

Pre Bid Meeting

MINUTES OF THE MEETING – QUESTIONS & ANSWERS

MEETING DETAILS			
	Venue	Date	Local Time
	Augusta Point, GURGAON	24 Mar 11	10:00hrs.
Attendees from CHOICE	Mr. Ravindranathan		
	Chirag Jain (CJ)		Director – Operations
	Ashish K Srivastava (AKS)		Director – HR
	Ritu Arora (RA)		Director Investments
	C.K. Bhandari (CK)		Vice President – Procurement
	Chinmay Chatterjee (CC)		Vice President – CRE & Facilities
	Manoj Jain		AVP – Finance
	Ajit Sharma (AS)		Sr. Manager – Projects
	Rudra Prasad Nag		Manager - Procurements
Bidders & Representatives	Shailesh Kumar		Bestech
	Rachit Bakshi		Unitech
	Saurabh Kaushik		Unitech
	S C Jaisimha		AsiaPac
	Arjun Kumar		AsiaPac
	Sujay Chatterjee		BPTP
	Rajeev Rao		BPTP
	Muthu Ramachandran		BPTP
	Jatinder		BPTP
	Harinder Singh		Vigneshwara
	Sunil Kr Singh		Canal Street
	Rajeev Kakkar		DLF
	Dharmendra Srivastava		Dhoot
	Pankaj Rathi		Xender/ 66 Business Park
	Ms Prerna		Jones Lang Lasalle

Agenda

1. Pre Bid Question Answer Session for the prospective bidders

Introduction

CK welcomed all the participants in the meeting and introduced the Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd. (CHOICe) team to everyone. He set off the tone of the meeting saying it was a Q&A session for all the prospective bidders who wanted to bid in response to the Notice Inviting Tenders published in the Hindustan Times and the Hindi Hindustan on 12 Mar 2011.

He opened it to the house to ask questions from the CHOICe team.

Common questions from all the participants: -

Question – The time of 8 months to hand over a property for fit-outs as specified in the tender is too short for projects in the pipeline to complete within. Will you consider extending the timeline?

CHOICe – After careful deliberation, it has been decided to increase the time from the present 8 months to 12 months.

Question – How many car parks do you want in the building you propose to buy?

CHOICe – It is for the bidders to propose as to how many car parks they will offer to CHOICe for the space under consideration. However, the no offered shall not be less than the minimum required to be provided as per local municipal bye-laws for the area offered.

Mr. Shailesh – Bestech

Question – What is the reason that CHOICe does not want to buy a building approved for IT/ITES?

CHOICe – We are an Insurance Company and legally cannot work out of a building approved for IT/ITES activities/ business.

Question – Will you need a separate space for outer units of your ACs for server/ UPS rooms?

CHOICe – Yes, a separate space for outdoor units of ACs will be required.

Question – In the premises will you want exclusive toilets for the Chairman/ CEO of the company.

CHOICe – No, we will not want exclusive toilets. Common toilets provided on the floor will be good enough.

Mr Rachit - Unitech

Question – You have expressed a preference for a stand alone building. Does this mean you are not open to buying a floor in a multi occupant building?

CHOICE – We are open to buying space in a multi occupant building as well. But if a stand alone premises is available, it will be preferred.

Question – Will CHOICE consider a payment plan with a down payment or a construction linked plan.

CHOICE – Choice will NOT make any down payments. Necessary amendments are being made to the tender document to address the issue of a construction linked plan which will be communicated through a corrigendum shortly.

Question – Will the ITR as desired to be submitted have to be of the holding co. or the SVP. SVPs are specific to projects.

CHOICE – Clause 2 of Instructions to Bidders clearly outlines the bidder eligibility criteria. If the holding co is the primary bidder, ITR of the holding co. will require to be submitted. If the SVP is the primary bidder, ITR of the SVP will have to be submitted.

