

MINUTES OF PRE-BID MEETING HELD ON 05 SEPT 2019 AT 1100 HRS AT 3rd FLOOR, FDA BHAWAN, NEW DELHI FOR SELECTION OF SUITABLE CONTRACTOR FOR CREATION AND RENOVATION FOR FURNISHED OFFICE ACCOMMODATION & OTHER MISC WORKS AT PTH BUILDING PREMISES, LOCATED AT MIDC AREA, ANDHERI (E), MUMBAI-400 069

An Open Tender Enquiry was floated on 28-08-2019 for selection of suitable contractor to carry out the work of renovation/repair of existing building structure and creation of furnished office accommodation for WR office, Mumbai with temp construction & misc work on roof top of PTH Main Building. A pre bid meeting was held on 5th Sept, 2019 at 1100 hrs. The last date for submission of bids has been kept as 20th Sept, 2019 by 1300 hrs.

2. During the pre-bid meeting the under mentioned probable bidders were present: -

- (i) Mr. Dhiraj Navani, Proprietor & rep of M/s Kamini Constructions
- (ii) Mr. Manish Kashyap from M/s Mahendra & Company

3. The probable bidders raised various queries and made few suggestions in the Tender Document and also sought clarification wrt the BoQ and payment provisions mentioned in RFP. The rep of M/s Mahendra and Company also submitted his queries in writing vide its letter dated 04-09-2019 handed over personally during the meeting. These are appended below for reference:-

S.No.	Observations	Clarification/Analysis in Detail
(i)	The EMD Amount of Rs.18,00,000/- is on higher side considering the estimated cost. It should be kept @1% of the total expected cost	It was clarified that the EMD amount is to be kept between minimum 2% to maximum 5% of the total expected cost as per rule 170 of GFR-2017. In this tender we have kept it around 3% making it round figure. It was further stated that the tender fee may be paid either in cash or through Bank Draft/Bankers' Cheque/Bank Guarantee and tender document may be obtained from GA Division, FSSAI or may be downloaded from website as already stated clearly
(ii)	It was contended that the payment terms mentioned in RFP restrict release of payment equivalent to 50% only after completion of 50% work. Therefore, the selected contractor will have to block considerable amount whereas they need to pay for the raw material and labour instantly. It was requested that it would be appreciated, if the payment	In this regard it was apprised that as per the provisions of Rule 172 of GFR-2017 the govt departments do not release payment on submission of running bills basis. It was, further clarified that maximum 30% advance to the private contractor and 40% of the contract value to a State or Central Government agency or a Public Sector Undertaking could be released. Therefore, releasing payment on running bills basis after making advance payment is not feasible. However, considering the valid

	<p>terms are changed on running bills payment basis. Else one more instalment of atleast 25% may be released to the selected agency.</p>	<p>point and to safeguard the interest of selected agency as well as the organisation, it was stated that the matter would be brought to the notice of CFA for releasing one more payment instalment. Accordingly, after re-examining the payment schedule mentioned in RFP, it would be more appropriate/rational and acceptable to the bidders if we make changes in payment terms by reducing advance amount from existing 30% to 25% and then release 2nd instalment equivalent to 25% of the total cost after completion of 50% work. Thereafter, as requested another instalment before the final payment an amount @ 15% of the total accepted cost may be released on completion of more than 75% work. The fourth and final instalment i.e. remaining 35% amount be released only after successful completion of entire works/services. This was agreed upon by both the bidding agencies for not having running bill payment system and introduction of one more instalment would also provide relief.</p>
(iii)	<p>Another point was raised relating to possession of premises for execution of work. It would be appreciated if the period of work completion could be considered from the date of handing over physical possession of the premises and handing over working drawings for execution of work.</p>	<p>It was assured that the selected bidder would be given adequate opportunity and hurdle free ready to use premises to execute the work. The drawings would be provided in due course.</p>
(iv)	<p>In RFP on page 36 para 1.2 time of completion is mentioned 30 days which is not reasonable.</p>	<p>It was apprised that this was typographical error and will be rectified. The actual work completion time is 150 days.</p>
(v)	<p>In POP item it was suggested that if Gypsum Board is allowed or considered for the job it would be more economical and the work would be completed more quickly/speedily instead of using wire mesh/jali and PoP thereafter (Item No.12 of BoQ)</p>	<p>It was explained that the item has been kept after considering the quality, fit and finish of the ceiling. However, the same will be discussed with our empanelled lead experts and in case found suitable the same would be replaced accordingly by issuing addendum.</p>
(vi)	<p>The drawing for Superstructure and also for furniture items may be provided for better understanding of the work.</p>	<p>It was stated that the basic layout drawing of the proposed structure is annexed with RFP and may be seen. Site may also be visited after contacting Dr Sanu Jacob, Jt Dir, EIA. The detailed working drawings, however,</p>

