

**MINUTES OF THE MEETING AND DECISIONS/INSTRUCTIONS AT PRE-BID
CONFERENCE ON TENDER ISSUED BY OFFICE OF RESIDENT COMMISSIONER,
GOVT OF MIZORAM VIDE NO.D.14014/45/2018-RC DATED 6TH DECEMBER
2018 FOR FACILITY MANAGEMENT AND SECURITY SERVICES IN MIZORAM
HOUSES AT CHANAKYAPURI AND VASANT VIHAR, NEW DELHI**

Venue : Conference Hall, Mizoram house, Chanakyapuri.

Date & Time: 11.12.2018 (Tue) at 3:00 PM

The Meeting was presided over by Shri P.K. Gupta, Principal Resident Commissioner, Govt. of Mizoram, New Delhi. The following Officers and as many as 9 representatives/participants from various Firms/Agencies attended the meeting. Attendance sheet is enclosed:

- | | | |
|---|---|------------------|
| 1. Shri Uma Kant, OSD. | - | Member |
| 2. Shri David Lalthantluanga, Addl R.C. | - | Member Secretary |
| 3. Smt Zarzokimi, Jt. R.C. | - | Member |
| 4. Shri Vanlaltana Rokhum, Asst .R.C. | - | Member |

5. Smt Lalthlamuani, UDC.

Representative/Participants from various Firms/Agencies-

1. Shri Virendar Singh, Orion Security;
2. Shri Ajay Kumar, Bright & Heaven;
3. Shri Satish Kumar, OSKF company;
4. Shri DC Badana, Baaz Detectives & Security;
5. Shri Sarwar Nezami, S.N.Enterprise;
6. Shri Mausombi;
7. Shri Arun Rana, Arroon Aviation Services Pvt.Ltd.;
8. Shri Harish Glutenge, Panther Safety Solutions;
9. Gaurav Pathak, Panther Safety Solution.

The Chairman/ PRC welcomed the participants and expressed that the Pre-Bid Conference was as stipulated in tender document issued by Office of Resident Commissioner, Government of Mizoram vide letter NO.D.14014/45/2018-RC dated 6th December, 2018 and prospective bidders could clarify their doubts about the Tenders.

The Meeting discussed and decided on the followings:

1. In Annexure B of Tender document, all minimum professional qualifications as indicated for various categories of workers is omitted.

The category of manpower will be also be as below:

(a) Receptionist	-	Skilled (Matriculate but below graduate)
(b) Electrician	-	Skilled
(c) Plumber	-	Skilled
(d) Bell boy	-	Semi skilled
(e) Gardener	-	Semi skilled
(f) Housekeeping	-	Unskilled
(g) Security Guards-		Unskilled *

2. Wages: The rate of wages was discussed. It was decided that wages are to be paid by the office of Resident Commissioner at rates fixed by the Government of NCT Delhi from time to time. Any increment will be made subject to approval/sanction of the State Govt of Mizoram.
3. Scrutiny of Technical Bid: Scrutiny of Technical bid will be as per para 4.2 of the Tender notice. Annexure 'D' of the Tender will be treated as 'omitted' and not be a basis of Technical scrutiny.
4. Consumables as given in Annexure 'F': The quantity of consumables as indicated in the Tender notice was also discussed and it was indicated that bidders would have to research the quantum of requirement per month. However, to avoid any subjectivity, it was discussed again separately and decided that monthly consumables as indicated at the modified Annexure 'F' (enclosed herewith) would form part of the Tender. The modified Annexure F would replace the original Annexure F.
5. Duties of the workers: The matter was discussed and the participants were informed that 24X7 duty was to be provided by the firms. 24x7 would mean giving them a paid weekly off.

6. Labour License: The registration of a License Holder of the Labour Department as per para 4.2.5 of the tender document was discussed. Since Labour Licenses can only be obtained after the contract agreement with successful bidder, the meeting decided to do away with requirement of Labour License for Technical Bid.
7. Annexure 'H': As discussed in the meeting, Annexure 'H' has been accordingly modified and enclosed herewith.

***This has been decided as part of the meeting and is based on class of employees provided by Notification No12(22)/142/11/MW/Lab/2040 dated 26.07.2011.**

Enclosures: 1. Attendance sheet;
 2. Modified Annexure 'F'
 3. Modified Annexure 'H'

Sd/-

(PRAVEEN KUMAR GUPTA)

Principal Resident Commissioner,
Govt. of Mizoram: New Delhi.

