

**MINUTES OF PRE-BID CONFERENCE FOR
OUTSOURCING OF DATA ENTRY OPERATORS AT BMU (CHN)**

1. Refer to BMU (CHN) RFP 450/PS/DEO/RFP/19-20 dated 17 Sep 19.
2. Pre-Bid Conference for outsourcing of Data Entry Operators was held at this unit on 01 Oct 19 at 1100 hrs. Following Officers were present for the conference:-

- | | | | |
|-----|---|---|------------------|
| (a) | RP Dwivedi (4057-S) | - | President |
| (b) | Dy Comdt SV Joshi (4222-S) | - | Member-I |
| (c) | Dy Comdt Kartik Puri (4231-P) | - | Member-II |
| (d) | M Venkataramani, Section Officer, 17385 | - | Member Secretary |

3. The purpose of the Conference is to clarify all the terms and conditions, parameters, specifications mentioned in the above said RFP.
4. The Reps of the following firms attended the pre-bid conference:-

<u>Sl.</u>	<u>Firm's Name</u>	<u>Name of Rep</u>
(a)	M/s Firstman Management Services, Chennai	Saranya Karthik
(b)	M/s Everwin Security Services, Chennai	M Saravanan
(c)	M/s Ex-Servicemen Security Services, Chennai	R Madhanraj
(d)	M/s Securo Facility Management Services, Chennai	M Murali
(e)	M/s JR Agency, Chennai	D Raja

5. The firms were instructed to abide the following:-

- (a) Firms are to submit separate sealed documents for technical and commercial bids mentioning on the envelopes "Technical Bids" and "Commercial Bids".
- (b) Firms whilst submitting their technical bids, are to submit the relevant documents as per Appendix 'A' of RFP.

<u>Sl.</u>	<u>Description</u>	<u>Clause as per RFP</u>	<u>Remarks</u>
1.	Firms Name	Owner & Contractor of person/ name	Relevant details to be clearly indicated.
2.	Firms Details	Firms' Address, Telephone, Cell phone No & Fax No	
3.	PAN Details	Copy of PAN of firm/ proprietor	Copy to be enclosed.
4.	TIN/ GST Registration details	Copy of registration certificate	
5.	Bank Details	Bank Account No and name & address of bank, IFSC / MICR code	Copy of cancelled cheque leaf to be enclosed
6.	ESI Registration Certificate	Copy of ESI registration certificate with nominal roll, unique ESI id registration No & photo identity proof of the workers to be employee for the said work alongwith copy of latest receipt of premium paid to the concerned authorities should be attached.	Copies to be enclosed.

M. Venkataramani

Kartik Puri

SV Joshi

Saranya Karthik

7.	EPF Registration Certificate	Attested copy of EPF registration certificate with nominal roll, unique identity proof of the workers to be employed for the said work alongwith copy of latest receipt of premium paid to the concerned authority should be attached.	Copies to be enclosed.
8.	Past Experience	The firm should have executed minimum two contracts in State/ Central GovtDept/ PSUs/ reputed MNC etc and not been black listed any time. Copy of work orders should be enclosed.	Copies of relevant certificates to be enclosed.
9.	Work Force	Not less than 10 personnel in previous year. Nominal roll of the workers to be enclosed.	Copy of nominal roll of workers to be enclosed
10.	Income Tax Details	The firm is required to submit last three years income tax return details	Copies of IT Return for previous 3 years to be enclosed.
11.	Annual Turn Over	Annual turnover of the firm should be minimum 10 lakhs	Details of turnover to be mentioned.
12.	EMD Amount	EMD as mentioned in RFP is to be deposited alongwith quotation	EMD to be placed in a separate sealed cover.
13.	Goods and Service Tax Registration	Certificate for GST registration to be enclosed.	Copy to be enclosed.
14.	Balance sheet and profit and Loss Statement	The balance sheet/ profit & loss statement of last two financial years duly certified by auditors/ CA to be attached.	Copies of Balance Sheet/P&L statement to be enclosed
15.	Affidavit	An affidavit is required to be submitted with the quotation for compliance of minimum wages, EPF/ ESI and other statutory provision promulgated by the competent authorities.	Copy of affidavit to be enclosed
16.	License from Labour Commissioner	The contractor should be licence holder for providing contract labourers issued by the competent labourlicence authority under provision of contract labour (regulation and abolition) Act 1970 and rules 1971.	Copy of labour licence to be enclosed.
17.	Registration details	The firm must be registered with any Govt/ Non-Govt agency/ PSUs (Copy of registration to be enclosed). Relevant proof to be submitted for the same.	Copy of registration certificate to be enclosed
18.	Job Completion	Successful job completion certificate for the contracts executed by respective organisation during last three years to be enclosed.	Copies of the same to be enclosed
19.	Litigations Court Case	Notarized affidavit to be submitted for the following (a) Certificate that the firm has never been banned/ black listed by any Govt organization/ Non Govt Organization/ PSUs (b) There are no litigation/ court cases against the firm.	Copies of the affidavit to be enclosed

