



संपदा विभाग **Estate Department**  
चेन्नै **Chennai**

Date: August 09, 2021

**Minutes of Pre-Bid Meeting**

**Comprehensive Annual Maintenance Contract (CAMC) for providing Housekeeping services at Bank's Main Office Premises (including Annex Building and Essential Staff Quarters) and Six (06) Residential Colonies Located at Chennai.**

(e-Tender No: [RBI/Chennai/Estate/39/21-22/ET/48](#), [RBI/Chennai/Estate/36/21-22/ET/45](#) and [RBI/Chennai/Estate/37/21-22/ET/46](#))

The Pre-Bid meeting for the captioned work was conducted as per schedule on **August 05, 2021- 11:00 AM** at Conference Hall-III, Third Floor, Reserve Bank of India, Chennai and participants were also allowed to attend the meeting through Cisco-WebEx. The following staff members of RBI and firms/prospective tenderers were present during the pre-bid meeting:

Sl. No.	Name and Designation of the RBI Official	
1.	Shri. S B Suresh Kumar, General Manager (Estate)	
2.	Smt. Jaya Bharati Kannan, Deputy General Manager (HRMD)	
3.	Shri. S Krishna Kumar, Assistant General Manager (Estate)	
4.	Shri. Amaladas Bosco Dhanaraj, Assistant General Manager (P&SE)	
5.	Shri. P Chandrasekar, Manager(Estate)	
6.	Shri. Vinay Rajiv Peddireddy, Manager(HRMD)	
7.	Shri. Rajesh Bonagiri, Assistant Manager (Estate)	
8.	Shri. Abilash K, Assistant (Estate)	
9.	Shri. Shyam Sunder A, Assistant (Estate)	
Sl. No	Name of the Firm/ Prospective tenderers (M/s.)	Name of the Representative (Shri/Smt)
1.	Day N Day Services [P] Ltd.	1. A. Sheikmohammed
2.	UNITED SERVICES	1. B Raghunath, Proprietor 2. Nagarajan, GM-Operations
3.	UNIFAC MANAGEMENT SERVICES (I) PVT LTD	1. K Rangaswamy, DGM 2. P Saravanan
4.	RelyonService	1. N Mahendrakumar
5.	Everwin Security Services Pvt Ltd	1. C Murugan, Managing Director 2. Mr. Pandian
6.	Neat and Clean Service Squad	1. V Prasad
7.	Ex-servicemen Everwin Company	1. C Palaniyammal, Director ( <b>Cisco-WebEx</b> )
8.	Swasti Support Services	1. P Mohan, Business Development Manager
9.	Firstman Management Services Pvt Ltd	1. Sakthivel V, Asst Manager

10.	Jagdamba Service Solutions	1. Vinothkumar, DGM(Operations)
11.	Alert Security Services	1. S Bharath
12.	Nikad India Business Solutions Pvt Ltd.	1) Mr. Niranjan Mudaliar ( <b>Cisco-WebEx</b> ) 2) Mathialagan ( <b>Cisco-WebEx</b> ) 3) Sandhya ( <b>Cisco-WebEx</b> )

**The following queries/proposals were raised in the pre-bid meeting:**

Sl. No	Query/Proposal	Clarifications furnished by the Bank
1	Whether EMD exemption is allowed for the bidders registered with the NSIC or Udyam Certifications? RBI, Panaji and RBSC, Chennai is currently providing the EMD exemptions to the MSE bidders. So, it could be considered, please.	This exemption is not applicable as the estimated cost of these AMC tenders exceed Rs.10 lakh. As per extant instructions, the relaxation is applicable only to MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number) in all the procurements (goods, services or work contracts) having an estimation cost up to Rs.10 lakh (including all taxes, duties, etc.)
2	As per the Ministry of Finance notification dated 12-11-2020, the Security Deposit for the service contracts is fixed as 3% instead of earlier 5% to 10%. Whether the reduction in the Security Deposit is considered?	Yes, the reductions in security deposit can be considered. The para 53 of Section: F- General Instructions to Contractors in all three tender documents may be read as following: <b>Security Deposit:</b> “The successful tenderer shall furnish an amount of <b>3% of the contract value</b> in the form of a Performance Bank Guarantee from any scheduled Bank in the form prescribed by the Bank (which will be submitted along with letter of acceptance) towards security deposit for the due fulfilment of the contract. The Performance Bank Guarantee towards security deposit shall be valid for the entire contract period”.
3	In all the three tenders, the solvency certificates of different amount are asked. The banks are charging hefty amount of Rs.25000/- to issue a single solvency certificate but net worth certificate may be considered as per Tamil Nadu Tender Transparency Act which is applicable to all institutions in Tamil Nadu. Hence, we request you to permit the bidders to submit a single net worth or solvency for the highest asked value i.e. 1.15 Crore	As per extant instructions the firm should submit a ‘Solvency Certificate’ in the prescribed format (enclosed in the tender document) issued by the intending bidder’s banker for the estimated cost of the tender. In case, the intending tenderer is willing to participate in all three (03) tenders, it is allowed to submit a single ‘Solvency Certificate/ Bankers’ Certificate’ for a sum of <b>Rs.326 Lakh (Three Crore Twenty-Six Lakh only)</b> being the sum of bank’s estimation amount for all the three contracts put together in the similar format.
4	(A)It is very much common to have the EPF, ESI etc notices for the manpower service agency. The Hon’ble courts’ decision/judgement is the ultimate authority whether an agency has committed crime or at fault. Hence, merely having some proceedings or notices from any authority could not be considered reasons for any rejection of the bidders. But, if the agencies	It is submitted that the tenderer must fulfil all the conditions as mentioned in the Section- C of the tender document i.e. Eligibility Criteria for Participating in the e-Tender in the interest of institution.

