

**Ref.No.A/2686/Tam/Manpower/OT/18, Ref.No.A/2687/Tam/Estt/OT/18
and Ref.No.307/Tam/Manpower/18**

**MINUTES OF THE PRE-BID MEETING HELD ON 12.11.2018 AT 11.00 A.M IN THE
TAMPCOL, HEAD OFFICE CHENNAI-106.**

- I) FOR THE PROVISION OF MANPOWER TO**
1) ALATHUR FACTORY, KANCHIPURAM DISTRICT
2) CHENNAI HEAD OFFICE,
3).PALAYAMKOTTAI SALES COUNTER, THIRUNELVELI DISTRICT
4) KOTTAR SALES COUNTER, KANIYAKUMARI DISTRICT.
- II).FOR THE PROVISION OF SECURITY SERVICES TO**
1) ALATHUR FACTORY, KANCHIPURAM DISTRICT
2) CHENNAI HEAD OFFICE
- III).FOR THE PROVISION OF SECURITY GUARD AND MANPOWER TO**
1) AAGHIM, ANNA HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI,
2) GOVERNMENT SIDDHA MEDICAL COLLEGE, PALAYAMKOTTAI.

**FOR A PERIOD OF ONE YEAR FROM 01.12.18 TO 30.11.19, BY THE TENDER
SCRUTINY COMMITTEE.**

Tender Scrutiny Committee Members Present:

1. Tmt.M.INDHUMATHI, General Manager, Tampcol.
2. Tmt.S.NIRMALA, Chief Accounts Officer, Tampcol.
3. Thiru.S.M.SRINIVASAN, Financial Advisor and C.A.O, DIM&H Dept.,
4. Thiru.B.V.RAJENDRAN, Administrative Officer (Consultant), Tampcol.

Tenderer Participants:

1. M/s.Truewaves Enterprises, Madurai-2(Mr.M.Karthikeyan)
2. M/s.U.K Facility Services Pvt Ltd.,Chennai.(Thiru.S.Naveen Kumar).
3. M/s.A1 Security Services and Facility Services, Chennai.(Thiru.S.Venkatesh)
4. M/s.Everwin Security Services (P) Ltd., Chennai.(Thiru.M.Saravan).
5. M/s.Firstman Management Service P Ltd,Chennai.(Thiru.S.Sivarama Krishnan)
6. M/s.First & Best Service (India) P Ltd, Coimbatore.(Thiru.D.Sanmuganath).
7. M/s.3 Star Detective and Securitas Bureau,Chennai-30(Thiru.Arungopal).
8. M/s.Ex.Serviceman Security Services, Chennai-18.(Thiru.K.R.Prakaash).
9. M/s.Thirumal Facilities Services, Chennai.(Thiru.M.D.Hussain).
- 10.M/s.Black Cat Solution, Chennai (Thiru.M.Venkat).
- 11.M/s.Monisha Security Agencies, Chennai.(Thiru.David)
- 12.M/s.Umesh Kumar Security Agency, Chennai (Thiru.Lawrance)
- 13.M/s.Falcon (C) Security Services P Ltd, Chennai. (G.Subramaniyan).
- 14.M/s.Padmavathi Hospitality&Facility Management Services,Chennai(Thiru.Yuvarajan).
- 15.M/s.Gaviko Pvt. Ltd, Chennai(Thiru.Damodaran & Kumarasamy).
- 16.M/s.Avalanche Security Services, Coimbatore (Thiru.Mohanraj).
- 17.M/s.Vijay Security Services (Thiru.Stephan Raj).
- 18.M/s.Cosmo Protection Services, (Tmt.A.Juliet)
- 19.M/s.Pengal Membadu & Vizhipunarvu Sangam, Alathur (Tmt.Manjula)
- 20.M/s.Sindhu Proya Enterprises, Coimbatore(Thiru.Venkateswaran)
- 21.M/s.Swathi Security Services, Chennai (Thiru.Madhan)

Pre-Bid Meeting was conducted on 12.11.2018 at 11.00 a.m in the presence of the above participants. The queries raised by the participants are clarified as follows:-

