



NIT No.: IITI(MM)/ADMIN/NIT/1/1A/RJ/34/2021-2022

August 04, 2021

PREBID REPORT

The meeting for Pre-bid discussion was held at IIT-Indore on 20/07/2021 from 11.30 AM onwards for Notice Inviting E- Tender for OUTSOURCING SERVICE FOR ENGAGEMENT OF CONTRACT MANPOWER.

The report of the meeting is as mentioned below.

Sl. No	Reference of the Clause/ Page No. of the Tender Document	Query raised by	Pre-bid Attended by	Response from IITI
01.	Chapter 5, C. Scope of work, Point 1 (Page-16)	Once the requirement is posted in newspaper, thousands of responses could be received, which is quite difficult to process as well as to separate the responses that actually meet the requirement. They need premises to select the candidates. It should be vendor liabilities they will hire manpower from social media platform, naukari portal or other resources.	Mr. Rishabh Chaurasia from SBC Exports Ltd.	The concern of the institute is to get suitable number of profiles for the required manpower that too as per the prescribed qualification & experience. <i>If, the agency is unable to do proper sourcing through other sources news paper advt. is must for wider publicity.</i>
02	Chapter 5, Payment Conditions, Table (Page-18)	We request you to modify the duration of release of payment from IITI from 10 working days to 7 working days.		No Change
03.	Chapter 6, Technical Bid, Point 5 (Page - 19)	We have worked with Govt. department since 11 years and We have given the same type of manpower in various govt. departments. Kindly Modify the Term to accept the Govt. Departments also. Instead of IIT and University experience		No Change


In-Charge

04.	Chapter 6, Technical Bid (Page – 21), Point -04 in Table	We request you to accept a undertaking of opening an office at the given location within a month once received a work order.		A well established setup at given location is mandatory for smooth services and coordination. However, this can be considered subject to submission of undertaking to set up an office within 15 days after the receipt of Work Order.
05.	Chapter 5, (Page – 12), Point -17	Compensation to the Institute for inferior work. It's not clear and ambiguous. There may be some time limit to find out deficiencies in the work. It may not be that Institute find some deficiency after a gape of six months and levy some Compensation/Penalty.	Ms. Nisha Arora from Jupiter Administrative And Security Services Pvt Ltd	Agency will be liable for any deficiencies found during the entire contract period.
06.	Chapter 5, (Page – 13 & 14), Point -28 & 32	There is contradiction in Clause number 28 and 32. The Clause 28 states that the Contractor should observe 17 closed holidays as observed by the Institute and employees will be given one and half day leave in a month and Clause number 28 states -Contractor shall be responsible for providing leave benefits, weekly off, National and festival holidays. To our understanding if any employees work on Sunday/weekly off he will be given either compensatory off or extra payment. Rates are to be quoted for 26 working days.		The 17 Govt/Closed holidays which the institute observes except weekends are common for outsourced employees as well. All three National holidays will also be paid. However, the leave credit to the outsourced employees will be one and half day for each completed month of service. Provision of Compensatory Off will be applicable for working on Sunday/weekly off as per rules in vogue. Monthly service charges per head is to be quoted.
07.	Chapter 6, Technical Bid (Page – 21), Point -04 in Table	Office at Indore. If a Bidder currently does not have office at Indore but he gives undertaking that within 15 days of award of Contract he will open office, will it meet the requirements.		Please refer Sr. No. 04
08	Chapter 5, (Page – 14), Point -36 and BOQ	Charges are to be quoted in percentage or fixed in Rupees per head. You are requested to please clarify above points please.		Monthly service charges fixed in rupees per head is to be quoted.
09	Chapter 5, (Page – 05), Point -07	Please clarify wheather we have to quote in our agency commission including EPF, ESI, Group insurance , uniform etc or only our agency commission.	M/s. FIRST MAN MANAGEMENT SERVICES PVT. LTD.	Monthly service charges (agency commission) per head is to be quoted.
10	Chapter 3, (Page – 06), Point -09	Higher values means yearly turnover or single order value yearly turnover on agency		Single Order Value

11	Chapter 5, (Page – 11), Point -07	Request to clarify wheather you are going to reimburse insurance premium		No Change
12	Chapter 5, (Page – 13), Point -28	Please confirm wheather we are going to give seventeen days paid holiday and every month one and half days paid leave to the workers . Wheather we can claim in our bill.		Please refer Sr. No. 06
13	Chapter 5,F, (Page – 17), Point -2,d	First month bill will be without any challans for epf, esi, and gst .these will be enclosed from 2nd month bill onwards.		Yes, it is clear that agency will be submitting all the statutory dues in the following month.
14	Chapter 6, (Page – 20), Point -16	As per finance memo G.O it is enough if the agency pay 3% security deposit instead of 10%		No Change
15	Chapter 6, Technical Bid (Page – 21), Point -04 in Table	At present we have an office at Bhopal and assure you that we will open an office in Indore within 15days		Please refer Sr. No. 04
16	Chapter 6, Technical Bid, Point 5 (Page - 19)	We have experience in MPPKVCL M.P, Maharashtra Electricity Board Kolhapur & Vasai, Maharashtra, Natural Gas Ltd Pune, Haffkin Bio Pharmaceuticals Ltd Mumbai, . Film & Television Institute of India Pune, and other departments for providing manpower in Govt. sector and also experience in large Corporation/ Private/MNCs Companies for a minimum period of 8 years. We humble request you to please also consider experience of State Govt. and Private/ MNCs Organization and providing manpower services.	Ms. Bhupendra Gurjar from Deccan TechnoSecurity & Utilityservice Pvt Ltd	Please refer Sr. No. 05
17	Chapter 6, Technical Bid, Point 8 (Page - 19)	Please explain this point why the company or firm whose name has been changed cannot participate in this tender. Sir please note that for the license of security services it is necessary to have the word security in the name of the company, so there was a need to change the name of the form or the company. Therefore, Sir, we request you to not implement this point and allow all the tenderers to participate in the tender		If the firm provides a valid document for name change mentioning the specific reasons therein, it may be considered.

18	Price Bid (BOQ)	Do we have to quote service charge for single position or do we need to quote service chargers for all the 181 manpower. Kindly specify	Please refer Sr. No. 08 & 09
19	Price Bid (BOQ)	Total Monthly Expenses on Salary 181 Nos = Rs. 5068881/- Please provide bifurcation of the salary breakup. Also clarify on GST part, whether it is included or excluded	

Note:

- The HR agency must share a catchment of shortlist eligible applicants in the ratio of 1:10 (one:Ten) for each position.**
- The method of publicity, scening, online tools for application shall be shared if demanded by the institute.**

The Revised Schedule of Bid submission is as mentioned below:

Sr. No.	FOR	READ AS
1.	Last date & time of Submission of Online Bids (Technical & Price Bid): August 12, 2021 upto 03:00 PM (IST)	Last date & time of Submission of Online Bids (Technical & Price Bid): August 23, 2021 upto 03:00 PM (IST)
2.	Date and Time of Opening of Technical Bids Online: August 13, 2021 at 03:30 PM (IST)	Date and Time of Opening of Technical Bids Online: August 24, 2021 at 03:30 PM (IST)

All prospective/willing bidders are requested to take note of this report as part of the Tender document. All other terms and conditions of the tender remain unchanged.


 In-Charge (MMS)
 In-Charge
 Material Management Section (MM)
 IIT INDORE