

Proceedings of "RFP for selection of agency for outsource services for OTDC"- Pre-bid Meeting on 26th February 2024 at 12:00 Noon through Hybrid Mode

The Pre-Bid Meeting held at OTDC Conference Hall-1 on 26th Feb 2024 at 12.00 Noon through hybrid mode i.e., Online & Offline at Conference Hall under the Chairmanship of General Manager, OTDC.

Committee Members Present:

1. Dr Lalatendu Sahoo, General Manager, OTDC
2. Shri Abhijit Sourabha Swain, Divisional Manager (Finance), OTDC
3. Dr Alok Ranjan Mishra, Divisional Manager (Personnel), OTDC
4. Shri Ranjan Kumar Mishra, Divisional Manager (TTT), OTDC
5. Shri Prashant Panda, Company Secretary, OTDC
6. Shri Dibyaprakash Panda, Team Leader, PMU-OTDC
7. Shri Chiranjit Sengupta, Procurement Expert, PMU-OTDC

Meeting Proceedings:

1. OTDC engaged with prospective bidders to discuss the terms under the RFP.
2. The following participants raised queries in the pre-bid meeting.

Sl. No.	Name of the Participants	Queries raised by the Bidders	Clarification given by OTDC
1.	Representative of M/s Green Grows via online VC	No Queries	NA
2.	Representative of M/s Iconic Horizon via online VC	No. of lawn mowers to be deployed?	As per RFP Sl. no. 2 of Table for Financial Format at page no. 29.
3.	Representative of M/s Utech Service via online VC	What is the minimum Service Charge for the manpower services?	As per RFP Sl. no. 2 of Note given at page no. 10.
4.	Representative of M/s S.S. Service via online VC	How to submit the Bid Documents?	As per RFP Clause 22 (Submission of Proposal) at page no. 21 and Sl. no. 8 of Data Sheet at page no. 23, Hard copies of the Bid document to be submitted to the address of OTDC H.O. by Speed Post or by hand to the Tender drop box.
5.	Representative of M/s Conarch Service via online VC	MSME allowed or not?	Allowed as per RFP Sl. no. 1 & 2 of Bid Information & Schedule at page no. 2. However, they must qualify as per the Clause 5 (Minimum Eligibility Criteria) at page 12.
6.	Representative of M/s M.B. Security & Investigation Bureau	EPF & ESI rounding off to how many digits?	EPF or ESI is allowed to round off to next rupee when amount is 50 paise or more.
7.	Representative of M/s Frontline Ex-Servicemen Bureau (Queries submitted by Hard copy)	EPF share @13%. Please clarify the calculation is round figure or decimal point. ESI share @3.25%. Please clarify the calculation is round figure or decimal place. Service Charge. Please	EPF or ESI is allowed to round off to next rupee when amount is 50 paise or more. Service Charge to be considered on

		clarify the service charge is calculate on Basic or Total Billing amount? What will be the age of manpower to be provided?	the Basic Amount as mentioned in the Table for Format for Financial Proposal at page no. 29 of RFP. As mentioned in the table of Clause no. 2 of RFP at page no. 6 to 8. However, age relaxation for potential staff in continuance of service is on the decision of OTDC.
		What proof or undertaking need to be shared regarding backlisting by any central govt./ state govt./ PSU?	As per RFP Sl. no. 6 of Table for Eligibility Criteria at page no. 16, an undertaking to be shared by the agency on its letter head with additional notarised copy.
		What proof or undertaking for any pending judicial proceeding for criminal offence against the proprietor/ director/ persons to be deployed by the agency?	As per RFP Sl. no. 7 of Table for Eligibility Criteria at page no. 16, an undertaking to be shared by the agency on its letter head with additional notarised copy.
		What is the marking related to ISO Certification?	As per RFP, each certification carries 2 marks as per Clause 7 (Bid Evaluation Criteria) Sl. no. 5 of Table at page 14 and Sl. no. 8.e of Table for Eligibility Criteria at page no. 16.
8.	Representative of M/s Sumeet Security Services	What is the no. of persons to be deployed?	As per the RFP Sl. no. 7 of Note at page 10, the manpower to be outsourced is approximately 500, subject to the requirement of OTDC.
		What is the no. of machineries required?	As per the RFP Sl. no. 10 & 11 of Table of Annexure-III at page 29.
		PSARA license is mandatory or not?	As per the RFP Clause no. 5 (Minimum Eligibility Criteria) Sl. no. b of General Eligibility at page 12 and Sl. no. 8.j of Table for Eligibility Criteria at page no. 17.
9.	Representative of M/s Shakti Security Agency	What is to share under "Methodology including Management Plan" that includes 30 marks?	As per the RFP Clause no. 7 (Bid Evaluation Criteria) Sl. No. 6 of Table at page 14 and Sl. no. G of Technical Proposal Format at page no. 27.
10.	Representative of M/s Bisweswar Rout Security Agency	Exemption of Bid Processing Fee for Udyam registered agencies under MSME are allowed or not?	Allowed as per RFP Sl. no. 1 & 2 of Bid Information & Schedule at page no. 2. However, they must qualify as per the Clause 5 (Minimum Eligibility Criteria) at page 12.
11.	Representative of M/s Care Security and Allied Services	What proof or undertaking need to be shared regarding backlisting by any central govt./ state govt./ PSU?	As per RFP Sl. no. 6 of Table for Eligibility Criteria at page no. 16, an undertaking to be shared by the agency on its letter head with additional notarised copy.
		What is the amount required for Bank Solvency?	Any positive amount as per the RFP Sl. no. 8.h of Table for Eligibility Criteria at page no. 17.

12.	Representative of M/s Bhumishree Consultancy & Marketing Pvt. Ltd.	Asking for time extension for submission of bid document.	As per RFP Sl. no. 11 of Bid Information & Schedule at page no. 2.
13.	Representative of M/s Allin Security and Intelligent Service (Queries submitted by Hard copy)	PSARA License. What about agency applied for renewal who had license previously?	As per the RFP Clause no. 5 (Minimum Eligibility Criteria) Sl. no. b of General Eligibility at page 12 and Sl. no. 8.j of Table for Eligibility Criteria at page no. 17.
		Amount of Bank Solvency?	Any positive amount as per the RFP Sl. no. 8.h of Table for Eligibility Criteria at page no. 17.
		Number of total manpower.	As per the RFP Sl. no. 7 of Note at page 10, the manpower to be outsourced is approximately 500, subject to the requirement of OTDC.
		Number of workdays of security guard and unskilled workers (26 or 30 days)	As per RFP Sl. no. 3 of Note given at page no. 10.

The clarifications to the queries and corrigendum/ addendum if required may be uploaded on the website.

If any queries are left by the bidders; they are free to contact OTDC till due date for bid submission via official contact no. 0674-2432-002.

The meeting ended with a vote of thanks to the chair.


Shri Ranjan Kumar Mishra
 DM (TTT), OTDC


Shri Prashant Panda
 CS, OTDC


Dr Alok Ranjan Mishra,
 DM (P), OTDC


Shri Abhijit Sourabha Swain,
 DM (F), OTDC


Er Akshay Kumar Sahoo,
 SE, OTDC


Dr Lalatendu Sahoo,
 GM, OTDC