

**MINUTES OF THE PRE-BID MEETING HELD ON 15.10.2018 AT CONFERENCE HALL, ROOM NO.F1-02 (FIRST FLOOR), ADMINISTRATIVE BUILDING, CUTN IN CONNECTION WITH OUR EOI TENDER NO.13/2018-19 FOR OUTSOURCING OF MANPOWER TO CENTRAL UNIVERSITY OF TAMIL NADU.**

The following members of the Committee were present:

- 1) Prof. S. Nagarajan, Head Department of Chemistry- Chairperson.
- 2) Dr. E .M.Shankar, Head Dept of life science- Member.
- 3) Dr .S. Ramesh Kumar, Assistant Registrar(Finance) In-Charge, Finance Nominee
- 4) Dr.S.G. Ramkumar, Officer Incharge, Purchase Nominee.

Shri.A.Velu, Assistant Registrar (Admin) could not attend the meeting due to pre occupation. Hence he has nominated Shri. Srinivasa Raghavan as special Invitee.

The Tender Document was uploaded in our website & CPP Portal on 05.10.2018.

The following prospective bidders attended the Pre Bid Meeting on 15.10.2018

- 1) M/s. Enfine system (P) Ltd, Chennai.
- 2) M/s. Alert Security Services Pvt Ltd.
- 3) M/s. Firstman Management Services Pvt Ltd, Trichy.
- 4) M/s.Solar Outsourcing Services, Trichy.
- 5) M/s. Sri Balaji Agency, Trichy
- 6) M/s. UK Facility services Pvt Ltd,Chennai.

The attendance sheet for Pre-bid meeting is enclosed herewith. (Annexure – I)

Opening Remarks:

- i. Prof. S. Nagarajan, Head Department of Chemistry – Chairperson welcomed the participating member and after introduction, he briefed all participants about the tender.
- ii. The purpose of Pre-Bid Meeting is to explain the various important provisions of the bidding documents to the prospective bidders and to clarify the queries that the bidders may have in the subject, bidding documents.

In the pre-bid meeting the following queries were raised by the prospective bidders, and the reply given by the committee is as detailed in the following table:

Sl. No	Query	Answer
1.	What are the license required	The document related to our requirement has to be enclosed and the same has been incorporated in the Tender document.
2	Whether the Service charges shall be quoted in Rupees or Percentages	Service charges shall be quoted in percentage as per the tender clause no.24
3	Bonus	Bonus as per GOI norms.

Ramkumar  
29/10/18

S. Nagarajan  
29/10/2018

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29 OCT 2018

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4	Whether security timing differ from Category I & III	Yes, hence commercial bid for security personal was placed separately additional in the Tender Document.
5	Whether to open an office at thiruvarur within 30 days as we are reachable in nearby town/City	Yes, it is mandatory to open office at Thiruvarur, as per the tender eligible clause No.3
6	Whether Basic wages, per post per day shall be provided in commercial bid	No, Quote has to be mentioned for monthly basis.
7	Whether GST, Income Tax (w.e.f. 1.10.2018) is required as per recent GOI order.	Yes, as per GOI norms, Necessary / relevant Proof to be enclosed.
8	Whether thiruvarur comes under which type of city Class A/Class B/Class C	Class C, The same has been incorporated in the Tender Document

The Bidders were informed that the minutes of the pre-bid meeting and amendment of the bidding forms shall be published on the website of Central university of Tamil Nadu. The bidder were also informed that they should also regularly visit the CUTN website for any amendments issued.

*Shri. A. Velu*  
29 OCT 2018

**Shri. A. Velu,**  
Assistant Registrar (Administration)  
Member and Convener

*Ramkumar*  
29/10/18

**Dr. S. G. Ramkumar,**  
Officer In Charge,  
Purchase Nominee

*Dr. S. Rameshkumar*  
29/10/2018

**Dr. S. Rameshkumar,**  
Assistant Registrar In-Charge (Finance),  
Finance Nominee

*Dr. E. M. Shankar*  
29/10/18

**Dr. E. M. Shankar,**  
Associate Professor,  
Department of Life science, Member

*Prof. S. Nagarajan*  
30.10.2018

**Prof. S. Nagarajan,**  
Professor, Head Department of Chemistry,  
Chairperson