



**ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL  
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-15,  
TAMIL NADU, GOVT OF INDIA (Deemed University)**

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NITT/EMD/AEE (E)/AE (P&D)/ Enq.No.08 /pre bid meeting /2015

**Dated 17/6/2015**

**Pre bid Meeting of Tender for hiring of Manpower / Human resources for Operation of 11/0.433 kV Substations with D.G. Sets, 11 kV Ring Main Units and Maintenance of Solar Power plants, Attending fuse of calls and other panels connected to the system (on outsourcing basis)**

Tender Reference No: NITT/EMD/AEE (E)/AE (P&D)/ Enq.No.08 /2015 dated 5/6/2015

**Minutes of the Pre bid meeting held on 17<sup>th</sup> June 2015 at 11 AM in the A11 Hall, NIT, Trichy**

The following prospective bidders were attended the Pre bid meeting:

1. M/s. Chennai Engineering Services, Chennai-600 035.
2. M/s.J.V Engineering Works, Trichy-600 004.
3. M/s.Jaiwing Electrical Engineers, Karur
4. M/s.Kamalam Electrical Engineering Contractors, Thanjavur-613001.
5. M/s. Lakshmi Electrical works, Thuvakudi, Tiruchirappalli – 620 015.
6. M/s. V.Arunachalam Electrical Contractor, Kottarapatti, Tiruchirappalli – 620 013
7. M/s. Power Electrical works, Kattur, Tiruchirappalli – 620 019.

The queries raised by the bidders and answers given by the NITT are narrated below:

**Q 1. Is there restriction on paying more than the prescribed minimum wages bidding agency?**

Ans: NITT will pay statutory minimum wages only. However, there is no restriction on the part of successful bidder to pay more than the prescribed statutory minimum wages.

**Q2. Whether the institute will provide stationary for log (Log Book) the events?**

Ans: Yes. The institute will provide stationaries on need basis.

**Q3. Who will take care of the repairing charges?**

Ans: NITT will take care of the repairing charges i.e. Original Equipment services not included in this tender.

**Q4. Whether the institute will provide subsided food /Accommodation to the bidders labourers?**

Ans: No. Subsided food /Accommodation will not be provided to any persons.

**Q5. Whether NITT provides basic tools for operation and maintenance?**

Ans: No. The NITT will not provide any basic tools. The Successful bidder shall have to arrange basic tools (including personal protective safety devices) at their own cost.

**Q6. Whether any vehicle provided by the NITT?**

Ans: No. NITT will not provide any vehicle.

**Q7. Is any revised technical and price bid format will be provided?**

Ans: Yes. It is published along with this pre bid minutes.

**Q8. Whether the bidder shall have to obtain and produce license under the Contract Labour (Regulation & abolition Act 1970) from the labour department?**

Ans: Yes. The bidder should obtain and produce the license under the Contract Labour (Regulation & abolition Act 1970). In case, if the bidding agency is not attracted by provisions of the said Act, the fact should be brought out clearly in the Technical bid along with the reasons.

After clearing the doubts raised by the bidders, the committee members are decided to modify the tender in respect of the following:

**Amendments:**

1. **Pre-qualification criteria:** The bidding agency shall have a valid EA license and experience in Electrical installation and maintenance.
2. **Annual Turn Over:** The bidding agency shall have annual turnover not less than Rs 15.41 lakhs (80% of the estimated cost) in the last two years or three years or single year
3. Revised Technical bid and Price bid are given in the succeeding pages.

**CORRIGENDUM**

**REVISED TECHNICAL BID IS BELOW.**

**CHAPTER 6: FORMAT FOR SUBMITTING TECHNICAL BID**

**(To be submitted in a separate sealed envelope-2)**

<b>Sl. No.</b>	<b>Description</b>	<b>Information/ Compliance</b>
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?  Encircle the (Yes/No)	Yes / No
2.	<b>Details of Tender Fees remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
3.	<b>Details of EMD remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
4.	<b>Name and Address</b> of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
5.	<b>Year of Establishment / Incorporation / commencement of Concern</b>	
6.	<b>Registration/ Incorporation Particulars</b> (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)  <b>ESA License No :</b>  <b>Valid Date :</b>  Attach proof	
7.	<b>Legal Status</b> of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	
8.	<b>Profile</b> containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director ( please use separate sheet if found necessary)	

9.	<b>Name, designation and Phone number of persons authorized to sign the documents</b> on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)		
10.	<b>Name and Designation of the Contact Person/ Representative/ Manager</b> of the Successful bidder/ firm/ company with mobile number & email ID		
12.	<b>Annual Turnover</b> during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	<b>Annual Turnover of the bidder (Rupees in Lakhs)</b>
		2011-12	
		2012-13	
		2013-14	
13	<b>Average Annual Turnover</b> in last three years from Manpower / personnel hiring Business	Rs. _____	in lakhs
14	<b>Are your firm/ company carrying out any other trade/ business in addition to Manpower / personnel hiring services?</b> Furnish particulars of other trade/ business carried out.		
15	<b>Total experience</b> (years/ months) in this field		
16	<b>Have your concern/ firm/ company ever changed its name any time?</b> If yes, provide the previous name and the reasons there for?		
17	<b>Were the company /firm ever required to suspend Manpower / Personnel hiring services for a period of more than six months</b> continuously after you commenced the Manpower Services? If yes, state the reasons.		
18	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		
19	<b>Income Tax Permanent Account Number</b> (Self attested Copy of PAN Card to be enclosed)		
20	<b>Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2010-11, 2011-12 and 2012-13</b> (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)		

