

Subject : Clarifications/Comments after the Pre-Bid meeting wrt Notice Inviting Tenders for outsourcing of Manpower requirement at IIT Delhi (IITD/IES2(SP-4783)/2024)

The bidders are advised to kindly go through the NIT very carefully for all the issues/clarifications sought by them, in addition to the following:

Sl. No.	Queries	Comments
1.	Outsourced staff service” or “Outsourcing of Manpower” does it mean of supplying categories of manpower only as per page no. 25 & 27?	Refer Para 5.5 & 5.5.1 of the NIT.
2.	As a manpower supply agency, our profit & loss balance sheet comprising of total manpower we supply and generate revenue including security, facility, electromechanical. we don't have any separate structure & documentation only for “Outsourced staff service”. Requesting to be specific about the requirement keeping on mind point no. VIII, IX of page no. 13. & Point No. 2 & 4 of page no. 15 & 16 under 3.2 Method for Evaluation of Technical Proposal (T)	Refer following points: i) Point No. VIII & IX under Para 3.1 ii) Point No. 2 & 4, alongwith their clarifications, under 3.2 Method for Evaluation of Technical Proposal (T). iii) Annexure-II and documents referred to therein.
3.	Will you accept credential only as per page no. 25 & 27? Because in a comprehensive contract we do provide various type of manpower including security and housekeeping as part of integrated facility management services	Refer Para 5.5 & 5.5.1 of the NIT. Also please refer to Point 2 above.
4.	Will you give the preference those bidders who have registered office in Delhi? Because the point 1 & 2 of 3.3 Illustration reflecting this fact. Whereas Annexure I say only “Fully Functional Office”	Fully Functional Office required for Minimum requirement for responsiveness.
5.	Annexure V, Performance certificate format Page 68. All the government departments have their own format for issuing certificates starting from IIT to Coal India. They also give all necessary or relevant information's related to the project. They don't want to issue certificates share by other state or central govt. departments. Requesting you kindly consider the certificates already issued in their own format.	The certificates already issued to bidding agency can be submitted but is shall be the sole responsibility of the bidders to carefully ensure that such certificate(s) contain all the information required in the Annexure-V of the NIT. Failing this the submitted document shall be summarily rejected as having not met the requirements of minimum responsiveness as per the NIT, and will not be taken into account. Further Annexure-II must be carefully perused and adhered to. Certificate in Annexure-V(1) HAS to be submitted in the prescribed format only.
6.	Annexure V page no. 68 & Annexure V (2) page no. 70, is it both necessary and applicable for this tender?	Yes. Please refer to the NIT.
7.	We request you to kindly extend the submission date for 7 days more as the documentation require time to arrange and preparation.	The tender was uploaded on 23.10.2024. The last date is 18.11.2024. In view of sufficient time

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		being already given, the request cannot be accepted.
8.	Will there be a provision for leave of employees? If yes, will the leave be paid yearly or monthly, and will we be able to charge a management fee on it?	Please refer the NIT
9.	Will the maternity leave availed by the employee be added to the monthly bill, or will employees have to claim it in one go after making full payment?	The employee has to be paid by the agency monthly along with salaries of other Outsourced employees by the Agency. Payment/reimbursement to be borne by the Institute have been exclusively and explicitly mentioned in the NIT. Please also refer, inter alia, Para 5.6.1 (d) & Para 5.7, amongst other provisions of the NIT.
10.	Will we have to arrange reliever employees in place of employees going on maternity leave?	Please refer to the NIT
11.	Is there a provision for the promotion of employees?	No. Please refer the NIT. It is again clarified and reiterated that the outsourcing staff that will be deployed in the Institute shall be the employee of the outsourcing agency and NOT that of the Institute.
12.	Please provide details of salary increments. Will the 5% per annum salary increment be on the tender value or as per the eligibility of the employee?	Refer Para 5.6.5 for annual enhancement.
13.	What will be the billing process? Will there be one bill or multiple bills?	Separate bills to be raised for IIT Delhi Hauz Khas Campus, IRD & IIT Delhi Sonipat Institute Campus. Please also refer to Para 5.
14.	Will office and sitting arrangements be provided to the agency under this contract?	Please refer the NIT, with specific reference, thought not restricted to, Para 5.4 (h) & (i) of the NIT. Payments/Reimbursement to be made to the agency have been specifically mentioned in the NIT
15.	Is there any provision for a spokesperson in this contract, and will its expense be borne by IIT or by the agency?	Please refer the NIT, with specific reference, thought not restricted to, Para 5.4 (h) & (i) of the NIT. Payments/Reimbursement to be made to the agency have been specifically mentioned in the NIT
16.	Form in which EMD payable and exemption from it.	To be as per NIT. No change
17.	Minimum service charges in % in order to avoid abnormal low rates offered by bidders and create fair and healthy competition.	To be as per NIT. Please refer DoE/MoF OM No. 12/17/20190PPD dated 6 th February, 2020
18.	Details of manpower requirement in numbers for each category as mentioned in Table-1	Please refer the NIT. Inter-alia, Para 1, Para 5.2.1 & Para 5.5.1 of the NIT

19.	Please clarify GST is to be included in quoted rates or it will be reimbursed	Please refer the NIT. Inter-alia, Para B under Para 1, Parar 5.6.3, Para 5.7.
20.	Presentation on Agencies – Time of presentation to be indicated.	Date, Time, Venue etc. shall be indicated separately at an appropriate stage.
21.	Whether bonus is to be quoted rates or not	Please refer the NIT including, but not restricted to, provisions for Financial Bid, Para 5.6 (e), 5.7 of the NIT
22.	Ref S. No. 10 of Annexure-II of NIT Please explain H-4	Kindly ignore the words “& H-4” in the 3 rd Column. It was inadvertently included.

The following representatives of the following agencies attended the pre-bid meeting:

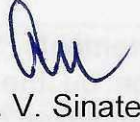
Sl. No.	Name (S/Shri)	Designation/Company Name
1.	Rishi Kohli	NIS Management Ltd.
2.	Ramesh Sharma	Swastik Electrotech (P) Ltd.
3.	Amit, Raj Negi & Ashish	Quess Corp Ltd
4.	Rakesh Kr. Pandey	All Services Global Pvt. Ltd.
5.	Anuj Gupta	GA Digital Web Word Pvt. Ltd.

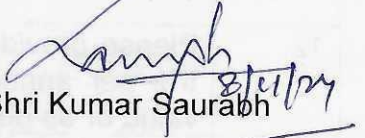

Prof. B.K. Panigrahi 08/11/2024

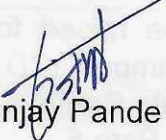

Prof. Rajendra Singh

* Agreed by his email dt. 10.11.2024
Dr. Kalyan Kr. Bhattacharjee


Mohd. Shamim


Shri Alan. V. Sinate


Shri Kumar Saurabh


Shri Sanjay Pande

DR(Stores): For uploading on CPP