M. Venkatesh

[Signature]

[Signature]

[Signature]

20.	Solvency and Details of firms Property	Solvency certificate confirming no indebtedness of mortgage of the firm's property issued by the civil authority to the firm alongwith records of the firm & owner's movable & immovable property duly attested by the notary to be enclosed.	Certificate duly attested by the notary to be enclosed.
21.	Power of Attorney	General power of attorney (if any) documents to be submitted	To be enclosed if applicable.
22.	Any other details vendor wants to provide	Evaluation Criteria as per Annexure-1	

6. Firms are requested to submit their commercial bids as per the format specified in Appendix 'B' of RFP :-

FORMAT FOR SUBMISSION OF BID

(a) Consolidated charges including GST, levies etc. on per day rate basis for the outsourcing of Data Entry Job of BMU (CHN):-

SI	Item	Cost for supervisor
(i)	Basic plus VDA per day	
(ii)	Total Basic +VDA per day for 26 days for a month	
(iii)	EPF*(13 %) on SI (ii) above subject to max. wage ceiling of Rs. 15000/- per month	
(iv)	ESI*(3.25 %) on SI (ii) above subject to max. wage ceiling of Rs. 21`000/- per month	
(v)	Service Charges per month (not less than 1% on SI.(ii) above)	
(vi)	Sub Total for one DEO for one month	
(vii)	Total for 06 DEO for one month (SI.(vi) X 06)	
(viii)	GST* @ 18% on sl.(vii) above	
(ix)	Grand total for 06 DEOs for 12 months{sl.(viii) X 12}	

* EFP/ESI/GST to be rounded off to next nearest rupee if the decimal is 0.50or above and to be ignored if less than 0.50

(b) Total should be filled carefully in words and figures. In case of mismatch, total in words will be taken as final for processing your bid. The rounding off is required to be done only while arriving at the final amount.

(c) The basic wages should be highest of rates promulgated by the Central Labour Commission/State Government Gazette Notification/respective District Collector. The rates as per the Central Labour Commission when quoted should be for 26 days per month inclusive of wages for weekly day of rest.

(d) **The minimum service charges in Rupees to be quoted (not less than 1% of SI.(ii) of Bid format [Para 6(a)(ii)] in words and figures**

H. Venkatesh

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(e) The ESI & EPF shall be quoted strictly as per the prescribed rates by the Govt. The firm should have service tax registration for service tax payment. Payment of all levies/ taxes/ subscriptions will be made on production of evidentiary proof. Quotes received with EPF/ESI & Service tax registration details will not be considered.

(f) Bidder has to submit quotation as per above format only in their letter head/ memo. Quotes not found as per the above format will not be considered.

7. All quotes are to be clearly specified in a legible manner. Any handwritten quotes are to be properly endorsed by the firm's authorized signatory.
8. All quotes to be rounded off to next nearest rupee if the decimal is 0.50 or above and to be ignored if less than 0.50.
9. In calculation sheet, clause for Service Charge element as minimum **1% is inclusive of Basic & VDA only** and EPF/ESI and other components do not form a part of the Basic + VDA/wages.
10. The minimum 1% service charge quoted is inclusive of uniform outfitting and washing etc.
11. If wages are revised during the period of contract, the same is to be brought out by the contractors to the Unit for taking up case separately for issue of additional sanction of CFA.
12. Proof of employees Salary Statement and EPF/ESI details. 'Proof of payment to the Employees less their contribution (Employees' share) towards EPF, ESI' to be provided by the Contractor along with the bills for every month. Proof of remittance of Employer's Share & Employees' Share of EPF / EDLI & ESI to the respective Employees' account also to be provided by the Contractor along with the bills for every month. EPF/ESI Account number in respect of each employee to be provided to them for their access to their EPF/ESI Account.
13. Non Payment of Minimum Wages. In case the contractor does not pay wages to the employees employed by him within stipulated date i.e. 10th of the month, the same will be deducted from the monthly bill of the contractor or contract will be terminated.
14. Safety Clause. This unit shall not be responsible for any injury/casualty or loss of the life that may take place during the course of contracted work/service and any compensation or expenditure towards treatment for such injury/casualty shall be the sole responsibility of the contractor.

