

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

Minutes of the Technical Committee Meeting

February 25 ,2026

Minutes of the Pre-bid meeting for the Electrical AMC at HBCSE

A pre-bid meeting for the Annual Maintenance Contract for Electrical Systems installed and Rate contract for electrical consumables at Homi Bhabha Centre for Science Education for Two Years, was held on 25th February, 2026 at 11:00 am. in room no. G1, Main building Homi Bhabha Centre for Science Education, V. N. Purav Marg, Near Anushakti Nagar Bus Depot, Mumbai – 400088.

The following HBCSE members are attended for the pre -bid meeting:

1. Ms. Pragati Dandekar, Head Administrative Operations
2. Mr. Srikanth Banda, Jr-Engineer - Indentor
3. Ms. Priya S. Mudaliar, Purchase Section
4. Mr. Hemanth Mandlik, Clerk C, Purchase Section
5. Mr. Hindurao H. Rane, Tradesman H, Technical Section.

The following representatives/bidders attended the pre- bid meeting:

1. M/s. V.I. Enterprises
2. M/s. Anamika Enterprises
3. M/s. Shri Datta Sai Enterprises

The Purchase Representative briefed all vendors about the tender and introduced the concerned Engineer-in-Charge (EIC).

The EIC informed about the requirements of the tender and the detailed information about the requirement was provided i.e. Scope of work, Job description, Bill of quantities, quality of work and financial bid explanation etc. in the meeting.

Some representatives/bidders raised few quires which were replied by the HBCSE members as follows:

- 1. One of the vendor representatives raised a query regarding whether attendance for 26 working days in a month is mandatory?**
Response: It was clarified that deployment of 26 man-days per month is mandatory. Public holidays shall be informed in advance as applicable. In case of any emergency or preventive maintenance requirements, the contractor shall provide additional manpower, if required, at no extra cost to the organization.
- 2. One of the vendor representatives raised a query regarding whether EPF contribution will be refundable by the Institute?**
Response – The EPF is already included in the Part A of the Financial bid and the salary payment to the staff will be paid monthly but the contractor bill payment will be paid quarterly.
- 3. One of the vendor representatives sought clarification regarding the procedure for processing Part-B payment?**
Response - It was clarified that the vendor shall submit the Part-B tax invoice along with Part-A. The payment shall be processed on a quarterly basis upon submission of the tax invoice.
- 4. One of the vendor representatives sought clarification regarding whether cost variation is allowed under Part-B?**
Response - It was clarified that no cost variation shall be permitted under Part-B, and the rates shall remain constant for a period of two years, as per the terms and conditions of the contract.
- 5. One of the vendor representatives sought clarification regarding whether submission of Earnest Money Deposit (EMD) is mandatory?**
Response - It was clarified that firms registered under MSME and submitting a valid Bid Security Declaration shall be exempted from payment of Earnest Money Deposit (EMD).

However, vendors who are not registered under MSME shall be required to submit the prescribed EMD as per the tender terms and conditions.

6. **One of the vendor representatives sought clarification regarding whether the entire manpower list to be given or just for the site specifically?**

Response - It was clarified that entire manpower list has to be submitted.

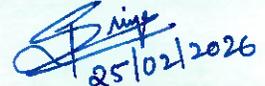
No further queries were raised by the representatives. The meeting concluded at 11:35 AM, after which all the representatives proceeded for a site visit.



Ms. Pragati Dandekar



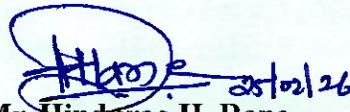
Mr. Srikanth Banda



Ms. Priya S. Mudaliar



Mr. Hemant Mandlik



Mr. Hindurao H. Rane