



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015
OFFICE OF THE DEAN – INSTITUTE DEVELOPMENT

MINUTES: PRE BID MEETING FOR SECURITY SERVICES TENDER

Tender Notification No.: NITT/Dean-ID/Security/2018-19//03 Dated 17/04/2018

25.04.2018

Minutes of the pre bid meeting for Outsourcing of Security Services at NITT was held on 25.04.2018, Wednesday at 2.30 PM in A11 Hall. The representatives from following Agencies were attended the pre-bid meeting:

Prospective Bidders or their representatives	
ISI India Pvt. Limited, Chennai	Peregrine Guarding Pvt., Ltd., Chennai
Firstman Management Services Pvt. Ltd., Trichy	SABB Infra Security Pvt. Ltd., Chennai
CISB, Chennai	Auromirra Detective Agency, Chennai
Kore Security Services, Chennai	SIS India Pvt., Ltd.,
Expol Private Security Agency, Namakkal	Madras Security Services(I), Ltd., Chennai

The following NIT Trichy representatives were present in the pre-bid meeting as observers:

Officials attended on behalf of NITT	
Dr. R. B. Anand, Chairman-Safety and Security	Mr. G. Murugan – Security Officer
Dr. P. Sridevi – Associate Professor, MBA Dept	Dr. A. Ramakalyan- HOD, CSG
Mr. R. Ravishankar – Asst. Registrar(Stores & Purchase)	Mr. R. Karthikeyan – Asst. Registrar (Accounts)
Dr. M. Arivazhagan – Convener – Hostels	Dr. P. Parthiban- Associate Dean-ID
Dr. S. Jerome – Associate Dean – SW	Dr. P. Asokan, Professor-Production Dept.
Dr. Samson Mathew – Dean -ID	

Proceeding of the pre-bid meeting is as follows;

1. At the outset, Dean (Institute Development), made a briefing about the scope of services and purpose of the pre-bid meeting.
2. Thereafter, prospective bidders were requested to put up their queries related to scope and terms and conditions given in the Bidding Document.
3. The queries from prospective bidders were appropriately responded.
4. The responses to those who asked queries orally during the meeting have been compiled as follows:-

S. No	Para / Clause under Reference as per Bid Document	Content of Para / Clause under Reference as per Bid Document	Query/Suggestions	Response
1.	Annexure-IV Page No:39	Includes Service Charges/Administration Charges/Establishment Charges/Charges towards Provision of Uniform, upkeep of uniform, wages towards Gadgets, biometric attendance machine, two computers with web cam and printers, Transportation charges, communication gadgets any other charges and PROFIT MARGIN of the Service Provider/Security Agency.	On price bid, where we should quote communication gadget? If any specific table for that?	No specific table for the communication gadget
2.	Check List Page No:62	All annexures from I to XII filled and submitted along with this tender document	For Annexure XI – XVII should we produce copy in Technical bid document?	Annexure XIII to Annexure XVII is for the use of successful bidder
3.	Page No:1 and Page No:3	Number of Security guards	<p>i) Please confirm the manpower requirement</p> <p>ii) You mentioned Total SG 180 in 3rd Page but price bid format only 162 SG Only?</p>	<p>181 Security Guards per day</p> <p>Per Shift:-</p> <p>Civilian Security Gurads – 44</p> <p>Ex-Serviceman - 12</p> <p>Lady Guards - 4</p> <p>Chief Security Guard -1 (Gen)</p> <p>(Refer Revised Tender Document - Annexure:IV)</p>
4.	Page No:39 Annexure: IV	Table 1	<p>i) Kindly confirm the number of days?</p> <p>ii) You are asking only 26 days so we can add weekly off also?</p> <p>iii) In Annexure: IV there is no (C) table is there anything missed?</p> <p>iv) Clarify if the Price format is same for all bidders?</p>	365 Days(Refer Revised Tender Document -Annexure:IV)

