

KIAL/OPS/01/2024-25

01 November 2024

KANNUR INTERNATIONAL AIRPORT LIMITED

Minutes of Pre-bid meeting held on 28 October 2024 at 1130 hrs regarding Tender enquiry of Ref No. KIAL / OPS/01/2024-2025 for Housekeeping Services Including Toilets at Passenger Terminal Building, ATC, Cargo Complex, Office Building & Ancillary Buildings at Kannur International Airport for a Period of 3 Years

Venue: ASTI room

Time: 11:30 –13:00

Participants:

S. No.	Participants	Organization
1	Mr. Aswani Kumar- COO	KIAL
2	Mr. K. Kiran Kumar-Manager Ops	KIAL
3	Mr. Biju – Senior Manager HR	KIAL
4	Mr. Abdul Zalam M.K – DGM Engg	KIAL
5	Ms. Renu Wilfred-DM Engg	KIAL
6	Ms. Divya M.P-AM BDM	KIAL
7	Ms. Chinmayi.T-AM Ops	KIAL
8	Mr. Joyal Jose-DM(F)	KIAL
9	Ms. Thensiha A.V-JM Ops	KIAL
10	Mr. Anish Antony-Asst Manager Ops	Professional Hospitality
11	Mr. Siva Kumar T-Deputy Manager	Professional Hospitality
12	Mr. Arun Krishna P.P-Operation Executive	Professional Hospitality
13	Mr. Rahul R Pillai-Area Manger	Professional Hospitality
14	Mr. Harikrishnan-Facility Manager	Quess Corp Ltd
15	Mr. Sanoop P K-Operation Manager	BVG Ind Ltd
16	Mr. Anantha Raman, Asst General Manager	BVG Ind Ltd
17	Mr. Sunith-Company Representative	CSA Cateres & House Keeping Pvt LTD
18	Mr. Prajosh V.K-BD Manager	UDS Ltd
19	Mr. Ayil Sanker- Manager	UDS Ltd
20	Mr. Sarath-Sr Ops	UDS Ltd
21	Mr. Narendra Kumar-Sr General Manager	VAR FMS
22	Mr. Vijay Prasad-DGM	VAR FMS

At the outset, Manager, Operations presented an introduction of the airport infrastructure and operations.

The representatives of prospective bidders were requested to ask their queries related to the tender. The queries so asked by them were appropriately answered. However, they were asked to submit their written statement of queries, so that such queries may be formally given and wherever required, amendments may be issued. It was clarified that all the queries received by this office shall be appropriately addressed and responses/clarification and amendments (if required) shall be uploaded on e-procurement portal(etenders.kerala.gov.in).

Subsequently, the queries received from prospective bidders have been compiled and corresponding clarification has been summarised in the table enclosed as Annexure-A.

Annexure A

Sl no.	Clause	Query	KIAL Response
1	Section III, General Guidelines of E Procurement, Point 4	In Point no : 04 of Section III, It was mentioned thath the The Bidder shall pay, Earnest Money Deposit or Bid Security Rs. 80,00,000/- (Rupees Eighty Lakhs in the form of bank Guarantee from the Nationalised bank / Scheduled bank., where as in the next para EMD payment is said to be through online payment mode.	EMD shall be submitted only through e- Portal in on line mode only.
2		Is there any EMD exemption for MSME category?	There is no specific exemption for MSME Category and all the participating bidders shall make online payment of EMD and Tender document fee for participating in tender.
3		What about sick leave? Is ESI applicable?	All regulations of Shops and establishments Act shall be followed.
4	Section IV- Clause 16B	Which area is applicable in minimum wages order of Central ?	Minimum Wages of Central Government with the category for employees employed in CONSTRUCTION OR MAINTENANCE OF ROADS, RUNWAYS OR IN BUILDING OPERATIONS, Area B) is applicable.

