

MINUTES OF THE PRE-PROPOSAL MEETING FOR PROVIDING HOUSEKEEPING AND GARDENING SERVICES, HELD ON 25.11.2019 AT 11.30 A.M. IN THE B2 CONFERENCE HALL, NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT (NCSCM), CHENNAI

[Tender Notification No. NCSCM/ HKG/ 2019 dt.07.11.2019]

Members Present:

1. Dr. D. Chandramohan, Consultant
2. Mr. Alok Ranjan Samal, Manager-Finance/ Accounts
3. Mr. Ananda Kumar KG, Manager-HR/ Admin.
4. Mr. Pradeep Tripathy, Procurement Consultant

Representatives of Participating Firms:

1. Mr. N. Veerapandian, ERFS Pvt. Ltd., Chennai
2. Mr. S. Raja, Everwin Security Services (P) Ltd., Chennai
3. Mr. A. Elangovan, Greendazzle Corporate Services (P) Ltd., Chennai
4. Mr. Krishna Perumalm, Gaviko Artistic Creators & Event Managemnt Amenities (P) Ltd., Chennai
5. Mr. Ajil Kumar K.S., S & C Multi Commercials Pvt. Ltd., Kochi
6. Mr. S. Naveen Kumar, Bright Staffing Solutions LLP, Chennai
7. Mr. D. Prabhu, First & Best Services (India) Pvt. Ltd., Coimbatore
8. Mr. N. Divya Bharathi, Sri Vinayaka Enterprises, Chennai
9. Mr. T. Selvakumar, Updater Services (P) Ltd., Chennai
10. Mr. S. Baskar, A Global Industrial Force, Chennai
11. Mr. P. Mohan, Swasti Support Services India Pvt. Ltd., Chennai
12. Mr. K. Loganathan, Ex-Serviceman Security Services, Chennai
13. Mr. B. Raghunath, United Services, Chennai
14. Mr. Sakthivel V., Firstman, Chennai
15. Mr. J. Daniel, Apollo Management Services, Chennai

As scheduled, the pre-proposal meeting for providing Housekeeping and Gardening Services was held on 25.11.2019 at 11.30 A.M. At the outset, all the participants were welcomed to the meeting. Prior to the pre-proposal meeting, all the participants visited the premises of NCSCM to assess the actual floor area, outdoor workload including internal road, lawn, parking area, rest shed, etc..

The participants were invited to discuss about their doubts/ queries on the bid document for providing Housekeeping and Gardening Services. The responses to the queries raised by the prospective bidders along with the modification in the relevant provisions of the bid document are appended here with.

The prospective bidders were requested to participate in the bidding process after careful reading and understanding of the provisions of the bid document published and possible amendment/s subsequent to the present pre-proposal meeting.

Queries/ Suggestions and response thereon for providing Housekeeping and Gardening Services

Sl. No.	Clause Reference	Queries/ Suggestions raised by the prospective bidders	Response to the Queries/ Suggestions
1.	Page 4-5: Point No.2.1 (f)	<p>It is not possible to provide one full year EPF & ESI Challan statement along with technical bid specially prescribed at least 75 Housekeeping staff.</p> <p>EPF & ESI challans wont show designation of each employees engaged in different organizations and also each month's EPF challans will come around 500 Papers. If we furnish 12 months EPF Challans, the technical bid will come around 8000 Papers. It is very difficult to prepare a presentation and also it is very difficult to do the technical evaluation by your dept. Still, if you want one full year statutory statement, it may be advised that we will provide EPF & ESI consolidated sheet which comprise of total subscribers (i.e., total employees under our payroll).</p> <p>Company's Labour strength towards housekeeping service may be proved by providing Govt. Work orders.</p>	<p>EPF & ESI Challan statements for one full year have not been asked. Rather, self-attested copies of EPF and ESI returns are requested to be furnished along with the technical proposal as evidence for having employed not less than 75 nos. of field level staff (non-administrative) to render similar services at clients' locations in Chennai (either single location or multiple locations) any time during last 3 years i.e. 2016-17, 2017-18 & 2018-19.</p> <p>Self-attested copies of EPF or ESI returns of at least one such month to be furnished along with the technical proposal.</p> <p align="center">Amended. (Pl. refer to the amendment)</p>
2.	Page 5-6: Point No.2.2 A (2) & B (2)	<p>1) Age limit for Category Housekeeping Staff and Gardening Staff may be considered as "Minimum 18 years and Maximum 45 years as on 30.09.2019".</p> <p>2) Age relaxation for Housekeeping employees from 40 to 45 age.</p> <p>3) Reduce male Housekeepers from 10 nos. to 5 nos.</p>	<p align="center">1 & 2 - Accepted.</p> <p align="center">Amended. (Pl. refer to the amendment)</p> <p align="center">3 - No change.</p>
3.	Page 10-11: Point No.2.5 (b)	Time for submission of Performance Bank Guarantee by contractor may be considered as 30 days from the date of award of contract.	Reasonable time (10 working days of NCSCM) has been provided. No change.
4.	Page 11: Point No.2.6	<p>1) Details of payment of housekeeping service bills by NCSCM not mentioned in the tender document.</p> <p>2) Pl. mention payment clause with time schedule for release of payment.</p>	<p align="center">Amended. (Pl. refer to the amendment)</p>
5.	Page 24: Annexure 3: Financial Proposal	<p>1) Bonus Min or Max?</p> <p>2) Minimum Service Charge?</p> <p>3) Minimum percentage of contractor's service charge.</p>	<p>Pl. refer Note to Annexure 3: Financial Proposal.</p> <p>Minimum Wages include Minimum Bonus. There is no minimum percentage of contractor's service</p>

