

# Indian Institute of Tropical Meteorology, Pune

## PROCEEDINGS OF THE PRE-BID CONFERENCE

For

**Procurement of Manpower Services for Ministerial, Technical and housekeeping works**

DATE & TIME : 22-06-2018 at 1100 Hrs

VENUE : Pisharoty Hall

The Pre-bid Conference was held and the following official from the Institute has attended the meeting:-

- |                             |                       |
|-----------------------------|-----------------------|
| 1. Dr. Naveen Gandhi, Sc-D  | Co-Chairman, CMAC     |
| 2. Shri Ajit Prasad         | LACD- Senior Manager  |
| 3. Shri SM Hendre           | Manager               |
| 4. Shri Mahesh Dharua, Sc-C | Member Convener, CMAC |
| 5. Mrs. Yogita Kad          | Dy. Manager, G.A.     |

The list of Prospective Bidders who attended the meeting as per **Annexure-I**.

At the outset, the LACD- Senior Manager welcomed all the officials and the representatives of the Prospective Bidders and briefed in general the scope of the works and salient features of the Commercial terms. The clarifications sought by the Prospective Bidders were replied thereto as detailed in **Annexure-II**.

The representatives present were satisfied with the clarifications and it was informed that the corrections / additions / clarifications given during the Pre-Bid Conference will be posted in the website of IITM and all the Prospective Bidders are required to take cognizance of the same before submitting their bids as stipulated in Clause 1.7.1 of the Bidding Documents.

The meeting ended with a vote of thanks to the Chair.

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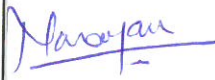
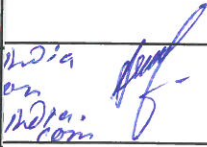
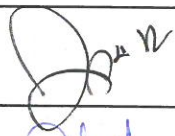
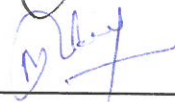
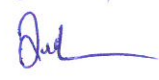

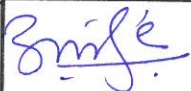

## Online Technical bid opening for supply of BraPashan, Pune

TENDER NO. IITM/GA/142/04/2018 dated 08/06/2018

Date: 22.06.2018

Time: 1110 Hrs

## ATTENDANCE SHEET OF

Sr. No.	Name of the Firm	Represented by	Signature	Remarks
1	FIRSTMAN MANAGEMENT SERVICES PVT LTD	NARAYANMOORTHY P. IYER		
2	Amal S Kadam + S.			
3	Vidya Deshmukh. (Pr.)	BYG India Ltd		
4	Amrit Rode Sir			
5	SIDDALINGESH.H. BS	AMPS		
6	NITIN PATEL	AMPS		
7	L+G Ashok Shinkar (Ret)	Goodwill		
8	Col Y D Manu	Goodwill		
9	Prism Services Property Solutions Pvt. Ltd.	Rajesh Bondge		
10	Prakash Aherkar Prashant Engg Corp	Prakash		

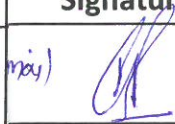

## Online Technical bid opening for supply of Brashan, Pune

TENDER NO. IITM/GA/142/04/2018 dated 08/06/2018

Date: 22.06.2018

Time: 1110 Hrs

## ATTENDANCE SHEET O

Sr. No.	Name of the Firm	Represented by	Signature	Remarks
1	Aditya Enterprises	Ajit Padalkar	maxi) 	-
2	Great wall	Bhagwat & Viraj	P 	
3				
4				
5				
6				
7				
8				
9				
10				

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE-411008  
Tender No. IITM/GA/142/04/2018 dated 08/06/2018  
e-tender no. 18-19-ET-11-142778

