

Date: - 28/09/2021.

Submitted,

Pre-bid meeting regarding Composite Facility Management Services (2021-2023) was held on 28/09/2021 at 11:00 Hrs. The following Contractors were present for the meeting: -

1. Awwas Food LLP, Pune.
2. UDS, Pune.
3. Bharti Associates, Pune
4. S.V. Enterprises, Kandivali.
5. Quess Corp Limited, Pune.
6. Ranjeet Services, Pune.
7. Vardhan's Facility Services, Pune.
8. Sai Pro Foods Pvt. Ltd, Pune.
9. Jai Malhar Caterers, Mumbai.
10. Pooja Hospitality & Management, Pune.
11. G4S Facility Services (I) Pvt. Ltd, Pune.
12. ISG Hospitality Services Pvt. Ltd, Pune.
13. National Security Services, Pune.
14. Bindras hospitality services LLP, Pune.
15. La McLean India Pvt Ltd, Pune.

Firstly, the Financial Advisor introduced all present officers and gave a short introduction about the E-tender. Secondly the present Contractors were requested to introduce themselves and then the meeting was started. The minutes of Meeting are as follows: -

No	Points Raised by Contractor/Representative	Clarification to the points by YASHADA
1	Quess Corp Limited, Pune. Sometimes there is a huge impact in revision of wages. Directly the basic wages are revised and if the basic wages change then there is huge increase in payment of employees. In such case will YASHADA reimburse us the difference amount of revision after producing record?	For Housekeeping employees deployed at Yashada on Receipt of Notification regarding revision regarding Basic wages/Special Allowances (VDA) of Minimum Wages as per Minimum Wages Act from the labour Department, the revised rates shall be made applicable with effect from the implementation date or work order date whichever is later. The changes in rates which might occur on account of changes in Variable Dearness Allowances (VDA special Allowance) and wage structure declared by State /Central govt. or any other changes in statutory provisions, the reimbursement of wages paid by agency to its housekeeping employees only deployed at YASHADA shall be reimbursed at minimum wages rates as applicable by YASHADA on producing the proof of payment of the same to housekeeping employees deployed and actually working at Yashada for that time interval only.
2	Quess Corp Limited, Pune. Which category of minimum wages are currently applicable? There is raise in Variable Dearness Allowance (VDA) after every six months. Will be the difference amount reimbursed after producing record.	

		<p>Minimum Wages rates under Shops & Establishment category which are currently applicable shall be considered for tender.</p> <p>On award of contract the agency shall provide wages structure of staff to be deployed as mentioned in Annexure I (Page one and two).</p>
3		<p>Proactive inclusion of year 2017-2018 in u/m columns – as explained by Financial Advisor.</p> <p>In Technical evaluation chart, Sr. No.1, 2, 4, 5, 7, 9 and in Envelop No.1, Sr. No. 7.11, 7.13, 7.14 & 7.22 should be read as - in any one to the past four f. y's. 2017-2018, 2018-2019, 2019-2020 or 2020-2021 instead of - in any one to the past three f. y's. 2018-2019, 2019-2020 or 2020-2021. May be accepted.</p>
4	<p>Sai Pro Foods Pvt. Ltd, Pune. In technical evaluation chart, Sr. No.4 – In respect of Chefs qualification, six months certificate course will be considered or not.</p>	<p>No. Six months certificate course will not be considered. Minimum 01-year diploma course like MSBTE Diploma/ Degree in Culinary Studies/ Degree/PG/ Diploma in Hotel Management from any recognized domestic or international Hotel Management institutes shall be required.</p>
5	<p>Jai Malhar Caterers, Mumbai. The quantity in technical evaluation chart, for Sr. No.4 (No. of Chefs) and Sr. No.5 (No. of Managers/Sr. Supervisors/F & B Supervisors) shall be reduced 50%.</p>	<p>Quality based evaluation is been done. 70% weightage is been given for technical part and 30% weightage is been given to rate part. The quantity is defined to know the strength and capability of the bidder. Therefore, the quantity cannot be reduced.</p>
6	<p>Quess Corp Limited, Pune. In technical evaluation chart, Sr. No.9 – Size and quality of Client for whom Catering and Housekeeping Services are being provided (annual billing per client should be at least Rs. 60 lakhs) necessary proof of such services billing shall have to be provided in any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021. The amount of annual billing Rs.60 lakhs should be reduced as more clients of 30, 40, and 50 lakhs are available with us.</p>	<p>In technical evaluation chart -Sr. No.9 and in 7.0 Envelop No.1 (Technical offer) Sr. No.7.22 The amount of annual billing per client is reduced to Rs.50 lakhs (Rupees fifty lakhs).</p>
7	<p>Bindras hospitality services LLP, Pune. Ranjeet Services, Pune. Vardhan's Facility Services, Pune. In technical evaluation chart, Sr. No.9 – Size and quality of Client for whom Catering and Housekeeping Services are being</p>	<p>Quality based evaluation is being done. The quantity is defined to know the strength and capability of the bidder. Therefore, the quantity cannot be reduced. The amount of annual billing per client is reduced to</p>

