the property ready for operation.	It is clarified that: The tentative date of handing over the property to the Operator will be 5 th December 2022.
13.	-	-	The bidder is requesting clarification on: By whom the Office & Front Office Computer, Printer & Wi Fi Facility etc. shall be provided.	It is clarified that: DoSYS will provide the office infrastructure as mentioned in the query.
14.	Clause-5.2, Page-10	Sports and Youth Services Dept. will provide basic amenities like water, power (including DG Power backup) and other enabling infrastructure.	The bidder is requesting clarification on: By whom will water, and power will be supplied and will it be free of cost to the successful bidder.	Water and power supply will be provided by DoSYS at no cost to the Operator.