

MINUTES OF THE PRE-BID MEETING HELD ON 16.6.2010 AT 11.30 AM AT THE CONFERENCE HALL NGMA, BENGALURU WITH REGARD TO THE TENDERS FOR (1) PROVIDING SECURITY SERVICES AND SUPPLY OF SKILLED MANPOWER (2) PROVIDING HOUSE KEEPING SERVICES.

1. The rates quoted by the tenderers should cover the amount required for payment of all statutory dues including minimum wages under The Contract Labour (Regulation & Abolition) Act, 1970, employer's contribution to ESI and PF, payment of gratuity, bonus etc and it should also cover the cost of uniforms. Only rates quoted above the statutory provisions will be considered. The cost of uniforms should not be deducted from the wages of the employees.
2. Police verification is to be done for all the employees.
3. Clauses V & VI of tender documents:

V . "executed atleast two works of providing comprehensive security and surveillance services for an area of not less than 2 acres or 50,000 sq ft of built up areas for a minimum period of one year in the last five years (enclose certificate from registered chartered accountant to this effect). "

VI "currently carrying out security and surveillance services of similar nature for at least 1 (one) large building of not less than 50,000 sq ft or area of not less than 2 acres.(Enclose certificate from registered chartered accountant along with attested certificates/testimonials related with this work from the clients with validity of the contract for a minimum period of 4 months as on date of tender submission)."

Since it may not be possible to obtain the certificate from the chartered accountant to this effect, it would be sufficient if the following certificates from the organizations for which the work has been done are enclosed :

V. 1. Work Order 2. Work completion report 3. Certificate regarding the satisfactory performance.

VI 1. Work Order 2. certificate of satisfactory performance.

4. Solvency Certificate : In the tender it is indicated that the solvency certificate issued after 1st May should be furnished. However, it would be sufficient to provide a Solvency Certificate valid as on date of submission of tender.
5. Licence under the Private Security Agency (Regulation) Act 2005 is required. This can be given before the agreement is made with the successful bidder.

6. The security staff have to be provided on all days of the month including weekly and gazetted holidays. Gallery attenders and skilled manpower have one day off in the week.
7. With regard to the House keeping Services, removal of garden garbage of about 20 bags of dry leaves daily is included in the list of duties required. This should be kept in mind while quoting the rates.
8. All the terms of the Tender documents have to be observed.

DIRECTOR, NGMA, BENGALURU