

Pre - Bid Minutes of Meeting (MoM)

Meeting Date & Location:

The meeting was conducted online through Microsoft Teams on the scheduled date as per the tender process guidelines.

Agenda:

The primary purpose of this meeting was to conduct the Pre-Bid Meeting for the SITC (Supply, Installation, Testing & Commissioning) of Porta Cabins for Stores, as detailed in Tender Enquiry No.: TPCODL/P&S/1000005049/2025-26.

Participants:

TPCODL Representatives:

1. Mr. Sachin Vasudev Puntambekar – Store Department
2. Mr. Vivek Mishra – Store Department
3. Mr. Arup Pal – Store Department
4. Mr. Sujit Patra – Procurement Department

Business Associate (BA) Representatives:

1. M/s. Akhandalamani Electrical & Construction
2. M/s. APSA INFRACONS
3. M/s. SS Portable Cabin
4. M/s. Odisha Engineering Construction

Job Locations & Quantities:

- Choudwar – 2 units
 - Banarpal – 1 unit
 - Jagatpur – 1 unit
 - Khordha – 1 unit
 - Bhubaneswar (BBSR) – 1 unit
- (All units to be delivered at respective TPCODL Stores)

Key Discussion Points:

1. Purpose of SITC of Porta Cabin – Porta cabins will primarily be utilized for material storage purposes at TPCODL store locations.
2. Scope of Work – The types of jobs and detailed scope under this contract were explained to all Business Associates. The execution will take place across the above-listed TPCODL store locations.
3. Performance Bank Guarantee (PBG) – Successful associate shall submit Security Performance Bank Guarantee (SPBG) within 15 days from effective date of issue of Rate Contract (RC). SPBG should be 5% of RC value (for MSMEs in Odisha, 25% of normally prescribed value).
4. Guarantee Clause – Bidder shall guarantee design, materials, workmanship & quality for 48 months from commissioning or 60 months from last supply, whichever is earlier.
5. Material Specifications – BA must use only TPCODL-approved brands and makes for execution to ensure quality standards.
6. Safety Requirements – BAs must maintain full compliance with safety standards to prevent accidents and ensure safe working environment.
7. Statutory Compliance – Full compliance with legal, statutory, and regulatory requirements including labor laws, environmental norms.
8. Payment Terms – 100% payment of final bill within 45 days from submission of certified invoices after statutory compliance and document submission.
9. Completion Period – The work must be completed within two months from the date of release of the Purchase Order.
10. Other Important Points – Outsourcing of Hydra/Crane in bidder's scope; Main door revised to 7'x5'; Canopy 1.5"x4' outside windows; BAs must submit drawings for approval before execution to Store & Civil Departments.
All other terms and conditions will remain as per the tender document (NIT No.: TPCODL/P&S/1000005049/2025-26).