

**MINUTES OF THE PRE-BID MEETING FOR HIRING FACILITY MANAGEMENT SERVICE AGENCY,
HELD ON 26.06.2018 at 11 A.M. IN THE TENDER HALL, ODISHA STATE MEDICAL CORPORATION
LTD. (OSMCL), BHUBANESWAR**

[RFP Reference No. OSMC/2018-19/SER-HR/01 dt.19.06.2018]

Members Present:

1. Sri A.K. Mishra, General Manager (HR & Admn.)
2. Sri M.R. Nayak, General Manager (Finance & Accounts)
3. Dr. J. Mahanand, General Manager-Operations (Equipment)
4. Dr. B.K. Mohapatra, General Manager-Operations (Drugs & Surgical)
5. Sri A.K. Patra, General Manager (Quality Assurance)
6. Sri P. Tripathy, Consultant

Representatives of Participating Firms:

1. Sri Mahesh Sahoo, M/s. Care Security & Allied Services
2. Sri Jivan Beura, G4S Facility Services (India) Pvt. Ltd.
3. Sri Ashis Jena, G4S Facility Services
4. Sri Abhisek Barik, Updater Services (P) Ltd.
5. Sri Saroj Kumar Jena, Updater Services (P) Ltd.
6. Sri Sudhir Sahoo, Quantum Global Infratech Ltd.
7. Sri Rashmi Ranjan Sahoo, Quantum Global Infratech Ltd.
8. Sri Durga Prasad Rath, Tenon Facility Management India Pvt. Ltd.
9. Sri Siba Prasad Jena, Mind Mart
10. Sri B. B. Brahma, A2Z Infraservices Ltd.
11. Sri Sibaprasad Sahu, A2Z Infraservices Ltd.
12. Sri Rabindra Barik, Bharat Security Service

As scheduled, the pre-bid meeting was held on 26.06.2018 at 11 A.M. At the outset, the General Manager (HR & Admn.) welcomed all the participants to the meeting.

The participants were invited to discuss about their doubts/ queries on the RFP Document for Facility Management Service. The response to the queries raised by the prospective bidders along with the modification in the relevant provision of the RFP is appended here with.

The prospective bidders were requested to participate in the bidding process after careful reading and understanding of the provisions of the RFP Document published and possible amendment/s subsequent to the present pre-bid Meeting. They were also requested to submit further queries/ suggestions, if any by 27.06.2018. Queries/ suggestions were received from only one prospective bidder namely G4S Facility Services (India) Pvt. Ltd.

Queries/ Suggestions during pre-bid meeting and response thereon for Hiring Facility Management Service Agency

Sl. No.	Clause Reference	Queries/ Suggestions raised by the prospective bidders	Response to the Queries/ Suggestions
1.	Page 4: Point No. 4	How the Vendor will know whether Technically Qualified or not?	The list of the technically qualified bidders will be uploaded in the Corporation web-site: www.osmcl.nic.in.
2.	Page 5: Point No. (d)	If the Audited Balance sheet for 2017-18 will not be available, can the audited Balance Sheets of 2014-15, 2015-16, 2016-17 be accepted?	This criterion is for past work experience for which the bidders have to submit Self-attested copies of the Service Contracts/ Agreements/ Work Orders/ Completion Certificates/ Performance Certificates from the Employers for the last 3 financial years i.e. 2015-16, 2016-17 & 2017-18. For Turnover, self-attested copies of Audited Profit & Loss Accounts and Balance Sheets for 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18 are to be furnished along with the technical proposal. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
3.	Page 6: Point No. (j)	Client Certified Mail Copy will be accepted or not?	Yes
4.	Page 7: Point No.1	1) As the Number of security guards is 52 and scattered in different locations, one dedicative Supervisor Should be taken for smooth operation. 2) What about Reliever Incorporation in Single Sites Out Skirts and their Working Hour? 3) Needs clear Picture on Working Days of all different category Employees.	1) Pl. refer last para of Page 21. The Agency has to deploy a person who will be designated as Supervisor Executive. The Supervisor Executive will be the contact person for the Agency at the Corporation level and shall be in charge of overall supervision of the facility management service. He has to ensure that the day to day Facility Management Service is carried out smoothly. 2) The Security Guards at the 39 nos. of DWHs are to be deployed for night duty only. 3) The security personnel are to be deployed on shift basis on all working days & holidays. For the rest category of employees, the working days are as per Odisha Govt. Rules and requirements of the Corporation.
5.	Page 32: Annexure 2	Brand names and Models of equipments/ materials are not mentioned	Pl. refer Point No.11 of Annexure 3: Profile of the Bidder. The bidders have to provide item-wise details of make, model, brand and quality of tool, equipment and consumables to be used.
6.	Page 39: Point No. 4 and 6	Needs clarity	Pl. refer Point No.2.1 (d) & 2.1 (h). Amended. (Pl. refer to the amendment)
7.	Page 17: Point No. (d)		Deleted