	<p>provided (annual billing per client should be at least Rs. 60 lakhs) necessary proof of such services billing shall have to be provided in any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021.</p> <p>5-9 clients - 2 marks 10-14 clients - 5 marks 15-19 clients - 7 marks more than 20 clients - 10 marks</p> <p>The quantity of number of clients should be reduced.</p>	Rs.50 lakhs (Rupees fifty lakhs).
8	<p>Vardhan's Facility Services, Pune. In technical evaluation chart, Sr. No.9 – Size and quality of Client for whom Catering and Housekeeping Services are being provided (annual billing per client should be at least Rs. 60 lakhs) necessary proof of such services billing shall have to be provided in any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021.</p> <p>5-9 clients - 2 marks 10-14 clients - 5 marks 15-19 clients - 7 marks more than 20 clients - 10 marks</p> <p>Relaxation in marking system for both - in number of clients and marks presently allotted shall be considered. Recommended one mark per client.</p>	Quality based evaluation is being done. Therefore, relaxation in number of clients and marks presently allotted cannot be given. The amount of annual billing per client is reduced to Rs.50 lakhs (Rupees fifty lakhs).
9	<p>UDS, Pune. We have separate section UDS for Housekeeping services and StanWorth for catering services. In such case how will be the turnover considered.</p>	Please refer tender document clause No.6.6.
10	<p>Ranjeet Services, Pune. In Envelop No.1 (Technical offer) Sr. No.7.11 - Bidder shall provide their present client list for providing such type of services as per format given on page No.11. Also, certificate of presently providing housekeeping services to more than 100 rooms shall be submitted. Besides, certificate of presently providing catering services to minimum average 200 persons per day shall be provided (in any one of the past three f. y's.2018-2019,2019-2020 or 2020-2021).</p> <p>Currently the bidder will be providing services or previous experience</p>	Further to point No.3 above, it was reiterated that bidder providing services in any one of the past four f. y's. 2017-2018, 2018-2019, 2019-2020 or 2020-2021 will be considered.

	certificate will be considered.	
11	<p>Ranjeet Services, Pune. In Technical Evaluation Sr. No.4 - No. of Chefs (Head Cook/Cook/ Asst. Cook) in any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021 on pay roll of the bidder with professional qualification like Degree in Culinary Studies/ Degree/PG/ Diploma in Hotel Management from any recognized domestic or international Hotel Management institutes (Documentary Proofs of Chefs to be attached) It is mentioned that any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021 will be considered. Request to consider the total staff of all three f.y's. 2018-2019, 2019-2020.</p>	<p>Since the evaluation system is quality based where quantity is defined to know the strength and capability of the bidder. Therefore, the quantity cannot be reduced. Further to point No.3 above, it is reiterated that bidder providing services in any one of the past four f. y's. 2017-2018, 2018-2019, 2019-2020 or 2020-2021 will be considered.</p>
12	<p>Ranjeet Services, Pune. In Technical Evaluation Sr. No.5 - No. of Managers/Sr. Supervisors/ F & B Supervisors in any one of the past three f. y's.2018-2019,2019-2020 or 2020-2021 on pay roll of the bidder with professional qualification like Degree/PG/ Diploma in Hotel Management from any recognized domestic or international institutes (Documentary Proofs of supervisors to be attached) It is mentioned that any one of the past three f. y's.2018-2019, 2019-2020 or 2020-2021 will be considered. Request to consider the total staff of all three f.y's. 2018-2019, 2019-2020.</p>	<p>Since the evaluation system is quality based where quantity is defined to know the strength and capability of the bidder. Therefore, the quantity cannot be reduced. Further to point No.3 above, it is reiterated that bidder providing services in any one of the past four f. y's. 2017-2018, 2018-2019, 2019-2020 or 2020-2021 will be considered.</p>
13	<p>Vardhan's Facility Services, Pune. The quantity of manpower can be increased/decreased by YASHADA as per situation. Such instructions will be given in writing by YASHADA from time to time and payment will be made proportionately. What will be time limit provided for increase/decrease manpower?</p>	<p>The agency shall increase manpower within a week from the date of such communication. 15 days' notice period shall be given by Yashada for decreasing manpower.</p>

