

**MINUTES OF THE PRE-BID MEETING FOR ANNUAL MAINTENANCE CONTRACT FOR DIESEL
GENERATORS, HELD ON 25.01.2021 AT 11 A.M.**

[Tender Reference No. NCSCM/ AMC/DG/2021 dt.18.01.2021]

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 Annual Maintenance Contract for Diesel Generators was held on 25.01.2021 at 11 A.M. The following prospective bidders have participated in the meeting through their representatives –

1. Mr. D. Devakumar, Chennai Diesel (P) Ltd., Chennai
2. Mr. H. Shivshankar, JN Machineries Private Limited, Chennai
3. Mr. S. R. Marimuthu, JN Machineries Private Limited, Chennai
4. Mr. N. Balaji, Max Power Services, Chennai

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 Annual Maintenance Contract for Diesel Generators

Sl. No.	Queries/ Suggestions raised by the prospective bidders	Response to the Queries/ Suggestions
1.	Need to know the frequency of visit for both 500kva DG	Quarterly visits
2.	Please confirm whether we have to consider Comprehensive AMC or Non-Comprehensive AMC. If it is CAMC tender, all the spares parts will be covered, except consumables.	The IFQ is for Non-Comprehensive AMC.
3.	Need to have the complete drawing and detailed work of “Wood ward panel” i.e. DG Control panel, Please clarify about the panel in the machine is bypassed.	Drawings will be provided once the contract is awarded.
4.	Please clarify about the tender if it stands for the AMC of the 2x500kva DG only, as the panel does not cover in it.	The IFQ is for AMC of 2x500kva DG and their panels.
5.	If any emergency/ breakdown, we need to replace components, how to process flows after the visit. If it is AMC tender, who will bear the consumable, spares and battery expenses, please clarify. If the spares and consumables are supplied by us, when will make the payments for the same. As per our AMC Terms, the following are chargeable a) Any kind of components will be chargeable during the AMC Period b) During the contract period, if any kind of components got repaired, like lube oil filter, lube oil, fuel filter, air filter, engine minor or major components, all electrical & electronic panel and boards, Batteries, Accessories or any kind of DG related components, will be chargeable. If it is in as on date condition, then AMC will not serve the purpose of 100% working condition for a year.	Decision shall be taken based on the respective problem alone. However, replacement of any failed parts/ component shall be done only upon the approval of the NCSCM. The consumables and parts/ component for replacement may either be provided by NCSCM or the Service Provider may be asked to provide the same within two weeks from the date of communication/issue of Purchase Order by NCSCM, the cost of which would be reimbursed by NCSCM within 30 days of production of correct bills & other relevant documents. Delay, if any, until the decision shall be the responsibility of NCSCM. Delay attributable to service provider, shall be the responsibility of service provider.
6.	Please clarify, it is a manpower (service person) tender	It is a service contract.
7.	As per your Bid Point No. C: Terms of the Quotation/ Contract – Sub No. c) - In this, we inform you that, during the contract period, any problem will arise; that will be rectified without any extra cost for the mechanical labour works and it will not be covered for any kind of materials in terms of the AMC.	Kindly refer to Point No.5 above. This clause refers to breakdown maintenance, if any, irrespective of the number of breakdown visits during the contract period.
8.	As per your Bid Point No. C: Terms of the Quotation/ Contract – Sub No .d) - During the contract period, our AMC will cover only Service of DG and will not cover any kind of components.	Answers to the tender questions may be specified while submitting the tender document. Response provided now shall not be considered.

9.	If we will be awarded contractor, we will accept your quarterly payment terms with satisfactory service reports.	Answers to the tender questions may be specified while submitting the tender document. Response provided now shall not be considered.
10.	<p>Scope of Maintenance Tasks</p> <p>As per your Bid – As in the “Scope of Maintenance Task”, there is an “action points column”, somewhere mentioned as Check or change clause.</p> <p>For your information, as per our AMC Terms, “check” only acceptable and “Change” not acceptable.</p>	Check/ Change means check during routine service and change , if necessary. In the event of change, procedures as clarified under point number 5 above will be followed.
11.	Terms and conditions of Annual Maintenance Contract (Scope of work, Payment terms, Customer’s liability, Warranty).	All the terms and conditions of AMC as declared by NCSCM in the initial tender document and this Minutes of Pre-Bid Meeting alone are applicable. Bidder’s terms and conditions are not applicable. If there will be any deviation from the tender terms and conditions of AMC bid will be treated as non- responsive.
12.	Terms and conditions of Comprehensive Annual Maintenance Contract (Scope of work, Payment terms, Customer’s liability, Warranty).	All the terms and conditions of AMC as declared by NCSCM in the initial tender document and this Minutes of Pre-Bid Meeting alone are applicable. Bidder’s terms and conditions are not applicable. If there will be any deviation from the tender terms and conditions of AMC bid will be treated as non- responsive.
13.	Additional Clause	If the Service Provider could not provide the required services in due time as per the terms of the contract, Liquidated Damage @0.5% of the annual value of the contract shall be deducted for every day of deficiency in performance subject to a maximum of 10% of the annual value of the contract.

Note: All other terms & conditions of the published IFQ shall remain the same.

The bidders have to submit a copy of this Minutes along with the IFQ. Each page of the IFQ as well as this Minutes shall have to be signed by the authorized Signatories of the bidders.

**Sd/-
DIRECTOR
NCSCM, Chennai**