

MINUTES of the pre-bid meeting held on 26.11.2021 at 11.00 A.M. at the Registered Office of the Corporation for Appointment of Outsourcing Agency on Service and Rate Contract basis for a period of 3 years.

Officials Present:

1. Thiru D.Durairaj, DGM (HRM)/CS
2. Thiru K.Janardhanan, Sr. Manager (Estate)
3. Thiru S.Subbiah, Sr. Officer (HRM)
4. Thiru L.Kumarappan, Sr. Officer (HRM)
5. Thiru G.B.Sridhar, Officer (HRM)

Participants:

1. M/s. CC.Vee Financial Service, Chennai
2. M/s. New Life Placements (P) Ltd., Chennai
3. M/s. Relyon Facility Services Pvt. Ltd.
4. M/s. Monisha Security Agency
5. M/s. Somesh Enterprises, Chennai
6. M/s. Ex-Servicemen Security Services, Chennai
7. M/s. Alert Security Services, Coimbatore
8. M/s. Janishree Corporate Services Pvt. Ltd., Royapettah
9. M/s. Firstman Management Services Pvt. Ltd., Chennai
10. M/s. Everwin Security Services. P. Ltd.
11. M/s. Falcon (C) Security Services P. Ltd., Chennai
12. M/s. First Choice Outsourcing Services
13. M/s. Pentaforce Securitas, Chennai

The DGM (HRM)/Company Secretary welcomed the gathering and initiated discussion. The following queries were raised by the participants on the tender for the proposed appointment of outsourcing agency on Service and Rate Contract basis for a period of 3 years :

Sl. No.	Query	Reply to query
1.	Whether exemption of EMD can be considered to those who produce NSIC/MSME Certificate?	It was clarified that as per our tender documents EMD shall be remitted by all the tenderers. Tender without EMD will be summarily rejected.
2.	Availability of minimum service charges payable to Bidder if any by the Corporation.	No minimum service charges mentioned in the tender document as payable by the Corporation to the bidders.

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3.	Whether salary payable under the contract fulfills the criteria under Minimum wage fixed by Collectorates?	The salary payable under the contract was read to all the participants. The rate fixed was after taking into consideration of the minimum wage.
4.	Is it necessary that the Tenderer should have minimum experience of five years in outsourcing of manpower?	It was clarified that minimum of five years experience is necessary as per page no.6, para 3(4).
5.	Whether the Tenderer should have deployed a minimum of 100 personnel spread across minimum of 10 Districts in Tamilnadu or in a single district.	It was clarified that the tenderer should have deployed a minimum of 100 personnel spread across minimum of 10 Districts in Tamil Nadu for a continuous period of one year to state/ central government department during the last three years as per page no.7, para 3(8).
6.	If a tenderer is unable to furnish audited Balance Sheet for the year 2020-21 can he submit provisional Balance Sheet?	No. In this case, tenderer is requested to submit audited Balance Sheet for the years 2017-18, 2018-19 & 2019-20.
7.	Whether the auditor certificate is required for minimum revenue of Rs.1.00 Crore from outsourcing of manpower on contract basis in the last three financial years	Yes. Auditor's certificate is required as per page no.7, para 3(9).
8.	Clarification on the eligibility criteria No.12 at page No.7 para 12 of the tender documents.	It was clarified that self declaration by CEO/Authorised Signatory be furnished for PF/ESI remittance along with code number of PF and ESI to assess eligibility of the bidder.
9.	Whether the Tenderer should have financial capability to handle the services by mobilizing enough funds in advance to disburse payment to the resources deployed for at least two months (Approx. Rs.25 Lakhs per month)	Yes. Banker's /Solvency Certificate is required.

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10.	Specific criteria to consider the successful bidders with same quotes. In other words bidders who quote the same service charge and the selection process.	If more than one bidders ranked first based on the lowest quote (L1), then contract will be awarded to multiple service providers as discussed at page no.12 of the tender documents.
11.	If more than one bidder may be awarded contract, if the quantum of work needs multiple service providers, requesting to clarify, are these criteria are for the existing requirement or for any upcoming requirements If in case of future requirements what is the percentage of share of resources given to L1 bidder and others in new requirements? In such case how SD will be calculated?	If more than one bidders ranked first based on the lowest quote (L1), then contract will be awarded to multiple service providers as discussed at page no.12 of the tender documents. The resources required will be allocated to all the multiple L1 bidders equally. Future requirements if any will be allocated equally. Security deposit shall be based on the value of contract for individual contractor and it will be enhanced suitably if required due to increase in future requirements.
12.	How many higher ranked bidders such as L2, L3 or all eligible bidders empannelled?	If there are L1 bidders with acceptable quotes, then there won't be a necessity for L2, L3 bidders to match the baseline L1 price. Refer tender documents page No.12 and para 14. The principles of TNTT Act will be applicable.
13.	Clarify the tender document cost	Page 20 para 30 (ii) of the tenders shall be read as "The tenders without EMD amount will be summarily rejected".
14.	TIIC shall not pay any increase in duties, taxes and surcharges on account of any revision by the Government either Central and / or State after expiry of the stipulated contract period.	It was clarified that the increase in duties, taxes etc. beyond the contract period is permissible only for the last month of contract (i.e. 36 month) period.

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15.	Whether the service charge need to be quoted in decimals or not?	Yes. The service charge shall be quoted only up to two decimals point. (i.e. eg. 2.02%)
16.	Request to specify the amount of performance security deposit and also in case of multiple vendors are empanelled, what will be the criteria in Security Deposit.	Security Deposit will be fixed as percentage on the service charges payable to bidder on the resource allocated for the entire contract period to the individual bidder on completion of tender process.
17.	Employees' working days.	It was clarified that it will be as per the working hours of the regular employee.
18.	In case of dissatisfaction, contract will be awarded to another service provider. Specify the dissatisfaction parameter.	It was clarified that dissatisfaction over non-compliance of requisite conditions as specifically mentioned in the tender document.
19.	TIIC reserves right to cancel and transfer this contract based on customer feedback/complaints	Non-compliance of specific conditions as mentioned in the tender documents will lead to cancellation of contract.
20.	Specify poor performance parameter for bidders understanding and to help avoiding such situations?	Non-supply of resources within the stipulated time, non-payment of ESI/PF, non-compliance of statutory requirements, poor quality of resource supplied, etc are some of the performance parameters.

The pre-bid meeting concluded after the salary payable per day to each category being read by the office.

Sd/-
DGM (HRM)/CS

Sub: Tender invited for appointment of Outsourcing Agency to provide manpower.

Fixation of Salary for Assistant, Driver & Office Assistant

Post	Basic salary per person / per day	Allowances per person / per day	Gross Salary per person / per day	ERPF (13% on basic)	ERESI (3.25% on Gross)	Total salary per person / per day	Salary per month / per person
1	2	3	4 = {2+3}	5	6	7 = {4+5+6}	8 = {col.7* 30 days}
Assistant	466	201	667	61	22	749	22460
Driver	385	165	550	50	18	618	18530
OA	281	120	401	37	13	451	13520

DGM (HRM)/CS