Amendment to Annexure 5 of the RFP
FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Sl. No.	Criteria as per RFP	Modification now made
1.	Constitution of the Applicant: a) Registered Company: 10 Marks b) Society/ Partnership Firm/ Others: 5 Marks	No change
2.	Years of Business Experience : a) Between 3 to 5 years: 10 marks b) Between 5 to 7 years: 15 marks c) Above 7 years: 20 marks (To be calculated from the date of incorporation/ registration)	No change
3.	Market Presence/ Clientele: (Last three years i.e. 2015-16, 2016-17 & 2017-18) a) Govt./ Semi-Govt./ Public Sector: 2 marks each b) Private Sector ¹ : 1 mark each	No change
4.	Past Work Done: (Last three years i.e. 2015-16, 2016-17 & 2017-18) a) Above Rs.5 Crores: 10 marks b) Above Rs.10 Crores: 15 marks c) Above Rs.15 Crores: 20 marks	Past Work Done: (During the last three years i.e. 2015-16, 2016-17 & 2017-18, subject to a minimum of Rs.5 Crores during each year) a) Rs.15 Crores & Above: 10 marks b) Above Rs.30 Crores : 15 marks c) Above Rs.50 Crores : 20 marks
5.	Nos. of field staff employed in Odisha: a) Between 100 to 200: 5 marks b) Between 201 to 300: 7 marks c) Above 300: 10 marks	No change
6.	Annual Turnover: (Last three years i.e. 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18): a) Above Rs.10 Crores: 10 marks b) Above Rs.20 Crores: 12 marks a) Above Rs.30 Crores: 15 marks	Annual Turnover: (During the last three years i.e. 2014-15, 2015-16 & 2016-17 or 2015-16, 2016-17 & 2017-18, subject to a minimum of Rs.10 Crores during each year): a) Rs.30 Crores & Above: 10 marks b) Above Rs.50 Crores : 12 marks b) Above Rs.75 Crores : 15 marks
7.	Floor Area Covered: (Last 3 years i.e. 2015-16, 2016-17 & 2017-18): a) Above 1,00,000 sq. ft.: 10 marks b) Above 1,50,000 sq. ft.: 12 marks c) Above 2,00,000 sq. ft.: 15 marks	Floor Area Covered: (During any one of the last three years i.e. 2015-16, 2016-17 & 2017-18): a) 1,00,000 sq. ft. & Above: 10 marks b) Above 1,50,000 sq. ft. : 12 marks c) Above 2,00,000 sq. ft. : 15 marks

Annual contract value of more than Rs.30 Lakh

Note: The amendment mentioned above is to be treated as amendment in the terms and conditions of the RFP. All other terms & conditions of the published RFP will remain the same.

The bidders have to submit a copy of this Minutes along with the amendment and RFP Documents. Each page of the RFP Document as well as this Minutes along with the amendment are to be signed by the authorized Signatories of the bidders.

Sd/-
Managing Director, OSMCL