

Minutes of Meeting (MOM)

Dated: October 1, 2024

Sub: Pre-bid Meeting held at JMS Corporate Office in both physical and virtual formats against Tender Notice No. 2024/SS-001 published on dated 20.09.2024.

The pre-bid meeting was conducted as scheduled today. Total 11 vendors participated, and detailed discussions were held. Clarifications were provided as necessary.

Attendees (Physical/Virtual Mode):

1. CFS Management Pvt. Ltd., Kolkata
2. Adwik Security & HR Solutions Pvt. Ltd., Kolkata
3. RSS Mining, Raipur
4. Sodexo, MNC
5. Food & Diet, Raipur
6. M B Security & Investigation Bureau
7. Indigo Catering & Services Pvt. Ltd., Ranchi
8. Souravs, Kolkata
9. Supreme Food & Facility, Noida
10. Acco Atalia International LLP, Kolkata
11. The Jana Enterprise, Kolkata

Clarifications provided in the Pre-Bid Tender Meeting:

1. **Vendors requested to visit the site/locality before the bid, hence requested for extension in bidding timeline.**
Bid Submission Date Extended to 24.10.2024.
2. **Is CMPF compliance applicable?**
CMPF is not applicable. Only PF and ESI are applicable as site office is outside mines area. Where site office inside the mine area, compliance of CMPF may be applicable.
3. **Whether Central or State Minimum Wage needs to be complied?**
State minimum wages needs to be complied under Shops & Establishment Category.
4. **Can the Security Services & Pest Control be outsourced?**
Yes, these can be outsourced with prior written approval from the Service Receiver vide clause no. 21.2 of the Master Contract.
5. **Shall all locations require the same services?**
Yes, all company locations require the same set of services.
6. **Can we get the existing project locations of the company?**
Yes, It is listed in **Annexure -I**. However, we have many projects in pipeline which may also be provided.
7. **Is there any details of Repair Maintenance Works?**
The tentative scope/list of repair and maintenance works is outlined in **Annexure-II**.
8. **Is there any compulsion on absorbing employees from the previous vendor?**
No, there is no compulsion to absorb employees from the previous vendor.
9. **Is there any accommodation facility for migrated manpower?**
Yes, accommodation facilities are available for migrated manpower. However, it may take few months to provide such accommodation.



10. What will be provided by the Company in the canteen?

- **Company's Scope:**
 1. Kitchen items/ Utensils/ Cutlery/ Electronic Gadgets (*Annexure-III*)
- **Vendor's Scope:**
 1. LPG
 2. Consumable
 3. Maintenance

11. Does the company have any restrictions on the number of manpower?

There are no restrictions on the number of manpower; however, the minimum requirement is 1 (one) on every 3 (three) employees of the company for whole month.

12. Is OT applicable?

Our contract is turnkey, and no additional charges shall be provided. Statutory compliance of vendor is mandatory.

13. Who will provide the packaging and transport cost for packed snacks to underground workers?

Snacks will be packed and kept in the pantry. Workers will collect the packages before heading to the mines. Tiffin container will be provided by the company.

14. Why is the guest house timing so long?

The mines operate 24 hours in shifts, and the guest house timings are scheduled accordingly to cater to the needs of the shift workers.

15. How should we provide the BID quotation and under which category

Quotations should be provided in the following head/manner:

- a. **Supply of Food:** Excluding manpower costs but including the cost of LPG, food materials, consumables, etc.
- b. **Deployment of Manpower:** All manpower cost excluding Security and Driver.
- c. **Maintenance Services:** All material costs under Housekeeping, Gardening, Laundry, Pest Control, and Electrical/Plumbing Maintenance.
- d. **Security Services:** All cost.
- e. **Vehicle Services:** All cost (including driver).

16. Is Gratuity applicable for Employees?


Yes, gratuity is applicable as per law and is the responsibility of the service provider.

17. Who will be responsible for Statutory Compliances?

Fulfilment of all statutory compliances is mandatory by the Service Provider and will be reviewed with zero tolerance. Deductions on a/c of statutory compliance is provided in *Annexure-IV*.

18. What is the Salary Payout Date?

The salary payout date is mandatory by the 7th of every month.



