



## Minutes of the Pre-Bid Meeting - Housekeeping and General Cleaning Works At Lucknow Circle Office Building.

A tender for Housekeeping and General Cleaning Works at Lucknow Circle Office Building was hoisted at Bank's website on February 20, 2021. As per the Corrigendum uploaded, the Pre-Bid meeting with the vendors was scheduled and held on March 17, 2021 at 03:00 pm in the Conference Hall at First Floor, Circle Office Building, Vipin Khand, Gomtinagar, Lucknow.

**Nine** Vendor, (1) M/s Pratham Security Agency, (2) M/s Bhagwati International Pvt. Ltd, (3) M/s Gautam Traders, (4) M/s Tiger 4 Security & Facilities India Pvt. Ltd, (5) M/s O.P. Arora & Associates, (6) M/s Right Cleaning Services, (7) M/s Ansar Contractor, (8) M/s New Diamond Security Guard Services, (9) M/s All Services Global Pvt. Ltd participated and raised queries with regard to the Tender Document.

The details of the participants are appended below:

Sr. No.	Name of the Participant
	<b>CANARA BANK OFFICIALS</b>
1.	Smt. Usha S. Kulkarni (Assistant General Manager)
2.	Shri. P.N. Thakur (Divisional Manager)
3.	Shri. Pawan Kumar Verma (Senior Manager)
4.	Shri. Shashwat Raj (Manager- Electrical)
5.	Shri. Sumit Kumar Saxena (Officer)
	<b>VENDORS</b>
1.	M/s Pratham Security Agency- Shri. Dhanendra Singh
2.	M/s Bhagwati International Pvt. Ltd. - Shri. Amit Yadav
3.	M/s Gautam Traders - Shri. Sandeep Prajapati
4.	M/s Tiger 4 Security & Facilities India Pvt. Ltd. - Shri. R.S. Sharma
5.	M/s O.P. Arora & Associates - Shri. Ramakant Shukla
6.	M/s Right Cleaning Services- Shri. Sudhir Srivastava
7.	M/s Ansar Contractor- Shri. Mohd. Ansar
8.	M/s New Diamond Security Guard Services- Shri. Ishaq
9.	M/s All Services Global Pvt. Ltd.- Shri. Rahul Singh



queries raised by the vendors regarding the terms and conditions and other matters were noted. The points/query raised by the vendors are furnished below:

Sr. No.	Query Raised by Vendors
1.	MSME Certificate exemption against submission of EMD shall be permitted.
2.	Tender document has not clarified about the Supervisor as per Minimum Wages Act.
3.	Kindly define Rate for the First time project cleaning.
4.	The Minimum Wages revised twice in a year, then how can we define the next 30 months rates and other statutory payment paid to the workers.
5.	If any contract offer rate not follows Minimum Wages as per the Government then can he get the contract if he not follows the minimum wages & other statutory wages and allowances?
6.	The housekeeping works will have to be taken up for all the days including Sunday. Then Reliever cost is to be paid to the Agencies and the quoted rates must include this cost.
7.	Whether uniform cost, training cost, bonus and other statutory costs are to be included in the tendered amount.
8.	Performance guarantee specified in the tender is 10% value of the contract which should be revised as per the latest GFR, 2017.
9.	As per Tender document Part C, Clause 2, "The Agency should have atleast one valid contract for similar work (refer scope of works) at Lucknow for a multi-storied building with a built-up area of minimum of 70,000 sqft in last 2 years" is restrictive and against CVC guidelines.



The clarifications to the points raised by the vendors are furnished below:

Tender Page No.	As per Tender document	Modifications
<b>Page No. 4</b>  <b>PART B - GENERAL RULES AND INSTRUCTIONS TO THE TENDERERS</b>	17. The tenderer shall deposit a sum of Rs. 1,00,000/- Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Circle Office, Lucknow.	17. The tenderer shall deposit a sum of Rs. 1,00,000/- Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Circle Office, Lucknow. <b>MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, contractors / agencies should submit exemption certificate issued by the relevant authorities'</b>
<b>Page No. 5</b>  <b>PART B - GENERAL RULES AND INSTRUCTIONS TO THE TENDERERS</b>	24. All the parts of this tender document i.e., Tender Notice, Eligibility Criteria, General rules and Instructions to tenderers, offer letter, General conditions of contract, Annexures, technical specifications shall form a part of the contract document.	24. All the parts of this tender document i.e., Tender Notice, Eligibility Criteria, General rules and Instructions to tenderers, offer letter, General conditions of contract, Annexures, technical specifications and <b>Corrigendum/s</b> shall form a part of the contract document.
<b>Page No. 6</b>  <b>PART B - GENERAL RULES AND INSTRUCTIONS TO THE TENDERERS</b>	<p style="text-align: center;">----</p>	The HIRER is not bound to contest any claim made against it under the Workmen's Compensation Act, Minimum Wages Act and any other statutory acts/rules alleging that it is the principal employer, except on the written request of the CONTRACTOR and upon his giving to the HIRER full security for the costs for which the HIRER might become liable in consequence of contesting such claim.

