

01/08/18

To,
The Director,
PDPM IIITDM
Jabalpur

Date: July 31, 2018

Sub: Clarification in the manpower tender and modification in manpower requirement

Respected Sir,

Pre-bid meeting with the vendors was held on July 30, 2018 at 0300 pm in conference room of the Institute. Based on discussion, it is proposed to upload following clarification with reference to queries raised:

Document reference	Existing clause	Clarification	Justification
Page 4, Note 3 of Section 2.1.2 Financial bid	As the agency have to bear the cost of a manpower of the cadre of manager, will have to maintain records related to salary, attendance, PF, ESI, etc., provide identity card, uniform, etc. In view of the same, the minimum service charge is fixed as 1.5%. In the Financial Bid, if an agency/ bidder quote impracticably low service charges i.e. less than 1.5%, the bid shall be treated as unresponsive and will not be considered.	No change.	As per discussion with CA, the service tax is applicable only on the service charge in case separate bill raised. Salary to the outsourced employee is on reimbursable basis.
Page 14, clause 9(h)	In the month of May of each year and at the time of conclusion of the contract, the contractor shall submit the documents related to EPF/ESIC (such as, Form 12A, 6A, 3A under PF Act), pertaining to the full year (Previous Financial Year) subject to change from time to time Govt. notifications.	No change. It is clearly mentioned that norms of the Govt are to be followed. In case any amendment is issued by the Govt, same will be followed in this case also.	--
Page 17 Annexure I	Annexure I: Tentative	Modified annexure is enclosed herewith	Some of the posts are clubbed in a

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	manpower requirement		particular category. Looking to the requirement of the skill and experience, the table is amended.
Page 4, Note 3 of Section 2.1.2 Financial bid	As the agency have to bear the cost of a manpower of the cadre of manager, will have to maintain records related to salary, attendance, PF, ESI, etc., provide identity card, uniform, etc. In view of the same, the minimum service charge is fixed as 1.5%. In the Financial Bid, if an agency/ bidder quote impracticably low service charges i.e. less than 1.5%, the bid shall be treated as unresponsive and will not be considered.	The bidder should provide ID, uniform and all other services to outsourced employee free of cost. The bidder can not charge any amount from the outsourced employee. It is advised the bidder should foresee all such expenses and should quote the service charge in accordance with the same.	
Page 12 clause 5.42	The Agency shall pay the bonus to the employed manpower atleast 14 days prior to the date of Dipawali Festival or a date decided by the institute every year. The institute will reimburse the amount within a week of receiving of the payment vouchers from the outsourcing agency. In case the agency fails to pay the bonus on time, a penalty @Rs. 10000/- per day will be deducted from the next bill of the agency.	No change. It is clearly mentioned that norms of the Govt are to be followed. In case any amendment is issued by the Govt, same will be followed in this case also.	
Page 11 clause 5.27	The quoted and accepted rates shall be final for the contract period of three (03) years.	This clause is applicable for the service charges (quoted percentage) only. Any modification in salary, PF, bonus, etc will be as per the Govt. of India rates.	There may be some error in interpretation so it has been clarified.
Page 15, clause 9(m)	All the bank charges shall have to be borne by the	This includes the charges for the transfer of the	A query was raised regarding this so

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	contractor. PAN No. and GSTIN number must be indicated in the bill.	salary in outsourced employee's account. The service provider should transfer pay specified without any deduction in the employees account. Service provider is advised to foresee such expenses and quote the service charges accordingly.	clarified.
Page 25, Annexure VI	Annexure VI	The score in column "Self-score" is to be filled by the tenderer based on his own judgement. Score validation will be carried out by the committee of the Institute based on the documents provided by the vendor.	A query was raised regarding this so clarified.

Additional clarification:

1. The bidder should not charge any additional fees in the name of registration, bank charges, or any other form from the outsourced employee.

Submitted for kind approval.