		<p>4) In the price bid whether we quote the Minimum wages and other statutory deductions or only the percentage of Service Charge and GST?</p> <p>5) Whether we enclosed the breakup details for the salary?</p>	<p>charge. However, the proposals quoting ZERO service charges shall be summarily rejected.</p> <p>The bidders have to fill up only Col. 7 & 8 of Annexure 3: Financial Proposal.</p> <p style="text-align: center;">Amended. (Pl. refer to the amendment)</p>
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Amendment to Terms and Conditions of the Bid Document

Sl. No.	Criteria as per Bid Document	Modification now made
1.	Page 4-5: Point No. 2.1 (f)	
	<p>Must have employed not less than 75 nos. of field level staff (non-administrative) to render similar services at clients' locations in Chennai (either single location or multiple locations) any time during last 3 years i.e. 2016-17. 2017-18 & 2018-19.</p> <p>(Self-attested copies of EPF and ESI returns to be furnished along with the technical proposal.)</p>	<p>The clause is replaced with the following –</p> <p>Must have employed not less than 75 nos. of field level staff (non-administrative) to render similar services at clients' locations in Chennai (either single location or multiple locations) any time during last 3 years i.e. 2016-17. 2017-18 & 2018-19.</p> <p>(Self-attested copies of EPF or ESI returns of at least one such month to be furnished along with the technical proposal.)</p>
2.	Page 5: Point No. 2.2 A (2)	
	<p>Age Limit: Minimum 18 years & Maximum 40 years as on 30.09.2019.</p>	<p>The line is replaced with the following –</p> <p>Age Limit: Minimum 18 years & Maximum 45 years as on 30.09.2019.</p>
3.	Page 6: Point No. 2.2 B (2)	
	<p>Age Limit: Minimum 18 years & Maximum 40 years as on 30.09.2019.</p>	<p>The line is replaced with the following –</p> <p>Age Limit: Minimum 18 years & Maximum 45 years as on 30.09.2019.</p>
4.	Page 11: Point No. 2.6 (a)	
	<p>The Agency shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower and management.</p>	<p>The clause is replaced with the following –</p> <p>The agency shall submit the monthly bill within 1st week of the following month and payment shall be made on monthly basis as per the contracted rate within 30 calendar days of receipt of bills along with all requisite relevant documents in proper manner. The price shall be all-inclusive including the cost of manpower and management.</p>
5.	Page 14: Point no. 3.4 (a)	
	<p>Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered the lowest Service Charge (in percentage).</p>	<p>The clause is replaced with the following –</p> <p>Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered the lowest Service Charge (in percentage). However, the proposals quoting ZERO service charges shall be summarily rejected.</p>
6.	Page 27: Point No. 12	
	<p>12.1 The payment shall be made to the 2nd Party on monthly basis.</p> <p>12.2 While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to</p>	<p>The clause is replaced with the following –</p> <p>12.1 The agency shall submit the monthly bill within 1st week of the following month and payment shall be made on monthly basis as per the contracted rate within 30 calendar days of</p>

	<p>production of documentary evidence of having made all statutory payments such as EPF, ESI, etc. for the previous month.</p> <p>12.3 In case of any deficiency in performance or non-supply of agreed manpower, deduction shall be made proportionately from the monthly fees.</p> <p>12.4 The 2nd Party shall submit the monthly bill within 1st week of the following month.</p>	<p>receipt of bills along with all requisite relevant documents in proper manner. The price shall be all-inclusive including the cost of manpower and management.</p> <p>12.2 While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as minimum wages, EPF, ESI, etc. for the previous month. All disbursements to the manpower deployed shall be made only through direct bank credit by opening a Bank Account.</p> <p>12.3 The Service Charge as quoted by the Agency (as per Annexure 3) shall remain unchanged during the contract period.</p> <p>12.4 GST, if any, shall be paid at the applicable rate.</p>
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Note: The amendment mentioned above is to be treated as amendment to the terms and conditions of the bid document. All other terms & conditions of the published bid document shall remain the same.

The bidders have to submit a copy of this Minutes along with the amendment and bid documents. Each page of the bid document as well as this Minutes along with the amendment are to be signed by the authorized Signatories of the bidders.

**Sd/-
DIRECTOR**