Memo No. D.14014/45/2018-RD: Dated New Delhi, the 12th Dec, 2018.

Copy to:

1. All participants of meeting for information.
2. All potential bidders.
3. NIC for uploading in website www.mizoramhouse.nic.in
4. Asst RC with request to send it by e-mail to all participants.
5. Guard File.


(DAVID LALTHANTLUANGA)

Additional Resident Commissioner,
Govt. of Mizoram: New Delhi

SL NO.	NAME AND DESIGNATION	SIGNATURE
1	Vinendra Singh Orion Security Co. Ltd.	
2	Vinendra Singh Orion Security Pasveenbharli46@gmail.com	
3	ATAY KUMAR (Bright heener)	
4	Enroll ID: 0545services@gmail.com	
5	Batish Kumar (OSK Co.)	
6	BDSS_2005@REDIFFMAIL.COM	
7	DC Bhadana Bang Detective & Security	
8	S.N. Enterprises	
9	Darwar Nazami (Manager)	
10	Imanulhas Company. MAULANAI	
11	arun.sana@aroon Aviation.com	
12	Aroon Aviation Services Pvt Ltd.	
13	Hansh Ghatge (GM) Panther Safety	
14	Gaurav Panther Safety	
15	OSK services 2888@gmail.com	

**ANNEXURE – “H”
FINANCIAL BID FORMAT**

To

The Resident Commissioner,
Mizoram House,
Pt. Uma Shankar Dikshit Marg,
Chanakyapuri, New Delhi-110021

Sir,

I/We have read and understood all the terms and conditions for Facility Management services as mentioned in the tender and do hereby submit our unqualified acceptance to the same and accordingly submit herewith our monthly rates.

Sl. No.	Items	Rates per month (inclusive all taxes)
1	Staff Wages for: (a) Skilled (b) Semi skilled (c) Unskilled (d) Weekly paid holiday (e) PF (f) ESI (g) GST as applicable	
2	Contractor Administrative/Service charges etc.	
3	Contractor cost of consumables and equipments	

Total Bid Amount per month (including all taxes) : _____
(in words: _____)

Signature of the Bidder or
Authorized person on behalf of Bidder

Name and Designation
With Contractor's Seal

ANNEXURE – F Consumables
List of Premium Quality Materials to be used:

Sl. No.	Name of the items	Brand Name	Quantity
1	Soap Cake (small size) for wash basin	Superior quality	400
2	Room freshener	Premium quality	12
3	Naphthalene balls	Premium quality	6 packets
4	Toilet roll	Premium quality	200 pieces
5	C fold tissues	Premium quality	20
6	Cotton dusters	Premium quality	30
7	Glass dusters	Premium quality	30 packets
8	Dust mop with blue acrylic cloth and handle	Premium quality	10
9	Flat wet mop with cotton mop head and handle	Premium quality	10
10	Floor cleaner for granite floor	Lizol	20 litres
11	Toilet cleaner	Harpic	20 Red + 40 Blue
12	Spiral – floor cleaner for other floors	Lizol	30 litre
13	Cotton duster	Premium quality	30
14	Housekeeping caddy for each housekeeping personnel	Premium quality	20
15	Blue plastic floor squeezer with white color double blade(55cm) with handle (35cm)	Premium quality	10
16	Manual scrubbing tool for skirting and corner with handle green pad	Premium quality	20
17	Hand scrubbing tool for vertical area with green pat and white pad	Premium quality	15
18	Glass cleaning set complete	Premium quality	4
19	Cobweb brush round/curved	Premium quality	10
20	Vertical dust pan clip with broom	Premium quality	10
21	Washing powder	Surft/Ariel	12 Kg
22	Class cleaner	Colin	20
23	Phenyl	Trisul	30 litre
24	Insect killer	Baygon spray	10
25	Metal polish	Brasso/Silvo	4
26	Room freshener	Premium quality	12
27	Mosquito machine with liquid	Good night/All-out	30
28	Bath soap @minimum 50 gm	Dettol/hamam/lux/dove	400
29	Floor cleaner for VVIP suites	As recommended by the representative of the Resident Commissioner.	
30	Broom Nariyal	Premium quality	16
31	Broom for sweeping	Premium quality	16
32	Big Garbage bag	Premium quality	20 kgs
33	Small garbage bag	Premium quality	30 packet
34	Scotch Bright steel	Premium quality	26
35	Toilet Brush	Premium quality	10
36	Bathroom freshener	Odonil	60
37	Supli	Premium quality	10