PRE-BID MINUTES OF MEETING FOR THE TENDER OF HOUSEKEEPING AND SECURITY SERVICES (IITM PUNE/BRANCH OFFICE NEW DELHI) AT IITM, PASHAN, PUNE-8

As per tender notice No. IITM/CE/14-15/01 a per-bid meeting for the subject work held 11.04.2014 (11:00hrs) in Pisharotory Hall at IITM and following decision were taken:

SI. No.	Question raised by the vendor or Correction made in tender documents	Tender Document reference	Decision taken
01.	Gunman	Tender documents Page no.12 and commercial bid format	For: 06 Gunman Read: 09 Gunman
02.	Electrician	Tender documents Page no.11	For: 4.5 Electrician Read: 05 Electrician
03.	Minimum Wages Act	Tender documents Page no.12	Vendor shall quote their rates as per Central Govt. Minimum Wages Act.
04.	Security deposit	Tender documents Page no.16	For: 10% Security Deposit Read: 5% Security Deposit
05.	Technician	Tender documents Page no.11	For: 01Technician 02 Technician Read: 01 HVAC Technician and 02 AV (audio visual) Technician
06.	Security Gaurd	Tender documents Page no.12 and commercial bid format	For: 34 Guard Read: 38 Guard
07.	Tender Submission two-bid system	Tender documents	Vendor shall submit the separate quote for any one or for all 1) Part -"A" Housekeeping services for IITM Pune 2) Part -"B" Security Services for IITM Pune 3) Part -"C" Housekeeping & Security Services combined for New Delhi Branch office.
08	EMD	Tender documents	EMD for Part-"A" Rs. 1,50,000=00 EMD for Part-"B" Rs. 1,50,000=00 EMD for Part-"C" Rs. 40,000=00

Note: Vendor may quote for Part-"A" House Keeping Services for IITM, Pune or Part- "B" Security Services for IITM, Pune or Part-"C" for Security and House Keeping Services for Branch Office New Delhi or for all the three part separately as per enclosed revised commercial bid format.

Enclosure: Revised Commercial- Bid format (03 SHEETS)

Note: Vendors shall submit their bids as per the amendments/decisions taken in pre-bid meeting otherwise their bid will be rejected. [Last Date of Bid Submission on 21.04.2014 up to 13:00HRS].

SCHEDULE OF RATES (REVISED COMMERCIAL BID FORMAT)

(To be enclosed with commercial bid in a separate cover marked Envelope-2")

PART-A (HOUSE KEEPING SERVICES) IITM, PUNE

ir.no.		No.of Person	Basic	D.A.	HRA		PF	ESI	Bonus	L	ww	Nationa	l Holiday	MLWF	Liveries	Sup.Allow	1.	Wash Allow.	Contractor profit	service Tax	Total	Grand Total
																					Per person	As per Strength
	Persentage					%		%	%	%	%					%	%	%	%		%	
1	Supervisor for	1												-								
	Housekeeping work																					
	Supervisor for	1				\neg																
	Gardening work		2																			
2	Semi skilled workers (For	32				\neg				\top												
	House-Keeping)Sweepers																					
	and house keepers																					
3	Electrician	5	3			\neg																
	Plumber	1																				
-	Mason	1																				
/	Carpenter	. 1					-						1-									
	Electrician Helper	1									1			9								
	Helper	4												5								
	UDC	4																				
	LDC	4																				
	Telephone Opreator	1																				
	Liabrary Assistant	1																				
	Xerox Opreator	1																				
	Office Boy	6	5																			
	Miller	1																				1
	Welder	1																				
	Turner	1																				
.8	Technician												7									
	HVAC	1																	,			
	AV	2	2																		,	
)	Supervisor for	1																				
	Conference Hall																					
	House keeping		*																			
	Material cost																					
	Discount																				Total	
	1		7										**				, · · ·				Cleaning Material	
	Total Cost	71															10 V					

Note: 1) The Manpower estimate given is for calculation of sucessful bidder however manpower requirement may change while placing the order or during the period of contract as per the institute's requirement

2) Tools to be provided by the vendor



SCHEDULE OF RATES (REVISED COMMERCIAL BID FORMAT)

(To be enclosed with commercial bid in a separate cover marked Envelope-2")