14	Vardhan's Facility Services, Pune. In the technical evaluation chart, the marks given to points No.3, 4 and 5 are very high. Should be reduced to 10 each.	This is the core of QCBS tender, and this is not a L-1 tender. Therefore, cannot be consider.
15	Ranjeet Services Question regarding marks for rates of Housekeeping was raised by Ranjeet Services.	1) In evaluating the rate of housekeeping the proportionate rate of one employee including overheads, for one day where the month is of 30 days and the number of employees being 43 then Part B Housekeeping lump sum rate for 43 employees for one month shall be evaluated as follows. This shall be considered for evaluation of housekeeping rates as per Part-B. Evaluated $\text{Housekeeping Rate} = \frac{\text{Lumpsum Housekeeping rate}}{30 \times 43}$ 2) Further, evaluated catering rate would be rate at Part -A1. 3) And in respect of Part -C Other Item Rates evaluation total of all other items shall be considered for evaluation. Evaluated Financial offer = Evaluated Housekeeping rate X 0.50 + Evaluated Catering rate X 0.40 + Evaluated Other Item Rates X 0.10. Evaluated financial offer shall be considered for further QCBS evaluation. Bidders who obtain 70 marks in technical offer shall be considered eligible and financial offer of eligible bidders shall be considered for QCBS evaluation.
16	Ranjeet Services Cleaning material will be provided by Yashada or to be provided by vendor?	Yashada shall provide reimbursement of cleaning material charges against paid bills submitted and cleaning material deposited by vendor to Yashada.
17	Sai Pro Foods Pvt. Ltd, Pune Machinery will be provided by Yashada or to be provided by vendor?	Yashada shall not provide machinery to vendors. Vendors have to bring their own mechanized housekeeping related cleaning machinery.
18	Awwas Food LLP, Pune In 7.0 Envelop No.1 (Technical Offer) Point No.7.19 – The bidder shall submit proof of existence of Cash credit / overdraft facility above Rs.5,00,000/- from Scheduled or nationalized bank. Cash credit / overdraft facility is very costly. So, it is not used in catering business.	Cash credit / overdraft documents are not required to be submitted.

19	Awwas Food LLP, Pune In 7.0 Envelop No.1 (Technical Offer) Point No.7.20 – The bidder shall submit proof of solvency certificate of Rs.1,00,00,000/- from scheduled or nationalized bank. Since due to covid currently bank solvency of such amount is impossible to be given.	solvency certificate is not required to be submitted.
20	Quess Corp Limited, Pune. What about water and electricity charges?	Water and electricity charges will be borne by Yashada.
21	Quess Corp Limited, Pune. What about laundry charges?	Any other services, Laundry, etc. should be paid for by vendor and vendor should consider these charges while submitting tender.
22	Awwas Food LLP, Pune In ANNEXURE III (Page-six) – Raw material specifications – Sr. No.17 – In respect of Cookies it is mentioned that Cookies of Kayani Bakery, Amul, Unibic, etc. shall be provided. Another bakery brand such as Poona Bakery, etc. will be accepted or not.	It is mandatory to provide material as per specifications given in the tender documents. Further Annexure-III (Pag-six) Sr.No.17 shall now be read as follows: - Cookies – Kayani Bakery, Amul, Unibic, & Poona Bakery/New Poona Bakery.

1	<p>Proactive inclusion of linen is been done for point No.9.4 in the tender document. Point No.9.4 shall be read as below: -</p> <p>9.4. Yearly Periodic inventory of items such as Linen, Crockery, Cutlery, Utensils, machinery, etc., issued to the Agency would be checked and reconciled. The Agency is bound by contract to replace the shortfall of such items / articles of similar brand. 15% of Shortages/Breakages per annum shall be considered as a discount on linen, cutlery and crockery items in favor of the Agency. In case the Agency cannot replace, the cost of such shortfall, cost thereof would be recovered from the Agency. In respect of machinery items repairing cost will be recovered, also agency should carry out repair & maintenance of machinery periodically to avail good results. In respect of unserviceable items (Crockery, Cutlery and Linen) the agency should return such items to the academy so that no recovery will be made against such items.</p>
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The committee requested all bidders to read all the Clauses, Terms & Conditions, Annexure's, etc. mentioned in the tender document carefully prior to submission of tender.


Director MDC


Trg. Manager
& H.M. DAC


Asst. Registrar


Head
Procurement


Financial
Advisor