



INDIAN BANK, IMAGE, M.R.C. NAGAR, R A PURAM, CHENNAI 600 028

**PRE BID CLARIFICATIONS – MEETING HELD ON 30.03.2019  
TENDER FOR CATERING ARRANGEMENTS, HOUSE KEEPING AND MAINTENANCE  
WORKS AT IMAGE**

S.No.	Query	Clarification/Reply
01	Page No.6 of 63 – Clause No.2.0 – There is no clarity on which minimum wages to follow. Since the Bank is Government of India Enterprises, we have to follow the Central Minimum Wages Act or because the Bank is situated in Tamil Nadu, we have to follow Tamil Nadu Minimum Wages Act.	Minimum Wages Act to be followed, Central or State Govt. wages whichever is higher.  It is the responsibility of the contractor to pay minimum wages to their employees as per extant guidelines and the rate should be quoted covering any such revision. IMAGE/BANK will not entertain any request for increase in rates.
02	Page No.10 of 63 – Clause No.5 – “IMAGE is not bound to accept the lowest Tender” – Kindly clarify whether IMAGE has prefixed any reserve price without disclosing it and any offer is received less than the prefixed price, the IMAGE would not accept even the quote is L-1.	We have not prefixed any reserve price.  For other clarifications, please refer Point No.5 of page 3 of 63.
03	Page No.14 of 63 – Clause 1.1.1 – Sub Clause d) Cleaning Material: The clause says that the material procured and provided by the contractor and the Bills of the items ..... and also be submitted along with the monthly maintenance Bill. Kindly clarify the cost of consumables – the cleaning materials shall be reimbursed by IMAGE. Also there is no mention about the quantity required per month.	Cost of consumables will not be reimbursed. As regard to actual quantity required, the bidders who were taken around IMAGE complex on 30.03.2019 should assess the quantum of consumables requirement.
04	Page No.15 of 63 – Clause 1.1.4 – Regarding maintenance of 3 pump sets by the contractor – Please clarify whether actual cost of spares, lubricants and other consumables for the maintenance of the 3 pump sets shall be reimbursed on production bills.	Cost of spares, lubricants and other consumables for the maintenance of 3 pump set will be reimbursed by IMAGE on production of bills.
05	Page No.16 of 63 – Clause No.1.2 – Kitchen/Catering Services in The Guest House: Sub-clause 1-4 - Kindly clarify whether the food preparation for the Guests staying at the Guest House might be prepared at the Trainees’ kitchen (irrespective of different menu) and be served at the Guest House which would minimise the cost of food at the Guest House.	All cooking shall be done centrally at the Main Kitchen located in Hostel Block.
06	Page No.17 of 63 – Clause No.2.12 – What exactly the clause means? Please clarify.	Please refer clause 2.11 of Page 17 of 63. (On special occasions like parties to be conducted at guesthouse or in any of the Bank’s chosen place, the Contractor shall be ready to undertake such parties.

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		The Contractor and the Bank shall work out special menu at rates mutually agreed for such occasions)
07	Page No.19 of 63 – Clause No.1.4.2 – Kindly clarify whether cost of spares/consumables shall be reimbursed by IMAGE, during the routing maintenance of all the electrical installations and plumbing	Cost of spares/consumables will be reimbursed by IMAGE on production of bills.
08	Page No. 21 of 63 – Point No. 1.5.3 of 1.5 – Laundry Services – Whether IMAGE will provide space for keeping the Laundry Machine since it is mentioned that IMAGE shall provide water and electricity along with adequate space	No. IMAGE will not provide space for keeping the laundry machine.
09	Page No.24 of 63 – Clause No.12 – This clause indicates the total requirements of contractual workers are 71 for smooth running of the work. But there is bifurcation for each category such as Catering, Housekeeping and gardening. Also there is no mention about the relievers – for 71 crews as much as 12 relievers are required.	As far as, IMAGE is concerned the requirement is 71 workers as specified in the Tender Document. So, it is up to the contractor to work out the modalities for the same in compliance with applicable laws of the land.
10	Page No.27 of 63 – Clause 35 – Kindly clarify whether the services of the Carpenter is need and call basis.	Please refer Annexure IV- Sr. No.34 of page 54 of 63 wherein carpenter is included as one of the staff required.
11	Page No.27 of 63 – Clause 36 – Kindly clarify whether the services of Pest Control is in the scope of contractor or reimbursement basis.	It is under the scope of contract and hence it will not be on reimbursement basis.
12	Page No.48 of 63 – Annexure I (i) Schedule of catering rates – The financial Bid indicates that the Bidder to quote for lump sum amount per day per Trainee/Guest. It means there is no need for separate quoting each items such as bed-tea/coffee, Breakfast, Mid-morning Tea, Lunch, Evening Tea/Coffee, Snacks and Dinner. Kindly clarify, how the contractor would bill, if a Trainee/Guest leaves after taking bed-tea/coffee, breakfast and skipping the remaining part the day's menu. Please clarify.	Break up has to be furnished as per Annexure I (f) of page 36 of 63. Rate of each items such as bed-tea/coffee, Breakfast, Mid-morning Tea, Lunch, Evening Tea/Coffee, Snacks and Dinner should be quoted separately. If a Trainee/Guest leaves after taking bed-tea/coffee, breakfast and skipping the remaining part the day's menu, Contractor should claim only the actual rate for which the trainee had their food and not the full rate.
13	Sir, there is no mention about the acceptance of MSME Registration in lieu of EMD. We enclose a copy of MSME Schemes, which indicate the benefits for the Bidder registered with MSME. We further have to bring to your kind notice that all the State/Central Institutions/training centres are extending exemption for payment of EMD for the Bidders registered with MSME. We, therefore, request you to kindly consider the acceptance the copy of MSME registration in lieu of EMD.	As per extant guidelines of Government of India, exemption from payment of EMD will be considered, provided valid documents are attached along with Technical Bid i.e. validity of registration as on the date of entire tender process should be ensured.
14	Page No.5 Point No. 1.0 Copy of TDS to be submitted Can we submit FORM 26 AS downloaded from the TRACES website please	Form 16A and Form 26 AS is to be submitted
15	Page No.5 Point No. 1.0	Central Government Labour License is