<b>Page No. 7</b>  <b>PART C- ELIGIBILITY CRITERIA FOR SHORTLISTING</b>	2. The Agency should have atleast one valid contract for similar work (refer scope of works) at Lucknow for a multi-storied building with a built-up area of minimum of 70,000 sqft in last 2 years.	2. The Agency should have atleast one valid contract for similar work (refer scope of works) for a multi-storied building with a built-up area of minimum of 70,000 sqft in last 2 years.
<b>Page No. 7</b>  <b>PART C- ELIGIBILITY CRITERIA FOR SHORTLISTING</b>	4. The Agency should have valid GST registration number, PAN number, PF registration Number, ESI registration Number and copy of same to be submitted.	4. The Agency should have valid GST registration number, PAN number, PF registration Number, ESI registration Number, <b>Licence number as per Contract Labour (R&amp;A) Act, 1970</b> and copy of same to be submitted.
<b>Page No. 7</b>  <b>PART C- ELIGIBILITY CRITERIA FOR SHORTLISTING</b>	6. The agency/firm should submit Integrity pact Agreement duly filled and Signed as per Annexure C.	6. (a) The agency/firm should submit Integrity pact Agreement duly filled and Signed as per Annexure C.  (b) Client report from top 3 existing clients as per the Annexure I  (c) Provide details if any civil suits is pending in any of the work executed or if any Bank having declared any loan of the tenderer as NPA in last 3 years.  (d) Any other documents as and when sought by the Bank.
<b>Page No. 8</b>  <b>PART D- GENERAL CONDITIONS OF THE CONTRACT</b>	1.1. The successful bidder should submit a Security Deposit for <b>10% value of the average contract amount</b> within <b>fifteen days</b> from the date of acceptance of the tender for due performance of the Contract.	1.1. The successful bidder should submit a Security Deposit for <b>3% value of the contract amount</b> within <b>fifteen days</b> from the date of acceptance of the tender for due performance of the Contract.

<p>Page No. 16</p> <p>PART D- GENERAL CONDITIONS OF THE CONTRACT</p>	<p><b>25. <u>INTEGRITY PACT.</u></b></p> <p>Integrity Pact format is enclosed as <b>Annexure - C</b>, the same to be duly filled and submitted along with offer. Name &amp; E-mail address of Independent External Monitor (IEM) of the Canara Bank is given as under:</p> <p>Sri Hari Santosh Kumar: hsantosh50@gmail.com</p> <p>Sri Dilip Mavinkurve : dilipmav@gmail.com</p>	<p><b>25. <u>INTEGRITY PACT.</u></b></p> <p>Integrity Pact format is enclosed as <b>Annexure - C</b>, the same to be duly filled and submitted along with offer. Name &amp; E-mail address of Independent External Monitor (IEM) of the Canara Bank is given as under:</p> <p>Sri Rakesh Jain ,IA &amp; AS (Retd) <a href="mailto:rakeshjain18@hotmail.com">rakeshjain18@hotmail.com</a></p> <p>Sri D R S Chaudary, IAS (Retd) <a href="mailto:dilip.chaudhary@gmail.com">dilip.chaudhary@gmail.com</a></p>
<p>Page No. 17</p> <p>PART D- DETAILS OF THE BUILDING AND REQUIREMENT</p>	<p>3. The Circle office works regularly for six days in a week. However, the housekeeping works will have to be taken up for all the days. Sundays can be used for extensive cleaning works. The contractor to engage in housekeeping services during 7:00 am to 9:00 pm. After office hours (i.e 5 pm on all days and on 2nd &amp; 4th Saturdays), there shall be minimum of 10 Nos sweepers / cleaners and 2 supervisors upto 9:00 pm to take care of. The entire internal and external premises shall be spic and span before 09:00 am every day.</p>	<p>3. The Circle office works regularly for six days in a week. However, the housekeeping works will have to be taken up for all the days. Sundays can be used for extensive cleaning works. <b><u>Then Reliever cost is to be paid to the Agencies and the quoted rates must include this cost.</u></b> The contractor to engage in housekeeping services during 7:00 am to 9:00 pm. After office hours (i.e 5 pm on all days and on 2nd &amp; 4th Saturdays), there shall be minimum of 10 Nos sweepers / cleaners and 2 supervisors upto 9:00 pm to take care of. The entire internal and external premises shall be spic and span before 09:00 am every day.</p>