	<p>convicted by the Court of law could be treated as the defaulters and their bids can be rejected. Similar condition was laid down in the tender floated by Customs Department, Meenambakkam, Chennai-600027. Later it was amended, and corrigendum was issued accordingly. Hence, we request an amendment or corrigendum, please.</p> <p>(B) Whether the Stay Order/Interim Stay received from Hon'ble Courts against the wrongful Suspension/Blacklisting/Debaring/Delisted by its clients can be exempted?</p>	
5	Is there any minimum percentage of Service Charges to be quoted in the tenders?	<p>No, there is no minimum percentage of service charges. However, Bidders offering "Nil" or irrational quotes shall be liable for disqualification.</p> <p>Bidders must ensure while quoting Service Charges they should include all expenditure on providing managerial supervisory/ administrative services to get the work done through their deployed Housekeeping Staff.</p> <p>Further, in case of abnormally low bids, the Bank may seek written clarifications from the Bidder, for a detailed price analysis of its Bid price in relation to scope, schedule, resource mobilization, allocation of risks and responsibilities, and any other requirements as per the Tender document</p>
6	The due date for filing the ITR and Balance sheet is yet to be finalized by the Govt of India for FY 2020-21 hence we request you to consider the Balance Sheets and ITR pertaining to the Years 2017-18 to 2019-20.	In case, the firm has not filed the ITR for FY 2020-21, it is allowed to submit the ITR for last 3 financial years filed i.e. FY:2017-18, FY:2018-19 and FY:2019-20. ITR for FY: 2020-21 may be submitted as and when filed by the bidder.
7	Quantity of cleaning materials to be used.	The scope of quantity of cleaning materials to be used may be determined after the visit to the respective premises. The intending tenderers can visit MOP and all colonies after obtaining prior approval from the Bank and acquaint themselves of the site conditions before submitting the Tender.
8	Changes in the minimum wages and other statutory requirements.	It was clarified that as and when the minimum wages are revised by the Government of India and any other revisions by respective statutory authorities about payments like EPF, ESI, Bonus and other statutory payments, etc. the agency must notify the Bank and the same will be reimbursed by the Bank after careful scrutiny of the same.
9	The bidders who had submitted the solvency certificate for the participation in the previous tenders, which were cancelled (e-Tender No: <a href="#">RBI/Chennai/Estate/349/20-21/ET/514</a> , <a href="#">RBI/Chennai/Estate/351/20-</a>	<p>The Solvency Certificate submitted in respect of cancelled AMC tenders for housekeeping services at MOP and Colonies may be allowed only if</p> <p>i) They were issued specifically for the participation of cancelled AMC tenders as mentioned.</p>

	<a href="#">21/ET/517</a> and <a href="#">RBI/Chennai/Estate/354/20-21/ET/520</a> ) can submit the same now?	ii) The amount certified by the bank should be equal or above the current Bank's estimation amount.
10	Proposal made towards supply of cleaning materials by the Bank?	It is clarified that the Bank will not be supplying any cleaning material and it has to be procured by the contractors only.
11	The time limit for settling the monthly bills.	The payment of monthly bills will be effected through NEFT/RTGS within one-month period from the date of submission of invoice provided all the necessary documents are submitted.
12	In case, if employees deployed on National holidays, whether the cost shall be borne by the contractor or will be reimbursed by the Bank?	Housekeeping staff if deployed on National Holidays shall be compensated appropriately according to labour laws and the same can be factored while submitting the bill for reimbursement.

**Note:** Above amendments/clarifications are issued for the information for all intending bidders. Minutes of pre-bid meeting shall form the part of bid document/Agreement. Rest of the terms and conditions and specifications of the bid document shall continue to remain same. Hence, it shall be signed and submitted along with the tender by the tenderers. Submission of Bids shall be construed to be in conformity to the bid document and amendments/clarifications.

**Regional Director  
Reserve Bank of India  
Chennai**