

MINUTES OF THE PRE-BID MEETING FOR “PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS AT IIT MADRAS” HELD ON 11.08.2022 (Thursday) AT 3.00 P.M. THROUGH GOOGLE MEET

Tender No. IITM/SPS/Manpower Service/005/2022-23/SPL

Tender was floated on 04.08.2022 for “PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS AT IIT MADRAS”. The pre-bid meeting was held on 11.8.2022 (Thursday) at 3.00 pm via Google Meet.

The Assistant Registrar (S&P) welcomed the Committee members and the representatives from the following four firms who have participated in the pre-bid meeting, namely:

1. Mr. Vidyasagar, M/s. First Man Management Services (P) Ltd
2. Mr. Veeramani, M/s. Alpha Facility Services Pvt. Ltd
3. Mr. Muralidharan & Mr. Gunaseelan, M/s. Day N Day Services Pvt. Ltd.
4. Mr. Rahul, M/S. Gaviko Private Limited.

The queries raised / clarifications sought by the firms and the response of the Tender Committee is summarized below:

Sl. No.	Name of the firm	Queries	Tender Committee Response
1.	M/s. Gaviko Private Limited	In which platform, we need to participate?	Either in GeM portal through Custom Catalogue Based Bid (Or) in CPP portal
2.		As per MSME Procurement policy, like EMD SD is also exempted up to the monetary limit	As per O.M. No.F.9/4/2020-PPD Dt: 12.11.2020, MSE's are exempted from submission of EMD.
3.		Is there any restriction / benchmark for service charge?	No. However, if the committee is not convinced with the details and proofs for lowest quoted bids, such bids may not fetch award of contract.
4.	M/s. Gaviko Private Limited, M/s. Day N Day Services Pvt. Ltd., M/s. First Man Management Services (P) Ltd.	To fix Service Charges in percentage	The Committee discussed and clarified to submit the quote in INR as per the Proforma for Financial Bid (BoQ) in Annexure-C of tender document of Pg. No.20 of 24.
5.	M/s. Day N Day Services Pvt. Ltd.	What would be the Gratuity, Bonus?	As per Labour Act.
6.	M/s. First Man Management Services (P) Ltd	The Estimated amount mentioned in the tender document is inclusive of GST or exclusive of GST.	Inclusive of GST.
7.		Insurance	Rs. 100 per month per depute will be contributed by IIT Madras.
8.	M/s. First Man Management Services (P) Ltd	Payment terms	IIT Madras shall pay the agreed amount on production of monthly invoice (in duplicate) for the amount due towards services rendered during the preceding one month. The firm has to make payment and will be reimbursed by the Institute.
9.		Performance Security of 3 % arrived on what basis?	3% of the contract amount

During the Pre-Bid meeting, the Committee members discussed the above queries received from the prospective bidders and clarified. Hence, corrigendum does not arise.

Sd/-
Committee Chairman