



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

October 29, 2024

PREBID REPORT

The meeting for Pre-bid discussion was held at IIT-Indore on 22/10/2024 from 11.00 AM onwards for GeM Custom bidding for Empanelment of the Agency for providing Human Resources through Outsourcing.

The report of the meeting is as mentioned below.

Sl. No	Reference of the Clause/ Page No. of the Tender Document	Query raised	Pre-bid Attended by	Response from IITI
01	Page no 38-Form XIII, Financial Document	As per Govt of India ,Ministry of Finance office Memorandum No F.6/1/2023-PPD dated 23.06.2023,the minimum service charges in any of the bid cannot be kept below 3.85%. The range directed in the Government Order is to be kept between 3.85% to 7%. We request your needful modification in the service charge and make it as per the Gol Directive (Government circular is attached for your reference).	Mr. Dhawal Agrawal from M/s Primeone Workforce Pvt Ltd., Bhopal	No Change The service charges should be as per OM No F.6/1/2023-PPD dated 23.06.2023.
02	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.		As per GeM Terms & sConditions.
03	Page no 34,form XII- Integrity Pact	Kindly provide soft copy to execute the integrity pact, also please specify that the Integrity Pact is to be provide on company letter head or on Stamp Paper & the value of stamp.		Attached

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar
(Service Contracts)

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar
(Service Contra

04	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, The 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 it 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.
05	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.
06	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.
07	Page no 17- Section 6 - S no 5	EPF remittance should be done at Indore PF Office Only. As per regulatory it is not mandatory to take PF no of each location. Even in case of Govt bodies/Corporates they all have one registration under EPFO. There is a separate EPF challans which can be made only with employees of EPFO, that suffice the purpose. Even EPFO has extended the facility wherein IIT, can see the contribution status with their own log in, in EPFO site by adding agency name.
08	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. Kindly delete this clause.

Discussed,
No Change

No change

Clarified,
No Change

An undertaking to be submitted by the agency that the outsourced employees will not face any issues or problems in EPFO withdrawal/transfer etc. They will coordinate for their withdrawal and transfer of PF amount.

Clarified
No Change

सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)

09	Page no 17- Section 6 - S no 7	Health Insurance facility for self and family dependents & Group Term Insurance of Employees is to be done as a service incentive. Kindly elaborate this clause and make it more specific. Family members are already covered under ESI/EPF	1. For employees those who will not be covered under ESIC, health Insurance facility for themselves and their dependent family members will be provided by the agency. 2. Group term insurance will be provided to each employee.
10	Page no 17- Section 6 - S no 9	Kindly specify and elaborate the other material for safety and safe handling of chemicals etc.	As some employees are working in Chemical Labs, so the agency have to give the standard safety shoes and other materials for safety and safe handling of chemicals, etc. and the cost for the same will not be included in Service Charge quoted.
11	Page no 20- Section 7- S no 2	Deployment Certificate mentioning the categories of appointment. Kindly elaborate as the requirement is not very clear.	Deployment Certificate to be attached with contract/work order specifying the number of High Skilled, Skilled and Semi Skilled in other Government Organisations.
12	Page no 21- Section 7- S no 7	Current Employers certificate issued in the month of September 2024. This NIT is issued in the month of October 24, Hence current employer certificate can be issued in the month of October/November 2024 Only. Kindly amend.	The Performance Certificate from current employer to be attached which has to be issued in the current financial year (2024-2025) i.e. after April 01, 2024.
13	Insurance Surety Bond as per Gem General Terms and Conditions on GeM 4.0 (Version 1.19)	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. And I. "PERFORMANCE SECURITY" shall mean Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including eBank Guarantee) from a Commercial Bank. As this NIT is published on GEM Portal, Hence Kindly Incorporate these clause in the bid also. (The Concern document is attached)	The Terms & Conditions will be as per GeM.

14	Form 13	Given format of form 13 within the RFP its mentioned that "service charge on total billing should be quoted in percentage and same to be uploaded in the price break – up field" While under the offer price section on the GeM portal it is being stated that "Lumpsum cost of service in totality" to be quoted. We are seeking clarification for "whether the lumpsum quoted amount will be including service charge or excluding service charge or only the service charge is to be quoted within the offer price (which cannot be technically possible)	Mr. Rabindra Prasad from M/s BVG India Limited, Bhopal	The price bid should be submitted only in Percentage (%) as per OM No F.6/1/2023-PPD dated 23.06.2023.
----	---------	--	--	---

Note: The Service Charge for the above GeM bid can only be quoted in Percentage (%) instead of Lumpsum cost of service in totality as per below attached image. Service Charge quoted other than Percentage (%) cannot be considered and Summarily rejected.

The Revised Schedule of tender is below:-

Sr. No.	FOR	READ AS
1.	Last date & time of Submission of Online Bids (Technical & Price Bid): November 05, 2024 upto 03:00 PM (IST)	Last date & time of Submission of Online Bids (Technical & Price Bid): November 11, 2024 upto 03:00 PM (IST)
2.	Date and Time of Opening of Technical Bids Online: November 05, 2024 upto 03:30 PM (IST)	Date and Time of Opening of Technical Bids Online: November 11, 2024 upto 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.

जोडासु कामकाज
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)

Assistant Registrar (Service Contracts)

(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)