Annexure-I

List of Project

S No.	Project Name	City Name	PIN	State
1	Jhanjra	Burdwan	713385	W.B.
2	Sarpi	Burdwan	713385	W.B.
3	Kumardih-B LHCM	Paschim Bardhaman	713363	W.B.
4	Khottadih LHCM	Paschim Bardhman	713378	W.B.
5	Tilaboni	Paschim Bardhman	713363	W.B.
6	Churi	Ranchi	829209	Jharkhand
7	Piparwar	Ranchi	825401	Jharkhand
8	GDK-11A	Praddapalli	505184	Telangana
9	Adriyala	Peddapalli	505212	Telangana
10	Shantikhani BM	Mancherial	504251	Telangana
11	Vijay West	Korba	495119	C.G.
12	Haldibari	Korea	497447	C.G.
13	Rani Atari	Korba	495119	C.G.
14	Churcha	Korea	497339	C.G.
15	Pandavpara	Pandavpara	497331	C.G.
16	Baherabandh	Anuppur	484440	M.P.
17	Khairaha	Shahdol	484110	M.P.
18	Bangwar UG	Shahdol	484110	M.P.
19	Vindhya	Umaria	484555	M.P.
20	Kurja Sheeta'dhara	Anuppur	484440	M.P.
21	Urtan North	Anuppur	484440	M.P.
23	Chhatarpur	Betul	460449	M.P.
24	Dhankasa	Pench Area	480441	M.P.

Annexure-II

Tentative Scope of Repair & Maintenance under Guest House Services:

Appliances Category	Tentative Repair / Replacement Work
Air Condition, Blower, Geyser, Hand Dryer, Fly Catcher, Deep Freezer, Refrigerator, Micro Oven, TV, Fan, Exhaust, Stabilizer, Water & Air Cooler, Steam Iron, Wall Clock, Remote, Washing Machine, All Kitchen Appliances (including Chimney), Camera etc.	Gas refilling, PCB board, AC maintenance (Dry & Deep), Thermostat, Coil change, MCB change, Cell/Battery replacement, Installation/Deinstallation, Third-party AMC, All electrical maintenance/repairing.
Tube light, Bulb/CFL	Complete maintenance, including replacement.
Table, Chair, Furniture, Water Pipeline, Drainage line, Bathroom Appliances, Door/Window, Water Tank, Fish Aquarium etc.	General Repairing/Maintenance
RO Plant/Water Purifier, All Kitchen Appliances (including Chimney)	General Maintenance, Drinking water supply (if machine not working).
Subscription/Recharge	News Paper, Television, etc.
D.G. Machine	Oil Check, Oil Refilling/Drainage, General Maintenance.
Others	Decoration work during special days/festivals.



Annexure-III

Tentative Kitchen Items List

S NO.	PARTICULAR
1	SS 2 BURNER RANGE
2	GAS LIGHTER - 12"
3	PLASTIC CRATE
4	PLATE CRATE
5	MF MIXING BOWL SMALL
6	Pawali/ Drum - St
7	RASION UBHA DIBBA - ST
8	R.T. RASION UBHA DIBBA
9	Ss Masala Peti / S
10	SS TOPE ROUND BOTTOM 30No
11	SS TOPE ROUND BOTTOM 24 No
12	ALUMINIUM KADHAI 22
13	IRON KADHAI 24
14	Tea Container 5 Ltrs
15	ALU. TEA KETTLE NO 24
16	CHINESE FRY PAN NO.1
17	Nonstick Fry Pan
18	Non Stick Tava 22Cm
19	FRY PAN NO 14
20	IRON CHAT TAWA - ROUND
21	WOODEN BELAN
22	PURI & CHAPATI PRESS
23	70 PC ROUND IDLI MAKER
24	CHINESE SLICER NO 5
25	SS PALTA HEAVYNO 45
26	SS PALTANO 6
27	TAWA PALTA NO 8
28	JHARA W.HANDLE
29	Chinese Jhara
30	CHIMTA SS
31	CHINESE DABBU LARGE NO 5
32	DABBU SMALL NO 11
33	SS CHAPAD337
34	BOTTLE OPENER
35	POTATO PEELER SS
36	CHEESE GRATER
37	CHOPPING BOARD 12 X 18"
38	CHOPPING BOARD 12X15
39	LEMON SQUEEZER HEAVY
40	ICECREAM SCOOP
41	KALBATTI - ALUMINIUM NO 4