			All the Bidders shall consider Oct 2024 minimum Wages while quoting the bids. Ref Page no : 30 of NIT
5	Section V- clause 22.10	The number of floor managers is not mentioned in minimum manpower Deployment	Minimum of 01 Floor Manager in each shift considering 03 shift per day shall be considered in Minimum Manpower requirement.
6	BOQ	Clarification on quoting manpower cost for deployment of Bird Scarers.	Cost for deployment of manpower pertaining to Bird Scarers shall be included in Sr.1 and Sr.2 of BOQ.
7	Section V- SCC clause 11.2	Whether standby batteries are required for equipment mentioned in Clause 11.2 (List of machinery /equipment/T&P (To be available on the date of start)	Please read the clause without Standby batteries for Equipment's listed in Clause 11.2 of SCC,
8	Section V- clause 12.6.4, 12.6.5, 12.6.6	In Clause no 12.6.5 it is mentioned that <i>“New equipment/machinery, as specified in 11.2, will be placed by the licensee at the start of the work and will be used for the duration of the contract. The proof of same shall be produced by the agency.”</i> Where as in Clause no : 12.6.6 it is mentioned that the <i>“Life of these equipment is considered as 5 years. Hence no equipment shall be more than 3 year old at any point in time during contract period i.e.3 years.”</i>	At the start of contract “equipment need NOT to be new but no equipment shall be more than 3 year old at any point of time during contract period i.e.3 years.” But the contractor shall comply with clause 12.6.4 of the SCC
9	Section : V (SCC) 22.9	What about the operation of cradles? And who is responsible to move it from one side to another?	The timely maintenance of cradles and training for operation of cradle will be done by KIAL where as the responsibility of dismantling and fixing the cradles from one location to another location lies with the agency. Ref Page no : 81 of the Tender Document (Item : PAX GLASS FAÇADE)
10	Section V- 29.4.3	Whether vehicle to be provided for transportation of bird scarers?	Refer clause 29.4.3 of special conditions of contract. Contractor needs to arrange their own

			transportation vehicle for staff pick up and drop at airside / Cityside for duty allocation Page No : 92 of NIT
11	clause 38 of General conditions of contract.	What about the wages for the weekly day of rest?	Refer clause 38 , Section “c “ (General Working Hours.)
12	Section V- 22.9.1	What is the area of roof top cleaning? Which all roof tops are included? And what is the frequency?	Area of Root Top Terminal Building : 27200 Sq. M Auxiliary Building : 7441 Sq. M Roof Top needs to be cleaned once in every 06 months / as per requirement.
13	Section V- 22.9	In case of unavailability of high-rise equipment provided by KIAL, what will be the action?	The contractor needs to do the required HK Services with accessories listed in Section 22.4 of Special Conditions of Contract.
14	Section V- 22.5	The make for chemicals is limited to 3 brands. Whether it is possible to include some more brands in the list?	Chemicals referred in Tender shall only be permitted.
15		How many garbage bins are available in Terminal Building?	Currently Kannur Airport has the following number of garbage bins and depending on requirement the number may increase / decrease. Airport bins- 32 SS Swing bin- 42 Perforated bin-small-46 Pedal type bin-small-228 FOD bins-20
		How many urinals are available?	192 urinals in pax toilet 45 urinals in non-pax toilets
		What is the requirement of Jumbo roll Tissue Paper	Jumbo Roll Tissue Papers are meant for PRM Wash rooms.
		For calculating the consumption of toiletries, what is the footfall per day?	The average footfall of last one month i.e., Sept 2024 is 3364 per day.(Considering total movements)
16	Section V- 29.4.4	Whether the specification of uniform is to be strictly followed or is it indicative? And whether it is compulsory to display employee name tag on the uniform?	It is indicative only. The contractor can modify according to their standards. The name tag is optional.
17		Whether the cost of gratuity to be included?	The contract is for 3 years extendable for 02 more years depending on the satisfactory

