

**Minutes of Meeting of Pre-bid consultation in r/o Open Tender No.492/W/17/11/2016-17-HK & Gardening dated 02.11.2016 held at ESIC Hospital, Peenya, Bangalore – 560 022.**

| Sl. No | Reference     | Query from the bidder  | Clarification from the Committee   |
|--------|---------------|--|--|
| 1      | Page 6 D(1)   | What is the meaning of “mere submission of work order or any other document will not be entertained?”  | It was clarified that the bidder has to submit <b>Satisfactory performance certificate</b> from clients including the period of service and contract value. Submission of work order from clients as satisfactory performance certificate will not be entertained. The authenticity of the certificate submitted will be verified by the tender evaluation committee nominated for the same.   |
| 2      | Page 6, D(5b) | ESIC and EPF Returns from October 2015 to October 2016 supported by paid challan copies should also be submitted as proof of regular compliance.”<br>Since, the contribution paying has become online, if ECR copies are submitted in place of ESIC & EPF returns, will it be accepted?  | Yes, ECR copies will be accepted as it has become online registration.   |
| 3      | Page 8, F(5)  | Failing to make the payment on or before 07 <sup>th</sup> of every month will attract Penal recovery max 10% of contract value as decided by officer in charge without prejudice to any statutory penalty under law”.<br>Is it possible to confirm in how many days the payment will be cleared for the monthly bills submitted by agency? | Bills will be cleared at the earliest if the monthly bills are submitted with all the necessary supporting documents.<br>It is once again reiterated that, payment to the workers should be made through Bank transactions/ECS on or before 7 <sup>th</sup> of each month.   |
| 4      | Page 3 C(ii)  | <u>Daily services</u><br>“Scope of work also includes supply of consumables and equipments as listed elsewhere in the tender document for effective performance of services”<br>What is the range of the budget amount that the agency should be ready for purchase & supply of the same?  | The approximate monthly requirement of consumables & materials is already provided in annexure 2 & 3 of the tender document. ESIC will indent for the same at the end of each month depending on the stock status and the same has to be supplied.<br>The budget is not fixed, however there will not be any major difference in the indents apart from the materials mentioned in the annexure. Further, the consumables to be provided should be of the same brand as indented and original invoice(computerized tax bill along with VAT & TIN nos.) and delivery challan from the actual supplier should be enclosed along with covering bill claiming for reimbursement of the same. |

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| 5 | Page 17<br>D(1)              | <p>"The amount will be reimbursed on claiming the bill along with original invoice and delivery challan from the actual supplier, subject to actual bill amount or MRP whichever is less"</p> <p>Payment will be done to the Housekeeping agency or to the actual supplier?</p> | <p>Payment will be made to the Housekeeping agency on reimbursement basis. Original invoice(computerized tax bill along with VAT &amp; TIN nos.) and delivery challan from the actual supplier should be enclosed as a supporting document to your covering bill claiming for reimbursement.</p> <p>Reimbursement will be done as per the bill from actual supplier or MRP whichever is less; plus service charges as quoted by the agency in the financial bid.</p>                                   |
| 6 | Page 20<br>Annexure<br>2(59) | <p>"Uniform for all workers" - There is no separate provision in financial bid for purchase and supply of uniforms to staff</p>   | <p>Provision for purchase and supply of uniforms to staff has been made in Annexure 2, sl.no.59 &amp; 60. Uniforms shall be purchased and supplied to staff as one time issue and periodically replaced if needed. Further, the successful housekeeping agency shall submit the quotation including rate &amp; specifications of uniforms for approval of ESIC authorities and only after obtaining the approval letter, uniforms may be purchased, supplied and bill submitted for reimbursement.</p> |
| 7 | Page 16<br>C(4)              | <p>Bonus (@8.33% of Rs 7000/-)</p> <p>As per Bonus Act, workers who are eligible for bonus more than Rs.7000/- should be paid accordingly</p>   | <p>The Bonus (@8.33% of Rs.7,000) has been included in the financial bid as per orders of Govt. of India. However, if the staff who will be posted at this hospital under this tender contract are eligible for amounts higher than Rs.7,000/- as per law, the same may be paid and get reimbursement.</p>   |
| 8 | Page 6<br>D(1)               | <p>The agency must have experience of handling the work in reputed organizations including Govt. &amp; Public Sector Undertakings for atleast "three (3) years." - Is the Public sector experience mandatory?</p>   | <p>Preference will be given to those bidders with experience in Govt. &amp; Public Sector Undertakings.</p>  |
| 9 | Page 18<br>Note:<br>sl.no.2  | <p>Total amount of above to be indicated/quoted in sl.no.6 of Financial bid also.</p> <p>But sl.no.6 in financial bid is "staff strength to be deployed"</p>  | <p>The note shall be read as,<br/>"Total amount of above to be indicated/quoted in sl.no.9 of Financial bid also."</p>   |

**Sd/-  
Medical Superintendent**