

# Minutes

August 27, 2014

## PRE-BID MEETING FOR VARIOUS SERVICE CONTRACTS AS FOLLOWS

1. Garden Development and Maintenance
2. HVAC Maintenance
3. Estate Management Services
4. Security Services at Pune & IGO, Giravali

The Pre-bid meeting for various service contracts as mentioned above was held on August 27, 2014 at 1100 hrs in Bhaskara - I. The following members were present:

1. Mr. B.V.Sawant
2. Mr. Nitin Ohol
3. Mr. B.R.Gorkha

There were 6 representatives of various agencies. The question raised by the agencies were satisfactorily clarified by IUCAA is enclosed as Annexure -1 and list of present representatives as Annexure -2

After the pre-bid meeting, a site visit of HVAC plant and sub-station was done along with the agencies, so as to confirm the condition of the plant and various location of AC units.

The meeting concluded at 1140 hrs with vote of thanks.

B.V.Sawant

B.R.Gorkha

Nitin Ohol

Annexure – 1

Clarifications regarding points discussed in Pre-Bid Meeting on 27.08.2014 at 1100 hrs.

Sr. No.	Name of the Agency	Query	Clarification given by IUCAA
1	Mr. Sandeep Kadam, Director, Logicon Facility Management Pvt. Ltd.	Since, HVAC equipment details are by and large given, physical survey of equipment is necessary to have clarity on equipment's condition, make and type etc. When can we do that?	Immediately, after pre-bid meeting, bidders can visit the site for inspection.
		Since reliever quoted as both the tender documents are considered as 0.5, does it mean that, billing will be considered on man days of respective category, and not by individual names of employees.	Yes! Billing will be considered on man days of respective categories.
		Hope OT rates and rules promulgated by Central Government from time to time and for national holidays are given as per law?	OT rates will be paid as per prevailing Government norms. National holidays will be given to the employees subject to exigency of services.
		You have mentioned that "Statutory payment such as gratuity, bonus, leave with wages etc. will be paid as and when due and after submitting receipt/proof of payment made to the employees". Does this also mean that if employee leaves in between, requisite accumulation of bonus and leave component need to be paid to him in advance by agency and then claimed? Also if same employee shifted on IUCAA's instruction and continues with us on some other site, and if does not complete mandatory 05 years period at IUCAA site, his gratuity component will not be paid by IUCAA?	<ol style="list-style-type: none"> <li>1) Payment of gratuity, bonus and leave with wages should be paid to the eligible employees even after they leave the service of the agency. IUCAA will reimburse the amount to the particular employee till date of his services provided in IUCAA.</li> <li>2) Employee has to complete 5 years of continuous service with the agency and will be eligible for the payment of gratuity. IUCAA will pay proportionate gratuity for the period served in IUCAA.</li> </ol>

		Will the housekeeping support be given if situation arises in utility area?	IUCAA will not provide any housekeeping support.
		Do we have to give references of only existing central Government clientele and of technical services only, or if we are providing integrated services or only Housekeeping services, that will do?	1. No, you can provide the list of clients wherever you are providing the services including Govt. Organisations. 2. No, we have not advertised any tender for Housekeeping Services.
		Enquired about Bonus payment period.	At the time of Diwali Festival.
2	Mr. Suhas Dedge, Partner, Kshitij Constro (Estate Management)	With reference to the tender document; scope of contract/work mentioned is not matching with financial bid. The detail bill of quantities including description of detail work with approximate quantities is expected. The rate/labour wages of skilled & unskilled labour are not cleared in the financial bid.	Please refer technical bid page. No.15. Workers at Sr. No.1,3,5,7,9,11 are considered as skilled and workers mentioned at Sr. No. 2,4,6,8,10,12 are unskilled.  The rates /labour wages will be paid as per minimum wages act and VDA will be paid as per shop act and establishment category of Maharashtra Government.
		You are requested to give explanatory bill of quantities including the item of supply of different types of skilled & unskilled labour.	Please refer above reply.
3	Ravindra Poman CEO & Director M/s.Unique Delta Force Security Pvt. Ltd	<b>Page No. 9, point no. n. in Technical Bid: Copy of Registration with Director General of Resettlement (DGR)</b> This particular criteria shall be modified as "Agency should have placed/ employed a person to head the Security Division as his direct responsibility on fulltime basis from following qualifications. a. An Officer who is a retired/ released commissioned officer from the Defence Services of India (Army/ Navy/ Air Force) after having served for not less than Ten years after Commissioned as a Commissioned Officer with a Good Service Record. OR b. An Officer who has served in the Police Department at a rank of Deputy Superintendent of Police or Higher Rank for minimum Ten years with a Good Service Record."	Modifications in the tender terms and conditions are not possible and the agency should be registered with DGR.

		<p><b>Page No. 13 &amp; 19, point no. 3: The agency must be registered with "Director General of Resettlement" (DGR), Delhi</b></p> <p>This particular criteria shall be modified as "Agency should have placed/ employed a person to head the Security Division as his direct responsibility on fulltime basis from following qualifications.</p> <p>a. An Officer who is a retired/ released commissioned officer from the Defence Services of India (Army/ Navy/ Air Force) after having served for not less than Ten years after Commissioned as a Commissioned Officer with a Good Service Record.</p> <p>OR</p> <p>b. An Officer who has served in the Police Department at a rank of Deputy Superintendent of Police or Higher Rank for minimum Ten years with a Good Service Record."</p>	Please refer as above
4	Mr. Santosh Pawar, Sumeet Facilities Pvt.Ltd Estate & Garden	Who will provide Tools & Tackles & spares for maintenance?	Tools, Tackles and spares will be provided by IUCAA.
		Whether financially L1 bidder will be considered to award the contract?	<p>No, please refer page no. 4 in Notes: clause No. 6. &amp; also refer page no. 21, clause no. 58 a,b,c (for Garden Development contract) &amp;</p> <p>Please refer page no. 4 in Notes: clause No. 6. &amp; also refer page no. 18, clause no. 60 a,b,c (for Estate Management Services).</p>

