

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY**  
**Minutes of the pre-bid meeting**

Based on the participant bidders queries received through e-mail and as well as their interaction in pre-bid meeting held on 10/04/2018 at 11.00 AM at Conference Hall, 'B' Wing, 2<sup>nd</sup> Floor, NIELIT Bhawan of tender with tender ID No.2018\_DIT\_324234\_1, the reply of NIELIT is as under:

Sr. No.	Query / Suggestions / Modification Requested	Reply
1	We feel that have Private Security Agencies Regulation Act (PSARA) license does not make any sense as the RFP is for manpower sourcing in the category of unskilled, semi-skilled and skilled personnel. The license would be more relevant if the RFP would be mainly for manpower sourcing for security agencies & security staffs. Hence we request to remove the clause mentioning the availability of license with the bidder for better competition.	Scope of work has been amended and Point [i] of SCOPE OF WORK may be read as: The National Institute of Electronics and Information Technology, New Delhi requires the services of reputed, well established and financially sound Professional Staffing and Manpower Sourcing Organizations to provide professional support services in the category of unskilled, semi-skilled and skilled personnel at different levels including personnel to function as Office Assistants, Contractual Non Technical Supervisory Staff(CNTSS), Multi Task Staff(MTS), Drivers, Electrician, Liftman, Janitors, Messengers/Helpers, Plumbers, Gardener & Others as and when required, to cater to the administrative needs of NIELIT and Ministry of Electronics & Information Technology on need-based.
2.	It is mentioned in the clause of RFP that EMD will be exempted under certain categories. We understand that we are exempted from paying EMD as we have NSIC certification	It is already explained clearly in the tender document Point xi under eligibility criteria as per RFP.
3.	What do you consider as other organization? Will experience of Private Organizations of repute be considered also?	As per RFP.
4.	Is it possible to divide the tender in to Two a) Separate for Manpower & Separate for Security Services as both are different domains of Expertise & award contract to 2 different parties.	Point (i) under Para IV may be read as: The bidder shall have been in the business of providing services of deployment of personnel to carry out administrative and technical related functions for more than 5 years as on 31st March, 2018 (Proof for commencement of Business shall be furnished). Also the bidder shall have a labour license Copies of the same shall be submitted with the technical bid.
5.	Is tender open to all	As per the RFP.
6.	Requested to extend the last date of the tender submission.	Please see corrigendum II
7.	Vendor has requested to remove the two months' salary clause	The attendance collection and payment of salary by 7th of every month is completely vendor responsibility irrespective of bills cleared.

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		<p>Time lines to be adhered are as under:</p> <table border="1" data-bbox="834 226 1492 636"> <thead> <tr> <th data-bbox="834 226 922 289">S.No</th> <th data-bbox="922 226 1279 289">Activity</th> <th data-bbox="1279 226 1492 289">Completion Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="834 289 922 363">1</td> <td data-bbox="922 289 1279 363">Vendor shall collect the attendance</td> <td data-bbox="1279 289 1492 363">By 2nd of every month.</td> </tr> <tr> <td data-bbox="834 363 922 436">2</td> <td data-bbox="922 363 1279 436">Pay the Salaries</td> <td data-bbox="1279 363 1492 436">By 7th of Every month</td> </tr> <tr> <td data-bbox="834 436 922 510">3</td> <td data-bbox="922 436 1279 510">Bill submission to NEILIT</td> <td data-bbox="1279 436 1492 510">By 10th of Every month</td> </tr> <tr> <td data-bbox="834 510 922 583">4</td> <td data-bbox="922 510 1279 583">Processing of bills by P &amp; A Wing of NIELIT</td> <td data-bbox="1279 510 1492 583">By 17th of Every month.</td> </tr> <tr> <td data-bbox="834 583 922 636">5</td> <td data-bbox="922 583 1279 636">Processing of payment by Finance Wing</td> <td data-bbox="1279 583 1492 636">By 25th of Every month</td> </tr> </tbody> </table>	S.No	Activity	Completion Date	1	Vendor shall collect the attendance	By 2nd of every month.	2	Pay the Salaries	By 7th of Every month	3	Bill submission to NEILIT	By 10th of Every month	4	Processing of bills by P & A Wing of NIELIT	By 17th of Every month.	5	Processing of payment by Finance Wing	By 25th of Every month
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8.	EPF & ESI details of the salary month may be accepted in the next month to avoid delay in submission of bills	<p>The vender shall be collecting the attendance by 2<sup>nd</sup> day of Every month so that they can disburse the salary by 7<sup>th</sup> day and submit the bills by 10<sup>th</sup> day with ESI &amp; EPF supporting documents of previous month payment.</p> <p>However, this facility is already in practice and no need to issue any fresh directions.</p> <p>Also, bidders shall deploy at least one managerial manpower in NIELIT Office to fasten the process of attendance compilation and leave records etc.</p>																		
9	EMD exemption	As per the RFP																		
10	<p>a) Vendors have requested to clarify the L1 to L2... up to which Level it can be considered in case of back out.</p> <p>b) Advance payment towards the wages.</p> <p>c) How many vendors will be empanelled?</p> <p>d) Service Tax No.</p> <p>e) BoQ file has two decimals may be increased</p> <p>f) Point 15 of Check list about self attested ISO 9001-2000 certification</p>	<p>a) May be read as: in case L1 bidder declined for execution of work at start or in midway, then the offer shall be given to L2 bidder if L2 bidder is agreed to work at L1 price and also agree to other terms and conditions. Further, if the L2 bidder is not willing for it, then the offer shall be given to L3 and so on.</p> <p>b) No such facility is allowed as per the GFR.</p> <p>c) The bid document is intended to select one single vendor. Empanelment bidder' may be read as 'Selected bidder'</p> <p>d) May be read as Goods and Services Tax</p> <p>e) BoQ file is extended up to 4 decimal places</p> <p>f) Dropped</p>																		