Question – What does the time of 8 months as mentioned in the Tender pertain to? Is it the time for final hand over or it is the time for hand over for fit-outs?

CHOICE – The time of 8 months is for hand over for fit-outs.

Question – In case you consider increasing the timelines for completion/ hand over of a project, will you also be increasing your space requirement?

CHOICE – No. This requirement is fixed for now.

Question – The tender document mentions that you may like to make modifications to the selected premises. Pl specify what kind of modifications will you make?

CHOICE – The modifications, if any, cannot be specified now. However, as indicated on page 12 the additional cost and time, if any, involved in such modifications shall be mutually agreed upon in writing before taking up the work.

Question – What is the no. of car parks required by CHOICE?

CHOICE – It is for the bidders to propose as to how many car parks they will offer to CHOICE for the space under consideration. However, the no offered shall not be less than the minimum required to be provided as per local municipal bye-laws for the area offered.

Question – Unitech does not have a process of giving performance/ bank guarantees.

CHOICE – Conditions with regard to performance/ bank guarantee as mentioned in the tender document are not negotiable.

Question – Can we give one performance/ bank guarantee for multiple bids.

CHOICE – Performance/ Bank Guarantee will be have to be submitted for the shortlisted bid only. There is no question of multiple Performance/ Bank Guarantees.

Question – Can we give one EMD for multiple Bids?

CHOICE – No. Each Bid will have to be accompanied by a separate EMD.

Question – Do you have a Budget in mind, an upper and a lower limit so to say?

CHOICE – No, we do not have a budget in mind.

Mr. Sujoy Chatterjee/ Mr. Rajeev/ Mr. Rama – BPTP

Question – The tender mentions a ceiling height of 4 mtr. Is this for a specific requirement? We achieve a ceiling height of 3.72 meters in a project under construction and can change it to suit the requirements of

this tender.

CHOICE – The preferred ceiling height is 4 mtrs. But the min acceptable can be 3.8 mtrs clear from finished floor level to the bottom of the beam.

Question – In an under construction project of BPTP, the floor plate is approx 20,000 sq. Ft. Will this be acceptable to the company? Will the company prefer customised floor plate for itself with independent inter floor movements? Will the company want us to do a test fit-out for them?

CHOICE – Requirements of the Company as mentioned in Schedule A of the tender refers.

Question – As a practise we provide air conditioning for and upto common areas. Air conditioning beyond that is the responsibility of the buyer/ lessor. How do you want us to quote for the same.

CHOICE – Pl quote for air conditioning for and including the AHUs.

Question – We provide for a set of toilets on every floor as per the building plans. Will you want us to provide finished toilets or you will finish them yourselves?

CHOICE – We will finish the toilets in our own scope.

Question – Please clarify point 36 on page 32.

CHOICE – This refers to Para 2 of Instructions to the bidders and should be read in conjunction with it.

Question – Para 13.3 of Schedule C asks details of lifts. Do you want exclusive lifts for the premises you buy?

CHOICE – This is only for information and to understand the availability and not exclusivity.

Question – What is your requirement for power connectivity? We generally plan a load of 5.5-6 watts per sq.ft. area.

CHOICE – Our requirement is 7-8 watts per sq.ft.

Question – Who will be responsible for obtaining necessary approvals for the dish antennae?

CHOICE – CHOICE will take its own approvals for installing dish antennae.

Question – Is the necessary to submit the Occupation Certificate along with the Bid? What will happen for a project under construction?

CHOICE – The OC for completed buildings must be submitted along with the bid. For projects under construction, please refer to Para 8 on page 31 of the tender document.

Question – Will a self attested certificate, issued by the bidder's architects suffice in the absence of an OC.

CHOICE – No. An occupation certificate as mentioned in the tender is mandatorily required.

Mr Harinder – Vigneshwara Developers

Question – What will be your working hours in the building you propose to buy.

