



MINUTES OF THE PRE-BID MEETING OF THE LARGE PURCHASE COMMITTEE FOR "OPEN TENDER FOR MANPOWER SERVICES ON OUTSOURCING BASIS" AT IIT MADRAS" HELD ON 15.02.2019

The Pre-bid meeting of the Large Purchase Committee for "Open Tender for Manpower Services on Outsourcing basis at IIT Madras was held at 03.00 PM. on 15<sup>th</sup> February 2019 at Conference Room, 2<sup>nd</sup> Floor, Administration Building.

The following were present:

1. Sri. P V Karunakaran, DR(Admn)i/c. : Member
2. Smt. G Chitrapavai, DR (S&P) : Member
3. Sri. D Ravi, AR (Admn.II) : Member & Convenor

The following Officers were not able to attend the above Pre-bid meeting due to pre-occupation:

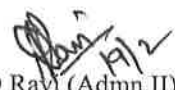
1. Prof. Koshy Varghese, Dean Admn. : Chairman
2. Sri. A V Sudarsanam, JR (Internal Audit) : Member


Representatives from the following Six Manpower agencies attended the above Pre-Bid Meeting:

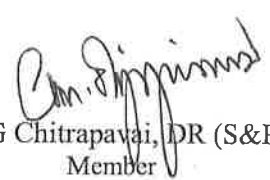
1. M/s.Alert Security Services.
2. M/s. First-Man Management Services (P) Ltd.
3. M/s. Day 'N' Day Services (P) Ltd.
4. M/s. Updater Service (P) Ltd.
5. M/s. Falcon Security Services Pvt. Ltd.
6. M/s. GreenDazzle Corporate Services Private Limited.


The following clarifications were offered for the queries / clarifications sought by the above agencies:

1. Exemption of payment of Earnest Money Deposit (EMD) will be considered to the agencies registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC) having a registration proof against the above scheme.
2. Salaries shall be fixed after taking into account of the corresponding wages applicable as per the Central / State Minimum Wages Act along with usual terms and conditions.
3. Employers PF contribution of 12% may be restricted to Basic salary of Rs.15,000/-, whereas, there is no change in the Employees PF contribution of 12% on their Basic salary.
4. Employee's ESI contribution is 1.75% of the employees monthly gross salary and Employers' ESI contribution is 4.75% of the employees monthly gross salary. All the employees whose monthly gross earnings are less than or equal to Rs.21,000/- are eligible for ESI benefits.
5. Salaries to the outsourced staff may be processed taking into account of the calendar month and no overtime allowance is eligible.
6. The payment of Gratuity is applicable in case of death during contract period, since, others will be engaged for a period of less than **five** years.
7. Helpers will be engaged for office work i.e, carrying office files, engaging in dispatch of office letters etc.

  
Sri. D Ravi (Admn.II)  
Convenor & Member

  
Sri. P V Karunakaran, DR (Admn.)  
Member

  
Smt. G Chitrapavai, DR (S&P)  
Member

  
Sri. A V Sudarsanam, JR (Internal Audit)  
Member

  
Prof. Koshy Varghese, Dean (Admn.)  
Chairman