

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
**DR. HOMI BHABHA ROAD, PASHAN, PUNE**

GEM/2022/B/1960307

1<sup>st</sup> March, 2022

**Sub: Minutes of the Pre-bid meeting related to "Manpower Outsourcing Services- Minimum Wage" held on 01/03/2022 at IITM, Pune.**

A Pre-bid meeting related to "Manpower Outsourcing Services-Minimum Wage" held on 1<sup>st</sup> March, 2022 at 1200 hrs. at IITM, Pune through video conference.

In response to our Bid No. GEM/2022/B/1960307, representatives of the following prospective bidders / firms / companies were attended the meeting.

- i) M/s. BVG India Ltd., Pune. - (Shri. Ganesh Dubal, Representative)
- ii) M/s. First Man Management Services Pvt. Ltd., Mumbai – (Shri. Narayanmoorthy Iyer, Representative)

At the outset Chairman of the meeting welcomed to all the members & representative of the aforesaid prospective bidders. Chairman of the Committee briefed about the scope of services required under contract.

Representatives of the prospective bidder were asked about any suggestion, queries or technical advancement regarding tender / bid document.

M/s. BVG India Ltd., Pune did not raise any query nor offered any suggestion.

M/s. First Man Management Services, Mumbai - Raised some queries as tabulated below. After detailed deliberation, Committee suggested the reply to the queries as detailed below:

<b>Sr. No.</b>	<b>Query / Suggestion raised by the bidder</b>	<b>Reply of IITM</b>
1	Do we have an exemption for the EMD amount against MSME certificate. Also as per the GOI a Bid security Declaration can be submitted against the EMD as decided by the Government Of India owing to the current Pandemic Situation due to COVID .??	<p>Yes. An exemption for the EMD amount against valid MSME certificate is allowed as per the norms of GOI.</p> <p>The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD.</p> <p>With respect to Bid Security Declaration, it is suggested to please refer OM No. F.9/4/2020-PPD dated 12/11/2020 issued by DoE, Ministry of Finance, GOI. The instructions contained in the OM were valid up to 31/12/2021 only.</p>
2	You have asked for a Geographic Presence at Pune, Mahabaleshwar, New Delhi & Silkedha (Madhya Pradesh)	Please refer clause no. e of 4.2 Qualification Criteria available on Page No. 28 of the ATC document of bid vide which bidder should have

	For Madhya Pradesh we have our branch Office in Bhopal . Will that do?? Secondly is it mandatory to have an office in Mahabaleshwar?	its branch office in Pune.
3	You have mentioned the list of machines to be provided by the Agency. But nothing has been mentioned about the HK materials & consumables. Whose scope is it for the HK materials and Consumables?? please clarify.	Contracting Institute (IITM) will provide the required material (including cleaning material) / consumables to carry out the work as defined in the scope of work.
4	Similarly for Tools required for Gardening & Engg, who will supply them?? Institute or Agency??	Tools required for Gardening & Engg, Technicians etc will be provided by Contracting Institute (IITM) as mentioned in the ATC documents of the bid vide clause no. 3.1.2 (A) (xiv), Page No. 27.
5	Presently is the total strength of 126 Manpower already working under some agency?? If so, should they be retained?? If not then for new recruitment & deployment how much time would be given to the Agency??	<p>Presently 126 nos. of manpower are working under existing contractor M/s. BVG India Ltd.</p> <p>Contractor is free to take decision about retention of manpower of the existing contract in the new contract as per the terms and condition of the new contract.</p> <p>Successful bidder / Contractor is permitted maximum 15 days for recruitment and deployment of total new manpower, if they desire to do so.</p> <p>However, Contracting Institute reserve the right to accept or reject the manpower deployed by the contractor under new contract (Please refer Contracting Institute's Rights and Exclusion Clause No. xvi available on Page No. 23 of the ATC document of bid.</p>
6	As for the total requirement of 126, out of this 25 posts are such where the requirement is for only 1 person. So for these categories of Posts, it will be very difficult to provide a reliever against Absentees.	<p>The purpose of housekeeping tender/ bid is that the whole office premises of IITM (premises including rooms, toilets corridors all-round the office premises, laboratory buildings, generator room, substations, Community Hall, Dispensary, Day Care Centre, student hostels, all buildings of the Institute and any other structure like security booth etc) must look neat and clean at every time and the contractor has to undertake all such job /activities required to maintain the office premises clean whether such activities are elaborated hereunder or not.</p> <p>Contractor to ensure about providing of uninterrupted services as mentioned in the</p>

		scope of work.
7	Also would like to know what would be payment terms like?? Once the Agency submits the Bill Invoice with all the required documents in place, then within how many days can we expect the payment from your end??	<p>Payment to contractor will be released as per GeM process flow and maximum within 10 days from the date of receiving of invoice along with all necessary documentation including attendance sheet / log book etc.</p> <p>However, contractor is bound to pay the salary of their staff (deployed outsourcing manpower) before 7<sup>th</sup> day of every month as mentioned in the ATC document of the bid vide clause no. (ii) and (iv) of payment to manpower under Special Terms and Condition (Reference Page No. 22).</p>

It is suggested to all the prospective bidders to note the above changes and may please submit their bid accordingly.

The meeting ended with vote of thanks to the Chair.