31/07/2018


(Vijay Kumar Gupta)


01-08-18

(Amaresh Chandra Mishra)


01-8-18

(Sachin Kumar Jain)


01/8/18

(Rizwan Ahmad)

Annexure - I

Tentative Requirement of the Manpower (modified)

S. No.	Category	Subcategory	No. of employee required sub category wise	Total No. of employee required category wise
1	Unskilled	Cleaner [#]	76	108
		Peon/attendant/Assistant	32	
2	Semi skilled	Mali	03	18
		Class room attendant*	03	
		Lab Boy	05	
		Conductor	02	
		Cook	01	
		Operator	04	
3	Skilled	Carpenter	02	19
		Plumber	02	
		Electrician	05	
		Driver (Motor Vehicle)	05	
		Lab technician/assistant	05	
4	Clerical	Junior office assistant	23	23
5	Highly skilled	Senior TA	01	19
		Caretaker/ Nursing assistant	17	
		Manager	01	
		Programmer	00	
		Sr. office assistant	00	
TOTAL			187	

Note:

1. The list is illustrative not exhaustive. The number of persons and related criteria to be outsourced may vary depending on actual requirement.
2. Refer Annexure - II for subcategory wise qualification of employees
3. All categories are as per the gazette notification of Ministry of Labour and Employment number 173 dated 19th January 2017 S.O. 188 (E). (Except marked with *).
4. #Cleaner requirement will be for the period till housekeeping tender is finalized by the Institute.



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Annexure - II

Subcategory wise qualification for recruitment (modified)

S.N.	Sub Category	Qualification (Education & Experience)
1.	Manager	Graduate with Experience of at least 05 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.
2.	Programmer	B.E. or B. Tech with 3 years' Experience in operating computer system and computer programmer.
3	Senior Technical Assistant	Degree from a recognized Institute/ University with 2 years' experience. Knowledge of computer and Modern Teaching Aids.
4.	Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.
5.	Care taker/ Supervisor/ Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer and Modern Teaching Aids.
6.	Nursing Assistant	Degree/ Diploma in Nursing/ Midwifery or similar field OR Nursing Technical Course conducted by Directorate of medical Services/Army/ Navy/Indian Air Force and recognized by Ministry of Health and Education family Welfare (Department of Health) which is equal to male Nursing in Civil. Experience of at least 05 years in the relevant field in Government/Public/ Private Hospital/Nursing Home.
7.	Driver	1. Driver For Bus and Other Heavy Vehicles Minimum Qualification: 8 th Pass+ Driving License (HMV) with badge +3 years of driving experience on HMV. 2. Driver for Car/Jeep/ Ambulance/ Other LMVs Minimum Qualification: 8 th pass+ Driving License (LMV) with badge+ 3 years of relevant experience.
8.	Conductor	12 th passed with 3 years' experience.

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9.	Lab/Technical Assistant	<p>1. Lab Assistant Minimum Qualification: 12th Pass with ITI or equivalent course in relevant course in relevant discipline OR degree/ Diploma from a recognized Institute/University. Knowledge of computers.</p> <p>2. Technical Assistant Minimum Qualification: Diploma from a recognized Institute/ University with 4 year experience. Knowledge of computers.</p>
10.	Cook	5 th pass with Certificate course in cooking/ Catering and 3 years of experience of working in Government organization/ reputed Hotel.
11.	Junior Office Assistant	Graduation Degree in any discipline. Knowledge of computers
12.	Electrician	10 th pass+ with ITI in electrical and 2 years relevant experience OR 10 th Pass with one year Certificate course in similar field and 3 years of experience OR 8 th pass license holder electrician with 5 years of experience.
13.	Plumber/ Carpenter	10 th pass with ITI/Certificate Course of at least 1 year duration in plumbing or carpentry or equivalent with 1 year relevant experience OR 8 th pass with at least 3 years of relevant experience in plumbing or carpentry or equivalent.
14.	Civil work assistant	10 th pass with ITI in similar field and 3 years relevant experience OR 10 th pass+ Diploma in similar field with 1 year of relevant experience OR Graduate Degree in the relevant discipline
15.	Lab Boy	10 th pass and must have at least 3 years' experience of handling lab equipments in the related area
16.	Class room Attendant	10 th pass and must have at least 3 years' experience of handling of classroom equipment that includes computers, projector, sound system and should be able to sort out small problems of such equipments
17.	Mali	10 th pass with at least 3 years' experience or 8 th pass with 5 years experience. Experience should be in maintenance of gardens and horticulture.
18.	Attendant	At least 8 th Pass with some experience
19.	Peon/ Sweeper/Cleaner	At least 8 th Pass with some experience

