

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

September 11, 2024

Minutes of Pre-bid meeting for 'Annual Maintenance Contract for landscape and horticulture works for the year 2024-2025 at Homi Bhabha Centre for Science Education'

A pre bid meeting for the Annual Maintenance Contract for landscape and horticulture works for the year 2024-2025 at Homi Bhabha Centre for Science Education, TIFR was held on September 04, 2024 at 11:00 AM in room no. G2, Ground Floor, Main building, HBCSE, Mankhurd, to discuss the centre requirements and attend queries of the bidders for the above mentioned tender work.

Following members attended the meeting on behalf of HBCSE-

1. Ms. Pragati Dandekar, Head Administrative Operations
2. Mr. Prasad C. Mhatre, Junior Engineer 'B' - Indentor
3. Mr. Manish Thakur, Purchase Section Representative
4. Ms. Priya Mudaliar, Purchase Section Representative

Following bidders or their representatives attended the pre-bid meeting-

1. M/s. Siddhesh Enterprises
2. M/s. Yogita Construction
3. M/s. Shubham Services

The following were the queries raised by the bidder's representatives which were addressed by the HBCSE members-

1. **Will the monthly payment of bills be released if the shredding machine will not be used as per requirement (twice a week)?**

Answer: No charges for the shredding machine operation will be paid if the machine will not be used as per the requirement of HBCSE. Proper proof of operation of the machine is to be submitted along with the monthly bills. Except for rainy season when the machine shall be used as and when directed by the EIC. Not using of shredder as per the requirement of HBCSE will attract penalties.

2. **Is there any dedicated location for keeping the Shredding machine and the garden waste?**

Answer: The dedicated location for keeping & operating of shredding machine and stacking of garden waste which was shown to vendors during the site visit.

3. **Is there any requirement for women gardeners in the tender? If yes, how much?**

Answer: Only Two number of women gardeners are required out of a total of 8 nos.

4. **Will there be any deduction in the bill amount if any of the staff is absent without intimation?**

Answer: It is clearly mentioned that the minimum requirement of staff on site for the maintenance of the garden is as per the requirement of HBCSE. A penalty for absence of supervisor/ gardening staff consecutively for more than 5 days without any alternative, will surely attract penalties.

5. Will all the tools, water pipes, pesticides will be supplied by the department?

Answer: All the material (natural pesticides, plants, pots, etc.), tools, water pipes and equipment (except the shredding machine) including compost tumblers needed for the upkeep of the Garden shall be provided by the HBCSE.


Along with the discussion of the above points some important points were clarified to all the representatives as follows-

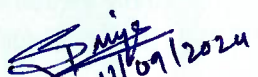
- 1. Security Deposit** – A separate addendum will be issued for the addition of a Security deposit clause in this tender.
- 2. Police Verification of the staff** – It is mandatory to get valid Police verification done for the staff appointed for the AMC contract at HBCSE.
- 3. Uniform for staff** – The contractor should provide two sets of Uniforms with company insignia, badges/ID cards with photos, safety equipment, caps, raincoats, Shoes (gum boots), Gloves etc., to the staff deployed, at no extra cost.
- 4. To immediately start the work** – The successful bidder after placing a work order should immediately start the work as the existing contract is getting over by 30th September 2024.
- 5. Minimum Wages** – It is mandatory for the successful bidder to fill the rates considering the minimum wages and all statutory levies payable to the personnel as per the Minimum Wages (Central) Act, other statutory payments (PF, ESI, etc.) and anticipated increase in the wages during the contract period.
- 6. Salary of the staff** - The contractor shall first pay wages as per the statutory provisions to his contractual staff by 7th day of the subsequent month. If the 7th happens to be a holiday, payments shall be made the previous working day. The contractor shall submit the bill (in printed bill book format only) to the Engineer-in-Charge. The Contractor shall also arrange for salary slips for each employee for every month.
- 7. Deductions from salaries of staff** - The contractor should not deduct any amount other than the statutory deductions made against PF, ESI etc. as per government rules, from the salaries of the staff employed at HBCSE. Also, the corresponding challans of these statutory payments made for the staff employed shall be presented along with bills. There should not be any discrepancy between the amount deducted from the salaries of staff and the bills submitted.

No further queries were raised by the bidder representatives. The meeting concluded at 11:40 AM and all the bidder representatives went for the site visit along with the Indentor.


(Ms. Pragati Dandekar)


(Mr. Manish Thakur)


(Mr. Prasad C. Mhatre)


(Ms. Priya Mudaliar)