**Queries & Clarifications**

**Procurement of Manpower services for Ministerial, Technical and Housekeeping works**

Date : 22/06/2018

Time : 1100 hrs

Sr.No.	Queries / Clarifications Sought	Clarification / Amendment
1.	Whether definition of goods mentioned at clause no. 2.1 (g) to be supplied at the work place included consumable housekeeping materials?	No. Bidder is required to supply only machinery and equipment required for housekeeping/cleaning work. All the consumable required for the above will be provided by the Institute.
2.	Numbers of minimum manpower required at clause no. 4.2 (c) is not in proportionate to the turnover mentioned in clause no. 4.2 (b).	Minimum manpower requirement reduced to 500.
3.	EMD amount mentioned at Tender notice and Annexure-H is different.	EMD amount is Rs. 7,00,000/- (Rs. Seven Lakh only)
4.	Whether Tender fees of Rs. 1,000/- is payable to the Institute as mentioned at Annexure "H"?	No Tender Fees required.
5.	Whether quality related certificate is mandatory as per Clause no. 4.2 (d) or 4.2.1 (iv)?	Yes, it is required for technical qualification.
6.	Whether branch office in Pune is mandatory at the time of submitting bid as per Clause no. 4.2 (e) or 4.2.1 (v)?	On page No. 28 Clause no. 3.1 For : HACV Read : HAVC
7.	Typical mistake at various page no. is replace as	On Page no. 30 Clause no. 3.2 (c) For : Turning Read : Fitting Sr. no. 1.

8.	Whether bidder registered under Micro, Small and Medium Enterprises (MSME) or NSIC are exempted from submission of EMD amount?	Yes, bidder has to submit valid registration certificate for claiming exemption.
9.	Whether bidder should submit license for providing Security services?	Yes, bidder should submit proper license obtained from Controlling Authority.
10.	Whether bidder should submit bank solvency certificate?	Yes, bidder should submit bank solvency certificate.
11.	Whether Branch office is required at New Delhi?	No.
13.	What is the policy of manpower rotation?	25 % of manpower should be rotated in every year.
14.	What is the applicability of Gratuity?	Gratuity applicable as per the Payment of Gratuity Act 1972.
15.	Revision of Variable Dearness Allowance	As per the Govt. Notification No. 1/10(3)/2018-LS-II dated 03/04/2018 revised statement of wages is enclosed as Annexure- C
16.	Re-designation of Semi-Skilled category	Office Boy and Xerox Operator under semi-skilled category has been re-designated as Multi Tasking Staff. MTS under Unskilled category re-designated as H/K Office Boy.

## Revised Statement of Minimum Monthly Wages as per Central Government Rates

Particulars	%	Unskilled	Semi Skilled	Skilled	Highly Skilled
Rate per day		523	579	637	693
Basic for 26 days		13598	15054	16562	18018
Vaiable Dearness Allowance		780	858	936	1014
Total A		14378	15912	17498	19032
H.R.A. on Total A		719	796	875	952
Total B		15097	16708	18373	19984
P.F. on Total A		1891	2092	2301	2503
ESIC on Total B		717	794	873	949
Bonus on Toal A		1198	1325	1458	1585
LWW on Total A		863	955	1050	1142
National Holiday on Total A		160	0	0	0
MLWF		6	6	6	6
Liveries on Total A		431	477	0	0
Gross monthly Wages		20363	22357	24061	26169
Number of Manpower		55	12	53	2
Total monthly wages payable to each category		1119965	268284	1275233	52338
Total Monthly wages payable in Rs.					27,15,820

Note. Variable Dearness Allowance has been revised w.e.f. 01/04/2018 vide notification no. 1/10(3)/2018-LS-II dated 03/04/2018

1. Total -A is for 26 working days in a month.
2. Variable DA shall be made applicable as per Govt. Order.
3. Housekeeping Staff, Supervisor and Maintenance Staff are required to work on Saturday. Remaining categories shall have weekly off on Saturday and Sunday.
4. Payment for all categories will be calculated as per the actual working days in a particular month.