			performance of the Contractor. The contractor is recommended to go for a gratuity insurance if required.
18	Section V-22.9 Page no. 85	What is the frequency of road sweeping? What is the approximate distance covered by the road sweeper in a day?	Road sweeping is once in a week activity Average distance is 25km per day. The actuals vary depending on special circumstances.
19	Section V- 3.2	Whether the manpower for office block is also to be considered?	Refer to Point 3.2 of Section V – Special Conditions of Contract.
20		Waste disposal in a single point	The waste generated within the airport premises shall be disposed in the designated areas as follows: Terminal/Cityside: Designated cabin located in basement area. Airside :Outside Gate-1 of operational gate. Please note that waste segregation is not included within the scope of this house keeping contract.
21	Section V-11.2	Whether it is mandatory to install the biometric system of attendance from first day of execution?	Yes, it is mandatory. As per the current schedule it is expected that the contractor will get minimum one month time for induction before expiry of existing House keeping Services contract.
22	Section V-11.3	Whether the responsibility of AMC of the equipment provided by the KIAL listed in 11.3 of Section -V (SCC) lies with the Contractor ?	The AMC is the responsibility of the one who owns the equipment. The responsibility of AMC for KIAL owned equipment lies with KIAL and the responsibility of AMC for Contractor Owned equipment lies with the contractor.
23	Section V-22.5	What is the inventory requirement?	One-month operating inventory and one month reserve stock is to be maintained. ie, at-least the stock required for one month has to be available with the contractor at any point of time.
24	Section V-Point 15	BA test requirements	Bird scarers and apron sweepers comes under the purview of BA testing. As per the current allocation, 3 staff per shift requires to undergo BA test, ie. 25% of manpower. Ref Page no : 65 of NIT
25	Section V-22.9.1	Weather the main overhead water tank with capacity	All the water tanks have the same frequency of cleaning as once in 4

		348000 is (sl no.1) also has the same frequency of cleaning.	months or as per requirement from KIAL.
26	Section V- 22.4	Weather the safety jackets to be provided for all staff?	Only the staff working in operational area and the ones in landside roads required to be provided with safety jackets. All other PPE which includes raincoats and gum boots to be provided whenever required as per deployment.
27	Section V- 22.9 Page no 80	Is urinal sensor servicing and replacement coming under the scope?	The servicing and replacement of urinal sensors is under the scope of housekeeping contract. Major spare parts will be paid on actual usage without service charge.
28	Section V- SCC 22.9 Page no 81	How is the penalty of unserviceable urinal due to sensor issue is calculated?	In case of complaint call pertaining to Urinal sensors not rectified within stipulated time of 06 hours, Penalty clause 12.5.9 point “b” of SCC is applicable for that unserviceable urinal per day until the urinal sensor is rectified instead of Point no : 03 mentioned in item no : Servicing of Sensors of Scope of work 22.9 of Sec V (SCC))
29	Sec -VII	How to prepare the cost break up?	The cost break-up shall include Manpower, Machinery and Material. The same shall be submitted by the successful bidder after award of contract and before commencement of HK services. Ref Page no : 127.
30	BOQ/ Section V, 11.2 Sl no. 11.	Which road sweeping machine is excluded in the second section of BOQ?	Only the truck mounted road sweeping machine has to be excluded in the Sr. 02 of BOQ.
31	Section V- 11.2 Sl no. 10.	Whether the Manual sweeping machine mentioned in equipment list is battery operated or manual?	It is walk behind Manual Sweeper commonly called as flipper.
32	BOQ	Whether the manpower to be reduced in the second type of quote?	Only minimum manpower is indicated. The contractor is free to modify the allocation meeting the service level.
33		Does the quote include the cost of relievers and leave with wage?	The lump sum value should include the cost of relievers, leave with wage, sick leave, paid leave ...etc.

			<u>No escalation on item is applicable, however agency will be entitled to get reimbursement of hike in minimum wages only.</u>
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Sd/-
Chief Operating Officer.