S NO.	PARTICULAR
42	SS RICE STRAINNER NO 5
43	PRESSURE COOKER 22 Ltrs
44	PRESSURE COOKER 10L
45	PRESSURE COOKER 5 L
46	MIXER GRINDER HEAVY
47	Pop Up Toaster
48	TABLE TOP BAIN MARIE 1/1 6"
49	CHAFFING SPOON - LADLE NO 18
50	CHAFFING SPOON - LADLE MEDIUM
51	DESERT SPOON
52	DESERT FORK
53	Desert Knife
54	SS. CHARLIE JUG
55	CUP MEDIUM
56	Saucer Big Heavy
57	THERMOFLASK - SS
58	Anti Skid Tray Rnd 18"
59	SALT PEPPER SS
60	SAUCE BOTTLE
61	SS NAPKIN HOLDER
62	BARTAN TOKNA - SQUARE
63	WHEEL WASTEBIN - HANDLE
64	STORAGE BUCKET
65	QTR PLATE CRATE
66	SS TUB SILVER TOUCH
67	TEA COASTER
68	HI BALL GLASS
69	Heavy Wet Grinder 5 Ltrs.
70	MELAMINE FULL PLATE - HNH
71	MELAMINE QUATER PLATE - HNH
72	MELAMINE BOWL - HNH
73	ROTI BASKET
74	STEEL THALI FULL SIZE HOSTEL TYPE 3 IN 1
75	STEEL GLASS
76	POTATO PEELER 15 KG
77	DAW MACHINE 15 KG
78	TILTING WET GRINDER
79	SS DOSA BHATTI 4 FEET
80	SS ROTI BHATTI
81	DOUBLE DOOR REFRIGERATOR-330 LTR
82	DEEP FREEZER(320 LTR)

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Annexure-IV

Schedule of Charges

SI No.	Particulars	Amount to be withheld	Penal Deduction (Wok-2)
1	Wages paid is less than applicable minimum /HPC wage	Shortfall in Wages + 50% thereon on account of PF and ESI	25% of amount withheld
2	Wages paid is not calculated correctly		
3	Attendance for which Wages have been paid to workers is less than Attendance Register.	No. of Man-days X per man-day rate	25% of amount withheld
4	Wages as per wage sheet is not paid to the employee	Wages not paid	25% of amount withheld
5	Wages paid in Cash / advance paid in cash adjusted with salary	Amount paid in Cash	50% of amount withheld
6	PF / ESIC (as applicable) not appropriately deposited in employee EPFO / ESIC Account	Amount equal to PF and ESIC not paid (Employee and Employee contribution both)	25% of amount withheld
7	WCI / Medical Insurance rider taken for quantity less than peak deployment specified in the contract OR WCI / Medical Insurance not fully effective during the month	-	Rs. 1000 per person / month or part of the month
8	Statutory licences like FSSAI, PSARA, gun licence of Armed Guard validity expired	-	Rs. 10,000 / Month or part of the month
9	GPS system is not enabled and/or not functioning properly in the vehicle.	-	Rs. 2,000 / Month or part of the month
10	Non-Commercial registration vehicle deployed	-	Rs. 500 / Day
11	First aid box with necessary medicines / fire extinguisher not maintained.	-	Rs. 1,000 / Month
12	Pollution / Fitness certificate / Road tax payment validity is expired	-	Rs. 2000 / Month or part of the month
13	Vehicle Insurance validity has been expired	-	Rs. 5,000 / Month or part of the month
14	Vehicle more than 3 years old	-	Rs. 5,000 / Month or part of the month
15	Driver engaged does not hold valid driving licence	-	Rs. 1,000 / Day
16	Manpower supplied in case of Soft Services is less than minimum contractual quantity	-	Prorated deduction for shortfall @ minimum wages specified under state minimum wage act for unskilled labour + 50%

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