21	<b>Have you registered under Employees State Insurance Corporation Act (ESI) Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your successful bidder/ firm/ company						
22	<b>Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance, if any, made by your firm towards EPF.						
23	<b>Service Tax Registration Number</b> (Self attested Proof to be attached).						
26	Name and address of your banker						
28	Brief details of Litigations, if any, connected with Manpower Hiring Services work, Current or during the last three years, the opposite party and the disputed amount.						
29	Specify whether there are any issues / disputes against your successful bidder/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,						
30	Give details of Termination of previous contract, <b>if any</b>						
31	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder <b>is / was</b> involved						
32	Details of <b>ONGOING CONTRACTS</b> : The following should be enclosed: (a) Work Orders and Contract/ Agreement copies (b) Attach separate sheet for each job/ work						
	Serial No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Manpower hiring Services (viz., Hiring Services to educational institutions, Factory, etc., )	Work order Value (Rs. )	Number of workmen / personnel deployed	Period of contract	
						From	To

33	Details of COMPLETED CONTRACTS during the last three Years: (a) Order Copy, Contract/ Agreement copy should be enclosed. If required, please attach extra sheets. (b) Attach separate sheet for each job/ work						
	Serial No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Manpower Hiring Services (viz., Manpower Hiring Services to educational institutions, Factory, etc., )	Work order Value (Rs. )	Number of workmen and personnel deployed	Period of contract	
						From	To
34	Any other information, document which may help NITT in assessing your capabilities, may be enclosed .The bidder may add any further information that he considers relevant for the evaluation of their bid.						
35	Details of quality certifications, if any, obtained viz						
36	Details of Awards, if any received or Reviews in the Media, if any						

Any other useful information such as organization strength.

**REVISED PRICE BID IS BELOW**

**PRICE BID**

Name of the Bidder \_\_\_\_\_

Sl.no Column 1	Particulars Column 2	Per shift in charge(Highly skilled-TA/SS operator) for 26 shifts of 8 Hours Column 3	Skilled (SP operator/Technician) for 26 shifts of 8 Hours Column 4
1.	Basic wage + Variable Dearness Allowance	₹ 424 X 26 shifts = ₹ 11,024.00	₹ 385X 26 shifts = ₹ 10010.00
2.	ESI @ 4.75% of Basic +VDA	₹ 523.64	₹ 475.48
3.	<b>Bonus@8.33% payable yearly (Limited to first ₹3500)</b>	₹ 291.67	₹ 291.67
4.	Provident fund @ 13.36% <b>(Limited to first ₹15000)</b>	₹ 1472.81	₹ 1337.34
5.	<b>Sub Total of Row 1+2+3+4</b>	<b>₹ 13312.12</b>	<b>₹ 12114.49</b>
6.	SERVICE CHARGES/ADMINISTRATION CHARGES/ESTABLISHMENT CHARGES/CHARGES TOWARDS PROVISION OF UNIFORM, UPKEEP OF UNIFORM, WAGES TOWARDS NATIONAL HOLIDAYS, ANY OTHER CHARGES AND PROFIT MARGIN <b>(To be Quoted as a fixed amount for 26 shifts for 8hours)</b>		
7.	Total cost per head( <b>Total of Row 5 and Row 6</b> )		
8.	Number of personnel required for our institute under each category.	3Shift in charge+1Releiver+2 Maintenance =Total 6	3Shift in charge+1Releiver+2 Maintenance =Total 6
9.	Total amount for the required personnel(respective columns of row 7 to be multiplied with those of row 8)		
10.	<b>Grand Total (Sum total of column 3,and column 4 arrived in Row 9) in figure and words</b>		

1. All columns are mandatory and, therefore, no row should be left blank .if no charges are applicable, clearly state zero in the row.
2. The minimum Wages given in the row is, as on 1<sup>st</sup> April 2015.Variation in minimum wages due to variable clearness allowance as and when notified by the government will be reimbursed by the NITT. Similarly, other statutory increase will also be considered.
3. As per statutory norms, Provident fund will be limited to the first ₹15000.Thus the MAXIMUM PF per personnel is ₹2041.00
4. As per statutory norms, Bonus payment will be limited to the first ₹ 3,500.Thus the MAXIMUM BONUS per personnel is ₹ 291.67
5. Housekeeping contracts of Educational Institutions are exempted from service tax. Therefore service tax not be quoted.