



Corporate Office: Premises, Expenditure & Estate Dept.

Annexure

Tender for providing Integrated Facility Management Services for Indian Bank, Corporate Office Building, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai.

Pre – Bid meeting held on 25.04.2019 at 11:00 AM at Corporate Office, Chennai.

SL. NO	QUERY RAISED BY BIDDERS	REPLY GIVEN BY BANK
1.	What is the Scope of work	Housekeeping, Electrical, AC, Plumbing, Carpentry, Façade cleaning, Pest Control etc. Please refer the technical bid document part no.: 5-9, page no 19 to 32.
2.	Which minimum wages to be followed? Central / State?	Whichever is higher. Please refer clause no.2, of part 5,in page no. 19.
3.	Wages to be calculated for 26 days or 30 days per month?	The selected bidder has to provide round the clock services and accordingly the bidder has to quote the rate.
4.	Manpower mentioned in the tender is including reliever or not?	It is including reliever
5.	Insurance policy to be taken separately or not	Please refer the technical bid document clause no.: 22 in page no.: 21
6.	What is the frequency Pest Control services	Please refer the technical bid document clause no.: 32 in page no.: 22 and clause “f” in page no.:27.
7.	Who will bear the cost of Electrical Consumables?	The CO building has all LED light fittings. Consumables will be purchased and given by Bank for replacement by the contractors.
8.	Who will bear the cost of Housekeeping Consumables?	Housekeeping consumables will be supplied by the contractor and the stock and consumptions will be monitored by our Indian Bank Staff at regular interval.
9.	Whether EMD exemption is allowed to MSME empanelled firms?	Yes. Subject to submission of valid certificate on NSIC / MSME registration along with the tender document for claiming EMD exemption. If the contractor does not submit relevant exemption documents, the tender submitted by them will be treated as incomplete bid without EMD and will be rejected without any communication.
10.	For the extra time activities, whether Over Time will be given?	No. the quoted amount should be inclusive of all.



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11.	In page 8, it is given as the contractor should have at least 250 members. Whether it is including technical?	Yes.250 people on its role. Please refer the technical bid document in Page no.: 8
12.	In Page 33, Annexure I, what to be filled in?	The details of those whom the contractor is going to engage in the site.
13.	How the Male / Female housekeeping persons to be bifurcated.	Bidders should take the combination of the same for cleaning of ladies rest rooms and other areas according to the requirement of the site.
14.	In Page 3, Clause 2 it is mentioned that the contract will be renewed every year (Max 2 terms) means?	The contract will be renewed every year for the next two years based on the performance of the contractor.
15.	Whether modern machineries can be brought to the site to reduce the employees?	No. The employees' number cannot be reduced. Taking into account the machineries already used by the existing contractor, the manpower is calculated accordingly. If any new tools / machineries are proposed to be used, it will be a value addition to your services.
16.	What is the frequency of Façade cleaning?	4-6 times in a year maximum. Please refer the technical bid document clause no.: e in Page no.: 27.
17.	Whether tank cleaning included and what is the frequency of cleaning?	Yes. Once in a month. Please refer the technical bid document clause no.: d in Page no.: 27.
18.	Whether Tools and Tackles will be provided by Bank?	No. All necessary Tools and Tackles will be supplied by the contractor and it should be calibrated to the latest standards.

The following are informed by Bank

1. GST No. should be mentioned.
2. It is homogeneous work. Team work is required to complete the given work as per the requirement of the client.
3. Third Floor is a sensitive area, to be taken with special care and periodical cleaning is to be done.
4. Each page has to be signed in pen only
5. The EMD has to be kept in Technical bid cover only.

**Assistant General Manager (P&E)
Indian Bank-CO**