Sl. No	Query Raised by the Agency	Queries	Replies by the Pre-Bid Committee Member
1	M/s. True waves Enterprises, Madurai.	1).Actual EPF is 13%, But in your tender form it is mentioned as 12%. what about the balance percentage of 1% calculation?.	1) EPF is 12 % as per Act, the 1% administrative charge has to be borne by the successful tenderer, who is the actual employer providing manpower.
		2).Whether, we have to claim the Bonus from you or include the Bonus in the Service Charges?.	The Service Charge column is meant for all statutory claims like Bonus, Personal Accident Policy charges, Security guards Reliving charges and service charges shall be mentioned in that column. No separate column for bonus is provided.
		3).You have quoted the rate for 26 days only. what about the weekly off ?.	
		4).Is there any minimum service charges to be quoted?.	
		5).EMD exemption details & certificate form needed?.	5)The details given in clause No.5.3 of Tender conditions hold good.
2	M/s.Umesh Kumar Security Agency, Chennai	1). Service Charges less than TDS or more than TDS ?	1).No Minimum Service charge is fixed.
		2).Reliving charges of Security Guards you are given 26 days page no.17 ?	2).The Service Charges to be quoted by the tenderer will be inclusive of reliving charges of the security guard among other charges.
		3) Bonus Rs.7000 or 8.33% of Basic + D.A.	3).Bonus has to be calculated as per orders issued by Government from time to time.
3	M/s.Black Cat Solution, Chennai	1).EPF 13% or 12% ?.	1) EPF is 12 % as per Act, the 1% administrative charge has to be borne by the successful tenderer, who is the actual employer providing manpower.
		2). EMD 1% value of yearly contract, whether it included service charge + GST (or) Total value of Rate, ESI and EPF only ?	2) EMD is a separate entity GST is not applicable to it EMD will be 1% of the total contract value of all items for the entire contract period.
		3).Bonus Rs.7000 ceiling or Basic wages of 8.33%.	3) Bonus has to be calculated as per orders issued by Government from time to time.

		4)What is the meaning of Name or style in which the applicant is assessed or assessable to service Tax assessee or assessment	4).The Name or style in which the application is assessed or assessable to GST has to be mentioned.
4	M/s.3 Star Detective and Securitas Bureau, Chennai.	1).Bonus (Point 2.5) Bonus amount will be paid by your organization or we have to pay. In such case we have to pay can we include this in Service Charge as Bonus is given as Mandatory.	1).The service provider has to pay bonus and the service charge to be quoted is inclusive of it among others.
		2) You better keep a minimum limitation percentage of Service Charges for smooth business environment of both of us. This will help the employees better.	2).No Minimum Service charge is fixed.
		3).Regarding the financial Bid the basic minimum wages is for 26days. Do we have to add the reliever charges with Service Charges (Since it is 30 days working for Security).	3). The Service Charges to be quoted by the tenderer will be inclusive of reliving charges of the security guard among other charges.
		4).Do we have to change the EPF% to be 13% in financial bid or as such 12%.	4)No change need be made.
5	M/s.U.K Facility Services Pvt Ltd.,Chennai	1).P F 12% or 13% as per Act.	1) EPF is 12 % as per Act, the 1% administrative charge has to be borne by the successful tenderer, who is the actual employer providing manpower.
		2).Bonus 8.33% or Rs.7000/-.	2) Bonus has to be calculated as per orders issued by Government from time to time.
		3).EMD Exemption.	3) For claiming EMD exemption the Competency certificate mentioned in clause 5.3 in the terms & conditions should be produced in Cover-A.
		4). Amount minimum service charges quoted ?.	4) No Minimum Service charges is fixed.
6	M/s.Gaviko Pvt Ltd. Chennai-	1) In the segment of financial part, EPF of employer share is mentioned as 12%. Whereas ER, EPF share should be 13%. Clarify the same.	1) EPF is 12 % as per act, the 1% administrative charge has to be borne by the successful tenderer, who is the actual employer providing manpower.
		2) What we have to mention in GST column of financial part, percentage or figure?.	2) In GST column the tenderer should mention the figure in numbers.

		3) Page No.5, Clause no.2.5 says bonus is mandatory. Kindly provide the details of Bonus ceiling.	3) Bonus has to be calculated as per orders issued by Government from time to time.
		4) For security guard, mentioned amount is only for 26 days. Kindly add reliever charge and update.	4) The Service Charges to be quoted by the tenderer will be inclusive of reliving charges of the security guard among other charges.
		5) Is there any fixation in Service Charge.	5) No Minimum Service charge is fixed.
		6) Payment terms ? How many days will it take after the receipt of our invoice.	6) Payments towards provision of manpower will ordinarily be made within 30 days from the date of submission of bills provided the claim complies with all requirement
		7) In financial bid, Total column indicates the total of what?.	7) Total column means: Rate +ESI +EPF+ Service Charges+ GST = Total column.
		8) Revised wages, reimbursement or not?.	8) Revision of wages is not admissible.
7	M/s.Monisha Security	1).Whether, we need to submit neither EMD nor NSIC Certificate	1).The details given in clause No.5.3 of Tender conditions hold good.
		2). Labour License whether we need to submit State or Central Government.	2). The details given in clause No.2.1 of Tender conditions (Eligibility Criteria) hold good.
		3). In Service Charge whether bonus will be added or not.	3). The Service Charge column is meant for all statutory claims like Bonus, Personal Accident Policy charges, Security guards Reliving charges and service charges shall be mentioned in that column. No separate column for bonus is provided.
		4).GST in Hospital whether it is applicable or not ?.	4).GST is applicable.
		5).What are the List of items quoted ? (Ref.Pg.No.23) in check list table no.6.	5).Erroneously mentioned, may be ignored.

Sd/-
Managing Director