

## MINUTES OF THE PRE-BID MEETING

Date of pre-bid meeting: 24.03.2017

**Bid no.: 01/NVS/2016-17**

Navodaya Vidyalaya Samiti (NVS) has invited bids for providing project management consultancy (PMC) services **for construction and maintenance of JNVs and other buildings**. Pre-bid meeting has been held in the office of GM(Construction), NVS Headquarters at 3.00 PM on 24.03.2017 as precursor to the bidding process. The meeting was chaired by the General Manager (Construction), NVS.

The names of the representative of the intending bidders present in the meeting are as given in Annexure-A.

The meeting started with a welcome note by the GM (Construction) who explained the objectives of this bidding process in compliance to the provisions in GFR 2017 Rule 133(3) to obtain the lowest service charges. The proceedings of the pre-bid meeting are as below:-

1. Shri V. K. Gupta, Ex. Engineer (HQ), NVS explained in detail about the scope of work of various projects to be executed under this bidding process which includes construction of new schools as well as maintenance & special repairs. Thereafter, a demonstration was presented illustrating the method for Bid submission and explained the method of bid opening as already mentioned under Section-02 of the Bid document. It was intimated that eligibility documents shall be kept in the envelope-1 and complete bid document duly signed on each page shall be submitted in envelope-2. First envelope-1 shall be opened and eligibility of the bidders shall be examined and envelope-2 containing financial bid shall be opened for only successful qualified bidders.
2. The eligibility criterion specified in Section-4 was discussed and explained in details. It was informed that an affidavit in respect of compliance to Rule 133(3) of GFR 2017 shall be submitted as per the format given in Annexure-I of bid document along with the supporting documents i.e. copy of Article of Association or any such document which indicate that the organisation has been set-up for carrying out Civil & Electrical works. Other criterion were also discussed and explained.
3. It was also informed that each page of the bid document shall be signed by the specific authority mentioned in the bid document.
4. It was informed that the last date of receiving of bids through post is 01.04.2017. However, 01.04.2017 being Saturday, a holiday in NVS, bids shall also be received through posts till 03.00 PM on 03.04.2017.
5. It was also informed to the participants that the word "general" on page no.:12 para 4 (b) (in the beginning) should be considered as deleted.
6. It was also intimated that the minutes of the pre-bid meeting shall also be part of the bid document. All the bidders shall be expected to quote the service charges after

  
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going through the clarifications issued in the pre-bid meeting through this Minutes of Meeting. These pre-bid minutes shall be applicable to all bidders even to those who have not participated in the pre-bid meeting.

7. GM (Construction) explained to the participants the Clauses 4.2 to 4.4 of Section-2 and Clause 1.2 to 1.3 of Section-03. It was also explained the main objectives of the bidding process as to determine the lowest service charges among the already working / empanelled construction agencies of NVS. It was explained that after the determination of the PMC charges, works can be allocated to other qualified agencies also who are willing to get the works executed at the lowest service charges. The list of the working agencies is as given on the NVS web-site.

After demonstration the participants were requested to raise the queries if any in the pre-bid document or in the process. Various queries were raised and the same are clarified as below:

8. A query was raised that service charges being quoted shall be inclusive of service tax or it shall be exclusive of service tax.

NVS clarified that the quoted PMC charges shall be inclusive of Service Tax and all other tax applicable. However, new tax/modification in existing tax to be levied by the Government after the bid submission, shall be payable.

9. A query was raised regarding implementation of Goods & Service Tax (GST).

NVS clarified that the detailed guidelines are yet to be published by the Government and suitable action will be taken at appropriate time.

10. A request was made by participant to clarify the eligibility criteria no.-3 under Section-04 of pre-bid document.

NVS clarified that min. technical staff requirement shall be as follows:-

- a. One Graduate Engineer (Civil)- min. 05 years of experience
- b. One Diploma Engineer (Civil)- min. 05 years of experience
- c. One Diploma Engineer (Civil)- min. 02 years of experience
- d. One Graduate Engineer (Electrical/Mechanical) with 02 years  
Or,  
One Diploma Engineer (Electrical/Mechanical) with 05 years of experience.

However it was also clarified that the intending bidders has to submit its total technical staff strength and its disposition region-wise.

11. A query was raised about the tentative project cost.

NVS intimated that the project cost shall vary as per the location and nature of the work however tentative cost of the projects expected and worked out on DPAR 2012 updated with Cost Index of Delhi shall be as below:

- |                      |   |
|----------------------|---|
| a) Phase-A           | 20.00 Crore to 30.00 Crore                |
| b) Phase-B           | 06.00 Crore to 08.00 Crore                |
| c) Phase-B(Balance)  | 01.00 Crore to 03.00 Crore                |
| d) Maintenance works | 30.00 Lacs to 06.00 Crore (approximately) |

  
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12. A query was raised regarding bank details for NEFT/RTGS operations. It was asked that since the organisation can have multiple of accounts, details of which account should be given?

NVS clarified that for the time being details of their head quarter account can be given and later on when the work is allocated details of the official account where they intends to get their payments can be submitted to NVS for modification.

In the end, GM (Construction) thanked all the participants for showing interest in the NVS projects and meeting was concluded.

This issues with the approval of the competent authority.

Encl.: Annexure-A (one page)

*V. K. Gupta*  
28/03/17  
**V. K. Gupta**  
Executive Engineer,  
NVS (HQ)

**Copy for inf. to:**

1. All intending bidders (through web portal)
2. PA to the Commissioner, NVS Noida.
3. PA to the General Manager(C), Noida.
- ✓ 4. JSA for uploading on the NVS web-site.

2(002)/EEHQ.chd/2017-NVS(w)



Date: 24.03.17

3:00 PM

Attendance Sheet

Bid no.:01/NVS/2016-17

Sub: - Pre-bid meeting for "Bidding document for providing PMC Services for Construction &amp; Maintenance of JNV's".

Sl. No.	Name of Executives	Designation	Organisation	Mob. No.	Signature
1.	H.K. KANSAL	GM. (NODAL)	CEDS U.P. Jal Nigam	945825288	
2.	P.K. Gupta	GM N-2	— do —	9711155280	
3.	Gurjeet Singh	Asst	UPPNN	9911464732	
4.	Dr. Dinesh Thakur	On behalf of M.C.L.	M.C.L.	7292043009	
5.	JAISHREE BAUSAL	ASSIST. MANAGER (Coordination)	BRIDGE & ROAD CO. (U) LTD	9999805816	
6.	N.P. SINGH	PROJECT MANAGER	UPRANL	7042672267	
7.	S.P. Dwivedi	Asst Project MANAGER	UP PROJECTS. Gpm Ltd GZP.	9454419200 9212232480	
8.	G.V. KISHORE	MANAGER	EDCIL (INDIA) LIMITED.	7200495001	
9.	RAMAN GUPTA	DGM	NPCC Ltd.	9650952758	
10.	अजय शर्मा	GGM	TCEL.	9648225559	
11.	Dinesh Kumar	E.E.	NVS Head of	9810029106	
12.	S.K. Maggu	E.E.	NVS Head of	9971689696	
13.	S.C. GUPTA	Head Project MSCL	MSCL	9891967204	
14.	J.W. ANSARI	Ex Head (Project)	MSCL	9657880609	
15.	S.K. Gautam	Asst UPPNN	UPPNN	9868106771	
16.	S.K. Agarwal	GM(C)	NVS	9450009600	
17.	V.K. GUPTA	EE(HQ)	NVS	9810706866	