



COLLEGE OF AGRICULTURAL BANKING (CAB), PUNE

Minutes of Pre-Bid meeting & Corrigendum

E-Tender Number: - [RBI/CAB Pune/773/20-21/ET/773](#)

Minutes of the Pre-Bid Meeting held on June 30, 2021 with respect to the Tender for Providing Integrated Facility Management Service (IFMS) at College of Agricultural Banking (CAB), Pune and its other premises uploaded on the MSTC portal on June 21, 2021

The Pre-Bid Meeting for the Integrated Facility Management Service (IFMS) was held on June 30, 2021 at 11.00 AM via Cisco WebEx. The meeting was chaired by Principal, CAB and attended by Vice-Principal, CAB, officials of RBI and prospective bidders. All the vendor representatives were requested to put forth their doubts/ queries which were discussed and clarified as below. It was reiterated that this is supplementary to the tender document and will form part of the tender document. In case there is any conflict between the tender document and the corrigendum, the latter shall prevail:

Sr. No.	Doubts/ queries raised	Clarifications provided
1.	Clarification was sought on the consideration of increase in Consumer Prices Index for industrial workers at the time of renewal of contract.	Please refer to corrigendum .
2.	Is EMD mandatory or any alternative like bid security declaration or bank guarantee can be provided? Can requirement of EMD be exempted for MSMEs?	As per our internal guidelines, no alternative for EMD will be accepted. As per our internal guidelines, EMD is mandatory for all the bidders.
3.	If there is change in any applicable taxes, local levies, etc., imposed by Central/State Government/Local bodies, will the same be paid?	Payments will be made as per the applicable taxes, local levies, etc., imposed by Central/State Government / Local bodies.
4.	Whether manpower is required to be deployed on all days of week.	The deployment of manpower given in Section VII of the tender document takes into consideration availability of manpower on all days including relievers.
5.	Whether it will be the responsibility of the vendor to ensure that no persons shall create any disruption/hindrance/problem of any nature in CAB either explicitly or implicitly, after expiry/termination of the contract .	The contractor shall remove all staff/workers deployed by him from the premises of CAB on expiry/termination of the contract and ensure that no such persons shall create any disruption/ hindrance/ problem of any nature in CAB either explicitly or implicitly.
6.	Whether conditions related to termination of contract on page 24, para 44 could be changed?	It is clarified that, conditions mentioned in para 44, page 24 of tender document

		related to termination of contract need to be strictly followed.
7.	Whether tender can be signed by the authorised Power of Attorney holders also (para 45 iii - page 25)?	Please refer to corrigendum.
8.	Can the arbitrator to be appointed in case of disputes related to agreement be appointed by mutual consent instead of by CAB, Pune?	No. Please refer to para 40 and 41 on page 24 of tender document.
9.	Will the cost of supply of welcome kits have to be borne by the contractor?	CAB will provide the welcome kits, or the contractor will have to supply the same on reimbursement basis.
10.	Is the Organic Waste converter (OWC) Plant provided by CAB, Pune or to be arranged by contractor at own cost?	OWC plant is available & operational in CAB Campus.
11.	Whether dead plants will have to be replaced by the contractor at own cost?	The damaged plants / lawns etc. including dead plants shall be got replaced at the cost of the contractor.
12.	Whether labour charges/minimum labour charges will be paid w.r.t catering services provided by the vendor?	The conditions mentioned in the tender contract need to be strictly adhered to. No separate compensation will be paid for staff deployed for catering purpose.
13.	Whether payment for catering facilities will be paid by CAB, Pune	Payment related to meals provided for National / International participants of the training programmes being conducted at the College, Guests, Guest Faculties will be paid by CAB, Pune at contracted rates. Payment for catering facilities provided to staff employees and other vendors in the Canteen & users of Visiting Officers' Flats/THH will be borne by them based on rates decided by mutual consent. Bidders may contact CAB to know the existing rates of staff canteen and VOF.
14.	Does the client certificate mentioned in Annexure II need to be in the specified format?	Client certificates incorporating all the information mentioned in the format as given in Annexure II will be accepted. However, if any information is missing/not matching our requirements, the same will not be considered.
15.	Can the Certificate required as per format given in Annexure VI be certified by Chartered Accountant (CA)?	The certificate has been amended. Please refer to corrigendum.
16.	Clarification required on certificate as per Annexure XIV-A	The certificate has been amended. Please refer to corrigendum.
17.	Is the initial period of contract 8 months?	The period of contract is generally aligned with the Financial Year of RBI which is from April-March. Hence the initial period of contract is till March 31, 2022. However, the contract is renewable for further 2 years subject to conditions outlined in the tender.