M. Venkatesh

Chellappa

Smrta

Pravind

15. The contractor/vendor is to ensure adequate safeguards for personnel when employed on work where risk to human health/injury is involved. The contractor/vendor is to comply with the following conditions regarding 'Labour Welfare and Safety':-

- (a) The contractor is to ensure that the DEOs are adequately equipped with safety gears/equipment that is necessitated by that nature of the work involved.
- (b) employees above 50 years of age are not to be employed by the contractor.
- (c) Contractor is to be fully conversant with the procedure for timely administration of first aid in case of accidents. He is also to be aware of hospitals/medical units close to the work site and take immediate action in case of any accident.
- (d) ICG authorities are to be informed by the contractor immediately in the eventuality of any accident taking place.
- (e) Compensation to the family on account of injury of any dependent/employees employed by the contractor/vendor will be the sole liability of the contractor/vendor.
- (f) The contractor shall ensure that the DEP/employee employed by the contractor abides by all security regulations imposed by the ICG unit and does not in any manner compromise security of ICG property/area.
- (g) The contractor will render proof of police verification of character and antecedents of his employees proposed to be employed inside ICG premises.
- (h) An affidavit is required to be submitted with the quotation for compliance of minimum wages, EPF/ ESI and other statutory provision promulgated by the competent authorities.

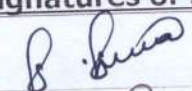
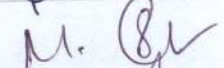
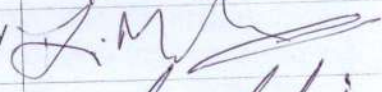
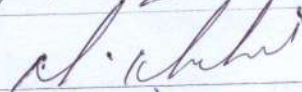
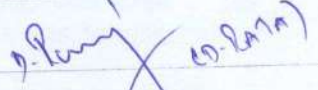
16. Age Limit. The contractor will employ only physically and mentally smart employees between the age group of 18 to 50 years.

17. Replacement during leave. The contractor should be able to provide replacement in case the employed person is granted leave for the duration of the leave.

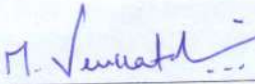
18. Proficiency & Conduct. The personnel engaged by the contract shall be experienced as required for the nature of work. The proficiency in the work will be scrutinized by the contract operation authority. Only those who possess sufficient proficiency in the work to the opinion of the contract operating authority shall be deputed for the work. If at any time the work or conduct of any worker is found unsatisfactory by COA or such authorized, such a person shall be removed by the contractor immediately with suitable substitute.

19. Integrity. The employees shall possess high profile of integrity so that he/she is eligible for obtaining an entry pass from the COA. If at any time the work or conduct of any worker is found unsatisfactory by COA or such authorized, such a person shall be removed by the contractor immediately with suitable substitute.

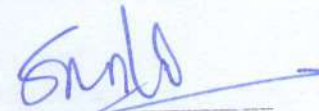
20. The signatures of the reps attended for the pre-bid conference is as appended below :-


Sl.	Firm's Name	Signatures of Rep attended
(a)	M/s Firstman Management Services, Chennai	
(b)	M/s Everwin Security Services, Chennai	
(c)	M/s Ex-Servicemen Security Services, Chennai	
(d)	M/s Securo Facility Management Services, Chennai	
(e)	M/s JR Agency, Chennai	

21. There being no further doubts, the pre-bid conference was concluded.


 M Venkataramani,
 Section Officer
 No.17385
 Member Secretary


 (Kartik Puri)
 Deputy Commandant
 (4232-P)
 Member-II


 (SV Joshi)
 Deputy Commandant
 (4222-S)
 Member-I


 (RP Dwivedi)
 Commandant (4057-S)
 President