

BHEL :: PIPING CENTRE :: CHENNAI

RECORDED NOTES OF PRE-BID MEETING ON CONTRACT FOR HOUSEKEEPING AND OTHER MAINTENANCE SERVICES (TENDER REF. NIT_21096) HELD ON 19-01-2015 AT PIPING CENTRE MAIN OFFICE, T.NAGAR, CHENNAI – 600017.

Representative/s from the following Organisations were present for the Pre-Bid Meeting: -

- (1) M/s. Day 'N' Day Services Pvt. Ltd.
- (2) M/s. Upshot Utility Services
- (3) M/s. Absotherm Facility Management Pvt. Ltd.
- (4) M/s. Updater Services Pvt. Ltd.
- (5) M/s. UK Facility Services Pvt. Ltd.
- (6) M/s. First Man Management Services Pvt. Ltd.
- (7) M/s. Panorama Enterprises
- (8) Innovative Group
- (9) Hi Tech Services

Query No. 1:

Exemption of Earnest Money Deposit (EMD) on production of Certificate from National Small Industries Corporation (NSIC)

The Bidders who possess valid Certificate for Exemption from payment of EMD from NSIC need not enclose Demand Draft towards EMD. However, a self-attested copy of the certificate with validity shall be enclosed in the sealed envelope earmarked for placing the DD.

Query No. 2:

Minimum Qualification for Clerical / Front Office Category

The Minimum Qualification for Clerical / Front Office Category is Under-Graduate Degree.

Query No. 3:

Conveyance Charges for Commutation of Manpower between various locations

Conveyance Charges towards commutation of manpower between various locations, if required will be under the scope of Contractor.

Query No. 4:

Deployment of Front Office Category only at BRDG or at PC & BRDG.

Front Office Category is applicable at BHEL – R&D Gateway (BRDG), Taramani only.

Query No. 5:

Additional Working Hours / Overtime applicable for which Category.

Additional Working Hours is applicable for Housekeeping Category deployed at PC & EOC only.

Query No. 6:

Turn-Around Time for Manpower Shortage

The Minimum Crew Strength specified in the tender document for various locations shall be strictly adhered on all days during the entire tenure of Contract.

Query No. 7:

What is the Penalty Clause applicable for this Contract.

Penalty Clause shall be applicable based on the crew strength supplied by the Contractor as well as on the deficiency of services based on the applicable rates quoted in the Price Bid.

Query No. 8:

Is housekeeping applicable inside all the Quarters at BHEL – Residential Complex (BRC)

No. Housekeeping is applicable only at the common floor area, open terrace, inside roads, basement parking areas in the entire premises of BRC.

Query No. 9:

Scope of Tools, Materials and Replacement of Electrical / Plumbing Spares.

Supply of Tools and Materials / Consumables is under the scope of Contractor only. However, replacement of Electrical & Plumbing Spares will be supplied by BHEL.

Query No. 10:

Approximate Quantity of Materials / Consumables

Sufficient Quantity of Materials / Consumables shall be provided by the Contractor based on the inspection of all the locations. The list of materials / consumables given in the tender document is only indicative and not exhaustive in nature.

Query No. 11:

Reliever / Replacement of Manpower for various categories

Reliever / Replacement of Manpower for various categories is under the scope of Contractor. Also as already indicated in the Query No. 6, the minimum crew strength on all days shall be strictly maintained by the Contractor.

Query No. 12:

Conveyance Charges for Procurement of Diesel for DG Sets at PC & BRC

Presently, no conveyance charges is applicable for procurement of diesel for DG Sets installed at PC & BRC.

Query No. 13:

Applicability & Frequency of Pest Control and Fogging for Mosquito Control

As specified under Nature of Work Proposed in the Price Bid Formats (Part I & II), the Pest Control and Fogging for Mosquito Control shall be effectively carried out on a fortnightly basis.

Query No. 14:

Can the Minimum Wages prescribed by Govt. of Tamil Nadu and Additional Wages prescribed by BHEL be indicated in the Tender be split up in to allowances.

No, the Minimum Wages and Additional Wages shall not be split up into Allowances. All Statutory Deductions such as PF, ESI, etc. shall be applicable on both the Wages.

Query No. 15:

How many days would be taken by BHEL for processing the bill and release of payment.

Bills received from the Contractor along with necessary documentary proof as indicated in the tender document will be processed within a fortnight from the date of receipt of Bills by BHEL.

Query No. 16:

Whether sufficient time would be given for police verification of persons deployed

As specified in the Tender Document, the Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

Query No. 17:

Can the Equipments supplied by the bidder during the tenure of contract can be taken back after completion of the Contract

Yes.