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-

- 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 *

- 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. <u>Scrutiny of Technical Bid</u>: 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. <u>Duties of the workers:</u> 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. <u>Labour License</u>: 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. <u>Annexure 'H'</u>: 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

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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.

SI. 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:

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basin Premium quality 12 2 Room freshener Premium quality 6 packets 3 Naphthalene balls Premium quality 6 packets 4 Toilet roll Premium quality 200 pieces 5 C fold tissues Premium quality 30 6 Cotton dusters Premium quality 30 packets 8 Dust mop with blue acrylic cloth and handle 9 Flat wet mop with cotton mop head and handle 10 Floor cleaner for granite floor Lizol 20 litres 11 Toilet cleaner Lizol 30 litre 12 Spiral — floor cleaner for other floors 13 Cotton duster Premium quality 30 litre 15 Slue plastic floor squeezer with white color double blade(55cm) with handle (35cm) 16 Manual scrubbing tool for vertical area with green pat and white pad 17 Hand scrubbing tool for vertical area with green pat and white pad 18 Glass cleaning set complete Premium quality 10 19 Cobweb brush round/curved Premium quality 10 10 Vertical dust pan clip with broom Premium quality 10 10 Vertical dust pan clip with broom Premium quality 10 11 Vashing powder Surft/Ariel 12 Kg 12 Class cleaner Colin 20 13 Rest killer Baygon spray 10 14 Room freshener Premium quality 12 25 Metal polish Brasso/Sivo 4 16 Room freshener Premium quality 16 17 Room Nariyal Premium quality 16 18 Bis Garbage bag Premium quality 16 19 Room Nariyal Premium quality 16 10 Room of sweeping Premium quality 16 11 Room for sweeping Premium quality 16 12 Room for sweeping Premium quality 16 13 Broom for sweeping Premium quality 16 14 Room freshener Premium quality 16 15 Bis Garbage bag Permium quality 16 16 Room Freshener Premium quality 16 17 Room Nariyal Premium quality 16 18 Broom for sweeping Premium quality 16 19 Bis Garbage bag Permium quality 16 10 Broom Reshener Odonil 40 11 Room Freshener Odonil 40 12 Room Freshener Odonil 40 13 Broom for sweeping Premium quality 20 14 Room freshener Odonil 40 15 Broom Freshener Odonil 40 16 Room Freshener Odonil 40 17 Room Room Reshener Odonil 40 18 Bath soap @minimum 50 gm Premium quality 16 19 Bis Garbage bag Permium quality 10 20 Room Room Roshener Odonil 40 20 Room Room	O Thatel	Name of the items	Brand Name	Quantity
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Naphthalene balls Premium quality 200 pieces	2	Room freshener	Premium quality	12
4 Toilet roll 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 9 Flat wet mop with cotton mop head and handle 10 Floor cleaner for granite floor 11 Toilet cleaner Harpic 20 Red + 40 Blue 12 Spiral – floor cleaner for other floors 13 Cotton duster Premium quality 30 litre 14 Housekeeping caddy for each housekeeping personnel 15 Blue plastic floor squeezer with white color double blade(55cm) with handle (35cm) 16 Manual scrubbing tool for skriting and corner with handle green pad and rorer with handle green pad and rorer with handle green pad and service pad and service pad and service pad service pad service pad 19 Premium quality 10 18 Glass cleaning set complete Premium quality 15 19 Cobweb brush round/curved Premium quality 10 20 Vertical dust pan clip with broom 21 Washing powder Surft,Ariel 12 kg 21 Class cleaner Colin 20 Premium quality 10 22 Mashing powder Surft,Ariel 12 kg 23 Phenyl Trisul 30 litre 24 Insect killer Baygon spray 10 25 Metal polish Barsso/Silvo 4 26 Room freshener Barsso/Silvo 4 30 Broom Nariyal Premium quality 16 31 Broom for sweeping Premium quality 16 32 Big Garbage bag Premium quality 16 34 Broom for sweeping Premium quality 16 35 Toilet Brush Premium quality 20 kgs 36 Bathroom freshener Odonil 60	3	Naphthalene balls		6 packets
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33Small garbage bagPemium quality30 packet34Scotch Bright steelPremium quality2635Toilet BrushPremium quality1036Bathroom freshenerOdonil60	31	Broom for sweeping	Premium quality	16
34Scotch Bright steelPremium quality2635Toilet BrushPremium quality1036Bathroom freshenerOdonil60	32	Big Garbage bag	Premium quality	20 kgs
35 Toilet Brush Premium quality 10 36 Bathroom freshener Odonil 60	33	Small garbage bag	Pemium quality	30 packet
36 Bathroom freshener Odonil 60	34	Scotch Bright steel .	Premium quality	26
	35	Toilet Brush	Premium quality	10
37 Supli Premium quality 10	36	Bathroom freshener	Odonil	60
	37	Supli	Premium quality	10