



# REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India  
Under the Auspices of UNESCO

NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Gurgaon-Faridabad Expressway,  
Village- Bhankri, Faridabad. (Haryana) Pin -121001.

Minutes of pre-bid meeting for **Annual Maintenance Contract for all inclusive Comprehensive Maintenance of "Central Air-Conditioning Plant" (HVAC system) both high side & low side services.** at NCR Biotech Science Cluster, Faridabad, held on 10.09.2015 at RCB at 2:30 PM.

Member present as under-

1. Sh. C.L Raina
2. Sh. S.S Budhwar
3. Sh. Biju Mathew
4. Sh. V.M.S Gandhi
5. Sh. R.K Rathore
6. Sh. G. R Agarwal

Representative of various firms present are as under-

- |   |                     |                                          |
|---|---------------------|------------------------------------------|
| 1 | Sh. Sanjeev Adlakha | M/s PAN POLAR Engineers P. Ltd           |
| 2 | Md. Danish Farooqui | M/s Bluestar Engg. & Electronics Ltd.M/s |
| 3 | Sh. P. K Bansal     | M/s Deepak Electricals                   |

Queries of representatives of various firms were addressed & the clarifications provided are as under:-

- 1 Service Tax will be applicable at the prevailing rate (at present 14%) on the 70% (seventy percent) of the billing amount.

**Response:- Applicable as per Govt. rule**

- 2 As regard to condition 3.12.2 (b) The wages paid to the staff deputed from time to time will be as per central Govt. wages notification, further for release of payment, agency will submit a undertaking with the monthly bill confirming that all labor rules are followed and the wages are paid as per the labor laws.

**Response:- Agreed**

- 3 For the BMS system installed the annual charges as license fees, up gradation charges charged by the OEM of BMS if any will be paid by RCB and agency will be responsible for the day to day maintenance along with attending the breakdown.

**Response:- Yes**

- 4 Painting of the equipment is not in the scope of agency however the agency will monitor the need for painting & piping system the equipment which will be done by RCB at their own cost.

***Response:- Yes***

- 5 Penalty clause as mentioned under condition 3.5.2 will be applicable to the maximum limit of 10% of the contract value.

***Response:-Yes***

- 6 Minimum inventory of emergency spares will be maintained by the Agency on site and a proposed list of the same will be submitted at the time of tender submission, along with other documents.

***Response:- Yes***

- 7 Page no. 19, Clause 3.7.2 has no relevance, hence needs to be removed.

***Response:- Clause stands Deleted***

- 8 Scope will includes only repair of Ducting, Piping, Electricals Installations any kind of replacement of Ducting, Piping, cabling will be excluded from the contract.

***Response: - Agreed***

- 9 As regards to request for change in annual turnover criteria.

***Response:-The Annual turnover criteria shall be as per stipulation in the tender document.***

- 10 The proof of documents should be attested by Gazetted officer/Notary

***Response: - Self attested document can be submitted, Original must be produced when asked by RCB.***

- 11 No Regular manpower shall be deployed at site. Deployment of manpower at site shall be as per contractor judgment.

***Response: - Deployment of manpower at site shall be as per contractor judgment however, the bare minimum manpower to be deployed will be decided in consultation with RCB.***

Note:- It was also decided to extend the due date of submission up to 28.09.2015.