18.	<p>Clarification was sought for eligibility criteria outlined in para 1.2 on page 13 of tender namely “The bidder should have minimum 5 years of experience of undertaking similar works viz., ‘Providing Integrated Facility Management Services at, on or before April 30, 2016.’ Whether the total experience needs to be of 5 years continuously from 2016 to 2021 or the experience needs to be in last 5 years irrespective of the completion period?</p>	<p>The experience needs to be in last 5 years irrespective of the completion period. For establishing the same the bidder should submit copy/copies of work order/s for similar work, issued to the bidder, on or before April 30, 2016.</p>
19.	<p>Whether the work orders to be provided by the bidder for evaluation should have all the work areas as mentioned in the CAB tender in a single work order?</p>	<p>Please refer to Section III of the tender document.</p>
20.	<p>Whether para 23 on page 22 pertaining to penalty clauses can be modified to reduce the penalty?</p>	<p>All the conditions mentioned in the para 23 on page 22 of tender document will be strictly applicable.</p>
21.	<p>How is the location-wise manpower deployment requirement?</p>	<p>The deployment of manpower as mentioned in Section VII of tender document to different locations will be decided by CAB.</p>
22.	<p>Clarification was sought on the nature of complaint management system required to be provided by vendor.</p>	<p>The contractor is required to have an application based (mobile) complaint management system which should enable prompt response by raising alerts for immediate action and regular monitoring of the work done through scroll reports generated for our perusal and for separate audit if required. Bidders not having such an application-based system are liable to be rejected.</p>
23.	<p>Whether a separate insurance policy as stated in para no. 18 on page 20 will have to be taken for vendor staff even when they are covered under ESIC?</p>	<p>Yes. All the conditions mentioned in para No. 18 on page 20 of tender document are to be strictly followed.</p>
24.	<p>Whether the firm shall have to arrange the required connection from the Bank’s source of supply of water / electricity without any extra claim on the Bank? What will be the source of supply?</p>	<p>Yes. Source of supply shall be existing water/electricity points available at various locations of the Properties.</p>
25.	<p>Whether any regulatory guidelines/standards pertaining to functioning of canteen are applicable?</p>	<p>The vendors will have to strictly adhere to the scope of work and terms and conditions outlined in the tender. While the College expects high standards of work efficiency, no regulatory guidelines have been prescribed.</p>

26.	Are catering employees allowed to stay in campus considering the canteen timings?	Residential accommodation shall not be provided by CAB, RBI to the staff/workmen of the vendor. However, one chef and two helpers/waiters of the vendor will be allowed to stay in the premises of CAB, RBI to attend to early/late hour duties. Their presence, however, should not cause any disturbance to normal functioning of the College.
27.	Whether the equipment, tools and tackles required for different work areas will be provided by the CAB?	The scope provided in the tender clearly outlines the equipment expected to be available with the vendor and that which would be provided by CAB.
28.	Whether the toiletries will be provided by CAB or to be procured by vendor at own cost?	Toiletries will be provided by CAB or will have to be procured by vendor on reimbursement basis.
29.	Whether charges for inter-campus travel by staff will be provided by CAB?	All travel charges related to the scope as outlined in the tender will be borne by the vendor.
30.	Whether there is any limit on the liability to be borne by the vendor in case of breach of conditions of the contract?	There is no upper limit on the liability to be borne by the vendor in case of breach of conditions of the contract.
31.	Whether experience requirement for staff to be deployed can be reduced?	No.
32.	Can the minimum work force mentioned in para 1.3(f) on page 13 can be reduced?	Condition mentioned in para 1.3 (f) is strictly applicable.
33.	Whether the turnover requirement is for overall turnover or IFMS related turnover?	Please refer to corrigendum.
34.	Whether subletting any portion of the contract is allowed?	Please refer to para 46 on page 25 of the tender document.
35.	Whether additional payments will be made for works done not outlined in the scope.	While the CAB reserves the right to modify/change the scope of work as per its needs, no additional payment will be made for minor works assigned in addition to original work. In cases of major works, the same will be paid by CAB.
36.	Whether the manpower deployment provided in section VII includes all premises of CAB?	Yes.
37.	Whether there is a schedule for attending to various complaints as outlined in the scope?	All complaints outlined in the scope will have to be attended on an immediate basis.
38.	The number of tanks and their capacity to be provided.	The number & capacity of water tanks available at various locations of premises is as follows: 48 Overhead tanks and 8 underground tanks with capacities ranging from 700 litres to 20000 litres.
39.	Will the plumber be required to liaison with PMC?	Yes. The plumber / firm's representatives will be required to liaison with PMC for any

