

**BRIEF RECORD OF PRE BID MEETING HELD ON 15th MARCH, 2019 AT 1100 HRS ON THE
OPEN TENDER ENQUIRY FOR RENOVATION AND CONSTRUCTION WORK AT
CFL BUILDING, KOLKATA**

As per terms and conditions laid down in tender document, a pre bid meeting was held on 15th March, 2019 at 1100 hrs. The last date for submission of bids has been kept as 1st April, 2019 by 1400 hrs and the same would be opened on same date at 1500 hrs. Both Asstt Directors (GA Division) were present in the said pre-bid meeting.

2. During the pre-bid meeting, as mentioned in brief proceedings, only two bidders i.e. M/s Kamini Constructions and M/s Manmohan Singh (Govt Contractor) were present and no other bidders have responded or communicated with regard to this tender enquiry. Both the reps raised various points/observations for favourable consideration relating to RFP/Tender inquiry. All the points were duly responded and are mentioned below with suggested/acceptable remarks for perusal of CFA:-

S.No.	Observations	Clarifications
(i)	Part A, B & C of the quantities mentioned in scope of detailed itemwise work in RFP may be clarified	It was clarified that the work is to be carried out in three floors. Part A qty denotes temporary construction to be carried out for creation of fully furnished office accommodation for ERO, Kolkata. Part-B indicates the GF and First Floor renovation work and Part-C indicates qty for outside and other misc jobs required to be carried out.
(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 another instalment after completion of 50% works could be provisioned (say 20% of the total cost after completion of 75% works and remaining 30% final amount after satisfactory completion of works and handing over the site). The selected bidder in case shall be depositing 10% of the total cost towards performance guarantee and thus the interest of the organisation is already guarded.	In this regard it was apprised that the matter would be brought to the notice of Competent Authority and if agreed to, the same would be incorporated accordingly. The request, however, appears to be reasonable and therefore may be considered.

(iii)	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 for execution of renovation work. Also requested for working drawings of works and services involved.	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.
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3. Please see Addendum placed below on point (ii) above regarding payment terms.

FOR	READ
<p>Para 6 of Part IV of RFP mentioned at page 56. Payment Terms : The payment to the selected Contractor will be made as per following schedule: -</p> <p>(a) 15% Advance of total cost- against submission of Bank Guarantee or Fixed Deposit in favour of Sr. Accounts Officer, FSSAI of an equivalent amount. This will be in addition to PBG @10% of the contract value.</p> <p>(b) 35% Advance of the total cost – after completion of approx 50% work as per given specifications/details within the stipulated time frame and to the satisfaction of buyer i.e. FSSAI. The 15% advance bank guarantee/Fixed Deposit/DD will also be released/returned after making payment.</p> <p>(c) Balance 50% -On completion of entire works and Services/infrastructure as specified and removal of all items/leftovers from site subject to satisfaction of Head (GA & Legal), FSSAI and/or Dir/Jt Dir or Dy Dir (ERO), Kolkata)/or AD(GA), FSSAI HQ. However, the selected agency shall be required to submit an indemnity bond on Rs.100/- e-stamp paper giving undertaking/guarantee for providing assurance on the entire works/services/supplied items etc, done under this RFP for a period of one year from the date of submission of final bill. In addition a sum equivalent to 1% of the total contract value shall be remitted in favour of Sr Accounts Officer,</p>	<p>Para 6 of Part IV of RFP mentioned at page 56. Payment Terms : The payment to the selected Contractor will be made as per following schedule: -</p> <p>(a) 15% Advance of total cost- against submission of Bank Guarantee or Fixed Deposit in favour of Sr. Accounts Officer, FSSAI of an equivalent amount. This will be in addition to PBG @10% of the contract value.</p> <p>(b) 35% Advance of the total cost – after completion of approx 50% work as per given specifications/details within the stipulated time frame and to the satisfaction of buyer i.e. FSSAI. The 15% advance bank guarantee/Fixed Deposit/DD will also be released/returned after making payment.</p> <p>(c) 20% Advance of the total cost – after completion of 75% works as per given specification/details within the stipulated time frame and to the satisfaction of FSSAI.</p> <p>(c) Balance 30% - On completion of entire works and Services/infrastructure as specified and removal of all items/leftovers from site subject to satisfaction of Head (GA & Legal), FSSAI and/or Dir/Jt Dir or Dy Dir (ERO), Kolkata)/or AD(GA), FSSAI HQ. However, the selected agency shall be required to submit an indemnity bond on Rs.100/- e-stamp paper giving undertaking/guarantee for providing assurance on</p>

<p>FSSAI in the form of Bank Guarantee/Demand Draft/Fixed Deposit as token of support for the guarantee period. In case the selected agency fails to discharge its committed liability for any reason, the defect will be removed by FSSAI on its own and the amount deposited shall be forfeited in addition to Legal Course of affairs as per law of land against the Indemnity submitted.</p>	<p>the entire works/services/supplied items etc, done under this RFP for a period of one year from the date of submission of final bill. In addition a sum equivalent to 1% of the total contract value shall be remitted in favour of Sr Accounts Officer, FSSAI in the form of Bank Guarantee/Demand Draft/Fixed Deposit as token of support for the guarantee period. In case the selected agency fails to discharge its committed liability for any reason, the defect will be removed by FSSAI on its own and the amount deposited shall be forfeited in addition to Legal Course of affairs as per law of land against the Indemnity submitted.</p>
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Sd/-

(Ravinder Kumar)
Asstt Director (GA)
22-03-2019

sd/-

(Sumer Singh Meena)
Asstt Director (GA)
22-03-2019