

MINUTES OF THE PRE PROPOSAL DISCUSSION HELD ON 6TH OF JANUARY 2016
AT MALABLAR HALL AT 11 AM

RFP No: ETPK/FIN/RFP/2016-17/01

Date:-02/01/2017

**Meeting attended by the representatives of Nationalised and Scheduled
Commercial Banks**

Representatives of Technopark

1. Ajit Ravindran(Manager-Finance)
2. Abhilash DS(Assistant Manager- HR & Admin)
3. Azeeb(Assistant Manager IT)
4. Padmanabhan S (Executive Finance)

Queries raised at the meeting have been resolved as below.

1. Average Number of transactions per Month
Current average is 100 numbers
2. Minimum and Maximum billing rates
Minimum Rs 500/- Plus Tax and Maximum Rs 8000/- Plus tax
3. Maximum Billing per transaction.
Last highest billing is Rs 1.93 lakhs for a single customer for an event held. The average billing per month is around 3.50 lakhs.
4. Option of customer opting only for payment gate way.
Once the customer opts for selecting a service through the software developed by Technopark, he is left with no choice, but to pay using the payment gate way.
5. Payment gate way option for Rent and other utilities.
As decided by the board we shall first try out the service bills which have an annual turnover of less than 50 lakhs and after its successful roll out we shall implement the same with the Rent and other utilities which has larger customer base and volume in terms of turnover. We have a customer base of 350 plus and the number of transaction is also huge , since the each customer can pay rent ,O&M, water, DG and power separately based on the due dates. Average monthly billing on this account comes to around 9 crores.
The current RFP has been floated to take into account both the service bills and Rent and O&M.
6. Option of using other modes such as RTGS / NEFT/Cheque and CASH.
/Corporate credit cards./net banking/wallet

If the RTGS and NEFT charges are cheaper, the customer can question the payment via gateway.

We have no clue of the availability of the corporate cards /Wallets with the customer and we assume most companies would resort to net banking only.

7. Validity of the RFP and proposal

The RFP is valid till 11th of January 3PM and the proposal given is valid for a period of 120 days from the date of closing of proposal.

8. Agreement period validity

Once the payment gate way provider is finalized an agreement shall be entered into for an initial period of 2yrs .The period of contract may be extended for a further period as per the directions of the board.

9. Facility of payment gate way for corporate / other

The current arrangement is to provide the logins for the Technopark customers only.

10. Remittance from foreign country.

We have no remittance from foreign country all the payments are in INR.

11. Demand draft

Single DD is sufficient for covering EMD and Cost of Tender (5000+525) –Rs 5525/-