



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015
OFFICE OF THE DEAN – INSTITUTE DEVELOPMENT

Tender Notification No.: NITT/Dean-ID/Security/2017-18/01 Dated 02/06/2017

MINUTES: PRE BID MEETING FOR SECURITY SERVICES TENDER

Minutes of the Pre – Bid meeting held on 12/Jun/2017 in A12 Hall at 2.30 PM in connection with the Tender for Security Services in NITT. The following members are attended the meeting:

Officials attended on behalf of NITT	
Dr. R. B. Anand, Chairman, Safety and Security Committee, NITT	Supporting staff of the Office of the Dean – Institute Development
Prospective Bidders or their representatives	
SDB Select Services Pvt. Ltd., Thennur, Trichy	Lancer Facility Management Services Pvt. Ltd., Ramapuram, Chennai
CIS Bureaus Facility Services Ltd., Chennai	Kore Security Services Pvt. Ltd., Chennai – 92.
Innovative Security Solutions, T. Nagar, Chennai.	National Industrial Security Agency, Chennai – 106.
GYS Security Services, Chennai	SIS Securities, Trichy
Auromirra Detective Agency, Dindigul	N5 Corporate, Chennai
Bharathiyam Security Services, Chennai	Firstman Management Services, Trichy
Premier Security Pvt. Ltd., Chennai	SINCERE Security Management Services Pvt. Ltd., Chennai – 102.

At the outset, The Chairman, Safety & Security Committee, NIT Trichy welcomed the prospective bidders and made a detailed presentation based on overall function and the requirement of security arrangements of NIT Trichy. Subsequently time was allotted to make their queries or clarifications in connection with the Tender Document. The details of the queries made by the attendees and the reply from the NIT Trichy are stated below.

Queries raised by the bidders	Reply given by NITT
HRA is applicable for Civilian Guards?	HRA is not applicable for Civilians; however the bidder should refer the Government Orders related with Minimum Wages act for presenting their wages for Civilian Security Guards. In case the bidder quoted the wages less than the minimum wages norms, the complete documents of the bidder will be summarily rejected; they will not be considered for any further scrutinizing (Ranking) process.
Breakup price bid will be 26 days or 30 days? Whether National Holidays will be paid as double wages for working on that day?	The security personal should be deployed in three shifts per day system (8 hours per shift) and no person should be forced to work continuously for more than 8 hours per day at any cost. Continuous deployment / overtime for more than 8 hours / double duty are not allowed. No person should be forced to work for more than six duties continuously and the contracting agency should recruit sufficient number of manpower in connection with the provision of weekly off for all personals. The contractor should provide the Security Guards/Shift In-Charge on all days that include Saturday, Sunday and Public Holidays. The bidder has to follow Govt. of India norms on fixing wages to the security personals, who will be deployed to work on public holidays (August 15 th , January 26 th , and October 2 nd). For the reimbursement from NIT, Trichy, the bidder has to submit the bill with all supporting documents in connection with the payment of wages.
For Ex-serviceman whether DGR rates will be applicable or Normal Central wages applicable?	Refer point No. 2 in page 22 of 22 of Tender Document. In respect of Ex-Servicemen Supervisor and Ex-Servicemen Security Guard (without arms), wages prescribed by DGR is adopted. However, in respect of uniform it has to be absorbed in the profit margin of the service provider. NITT reserves the right to take corrective action, if there is any inadvertent/erroneous error in the figures adopted in the price bid format.

<p>Kindly consider Bank Guarantee in spite of performance security deposit.</p> <p>After awarding the contract, whether Security Deposit can be submitted in the form of Bank guarantee or Demand draft.</p> <p>Point No. 9.5, what is performance security deposit?</p> <p>Performance Security: Not possible, it may revoke. I am in position to participate. Confirm by mail.</p> <p>The one month bill amount withheld will be Rs.65 lakhs (approximate). This will be a huge shortage of money; without any interest. Hence it may be considered as "Bank Guarantee".</p>	<p>Both Performance Security and Security Deposit are same. The Successful Bidder has to furnish Security Deposit equivalent to one month gross wages in the form of demand draft drawn in favour of The Director, NITT. Alternatively, 50% can be furnished in the form of Bank Guarantee and remaining 50% will be deducted in five equal installments of 10% each, in 5 months.</p>
<p>Clarify Bonus Rs. 7000 or 8.33 % whichever is higher as a maximum limit.</p> <p>Can we pay bonus amount along with the monthly wages?</p>	<p>The bidder has to follow Govt. of India norms on fixing Bonus and EPF Contribution for all the Security personals. For the reimbursement from NIT, Trichy, the bidder has to submit the bill with all supporting documents in connection with the payment of Bonus, and ESI & EPF contributions.</p> <p>The bonus has to be paid with the wages and it should be distinctively indicated in the pay slip of the all security personals, who are deployed at NIT Trichy. Refer the Point No. 9.7 in the Tender Document.</p>
<p>In absence of Ex-Service men can be replaced by civilian in special case, in order to avoid penalty</p>	<p>Considering practical difficulty, the working (function) allowance may be taken as 10 %. However, in the case of deficiency is more than 10 %, the penalty will be calculated based on the complete requirement; 100 % of as stated man power requirement in the contract agreement.</p>
<p>Solvency certificate whether from Nationalized or Private Bank. If solvency certificate is taken in the financial year 2016-18 can be used in this tender or take fresh one</p>	<p>The solvency certificate should be obtained from any Nationalized or scheduled bank after the date of notification this tender, June 2, 2017.</p>
<p>Whether our technical bid credentials to be self-attested or to be notary attested</p>	<p>All documents that have been submitted by the bidder should be self-attested with official stamping.</p>
<p>GST and Bonus will be as per norms?</p>	<p>NIT Trichy will reimburse the amount paid by the contract agency as per GOI norms in connection with GST and Bonus after verification of all supporting documents that submitted along with bill.</p>
<p>After the technical bid opening on 27th June 2017, how does the successful bidder take up the assignment from 1st July 2017.</p>	<p>After the finalization of the contract, the contractor will be given enough time duration but not exceeding to 30 days from the day of intimation of award of contract for initializing the assignment.</p>
<p>EPF to be amended from 13.36 to 13.15%</p>	<p>The bidder has to follow Govt. of India norms on fixing Bonus and EPF Contribution for all the Security personals. For the reimbursement from NIT, Trichy, the contract agency has to submit the bill with all supporting documents in connection with the payment of Bonus, and ESI & EPF contributions. For the information, as per GOI notification EPF contribution by the organization is fixed 13.15%.</p>
<p>Clarify about solvency certificate.</p>	<p>The solvency certificate should be obtained from any Nationalized or scheduled bank after the date of notification this tender, June 2, 2017.</p>
<p>Service tax: Refer the Point No. 7 in page 22 of 22.</p>	<p>Exemption of Service Tax for NIT Trichy is revoked with effect from April 1, 2017. Hence the bidders are advised to include the Service Tax as per Government of India norms in the tender submission.</p>