5.			What about the payment for the people those worked on National Holidays (January 26, August 15,)?	As per the GOI norms
6.	Page No:19 clause 7.8	Items of equipment, Walkie Talkies, Headgears, Bomb/Metal Detectors, Torches, Lathis, Uniforms including Rain Coat, Jerkins, Identity Cards, etc. for efficient conduct of duty by the agency personnel must be provided by the agency and shall be in working condition.	i) Walkie Talkie License is Compulsory? ii) Can we hire walkie Talkie through Sub-Vendor?	Yes Not permitted, the walkie talkie should be the property of the bidder.
7.			Shall we apply for Walkie talkie license on award of Contract?	Based on the requirement the bidder can apply
8.	Page No:6 clause 2.9	The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD. However, for claiming this exemption, the bidders must furnish an attested copy of the exemption certificate indicating Date of registration, validity period of the registration, whether registered for items for which tender has been floated.	i) Are we permitted to submit NSIC Certificate instead of EMD? ii) We are having MSME Certificate. Whether we are Eligible for EMD Exemption?	The Bidder can claim the exemption of EMD on the submission of valid copy of NSIC /MSME Certificate.
9.	Page No:5 clause 1.21	As a proof of financial capability, the bidder should furnish a Solvency Certificate issued by a Nationalized Bank in favour of "The Director, NITT" for a minimum amount of Rs. 30 Lakhs. Original should be produced before Techno commercial evaluation process.	i) We should be permitted to submit the Bank Solvency Certificate on award of the contract? ii) Whether Solvency Certificate to be in National Bank or we can take from Private Bank? Can we enclose the solvency Certificate taken previous financial year?	No changes in the published tender document.

10.	Page No:39 Annexure:IV	◇ NIT Tiruchirappalli comes under the “Area – B” of minimum wages act.	Does this area fall under B Zone of Central Minimum Wages?	Yes B Zone
11.	Page No:39 Annexure:IV	No Service charge and GST will be paid for the Statutory Payments.	<p>i) Is there any provision in the law for exemption of GST for Statutory payments?</p> <p>ii) Whether GST Bill should be submitted only for wages?</p> <p>iii) Is GST is applicable for ESI/EPF Claims?</p>	As per GOI norms.
12.	Page No:16 Clause:6.20 para:4	Only for the purpose of fulfilling Ex-serviceman category, Ex-Military/Para-military/Police Force personnel will be counted as ex-serviceman, but No DGR payment will be made to any individual. To claim DGR payment, DGR policy for Ex-serviceman has to adhere by the Security agency. The agency has to submit the, Proof of latest valid order copy/valid latest notification of DGR (validity for this year), DGR sponsorship and proof of being run by Ex-serviceman personnel.	<p>i) Shall we quote the minimum wages of Ex-Serviceman as per the DGR Rates?</p> <p>ii) Whether Ex-Serviceman are applicable for DGR Rate?</p> <p>ii) We are not Empanelled with DGR, are we qualified for proceed?</p> <p>iii) We have registered with Police Department and having PASARA Licence but we don't have DGR empanelment. Are we eligible to participate in this tender?</p>	<p>To claim DGR payment, DGR policy for Ex-serviceman has to adhere by the Security agency(i.e Agency should be Empanelled by DGR). The agency has to submit the Proof of latest valid order copy/valid latest notification of DGR (validity for this year), DGR sponsorship and proof of being run by Ex-serviceman personnel.</p> <p>Yes</p> <p>Yes</p>