CHOICE – Presently we are working only during normal day hours i.e. from 8 AM to 9 PM. But going forward we may run 24x7 operations as well. And as and when we do that, it will be only in a portion and not in the entire premises.

Question – Pl elaborate on the definition of commercial building as mentioned in your tender.

CHOICE – It means Non Residential and Non IT/ ITES.

Question – But to operate a 24x7 operation, you will need to get registered under IT/ITES and therefore should be able to consider a building classified as such.

CHOICE – It is not necessary to register under IT/ITES. We, as a Life Insurance Co are allowed to run a 24x7

operation for customer service.

Mr Rajeev Kakkar – DLF

Question – If we have something to offer outside the area demarcated by you, will you accept the offer?

CHOICE – Upon careful deliberation CHOICE decided to accept an area outside the earlier demarcated areas and decided to put up a fresh map on its website for the info of all the bidders.

Question – A build to suit option may take anything from 18-24 months to complete. Will CHOICE be open to such a timeline.

CHOICE – An 18-24 month time line is beyond our expectations.

Mr Dharmendra – Dhoot Infrastructures

Question – What are your terms of payment?

CHOICE – Para 14 on Page 13 of the tender document refers.

Question – If we have something to offer outside the area demarcated by you, will you accept the offer?

CHOICE – Upon careful deliberation CHOICE decided to accept an area outside the earlier demarcated areas and decided to put up a fresh map on its website for the info of all the bidders.

Question – For a project under construction, it may not be possible to submit some of the documents you have asked for along with the bid.

CHOICE – Wherever some documents are not submitted along with the technical bid, an undertaking as per Para 8 of Schedule D must be submitted.

Question – We levy maintenance charges on an actual expense+20% basis. This figure keeps varying from month to month from summers to winters etc. How should we quote this charge to you?

CHOICE – The Bidder is required to quote for a period of one year from the date of handing over possession. You may quote on any basis that you think is proper.

Mr. Raghuvendra – Xender Group

Question – You have clearly defined the built-up area. What about the common areas and service areas?

CHOICE – Para 15 on Page 13 of the tender document refers.

Question – If the floors offered to you are separated from each other with some other occupant in between, will that be acceptable.

CHOICE – The floors must be contiguous.

Question – In terms of size, while you have mentioned a range between 60,000 and 80,000 sq. Ft. Will there be a preference for a larger sized offering.

CHOICE – Considering that every building has a different structure, we couldn't give an exact size for our requirement. We have therefore given a range of 60,000-80,000 Sq. Ft.

Question – Is there a minimum floor size that you will prefer?

CHOICE – Schedule A clearly states that we want 60,000-80,000 sq. ft. area within a maximum of 4 floors.

Question – Para 24 says that you may like to reserve the right to maintain the building yourself. Is that

	<p>right?</p> <p>CHOICE – In the case of a stand alone building, we may consider looking after the maintenance ourselves.</p> <p>Question – Can a stand alone building be one in a large complex?</p> <p>CHOICE – Yes it can be.</p> <p>Question – Will you give added weightage for a LEAD certified building.</p> <p>CHOICE – There is no additional weightage for LEAD certified buildings.</p> <p>Question – You have mentioned in your tender document that intermediaries will not be encouraged.</p> <p>CHOICE – The tender is in the public domain and anyone is welcome to attend the pre-bid meeting. However, brokers, agents and intermediaries are not allowed to bid.</p> <p>Mr. Sachdeva – Gurgaon Info Park (Sector 32)</p> <p>Question – We have an institutional project to offer against this tender. Will you accept an institutional property?</p> <p>CHOICE – We understand that in order to buy an institutional property in second sale, we will have to buy the business owning the property and not the property alone. We are not allowed to do that.</p>
	<p>The Pre-Bid meeting was conducted in two sessions with Xender Group, Dhoot Infrastructures, Gurgaon Info Park and Jones Lang Lasalle participating in the second round.</p>