

**MINUTES OF THE PRE-PROPOSAL MEETING FOR OPERATION & MAINTENANCE OF HVAC  
SYSTEM, HELD ON xx.12.2020 AT 11.30 A.M.**

[Tender Notification No. 9/1/2018-Admin (Part – A) dt.20.11.2020]

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**Members Present:**

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

As scheduled, the pre-proposal meeting for Operation and Maintenance of HVAC System was held on 11.12.2020 at 11.30 A.M. But, no prospective bidder participated in the meeting. However, pre-bid queries have been received from the following prospective bidders –

1. Lotus Air Tech Engineering Pvt.Ltd
2. Trane Technologies India Pvt Ltd

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.

**Queries/ Suggestions and response thereon for Operation & Maintenance of HVAC System**

Sl. No.	Queries/ Suggestions raised by the prospective bidders	Response to the Queries/ Suggestions
1.	Please confirm whether we have to consider Comprehensive AMC or Non-Comprehensive AMC for Low Side & Chillers. Since, there is no much clarity about spares replacement in the given scope of work. Please confirm.	The RFP is invited for Non-Comprehensive AMC.
2.	During our site inspection, we observed in few equipment's there is an open complaint in Low side & One chiller is completely down. Please confirm whether we shall quote the above pricing separately or shall include the same in the existing tender while bidding. Kindly confirm.	This is to be included in the existing tender.
3.	For Operations, Man Power shift timing is mentioned as 12 Hrs. In General, Operation employees shall work for 08 Hrs shift only. Please confirm the same to proceed further.	Total operation duration is 12 hrs per day. However, individual manpower will work in various shifts of 8 hrs. each, within the operation duration.
4.	Please confirm the Quantity of Cooling Tower, as it appears as 01 No. in the Tender whereas 02 Nos. are available at site.  Cooling Tower chemical details and quantity not mentioned in schedule.	Quantity: 2 Nos. No. of Cell: Single Cooling Capacity: 4,72,600 Kcal/ hr.  Purchase of all consumables is under the scope of NCSCM.  <b>Kindly refer to the Amendment.</b>
5.	Please share us the RTGS/ NEFT Details in order to pay EMD through NEFT, since other ways of paying EMD will take considerable processing time. We will submit the NEFT receipt while submitting our bid.	The bank details are as follows –  Account Number: 526301010031295 IFS Code: UBIN0552631 Bank Name: Union Bank of India Branch: SSI, Guindy

**Note: For financial evaluation, the total consolidated price excluding GST for all the items (Annexure 4: Financial Proposal) shall be considered. Hence, all the bidders are requested to quote the price including manpower cost as well as all other incidental costs in the Financial Proposal.**

**Amendment**

**AMENDED FINANCIAL PROPOSAL**

**DETAILS OF THE HVAC SYSTEM**

S. NO.	BLOCK	FLOOR	UNIT TYPE	REMARKS	CAPACITY	AIRFLOW	UNIT	QTY.	UNIT PRICE FOR 3 YEARS (RS.)	TOTAL PRICE FOR 3 YEARS (RS.)	
1	2	3	4	5	6	7	8	9	10	11 (= 9 x 10)	
1.	A	GROUND	CSU		7.5 TR	3000	CFM	1			
2.			CASSETTE		3 TR	1200	CFM	1			
3.			SPLIT	CHW	1 TR	400	CFM	4			
4.			SPLIT	DX	1 TR	400	CFM	1			
5.		1ST FLOOR	CSU		10 TR	4000	CFM	1			
6.			CASSETTE	CHW	2 TR	800	CFM	1			
7.		2ND FOOR	CSU		10 TR	4000	CFM	1			
8.		3RD FLOOR	CSU		5 TR	2000	CFM	1			
9.			CSU		3 TR	1200	CFM	1			
10.			CSU		2.5 TR	1000	CFM	1			
11.			SPLIT DX		2TR	800	CFM	3			
12.			CASSETTE	CHW	4 TR	1600	CFM	1			
13.		TERRACE	TOILET EX		1.1 KW NICTORA	2800	CFM	1			
14.			FRESH AIR FAN		0.75 KW NICTORA	1830	CFM	1			
15.	B	GROUND	PAC	CHW	10 TR	5200	CFM	1			
16.			PAC	DX	10 TR	5200	CFM	1			
17.			CSU		7.5 TR	3000	CFM	2			
18.		1ST FLOOR	CASSETTE		2.5 TR	1200	CFM	1			
19.			CSU		10 TR	4000	CFM	1			
20.			CSU		5 TR	2000	CFM	1			
21.		2ND FOOR	CASSETTE		2.5 TR	1200	CFM	1			
22.			CSU		10 TR	4000	CFM	1			
23.			CSU		5 TR	2000	CFM	1			
24.			SPLIT	CHW	1.5 TR	600	CFM	1			
25.		3RD FLOOR	CASSETTE		2.5 TR	1200	CFM	1			
26.			CSU		10 TR	4000	CFM	1			
27.			CSU		5 TR	2000	CFM	1			
28.		TERRACE	TOILET EX		1.1 KW NICTORA	2800	CFM	1			
29.			FRESH AIR FAN		0.75 KW NICTORA	1400	CFM	1			
30.			FRESH AIR FAN		1.1 KW NICTORA	2450	CFM	1			
31.		B2	3RD FLOOR	SPLIT		1.5 TR	800	CFM	1		
32.				CASSETTE	CHW	2 TR	800	CFM	1		
33.		C1	GROUND	CSU		5 TR	1850	CFM	1		
34.			1ST FLOOR	CSU		3 TR	1200	CFM	1		
35.				CSU		10 TR	4000	CFM	1		
36.			2ND FOOR	CSU		5 TR	2000	CFM	1		
37.				CSU		10 TR	4000	CFM	1		