		shortfall in demand of water or any other matters to be dealt with the authorities.
40.	List of utilities in place, their OEM and AMC details, list of potted plants.	Bidder may seek appointment to visit CAB, Premises for obtaining necessary information in this regard.
41.	Whether loss of cutlery due to breakage will have to be borne by the vendor?	Loss/ damage of cutlery due to vendor staff will be recovered from the vendor. However, loss/damage due to other reasons will be borne by CAB
42.	Whether the vendor is required to have a full-fledged office in Pune.	The vendor should have a full-fledged office with sufficient qualified staff to provide IFMS service in Pune.
43.	Any relaxation in eligibility/EMD/SD or evaluation criteria will be given to MSMEs?	As per our internal guidelines, provisions of section 11 of MSMED Act, 2006 are not applicable to RBI and therefore the notification issued by Government of India under the above Act is also not applicable to RBI. Hence, no relaxation will be given to MSMEs.
44.	Whether minimum deployment of catering will be 10 staff at all times?	The number of staff requirement can be reduced or increased based on the need and the decision will be taken by CAB.
45.	Whether any minimum guaranteed amount will be paid for catering services?	No. The payment for catering services will be made based on actual per meal/item basis.
46.	Whether any cold storage facility is available for catering purpose?	Limited cold storage facility is available with CAB.

Corrigendum

Sr no.	Para No./ Page No.	Original as per tender document	Revised
1	Page No. 9 Para no. 1 Section I- Notice Inviting Tender (NIT)	College of Agricultural Banking (CAB), Reserve Bank of India, Pune-411016, hereinafter referred to as “the CAB”, invites E-tenders under Two – Bid system (Technical & Financial Bid) for the work, viz “Providing Integrated Facility Management Service (IFMS) at CAB and its premises (as detailed in Annexure XIII)”. IFMS will comprise of Facility Management and Housekeeping, Maintenance of Plumbing and Sanitary, Electrical, Electro-mechanical and Carpentry Installations in the Premises, Horticultural works, Pest Control Treatment, OWC, and Catering services. The initial agreement shall be for provision of the said service for a period from August 01, 2021 to March 31, 2022, which shall be extendable up to two more years (April-March) subject to mutual consent of both the parties and based on the satisfactory performance of the Service Provider/contractor and on the basis of increase in Consumer Prices Index for industrial workers. The price index for renewal will be considered before six-month index of the contract period.	College of Agricultural Banking (CAB), Reserve Bank of India, Pune-411016, hereinafter referred to as “the CAB”, invites E-tenders under Two – Bid system (Technical & Financial Bid) for the work, viz “Providing Integrated Facility Management Service (IFMS) at CAB and its premises (as detailed in Annexure XIII)”. IFMS will comprise of Facility Management and Housekeeping, Maintenance of Plumbing and Sanitary, Electrical, Electro-mechanical and Carpentry Installations in the Premises, Horticultural works, Pest Control Treatment, OWC, and Catering services. The initial agreement shall be for provision of the said service for a period from September 01, 2021 to March 31, 2022, which shall be extendable up to two more years (April-March) subject to mutual consent of both the parties and based on the satisfactory performance of the Service Provider/contractor taking into consideration the statutory rates like Basic Wages, VDA, EPF, ESI, Bonus, GST, etc.
2	Page No. 16 Para No. A	<u>Financial Turnover</u> <u>Average Turnover of IFMS works during the last three financial years (2017-18, 2018-19, 2019-20)</u>	<u>Financial Turnover</u> Average Turnover during the last three financial years (2017-18, 2018-19, 2019-20)
3	Page No. 25 Para no. 45 (iii) Section IV- Part 1-	The Tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the Tender may be rejected.	The Tender submitted on behalf of a firm shall be signed by all the partners of the firm or a partner or any other person having Power of Attorney who has the necessary authority on behalf of the firm to enter into the proposed contract.

	General and Special Conditions and Instructions to Tenderers		Otherwise, the Tender may be rejected.
4	Page no. 67 Annexure VI	FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK	Revised format as below
5	Page No. 83 Annexure XIV-A	Format has been amended	Revised format as below

Annexure VI

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Credit facility/ Overdraft facility enjoyed by the firm.
4. Dealings
5. The period from which the firm has been banking with your bank.
6. Any other remarks.

The above firm is considered financially sound to be entrusted with the contract for works estimated to cost ₹ 309 Lakh.

(Signature) For the Bank

Note:

1. **Bankers' certificates should be on letter head of the bank, sealed in cover addressed to enlistment authority.**
- In case of partnership firm, certificate to include names of all partners as recorded with the bank.**

Annexure XIV-A

Maintenance and Service Support available at Pune

1. Whether having any Office at Pune:

(If Yes, please provide Address, name of contact persons and details of contact (e-mail Id / Phone, etc.)

2. Please indicate the status of the Office: (Full-fledged regional Office/Branch Office). The firm should have its own office (s) in Pune with sufficient qualified technical personnel in providing IFMS Service.

3. No. of Permanent staff at the Centre:

Signature of the Authorized Official with Seal