		would be provided in due course.
(vii)	It was stated that on page 13 item no.36 for providing and fixing of SS Lazer Cut Jali of upto 3mm thickness should be in RMtr instead of Sqm.	It was explained that it is correctly mentioned in Sqm as in RMtr how the bidder intend to quote or take measurement when its height is not mentioned and not yet finalised. It was agreed upon.
(viii)	It was mentioned that in Electrical Items, the RFP do not cater for Raceway of 100mm and qty is also not stated. This need to be incorporated and clarified	It was stated that the same would be considered and if necessary for the job would be incorporated.
(ix)	It was further mentioned that Drainage with using CPVC pipes are mentioned in RFP but the drainage system pipes measuring 75/100/ 160mm and Gali Trap and Mainhole traps not mentioned. Neither the Drainage give impression of complete system. Please clarify and incorporate	It was clarified that Drainage System here means complete drain system. The same would be clarified
(x)	In LAN/CAT-6 Cable the I.O. sockets qty and their installation not mentioned. May please be clarified.	It was clarified that IO sockets are must and need to be installed at all work stations and required points. Though laying of CAT 6 cable with accessories mentioned but IO sockets will also be indicated to avoid any confusion
(xi)	In the introduction para the 440 sqm GF area is mentioned whereas the actual work is for GF+Maz Floor which would double the area to 880 sqm. This need to be clarified.	It was stated that it was mentioned in general terms giving approx total GF area of 440 sqm and since all the items are specified with required quantity and also clearly stated that GF+Maz Floors to be created there should be no confusion.
(xii)	It was mentioned that the PBG (Performance Bank Guarantee) amount may be reduced from existing 10% to 5 or 6% considering the blockage of amount. Its validity should also be reduced to 30 days instead of 120 days mentioned in RFP as this would further reduce business cash flow. Moreover, as the payments are not provisioned on running bill payment basis, working capital would be blocked unnecessarily despite doing/completion of	It was explained that the PBG is kept to safeguard the interest of the government. As per GFR-2017, the quantum of PBG should be kept between min 5% to max 10%. Generally we kept it 10% and the same will not be changed/modified being reasonable and is in the interest of the organisation. However, the request for reducing the validity period from existing 120 days after work completion to 60 days would be considered in terms of Rule 171(ii) of GFR-2017.

	entire jobs satisfactorily. Moreover, indemnity bond is being obtained from the selected agency seeking assurance for one year guarantee/back up for the work done.	
(xiii)	It was also requested that the labour/workers may be allowed to stay overnight at site within PTH boundry wall either in any unused strcture or erection of temp tent accommodation for them would also be sufficient. This is required because the labour otherwise need to commute from far off plces everyday and there would be more commuting time every day.	It was mentioned that the matter would be brought to the notice of Competent Authority.
(xiv)	Keeping in mind the Mumbai weather and traffic the work completion time be kept 180 days	It was apprised that considering the quantum of work and its fit and finish required, 150 days time is sufficient time and should there be any nautral calamity, the same would be considered.

4. It was further clarified that the time limit of 150 days is quite reasonable for work completion and has been kept after considering various factors viz site, work involved, temp structure's material delivery and erection of light weighted structure, labour involved etc. This was agreed upon. The payment terms were also clarified and no further queries were raised.

5. There being no more points the meeting was adjourned.

Sd/-
(Ravinder Kumar)
AD (GA)
05-09-2019

Place : New Delhi