	Labour License State or Central please	required
16	Page No.6 Point No. 2.0 Minimum Wages State or Central please	Refer reply for point no.1 of above
17	Page No.10 Point No. 6 Revision of rates In case of any extremely higher inflation or introduction of new taxes/levy (other than GST), revision of rates may please be considered	Any request for increase in rates will not be considered/entertained at any stage during the period of contract.
18	Page No.12 Point No. 1.0 Laundry service Any laundry equipment (like washing machine etc) available please	No laundry equipment is available
19	Page No. 14 – Point no.1.1.1 Para (d) states materials should be purchased by the contractor and the bills submitted whether it is reimbursable or we have to quote the materials charge in our price-bid	List of housing materials required to be procured by contractor at own cost and stored in sufficient quantity for maintenance work at IMAGE. A copy of the bill procuring the above items should be enclosed along with the monthly maintenance bill of the subsequent month. Refer page no.57 of 63 Annexure VII
20	Page No.18 Point No. 1.2.3 Waste disposal Is there any arrangement/tie up please	Please refer page no.28 of 63 point no.44
21	Page No.19 Point No. 1.4.3 Major repairs/defects How to accommodate the cost of external labor/spare parts/transport please	Costs of spares/consumables will be reimbursed by IMAGE/BANK on production of bills.
22	Page No.20 Point No. 1.4.9 Transport How to accommodate the cost please	The successful contractor has to provide for Transport.
23	Page No.20 Point No. 1.4.10 Rapport with TNEB How to accommodate expenses for TNEB, CMWSSB etc., please	Liasioning with various authorities within the scope of the Contractor
24	Page No.21 Point No. 1.5.2 & 1.5.4 Laundry service Any washing machine/laundry facility available please	Washing machine/ laundry facility not available. Please refer page no.21 of 63 point no.1.5
25	Page No.27 Point No. 35 Services of carpenter How to accommodate labor charges please	Please refer reply for SI no.9 of above.
26	Page No.41 Point No. 17 5000 trainees in 10 months How to relate this with financial bid of 40000 estimated man days please	The estimated number of trainees is notional for the purpose of evaluation of the bid and it may vary either way substantially. The actual number may vary depending upon the programs conducted.
27	Page No.42 Point No. 23 SKIP Sheets In that case will we be paid for the minimum guarantee of 25 pax	Please refer page no.41 of 63 point no.19
28	Page No.42 Point No. 27	Guest will be only on rare occasions.



	Subsidized rate Does the bank pay the balance 50% please	Hence 50% of the boarding charges as applicable to Trainees/Participants shall be allowed for the guests and also to staff members of IMAGE.
29	Page No.43-46 Annexure I (g) Do we need to submit this along with the tender	Yes
30	Page No.57 Annexure VII Will the actual purchase reimbursed or fixed charges to be quoted please	Refer reply for point no.20 of above It will not be reimbursed.
31	Whether NSIC certificate accepted for EMD & Tender cost as per GO	As per extant guidelines of Government of India, exemption from payment of EMD & Tender application cost will be considered, provided valid documents are attached along with Technical Bid i.e. validity of registration as on the date of entire tender process should be ensured.
32	Minimum wages whether Central or State or which ever is highest-DA revision – given?	Minimum Wages Act to be followed, Central or State Govt. wages whichever is higher
33	Bed Linen, towels, blanket, curtain, sofa covers washing charges borne by whom. The Bank or Contractor	By the Contractor
34	The bonus is limited to Rs.7000/- or 8.33% of the salary	Applicable as per the Act
35	Required employee details- Skilled wise(Unskilled/Semi skilled/Skilled/Highly skilled)	Refer Page No. 54 of 63 wherein the requirement of employees is furnished.

**Bidders please note:**

1. Bidders are requested to arrive at the rates by taking the above clarifications into account.
2. Pre Bid clarifications shall be downloaded, signed, sealed and enclosed along with Technical Bid document by the bidders.
3. The EMD and Tender application fee should be enclosed along with Technical Bid only.
4. Unsigned documents by the bidders will lead to disqualification of their bid.
5. All other terms and conditions / details mentioned in the Tender remains the same.

