

Minutes of Meeting

MoM of Pre-Bid meeting held on 29th May 2017 for the tender “**Comprehensive Annual Maintenance Contract for Desktop PCs, Laptops, Printers & peripherals and Network Maintenance** (Tender_ID: 2017_DIT_205465_1)”

As per the schedule of RFP for the tender “**Comprehensive Annual Maintenance Contract for Desktop PCs, Laptops, Printers & peripherals and Network Maintenance**”, pre-bid meeting was held on 29th May 2017. The meeting was attended by following committee members:

1. Sh. Partha P. Adhikari, Deputy Director (Systems)
2. Sh. Akash Sharma, Deputy Director (Systems)
3. Ms. Chaman Sharma, Deputy Director (Finance)

The following bidders participated in the pre-bid meeting –

1. M/s Corporate Infotech Private Ltd.
2. M/s Comptek Technology Pvt. Ltd.

During the meeting, the committee addressed to the various queries asked by the representatives and reply/clarification was given to the relevant queries are as follows:

Reply/clarification on Pre-Bid meeting held on 29 th May 2017 for the tender of Comprehensive Annual Maintenance Contract for Desktop PCs, Laptops, Printers & peripherals and Network Maintenance				
S. No.	RFP Clause	Page No. / Clause	RFP Clause/Query/Suggestions	Reply/Clarification
1	Financial Requirement / Compliance	11 of 50	Suggestion: Bidders submitted that companies registered with National Small Industries Corporation (NSIC) or Micro, Small and Medium Enterprise (MSME) may be given exemption in Tender Fee and Earnest Money Deposit (EMD) as per prevailing rules.	Committee clarified that stipulations as contained in Rule 170(i) of GFR-2017 shall be applicable.
2	Legal Requirements / Compliance - RFP Clause (Chapter 4, Point 6): The Bidder should either be an Original Equipment Manufacturer of Computers/ Printers or its Authorized Service Providers (ASP) or should have an arrangement with ASP of	10 of 50	Suggestion: Bidders suggested that instead Authorised Service Provider it may be Authorised Partner so that more bidders can apply for bid	Committee clarified in order to attract more number of bids and to get competitive rates it must be read as “The Bidder should either be an Original Equipment Manufacturer of Computers/ Printers or its Authorized Partner or should have an arrangement with ASP of any Computer Hardware OEM to ensure use of original / genuine spares to undertake AMC of computer hardware”.

	any Computer Hardware OEM to ensure use of original/genuine spares to undertake AMC of computer hardware.			
3	<p>Chapter 5 – Technical Manpower Requirement</p> <p>The technical person should have the following minimum qualification: BE(CS)/ M. Tech.(CS)/ MCA/ DOEACC B Level</p>		<p>Suggestion: Bidders suggested that Technical Qualification may be relaxed and the requisite manpower should possess the following qualifications - BCA/NIELIT 'A' Level/Graduation with minimum 3 years experience in networking& system administration. Person with certifications like CISCO / DLink/ Jetking / NIIT etc. may be given preference.</p>	<p>Committee took cognizance of the fact a person with higher qualification will entail higher salary component which will in turn increase the AMC value. Moreover since the manpower to be deputed will be under the administrative control of the AMC provider therefore the committee is of the opinion that the suggestion of the bidders may be accepted.</p>
4			<p>Suggestion: Minimum wages of Resident Engineer may be as per Government Rules</p>	<p>Committee clarified that this is the bidder's prerogative and bidder shall ensure the presence of full time availability of engineer.</p>