

**Pre Bid Clarifications**  
**Tender for Environmental Maintenance Services**

Ref: ICTS/TIFR/2021-22/SER-31

**Online Meeting held on 09 July 2021**

<b>Sl. No.</b>	<b>Query</b>	<b>Clarification</b>
1	Should the tender document be submitted online or physical?	The physical tender document should be submitted so as to reach the Centre well before the due submission time.
2	Should the wages be quoted by considering future VDA revisions?	Wages to be quoted after site inspection based on previous trend of VDA hike
3	Should the consumables/resources be categorized and quoted based on the areas mentioned as in the price bid, tender document?	No, Consumables provided need not be divided based on the area, can be quoted in common. Common work can be quoted on lump sum for each schedule instead of area wise.
4	Can the quote be consolidated and not area wise as per schedules?	The rates should be quoted area wise in the Schedules. However, common work can be quoted in lumpsum in each schedule.
5	Current manpower is 35 members. Should the same be maintained?	The bidders can propose to carry out the work with lesser manpower without extending the permissible working hours (8 hours day). The quality should be maintained.
6	Can the Manpower be reduced in future?	Yes, by giving a proper justification and without deteriorating the work schedules and man hours/ Shifts (07.30 hrs-20.00 hrs).
7	Will the Manpower costs be evaluated on the area/schedule basis?	The financial evaluation will be done on the basis of Table A. The agency should consider men and material rate while computing the area wise rate. The agency should consider all wage revision during the 3 yrs of pendency of the contract (Row No 04 "Add other costs-Pls specify" in table A)
8	Should the proposal be different for three years?	No, the quotes submitted should be same for entire pendency of the contract (Max three years)
9	Will the Comparison of the cost be done on a per sq.ft basis.	Cost Comparison will be done on the Table A - Price Bid Summary of Cost
10	Is gratuity applicable?	No, gratuity is not provided as it is an outsourced service.

11	Clarify whether leave wages will be applicable.	As per the tender documents the holidays have been mentioned apart from the weekly off. Leave wages max 6% on SI 1 of the rate chart needs to be considered as per Annexure I. An Addendum for the revised Annexure I is attached with this prebid clarification.
11	Is a labour licence required ?	Yes, labour licence is required to carry out the work
12	Will there be any Service level agreement between either parties	Yes, Once the work order is awarded an agreement needs to be executed
13	Is there an Overtime policy?	No, Overtime payment is not encouraged
14	Is 70:30 a parameter for qualifying technical bid and commercial bid respectively?	70% is the minimum requirement to qualify in technical and to be considered for financial evaluation. However all bidders qualified in the technical evaluation will be on par and the contract will be awarded to the L1 bidder. There will be no additional weightage for these points on financial evaluation.
15	Is there any Helpdesk/Software to raise/track the complaints?	We process it manually. The Services manager will handle the complaints/issues if any. If any agency has such software/ mechanism they can propose in their bid. However, adopting the same solely depends on the discretion of the center.
16	Quality or brands of consumables to be used.	ISO standard chemical should be used i.e Taski, Diversey or equivalent

**The pre-bid clarifications and blank Addendum No 1 should be duly sealed and signed and enclosed with the technical bid. Failure to comply may result in disqualification.**

**The revised format of Annexure 1 is enclosed as Addendum No 1. The duly filled Addendum 1 should be enclosed with the Price Bid.**