

**Minutes of Pre-Bid Meeting for Computer CAMC e-Tender dated 24/12/2019 at 03.00pm**

Ref: e-Tender No. 1043

Sr. No.	RFP Page No.	RFP Clause No	Description in RFP	Clarification Sought	MPCB Response
1	14	7.2 Section 1, point no B	b) Attested copy of Power of Attorney	We have not appointed any representative for this tender & all documents will be signed by our Director only. So do we need to submit Power of Attorney or not. (Also we are not a no consortium)	It is upto Bidder to decide if apart from Management any other employee is signing the document, he or she should be authorized to sign.
2	16	Section 7.4.1, Sr No 3 - b,c,d,e	Names of professionals in bidder's permanent employment for the past 12 months, duly attested by the bidder and copies of their relevant certificates	Please clarify, whether we need to submit their certificates at the time of bidding or after getting LOA. (Also clarify, Do you need only these engineers name who are certified with completed 12 months in our organisation or you want names of all employees who are working with us.	The certificates of concerned technical staff as mentioned in Clause 7.4.1 needs to be submitted at the time of bidding.
3	50	Sr No 6	Service Tax registration certificate	Please remove this clause as this certificate is not required, we are giving GST certificate instead of this.	GST Certificate be sent
4	14	7.2 Section 2	a ) Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1 b) Technical proposal highlighting c) Company profile d) Proposed methodology to meet SLA requirements of MPCB e ) Resource availability with their skill sets and deployment plan for MPCB f ) Sample templates for review and reporting g) Tools to be deployed, if any	Need clarification on below points: a ) Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1 Do we need to submit documents as per criteria listed in section 7.4.1 b) Technical proposal highlighting Please clarify what exactly you want us to submit. d) Proposed methodology to meet SLA requirements of MPCB Please clarify what exactly you want us to mention & submit. And when?	From Clause 7.2, Section 2, except points (a) & (c) rest other Points information not required.

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				<p>e ) Resource availability with their skill sets and deployment plan for MPCB</p> <p>Please clarify what exactly you want us to mention &amp; submit. And when?</p> <p>f ) Sample templates for review and reporting</p> <p>Please clarify what exactly you want us to submit</p> <p>g) Tools to be deployed, if any</p> <p>Please clarify what exactly you want us to submit</p> <p>** (Also give us some clarity about Point no 7.2 Section 2 – when we have to submit these documents, with bid or after getting LOA.</p>	
5	14	Pt-7/Para 7.1 /Point No 4	Bidder must have ISO 9001 & ISO 27001	7.4.1. Pt . 3/f - Mentioned Require ISO 20000. Do we need 3 certificates.	ISO 9001 & 27001 is required as minimum eligibility criteria and if Bidder has ISO 20000 - additional 5 marks can be obtained.
6	16	Pt 7.4.1 Pt 2 Para b	Copy of Purchase/ Work Order should be Upload	we have been supporting Client in which we have Agreement since Past 3 Years, but NO PO. Allow us to Provide Client Certificate with Agreement	Copies of Work Order / Purchase Order are required. Client Certificate will not be accepted.
7	16	Pt 7.4.1 Pt 1 Para b	Average Turnover (AT) of the organisation for past 3 financial years ending 31st March 2019	Turnover mentioned for marks is total of 3 Years or Yearly Turnover?	Average Turnover for Three years is required.
8		Pt 7.4.1 Pt 2 Para c	Multi location AMC Order executed in THREE years ending 31/03/2019 each spanning multiple locations and / or including iPad and Biometric attendance devices. AMC Orders be relating to Tender requirements. (Minimum three location) require in the order	Can we Provide Form 26 AS & Client Certificate either one or both? Since it doesnot mention seperately AMC for Ipad and Biometric Attendance. Although we can show our software with location based Biometric Attendance	Work Order / Purchase Orders are required.
9	41	Section 11.3	Penalty Clauses for Service Level Non-adherence Shortfall in SLA target/compliance by Penalty as % of quarterly payable amount Meeting SLA 0 ≤ 1 % 2 > 1% and ≤ 2 % 3 > 2% and ≤ 3 % 4 > 3% and ≤ 5 % 8	Please reduce penalty percentage from given chart.	No change in Penalty Clause

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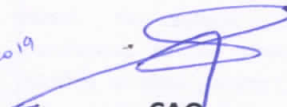
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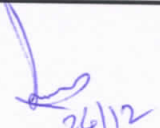
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10	27	Annexure-2	Out of 648 PCs, how many are in Warranty..?		Out of 648 PCs, 365 PCs are in Warranty valid for six months i.e. till 31st May 2020
11			All Printers Warranty status		All printers are not in Warranty
12			Specifications of PCs		Almost all PCs are Core i3 with 4 GB RAM and 1 TB HDD
13			10 Microsoft Surface Pro6 Laptops have warranty for 3 years		Service Provider will give support in fixing outages through OEM
14			235 nos. Samsung Tablets (Model 10.A) purchased in month of December 2019		All tablets Warranty is uptill 31st December 2020. CAMC Contract should cover these tablets under Contract uptill validity of this CAMC Contract.

  
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*R.B. Desai*  
24/12/2019  
IT Manager

  
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