PART-B (SECURITY SERVICES), IITM, Pune

			A	В	C
		Persentage	Security Supervisor	Security Gurd	Security GunMan
1	No.of Person		1	38	9
2	Basic				
3	D.A.				
4	HRA	%			
5	PF	%			
6	ESI	%			
7	Bonus	%			
8	LWW	%			
9	National Holiday	ACCEPTANT DESCRIPTION OF THE PROPERTY OF THE P			
10	MLWF	The second secon			
11	Liveries	%			
12	Sup.Allow.	%			
13	Gun Allow.	%			
14	Wash Allow.	%	,		1
15	relever Charges	%			
16	Contractor profit	%			
17	service Tax	%			
18	Total	Per person			
19	Grand Total	As per Strength			

Note: The Manpower estimate given is for calculation of sucessful bidder however manpower requirement may change while placing the order or during the period of contract as per the Institute's requirement



SCHEDULE OF RATES (REVISED COMMERCIAL BID FORMAT) (To be enclosed with commercial bid in a separate cover marked Envelope-2")

PART-C (House keeping and SECURITY SERVICES) IITM Branch Office New Delhi

Persentage	Sr.no.	Designation	No.of Person	Basic	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.	Gun Allow.	Wash Allow.	Total B	relever Charges	Total C	Contractor profit	Total D	service Tax	Total	Grand Total
Note	3.53		Person			2 2 11 2 2 2 2 2 2					100000000000000000000000000000000000000													Per person	As per Stren
A Security Gurd Security Gurd Security Gu		Persentage						%	%	%	%	%			%	%	%	6	%			%		%	
Total Cost			es																						
Total Cost	1	Sognation Count	-	5					-										-						
Total Cost		Security dura																	-						
Total Cost						4																		Total	
B Housekeeping Services Services Services Sup.Allow. Wash Allow. Total B relever Charges Total C Contractor profit Service Total C Contractor profit Service Services Sup.Allow. Wash Allow. Total B relever Charges Total C Contractor profit Service Total D Service Tax Total per-person Grand To per strength of the service Tax Total per-person Grand To per strength of the service Tax Total per-person Grand To per strength of the service Tax Total D Service Tax Tota																			3/						
B Housekeeping Services Services Person Service Total O Service Tax Total Allow. Total B relever Charges Total C Contractor profit Person Person Service Tax Total Person Grand To perstreen Person Service Tax Total Person Grand To perstreen Service Tax Total Person Grand To perstreen Person Service Tax Total O Service Tax Total O Service Tax Total D Service Tax Total Person Grand To perstreen Services Service Tax Total O Service Tax Total O Service Tax Total O Service Tax Total D Service Tax Total D Service Tax Total O Service Tax		Total Cost							A Market															-3 /	4
Housekeeping No. or Person Services Servi				2 (1)									100	918 E. C. L. A. (1)											
5 GARDNER 1 0 DATA OPREATOR 2 0 DATA OPREATOR 2 0 DATA OPREATOR	D	Housekoowing	No.of	Basic	ID.A.	Total (A)	HRA	PF	ESI	Bonus	Lww	National Holida	MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
6 DATA OPREATOR 7 Liabrary Assistant 8 House keeping Material cost	В	Services		Basic	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	on Grand Total as per strenght
OPREATOR Liabrary 1 Assistant House keeping Material cost Total	}	Services Sweeper		Basic 1	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
Assistant B House keeping Material cost Total	4 5	Services Sweeper GARDNER		Basic 1 1	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
Material cost	4 5	Services Sweeper GARDNER DATA		Basic 1 1 2	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
	4 5 6	Services Sweeper GARDNER DATA OPREATOR Liabrary		Basic 1 1 2	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
Classing	4 5 6	Services Sweeper GARDNER DATA OPREATOR Liabrary Assistant House keeping	Person	Basic 1 1 2	D.A.	Total (A)	HRA	PF	ESI	Bonus	LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax	Total per-perso	
Tetal Cort Material	4 5 6	Services Sweeper GARDNER DATA OPREATOR Liabrary Assistant House keeping	Person	Basic 1 1 2	D.A.	Total (A)	HRA	PF			LWW	National Holida	y MLWF	Liveries	Sup.Allow.		Wash Allow.	Total B	relever Charges	Total C		Total D	service Tax		

Grand Total (Security and Housekeeping Services)

