



NIT No.: IITI(SC)/AD/062/NS/2024-2025

January 04, 2025

PREBID REPORT

The meeting for Pre-bid discussion was held at IIT-Indore on 03/01/2025 from 03.00 PM onwards for GeM Catalogue bidding for **Hiring of Manpower Outsourcing Services (Fixed Remuneration)**.

The prebid meeting was attended by 09 firms as:

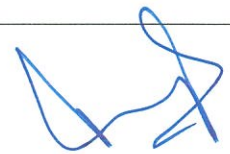
1. M/s Primeone Workforce Pvt Ltd.
2. M/s Bombay Integrated Security (India) Ltd.
3. M/s E-Solutions
4. M/s Firstman Management Services (P) Ltd.
5. M/s BVG India Ltd.
6. M/s JMJ Enterprises
7. M/s VK Security
8. M/s INSF
9. M/s ABSF

The report of the meeting is as mentioned below.

Sl. No	Referenc e of the Clause/ Page No. of the Tender Document	Query raised	Pre-bid Attended by	Response from IITI
01	Page No 5 Section 3, Sno 9 and Page no 22, Section 7- Tie Breaking	In page no 5 -mentioned that work will be awarded to the agency who has executed contracts of higher value and In page no 22 mentioned that in case of Tie Breaking, the clause will be as per the GEM Terms and conditions. Kindly clarify which clause will prevail in case of tie breaking	Mr. Dhawal Agrawal from M/s Primeone Workforce Pvt Ltd., Bhopal	As the Evaluation criteria is LCS, then the tie-breaking will be as per GeM Terms & Conditions.

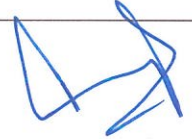

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02	Page No 8- Section 4 -Penalty S no 15 - (f)	If IITI suffers any loss or damage on account of any negligence, fraud, default, violence, or theft or any act or misconduct of such or similar nature, then agency shall be liable to make full reimbursement in that regard to the institute. As this NIT have been called for empanelment of agency for providing human resources through outsourcing and it is not a work contract where work supervision is not involved and only work of manpower is asked with a work supervision under the departmental heads , kindly make this clause little practical with the work requirement.		No Change
03	Page no 7-Section 4, S No 11	The monthly attendance cycle may be maintained from 25th to 24th day of each month. Kindly amend the attendance cycle from 01- 30/31 as per the compliances of PF /ESI & contract Labour Act.		No Change
04	Page No 13- Section V- S no 2	The agency shall provide at least 10 suitable applications/resumes/curriculum vitae against each post. The No of required applications (10) is to high. Normally the industry practice is upto 3:1/5:1 application have been asked for selection of candidates. Kindly amend this clause accordingly.		No Change
05	Page no 17- Section 6 - S no 6	To and Fro transport facility for outsourced employees to commute to the office. This is a Huge cost. Hence we request to please exclude this cost from the service charge amount.		No Change



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06	Page no 17- Section 6 - S no 7	<p>1. Health Insurance facility for self and family dependents & Group Term Insurance of Employees is to be done as a service incentive. The Health Insurance facility for self and family members dependents -The Health insurance amount will vary and depends upon the age factor of self and family members. Also Health Insurance amount also not mentioned in the Tender. Instead of Health Insurance, Group Medical Insurance will be incorporate in the Bid. Hence it should not be included in the service charge amount.</p> <p>2 The Group Term Insurance is the Life Insurance and It is also depends upon the Age of the member. Also Group Term Insurance amount not mentioned in the Tender. Instead of Group Term Insurance the Personal Accident Policy to be incorporate in the bid. Hence it should not be included in the service charge amount.</p>		No Change
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07	Insurance Surety Bond as per Gem General Terms and Conditions on GeM 4.0 (Version 1.19)	<p>As per GEM- General Terms and Conditions on GeM 4.0 (Version 1.19) dt 26th September 2024- Page no 4- k. "BID SECURITY" (also known as Earnest Money Deposit)- shall mean Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e-Bank Guarantee) from any of the Commercial Banks.</p> <p>And</p> <p>1. "PERFORMANCE SECURITY" shall mean Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial Bank.</p> <p>As this NIT is published on GEM Portal, Hence Kindly Incorporate these clause in the bid and allow to submit the EMD and Performance Security amount in the form of "Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee" (The Concern document is attached)</p>		
08	Page no 6- Section 4, S No 6	<p>After completion of 5 years services of employee the Gratuity is to be payable by principal Employer as per Gratuity Act 1972. Kindly incorporate Gratuity Act 1972 also as per statutory compliances.</p>		Discussed, No Change
09		EMD exemption will be as per GeM GTC.	Mr. Harsh Dwivedi from M/s Bombay Integrated Security (India) Ltd.	Yes, EMD exemption will be as per GeM GTC.
10		Registered Limit at Indore. Please confirm if Form C (Shop & Establishment Act) needs to be submitted as is a mandate for all State RFPs	Mr. Dheeraj Mittal from M/s E-Solutions	Only registered office proof is required.
11		Labor License Since Registered office is asked for, LIN should be mandatory as per Gol guidelines		Please refer Point no. 1 of Section 8 on page 20.


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12		Experience of similar works in any 5 years between 01 April 2019 to 31 March 2024. (Furnish details in Form -5) Since high value orders are asked for and too in Skilled category, we request you to include "Ongoing Projects" with Experience/Appreciation certificate issued by the client		For Ongoing Projects the bidder has to submit the Service Order along with Performance Certificate (Form -IX) in the tender.
13		Enlist the names of higher educational institutions/ research institutions/ universities where they have served earlier along with the type of manpower supplied and a flowchart covering their functioning process in these institutes. We request you to give equal weightage to IITs & Govt Research Institutes		No Change
14.		Transport facility Pls indicate any rules, mileage, distance radius, and special privilege to female staff as per Govt norms.		Transport facility will be remain same for all employees. Distance radius from the IIT Indore is 35 KM approx.
15.	Page no 20- Section 8, S No 4	Experience of similar works in any 5 years between 01 April 2019 to 31 March 2024. (Furnish details in Form -5)	Mr. Swapnesh Paunikar from M/s BVG India Ltd.	No Change

Following amendments in the NIT Document:

Sl. No	Reference of the Clause/ Page No. of the Tender Document	For	Read As
1.	Page 5, Section-4, Point no. 9	Evaluation of tender: In case two or more tenders are equal in monetary terms, work will be awarded to the Agency who has executed contracts of higher values.	Evaluation of tender: Evaluation will be done as per GeM Terms & Conditions.
2.	EMD submission Bank Guarantee format is attached as Annexure - 1		

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.

Assistant Registrar (Service Contracts)

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(Service Contracts)**

निविदा सिक्क्योरिटी प्रारूप / BID SECURITY FORMAT

(To be submitted on Service Provider/ Company Letterhead)

To,

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WHEREAS (name and address of the service provider) (hereinafter called "the service provider") has undertaken, in pursuance of contract no. Datedto supply (description of goods and services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the service provider(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the service provider(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)
Name and designation of the officer

Seal:

Name & address of the Bank
Address of the Branch:
Phone No.:
E-mail ID:.