

**PRE-BID M.O.M FOR SECURITY AND HOUSEKEEPING SERVICES FOR IITM  
BRANCH OFFICE NEW DELHI**

A Pre-Bid Meeting for the subject work held 23.09.2014 in Pisharoty Hall at IITM, Pune.

During the discussion with vendors present in the meeting the following decision were taken by the committee:

SL. No.	Question raised	Tender Document Reference	Decision Taken
01.	Library Assistant	Tender document Page-10 & P-22	FOR: Library READ: Laboratory Assistant Qualification: He must 12th standard qualified with science background. Duties: He will work for cleaning the test tube and helping in running the instruments.
02.	Cook (MTS)	Tender document Page-10 & P-22	FOR: Cook (MTS) READ: Cook (Multi Task Service- MTS) Duties: He will work as Cook when guest are visiting at center otherwise he will work as MTS (Multi task services at Branch Office) as directed by officer in charge.
03.	EMD exemption	Asked by bidder	Those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department need not to furnish EMD along with their bids.
04.	BID SUBMISSION	Tender document	Technical Bid Envelope: Forwarding Letter, Bid documents and enclosures duly signed and stamped, EMD & Tender Fee. Commercial Bid Envelope: Duly filled and signed.



05.	<p>List of documents to be enclosed for Security &amp; House Keeping Services along with Technical bid. Tender document Page-6,7 &amp; 8</p> <p>Vendors shall submit the following documents along with Technical Bid:</p> <ol style="list-style-type: none"> <li>1. The firm is registered with the regional labour commissioner as per rules under provision of contract labour Act (Related document to be enclosed),</li> <li>2. Balance sheet and Profit &amp; Loss A/c for the last 3 year duly certified by the CA, (Related document to be enclosed)</li> <li>3. Registration certificate of provident fund commissioner enclosed ESI &amp; EPF registration code allotted by the Regional Provident Fund Commissioner, (Related document to be enclosed),</li> <li>4. Registration certificate/ allotment letter of services tax number, (Related document to be enclosed),</li> <li>5. Registration certificate/ allotment letter PAN from Income tax Department , (Related document to be enclosed),</li> <li>6. Registration certificate of ESI enclosed , (Related document to be enclosed),</li> <li>7. Proforma containing details of other origination where such contracts were/are undertaken , (Related document to be enclosed),</li> <li>8. DD of EMD for Housekeeping services and Securities services New Delhi Branch office as per tender.</li> <li>9. Price bid proforma completed and sealed in separate envelope ,</li> <li>10. List of Arbitration cases (if applicable)Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contract , (Related document to be enclosed),</li> <li>11. Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL , (Related document to be enclosed),</li> <li>12. Copy of last income tax return , (Related document to be enclosed),</li> <li>13. Office address of the Company, (Related document to be enclosed),</li> <li>14. At least two currently valid contracts for similar work , (Related document to be enclosed),</li> <li>15. ISO certification(Not Mandatory), (Related document to be enclosed),</li> <li>16. Pre- bid Meetings MoM , (Related document to be enclosed),</li> <li>17. Registration of Security Services, (Related document to be enclosed),</li> <li>18. (Related document to be enclosed),</li> </ol>
<p><b>NOTE: 1) Contractor shall enclosed copy of pre-bid M.O.M duly signed and stamped along with Technical bid.</b></p> <p><b>2) Bid should be submitted on or before due date and time i.e. 07/10/2014 at 12:30 Hrs</b></p>	