13.	Page No:40 Annexure:IV	The amount of service charges shall remain constant throughout the contract period and they shall not be varied or altered during the contract period.	iv) In case of increase in minimum wages whether service charges will also get pro-rata increase or not?	No changes in the service charges.
14.	Page No:40 Annexure:IV	The contractor's profit/service charges should not be less or equal to the TDS (2%). If a firm quotes 'Zero' or 'Nil' Service charges in the bid shall be treated as unresponsive (null and void) and will not be considered. The committee, constituted by the Institute is empowered to take the decision on awarding the contract to most deserving bidder in case lowest service charges is too low quoted and may not be justifiable to deliver the proper services.	i) Will you accept the bidding where they quote below 2% as their service charge? ii) Minimum Service Charges? iii) Service charges either to be quoted in % or Lump sum? iv) Whether increase the service charges up to 5%?	Service charges should not be less than or equal to 2%. Service charge should be quoted in lump sum.
15.	Page No:12 Clause:5.6	Age should be in the range of 25 – 45 for Civilians and 40 – 55 for Ex-servicemen.	i) Age for Security Guard – SS/ASO/LG/SG, Ex-serviceman age limit? ii) Lady Guard Age?	For Ex-serviceman – 25% of Ex-Serviceman Age allowed between 55 to 60, all others up to 55 For Civilian – no changes For Lady Guard – up to 40.
16.	Page No. 4, Clause 1.5 and Page No. 36	Performance Certification: The bidder's performance for each work completed in the last three years should be certified by the responsible official from the concerned service receiver for whom similar security service was provided.	i) Performance certificate format – Whether it has to be enclosed duly attested from clients? ii) Performance Certificate to be produced for completed or ongoing?	Yes Ongoing also accepted.
17.	Page No.23 Clause: 9.3	The rates agreed upon except the Minimum wages, Service Tax as notified from time to time by the State/Central Government (whichever is higher) shall remain unchanged until the expiry of contract period or till they are amended by the NITT.	Any statutory revision such as ESI/EPF/Basic wage/DA revised during the contract period, whether it is applicable to reimburse the revision?	Yes as per GOI norms revised wages will be reimbursed

18.	Page No. 26 Chapter. 10 Point No. 6	The bidder should submit the performance report and Experience certificate for ongoing and completed contracts. In case of experience certificate obtained from private organizations, the same shall be supported with TDS certificate by the Contractor.	Can we enclose form 26AS statement instead of TDS form 16A for clients?	Form 26AS is not acceptable.
19.	Page No. 1 Tender Summary.	The Successful Bidder has to furnish Security Deposit equivalent to one month gross wages in the form of demand draft drawn in favour of The Director, NITT. Alternatively, 50% can be furnished in the form of Demand Draft and remaining 50% will be deducted in five equal installments of 10% each, in 5 months.	Whether it is allowed to produce Security Deposit in the form of Bank Guarantee?	Bank Guarantee accepted.
20.	Page No. 5 Clause 1.13	Ability to pay three months monthly payment and all statutory dues of security personnel's deployed in the NITT Campus:- The agency must have the financial ability to pay the monthly wages of the security personals and all other necessary statutory dues to his deployed man power in the NITT Campus for a minimum period of three months in the event of delay in the release of payment from the NITT due to any administrative / technical reason(s).	<p>i) Payment from NITT after submitting the bill How many days</p> <p>ii) Clarify the payment terms of NITT whether within 30 days?</p> <p>iii) If payment takes more than 30 days NITT pay 1% additional Interest to us?</p> <p>iv) Can we receive 70% of payment of submission of Bill on the first day.</p>	<p>On submission of bill with all valid supporting documents, the payment will be made within 30 days.</p> <p>No.</p> <p>No</p>
21.	Page No. 23 Clause: 9.2	The proof of remittance of statutory deductions of EPF, ESI, Service Tax, GST as appropriate, to the respective agency, for those employed at NITT, must be provided by the selected agency to NITT every month along with the bill, failing which the claim bill shall not be processed. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at NITT in the name of NITT.	Whether the Copy of Service tax returns to be submitted for last financial year? because GST came from July-2017 onwards	Yes. Submit Service tax returns before July 2017 is also accepted.

22.	Page No. 26, Chapter 10 Techno Commercial Evaluation	The technical evaluation will be for 60 marks .	Technical Weightage (70 : 30) ?	No changes in the published tender document.
23	Page No. 24 Clause: 9.8 and Page No. 39 Annexure IV	EPF, ESI & Bonus should be as per statutory norms and the ceiling limit should be followed.	Regarding Bonus how to claim the Bonus?	No changes in the published tender document.