<div>Page No. 18</div> <div>PART E- DETAILS OF THE BUILDING AND REQUIREMENTS</div>	<div>13. All the labourers (male and female) should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.</div> <div>The contractor is required to engage the following categories of workers daily for the subject work in each shift:</div> <table><tr><td>Supervisors</td><td>4 Nos  (From 07:00AM to 03:00 PM - 2 No From 01:00PM to 09:00 PM - 2 No)</td></tr><tr><td>Housekeepers (Male/female as required by the Bank)</td><td>30 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 12 Nos)</td></tr></table>	Supervisors	4 Nos  (From 07:00AM to 03:00 PM - 2 No From 01:00PM to 09:00 PM - 2 No)	Housekeepers (Male/female as required by the Bank)	30 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 12 Nos)	<div>13. All the labourers (male and female) should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.</div> <div>The contractor is required to deploy the following categories of workers daily for the subject work in each shift:</div> <table><tr><td>Supervisors</td><td>3Nos  (From 07:00AM to 03:00 PM - 2 No  From 01:00PM to 09:00 PM - 1 No)</td></tr><tr><td>Housekeepers (Male/female as required by the Bank)</td><td>27 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 9 Nos)</td></tr></table>	Supervisors	3Nos  (From 07:00AM to 03:00 PM - 2 No  From 01:00PM to 09:00 PM - 1 No)	Housekeepers (Male/female as required by the Bank)	27 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 9 Nos)
Supervisors	4 Nos  (From 07:00AM to 03:00 PM - 2 No From 01:00PM to 09:00 PM - 2 No)									
Housekeepers (Male/female as required by the Bank)	30 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 12 Nos)									
Supervisors	3Nos  (From 07:00AM to 03:00 PM - 2 No  From 01:00PM to 09:00 PM - 1 No)									
Housekeepers (Male/female as required by the Bank)	27 Nos  (From 07:00AM to 03:00 PM - 18 Nos  From 01:00PM to 09:00PM - 9 Nos)									
<div>Page No. 40</div> <div>PART II- FINANCIAL BID</div>	<div>PART II- FINANCIAL BID</div>	<div>PART II- FINANCIAL BID (Revised)</div> <div>The revised Financial bid is Annexed.</div> <div>The bidders to submit the Financial Bid as per the Revised Format only.</div>								



**PART - II FINANCIAL BID**  
**(TO BE SUBMITTED IN A SEPARATE SEALED COVER)**

**NAME OF WORK** - HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK  
CIRCLE OFFICE BUILDING, VIPIN KHAND, GOMTI NAGAR, LUCKNOW-  
226010 FOR 3 YEARS PERIOD.

Description of work	
To provide housekeeping services to Canara Bank, Circle Office building located at Vipin Khand, Gomti Nagar, Lucknow which is fully described under ' <u>About the building and requirements</u> ', with required men and material and with proper supervisory staff etc., complete all as fully described under 'Scope of works'.	
<b>RATE TO BE QUOTED ON LUMP SUM BASIS IN RUPEES (EXCLUDING GST)</b>	
DESCRIPTION	AMOUNT PER YEAR
RATE FOR FIRST YEAR (1)	RS.
RATE FOR SECOND YEAR (2)	RS.
RATE FOR THIRD YEAR (3)	RS.
TOTAL AMOUNT (THREE YEARS) EXCL. GST (1 +2 +3)	Rs.
TOTAL AMOUNT IN WORDS	
Rs. _____	
_____Only	

**Note:**

1. The rate quoted should be quoted on lump sum basis and should be valid for three years; however the contract agreement will be renewed on yearly basis. The lowest tenderer will be arrived after combining the rate for three years.
2. The rates quoted shall include all taxes excluding GST which will be paid over and above the rate/amount quoted, as per the prevailing tariff announced by statutory authorities.
3. The HIRER is not bound to contest any claim made against it under the Workmen's Compensation Act, Minimum Wages Act and any other statutory acts/rules alleging that it is the principal employer, except on the written



request of the CONTRACTOR and upon his giving to the HIRER full security for the costs for which the HIRER might become liable in consequence of contesting such claim.

**Place: LUCKNOW**

**Date:**

**SIGNATURE OF TENDERER WITH SEAL**