

**NATIONAL REMOTE SENSING CENTRE
HYDERABAD**

Minutes of the Pre-Bid meeting in respect of Annual Comprehensive Maintenance Services (ACMS) & Facility Management Services (FMS) for Computer Systems/Peripherals held on 21.01.2019 at 11: 00 Hrs in Purchase & Stores Conference Hall, NRSC, Balanagar.

The following were present:

From NRSC:

- 1) Sri ChandraShekarJha
Chairman, ACMS/FMS
- 2) Sri B Laxman
Co-opted Member
- 3) Sri M Suryanarayana
Indentor
- 4) Sri B S Nageshwara Rao
Member
- 5) Sri VenkataRaghavendra
Invitee
- 6) Sri K Srikar
Member
- 7) Sri P Srinivas
Member Secretary

From vendor side:

- 1) Mr S Ramakrishna
M/s Akshara Enterprises (I) (P) Ltd.,
- 2) Mr VC Naidu
M/s Computer Maintenance Agency
- 3) Mr Nagabhushanam & Mr Kaushik
M/s Silicon Business Solutions (P) Ltd.,
- 4) Mr Taquiuddin
M/s Value Point Systems

Chairman, ACMS/FMS Committee for Computers at NRSC welcomed the vendors and briefed about the outline of the contract terms and conditions. The following are the points emerged during the pre-bid meeting.

- 1) It was informed to the vendors that two types of services are required, one is Annual Comprehensive Maintenance Services (ACMS) which includes maintenance and free replacement of spares during the contract period and the second one is Facility Management Services (FMS) wherein only services are required and spares are not needed as these are for systems that are under OEM warranty.
- 2) It was informed to the vendors that this is a two part bid viz; Technical and Price Bid. All the technical documents are to be attached in the technical bid and no price details are to be given in the technical bid. If any vendor provides price details in the technical bid, their bid is liable for rejection.

- 3) It was informed that vendors have to quote for all the items and partial quotations will summarily be rejected. Vendors are required to mandatorily submit filled-in technical compliance statement as per Annexure-II (a) and (b). Non-compliance of the same will be treated as incomplete and invalid and will be rejected. The total order will be placed on single successful bidder, and cannot be assessed piece meal.
- 4) EMD of Rs.5 Lakhs are to be paid by tenderers by way of Demand Draft drawn in favour of Accounts Officer, National Remote Sensing Service Centre, Hyderabad. The scanned copies of the Demand Drafts are to be attached in the technical bid and the original Demand Drafts are to be submitted either in person or by post to the address mentioned in RFP on or before the due date of submission of bid. Vendors asked about waiver of payment of EMD if they are registered under MSME. It was clarified that, the EMD is exempted if they got registered under MSME and produce the required eligibility documents like registration certificate under NSIC and/or other documents as per eligibility of Govt. norms.
- 5) Vendors requested NRSC to give Letter of Intent (LOI) before release of Purchase Order so that they can make arrangements for employing man power and also for arranging necessary spares. Committee opined that the matter will be looked into during tender evaluation, in accordance with rules of the Department and prevailing practices.
- 6) Regarding stocking of spares under ACMS, vendors enquired to know about the percentage of spares to be stocked. Committee clarified that 10% to 15% of total order value commensurate to discharge contractual obligations.
- 7) Vendors were informed that replacement of defective batteries for Laptops and Servers are to be supplied at no extra cost as per RFP under ACMS/FMS.
- 8) NRSC clarified that, vendors, who are interested may visit the sites on or before February 5, 2019 before submission of quotes.
- 9) Modalities for registration as vendor on the EGPS website was explained to the parties including provisions for uploading documents as part of the tender in support of compliances indicated to various provisions of RFP during the pre-bid meeting.

- 10) In respect of deployment of service personnel (Assistants), vendors made query "whether the Assistants will come under category of Unskilled or Semi-skilled". It was clarified to them that as per RFP point No.6.3, under Manpower clause, the qualifications required for them is given as "they should be atleast matriculates and of age 18 years or above". It will be up to the bidder to deploy suitable Assistants and pay the wages admissible in accordance with applicable statutory rules. NRSC will not be responsible in this respect.

- 11) It is informed that, some more systems like Computers and Printers pertaining to LPSC, Valiamala located at MTAR, Gandhi Nagar, Jagadgirigutta Road, Balanagar, Hyderabad are to be included to the list of systems mentioned in the tender while awarding the work order contract with prices of the equivalent type of systems quoted by the vendors. It is also informed to the vendors that the location i.e., MTAR, Gandhi Nagar, Jagadgirigutta Road, Balanagar, Hyderabad is treated one more campus in addition to NRSC Shadnagar, Balanagar, Old-Airport and Jeedimetla campuses. The same was accepted by all the vendors.