

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION  
TATA INSTITUTE OF FUNDAMENT RESEARCH**

Date: December 9<sup>th</sup>, 2025

**Minutes of the Pre- bid Meeting for providing Security services at Homi Bhabha Centre for  
Science Education for Two year**

A Pre- bid Meeting for providing Security services at Homi Bhabha Centre for Science Education for Two years was held on 8<sup>th</sup> December 2025 at 11.00 am in room no G 1 Ground, floor Main building, HBCSE, Mankhurd to discuss the requirement and attend queries of the bidders' representatives for the following tender:

The members of HBCSE who attended the pre-bid meeting are as following:

- 1) Ms. Pragati Dandekar, Head Administrative Operation
- 2) Shri Umesh V. Shenoy, Security Officer -Indentor
- 3) Ms. Priya Mudaliar, Administrative Assistant –B, Purchase Section
- 4) Mr. Hemant Mandlik, Cleark C, Purchase Section

The following bidders or their representatives attended the pre-bid meeting.

1. M/s CISB Pvt Ltd.
2. M/s Vishal Protection Force
3. M/s Mpower Securitas Private Limited
4. M/s Khushboo Security Service (PVT)
5. M/s Sai Group Security Services
6. M/s Oriental Facility Management Pvt Ltd.
7. M/s Ramanuj Sales and Services.
8. M/s Checkmate Security Solution Pvt Ltd.
9. M/s Om Sai Staff Guard Service Pvt Ltd.
10. M/s Impressive Hospitalities Pvt Ltd.
11. M/s Unisec Management Service Pvt Ltd.
12. M/s A.K. Services
13. M/s Perfect Facility

The following were the queries raised by the bidders or the representatives which were addressed by the HBCSE members:

1. **Does the contractor need to provide new staff or the existing staff are to be retained?**

**Answer:** The matter of deployment of new staff or retention of existing staff shall be discussed with the successful bidder after the award of the contract.

2. **How are the reliever charges to be paid?**

**Answer:** There shall be 26 working days in a month for each staff; however, the security services are required to be rendered 24 x 7 for the entire month. Payment for reliever duties shall be made at the rate of 1/6<sup>th</sup> relieving charges, and no double shift by the same person shall be permitted.

3. **Can Earnest Money Deposit be provided in the form of Bank Guarantee?**

**Answer:** No. The Earnest Money Deposit (EMD) shall not be accepted in the form of a Bank Guarantee. It shall be submitted only in the form of a Demand Draft, Banker's Cheque, or through online bank transfer.

4. **Which document has to be submitted for establishing the proof of CAR policy/ All Risk policy/ Employee liability insurance?**

**Answer:** The bidders may submit relevant documentary evidence of valid insurance policies covering their staff, which may include insurance policies/ CAR policy/ All Risk policy/ Employee liability insurance.

5. **Is the Security Guard Training Certificate to be provided for each Guard or Security Guard Training Institute Registration is to be enclosed?**

**Answer:** Bidders are required to submit any relevant documentary evidence of training of security personnel.

6. **Will the revision in the VDA will be reimbursed when there is the change in the VDA?**

**Answer:** Yes. Revisions in wages arising out of changes in Minimum Wages / VDA notified by the Government shall be considered for reimbursement, subject to submission of relevant Government notifications and proof of payment to personnel.

7. It was also mentioned that the criteria for proof of atleast 5 years' experience shall not just be restricted to the state of Maharashtra. A Corrigendum will be issued in this regard.
8. The Successful bidder is required to commence the contract from the month of February 2026. It was also emphasized that it is essential to maintain proper transparency while carrying out the work as per the scope of the Contract.
9. No Further queries were raised by the bidder representatives. The meeting concluded at 11.20 am and all the bidders' representatives went for the Site visit.



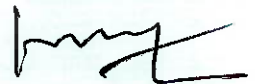
Ms. Pragati Dandekar



Mr. Umesh Shenoy



Ms. Priya Mudaliar



Mr. Hemant Mandlik