



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth and Public Interest

International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General of India

www.icisa.cag.gov.in

Minutes of Pre-Bid Conference Meeting

A bid for 'Manpower Outsourcing services – Minimum wages' was issued by iCISA on 09.03.2023 on GeM Portal. As per the bid document a pre-bid conference was held on 17.03.2023 at 3:00 PM in the seminar hall of iCISA. Two interested bidders attended the meeting (details are enclosed in Annexure –A). PD (iCISA), Director (iCISA), SAO (Hostel), AAO (Infra) and Sr. Auditor (Hostel) from iCISA took part in the meeting.

The bidders were having doubt on some of the points of bid document. These points were discussed in detail and clarifications were provided to them, which are reproduced below:

- 1. The bid posted by iCISA is for 'Manpower Outsourcing services – Minimum wages', however, the 'estimated bid value' of Rs. 2.80 Crore recorded on GeM is more than the annual estimated cost which can be calculated on the basis of minimum wage mentioned by iCISA and the manpower requirements in terms of days and months recorded by iCISA?**

Clarification: The estimated bid value of Rs 2.80 crore mentioned on GeM includes the annual estimated cost of supplying manpower calculated on the basis of minimum wage mentioned and the manpower requirements of iCISA in terms of days (26 days per month) and months (12) and the likely hike in the minimum wages and the estimated overtime, based on previous trends / experience.

- 2. Whether otherwise valid bids of vendors would be rejected at technical evaluation stage only on the basis of physical copies of the Earnest Money Deposit, valid exemption (from payment of EMD) certificate and other prescribed documents uploaded on GeM not reaching to iCISA before the 'Bid End Date'?**

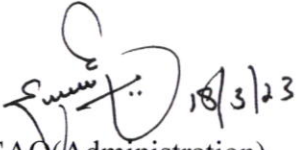
Clarification: The bidders have been informed to send physical copies of the Earnest Money Deposit, valid exemption (from payment of EMD) certificate and other prescribed documents to iCISA by the 'Bid End Date'. However, if any of these documents do not reach to iCISA by above date it would not necessarily mean that the bid would be rejected only on this basis. However, the bidders are advised to be aware about the requirements of the bidding process in terms of compliance of additional clarifications that would be sought by iCISA as mentioned in Para 8 of bid document uploaded as additional terms and conditions in GeM.

3. **Whether iCISA would be responsible for additional payments over and above the minimum wages mentioned in bid document in case of any change in the statutory payments backed by law and / or any administrative orders which are to be mandatorily paid to the outsourced manpower during the contract period?**

Clarification: The prime responsibility lies with the principal employer i.e. iCISA in respect of any entitlement oriented claims backed by law and / or any administrative orders as per the relevant labour laws like minimum wages act.


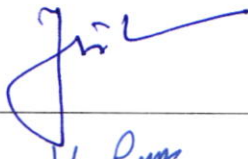

4. **Whether the expenses of providing uniforms to the outsourced personnel would be reimbursed by iCISA?**

Clarification: The contractor is obligated to furnish two sets of winter and summer uniforms to their outsourced personnel. Neither the contractor nor their deployed staff may seek additional payment from the client for these items.


SAO (Administration)
iCISA

Pre Bid Meeting for Manpower outsourcing services on Minimum wages
on 17-03-2023

Pre bid meeting for hiring of manpower on outsourcing services on minimum wages held at iCISA on 17-03-2023. Following firms have attended the pre-bid meeting.

Firm Name	Representatives	Signature
M/s FirstMan Management Services Pvt. Ltd.	Shri Kapil Kumar Sharma, Field Officer	
M/s Deccan Facility Management Services Pvt. Ltd.	Shri Vishnu Patil, Director	
	Shri Sadhu Ram, Accounts Manager	
	Shri Abhijeet, Marketing Manager	