

MINUTES OF PRE-BID CONFERENCE HELD AT LIOC HEAD OFFICE, COLOMBO ON
31-JULY-2019

**RATE CONTRACT FOR FABRICATING, SUPPLY AND INSTALLATION OF SERVO BRANDING -DEALER
BOARDS AND SERVO BRANDING - WALL PAINTING WORKS ACROSS THE ISLAND.**

Those Present:

A. LIOC

1. Mr. S.Nimkar, SVP-Lubes (M&P)
2. Mr. T.K. Elamaram, SVP (Engg)
3. Mr. Ranketh Wijayarathna, M (Engg)
4. Mr. Manjula Abeywickrama, M (Com)

B. Bidder's Representatives :

1. Mr. Santha Perera, Sonic Productions (Pvt) Ltd.
2. Mr. Ravin Ekanayake, S.A. Advertising.
3. The Proprietor, Booming Ads.
4. Manager, Reliance Advertising (Pvt) Ltd.
5. Mr. Sajith Chaturanga, Ashan Advertising.
6. Mr. Chatura, Winfield Associates
7. Mr. Dammika, Select Creations
8. Mr. Asoka Jayasingha, Asil Advertising.
9. Mr. Suchitha Paranayapa, Athula Paranayapa Services (Pvt) Ltd.
10. Mr. Ranjan, Miracle Interantional (Pvt) Ltd
11. Mr. Ravindra, Ravindra KRS Advertising
12. Mr. Subenthiran, ABI Enterprices
13. Mr. Jayantha, Kalpana Ads

LANKA IOC CONVEYED THE FOLLOWING,

1. LIOC informed that, these minutes of meeting will form a part of the contract.
2. Supplier will have to pay the RDA/ Local municipality payments etc during the time of installation of Dealer boards /road markers for the entire contract period. However, they will have to submit the actual receipts for 1st year and 2nd year statutory payments in order to get reimburse the same from LIOC.
3. After completion of the work, Supplier required to take the signatures from the owner of the Servo Shop/ Service Station etc. as well as particular field officer recommending that the work has been completed as per LIOC's specifications.
4. Payment will be settled within 14 days after completion of the work and submitting the colour proof/ images with final measurements along with FO and Dealer's confirmation.
5. Qualifying parameters mentioned in Page No 16 & 17 of 47 shall be amended as per the same parameters given in Page No 6 of 47. (Please refer the qualifying Parameters in Page No 6 of 47 as the correct one)

The following queries were raised during the discussion and LIOC responses are as follows.

SN	VENDOR	QUERY RAISED	RESPONSE FROM LIOC
V1-1	M/s Ashan Advertising Query raised at the meeting on: 30.07.2019	When fixing 8' x 3' / 12' x 3' Dealer boards to the given Servo Shops sometimes GI Poles need to be fix to the wall as a support apart from the frame work. Can we get additional payment for that?	As and when required the additional supports/ GI Poles shall be paid separately in actual basis.

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V1-3	M/s Ashan Advertising Query raised at the meeting on:30.07.2019	To give the two years warranty, it is advisable to laminate the flex materials to keep the longer period.	The basic requirement of warrantee period for all the branding items is 2 Years. Therefore it is vendor's responsibility to take necessary precautions to improving the life span of branding items which shall be maintained minimum up to 2 years. Terms & conditions of 2 Years warrantee, shall be applicable for wall paintings & servo Racks also.
V2-5	M/s Ravindra KRS Advertising Query raised at the meeting on 30.07.2019	Instead of Flex Materials, if LIOC can go for Aluminum sheet, it will keep longer period and more life time.	Changing of specification of the tendered items is not allowed.
V3-1	M/s Asil Advertising Query raised at the meeting on:30.07.2019	How do you allocate the work? Whether it will give one location or few locations at a time?	Please refer the Page No 7 of 47 of the tender document for "PROCEDURE FOR SELECTION OF CONTRACTOR"
V4- 1	M/s Winfield Query raised at the meeting on:30.07.2019	Does NBT to be included in the Tender Rates or separately mentioned?	Please refer the Note No 3 of schedule of items (Price Bid).
V1-4	M/s Ashan Advertising Query raised at the meeting on:30.07.2019	If any natural disaster happened to the location and branding will collapsed" if so what is the mechanism to rectify the matter during the contractual period?	Unforeseeable circumstances (force majeure) shall be taken separately.