38.		3RD FLOOR	CSU		10 TR	4000	CFM	1		
39.		TERRACE	FRESH AIR FAN		0.55 KW NICTORA	2800	CFM	1		
40.	TOILET EX			1.1 KW NICTORA	2200	CFM	1			
41.	TOILET EX			0.75 KW NICTORA	1650	CFM	1			
42.	C2	GROUND	CASSETTE		2 TR	800	CFM	1		
43.		1ST FLOOR	CSU		7.5 TR	3000	CFM	1		
44.			CASSETTE		2 TR	800	CFM	1		
45.		2ND FOOR	CSU		5 TR	2000	CFM	1		
46.			CSU		3 TR	1200	CFM	1		
47.		3RD FLOOR					CFM			
48.		TERRACE	FRESH AIR FAN		0.55 KW NICTORA	2800	CFM	1		
49.			TOILET EX		1.1 KW NICTORA	2200	CFM	1		
50.			TOILET EX		0.75 KW NICTORA	1650	CFM	1		
51.		C3	GROUND FLOOR				CFM			
52.	1ST FLOOR		CASSETTE		2 TR	800	CFM	1		
53.			CSU		10 TR	4000	CFM	1		
54.	2ND FOOR		CASSETTE		2 TR	800	CFM	1		
55.			CSU		10 TR	4000	CFM	1		
56.	3RD FLOOR		CASSETTE		2 TR	800	CFM	1		
57.			CSU		10 TR	4000	CFM	1		
58.	TERRACE		FRESH AIR FAN		0.75 KW NICTORA	1870	CFM	1		
59.			TOILET EX		1.1 KW NICTORA	2200	CFM	1		
60.	D		GROUND	CSU		15 TR	5000	CFM	1	
61.		SPLIT		DX	1 TR	400	CFM	2		
62.		1ST FLOOR	CSU		7.5 TR	3000	CFM	1		
63.		2ND FOOR	FCU		1 TR	400	CFM	7		
64.			CASSETTE		1 TR	400	CFM	1		
65.		3RD FLOOR	FCU		1 TR	400	CFM	10		
66.		TERRACE	AHU		17 TR	7000	CFM	1		
67.			AHU		12 TR	5000	CFM	1		
68.			HRW			900	CFM	2		
69.			FRESH AIR FAN		0.75 KW NICTORA	1500	CFM	1		
70.			TOILET EX		2.2 KW NICTORA	4500	CFM	1		
71.			KITCHENFRESH AIR FAN		1.5 KW NICTORA	3700	CFM	1		
72.			KITCHEN EX		3.7 KW NICTORA	5000	CFM	1		
73.				VRF 6 HP		6 HP		HP	1	
74.	PLANT ROOM/ TERRACE	CHILLER		125 TR		TR	2			
75.		<b>COOLING TOWER</b>		<b>125 TR</b>		<b>TR</b>	<b>2</b>			
76.		PRIMARY PUMP			300	GPM	3			
77.		SECONDARY PUMP			300	GPM	3			
78.		CONDENSER PUMP			375	GPM	3			

79.	CHEMICAL FOR CT				NCSCM Scope			
							Total excluding GST	
							GST (.....%)	
							Total including GST	

**Note:**

1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
2. If there is an error in the total corresponding to the addition of the line item totals, the line item totals shall prevail and the total shall be corrected.
3. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (1) and (2) above.
4. If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its RFP shall be rejected and the EMD may be forfeited.

Date:

Place:

**Authorized Signatory**

(Signature and seal of the authorized signatory)

**Note:** The amendment mentioned above is to be treated as amendment to the terms and conditions of the RFP document. All other terms & conditions of the published RFP shall remain the same.

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

**Sd/-**

**DIRECTOR**

NCSCM, Chennai