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Justification for pay

S.N	Sub Category	Qualification (Education & Experience)	Minimum Wage per day as on today	Additional Increment over minimum wage	Justification
1.	Manager	Graduate with Experience of at least 05 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.	673	10 % increment	Due to additional experience required (5 years as compared to 2 years) and nature of job.
2.	Programmer	B.E. or B. Tech with 3 years' Experience in operating computer system and computer programmer.	673	10% increment	Due to professional qualification required (B.E./ B.Tech. in place of graduation), higher experience (3 years in place of two years) and nature of job.
3	Senior Technical Assistant	Degree from a recognized Institute/ University with 2 years' experience. Knowledge of computer and Modern Teaching Aids.	673	Nil	
4.	Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer.	673	Nil	
5.	Care taker/ Supervisor/ Senior Office Assistant	Graduate with Experience of at least 02 years in the relevant field in Government/Public/Private limited company. Knowledge of computer and Modern Teaching Aids.	673	Nil	
6.	Nursing Assistant	Degree/ Diploma in Nursing/ Midwifery or similar field OR Nursing Technical Course conducted by Directorate of medical Services/Army/ Navy/Indian Air Force and recognized by Ministry of	673	10%	Due to higher professional experience required (5 years in place of 2 years) and nature of job.

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		Health and Education family Welfare (Department of Health) which is equal to male Nursing in Civil. Experience of at least 05 years in the relevant field in Government/Public/ Private Hospital/Nursing Home.			
7.	Driver	<p>1. Driver For Bus and Other Heavy Vehicles Minimum Qualification: 8th Pass+ Driving License (HMV) with badge +3 years of driving experience on HMV.</p> <p>2. Driver for Car/Jeep/ Ambulance/ Other LMVs Minimum Qualification: 8th pass+ Driving License (LMV) with badge+ 3 years of relevant experience.</p>	612	Nil	
8.	Conductor	12 th passed with 3 years' experience.	522	Nil	
9.	Lab/Technical Assistant	1. Lab Assistant Minimum Qualification: 12 th Pass with ITI or equivalent course in relevant course in relevant discipline OR degree/ Diploma from a recognized Institute/University. Knowledge of computers.	612	Nil	
		2. Technical Assistant Minimum Qualification: Diploma from a recognized Institute/ University with 4 year experience. Knowledge of computers.	612	5% increment	Due to higher qualification required as compared to Lab Assistant. In RPN it is placed at an GP of 2800 as compared to 2000 for LA.

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10.	Cook	5 th pass with Certificate course in cooking/ Catering and 3 years of experience of working in Government organization/ reputed Hotel.	522	Nil	
11.	Junior Office Assistant	Graduation Degree in any discipline. Knowledge of computers	612	Nil	
12.	Electrician	10 th pass+ with ITI in electrical and 2 years relevant experience OR 10 th Pass with one year Certificate course in similar field and 3 years of experience OR 8 th pass license holder electrician with 5 years of experience.	612	Nil	
13.	Plumber/ Carpenter	10 th pass with ITI/Certificate Course of at least 1 year duration in plumbing or carpentry or equivalent with 1 year relevant experience OR 8 th pass with at least 3 years of relevant experience in plumbing or carpentry or equivalent.	612	Nil	
14.	Civil work assistant	10 th pass with ITI in similar field and 3 years relevant experience OR 10 th pass+ Diploma in similar field with 1 year of relevant experience OR Graduate Degree in the relevant discipline	612	Nil	
15.	Lab Boy	10 th pass and must have at least 3 years' experience of handling lab equipments in the related area	522	Nil	
16.	Class room Attendant	10 th pass and must have at least 3 years' experience of handling of classroom equipment that includes computers, projector, sound system and should be able to sort out small problems of	522	Nil	

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		such equipments			
17.	Mali	10th pass with at least 3 years' experience or 8th pass with 5 years experience. Experience should be in maintenance of gardens and horticulture.	522	Nil	
18.	Attendant	At least 8 th Pass with some experience	462	Nil	
19.	Peon/ Mali/ Sweeper/ Cleaner	At least 8 th Pass with some experience	462	Nil	

The persons having more experience may be given 5% increment for every three years of service in the institute by the Manpower Selection committee based on the performance and credentials.

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