

**GOVERNMENT OF INDIA
NATIONAL BIODIVERSITY AUTHORITY
CHENNAI**

File No. NBA/2/124/ADMN/20-21/VOL.V

Date: 10.12.2020

PROCEEDINGS OF PRE BID MEETING OF NIT NO. NBA/2/124/ADMN/OS/17-18/2831 DT 18.11.2020 – INVITING BIDS FOR PROVIDING MANPOWER IN OUTSOURCED MODES

A pre bid meeting for the tender process for engaging service contractor for providing manpower in outsourcing mode was held on 9.12.2020 at 14.30 Hrs at NBA. The virtual meeting was chaired by Chairperson, NBA. 14 prospective bidders viz M/s. TVS Staffing Solutions, M/s. Gaviko Artistic creators (P) Ltd, GA Digitals, Master Mind Agency, PGM Electro (P) Ltd, Sutra Consulting Services, Firstman Management services (P) Ltd, A. R. Agency, Kapston Facilities Management Ltd , Janishree corporate and others from New Delhi, Chennai, Bhubaneshwar and Nagarcoil have participated in the meeting.

The queries raised by bidders and response of NBA are as follows:

Sl. No.	Queries of Bidder	Response of NBA
1	Statutory dues such as PF, ESI, GST need to be included in financial bid raised by M/s. Gaviko (P) Ltd, Chennai & GA Digitals, New Delhi	All statutory dues such as PF, ESI, GST, etc. as applicable will be payable by NBA separately. The bidders have to quote the rate for consolidated wages and service charges.
2	Current remuneration structure of outsourcing employees may be disclosed as requested by TVS staffing solutions, Chennai	The following are the consolidated remuneration per month being paid by NBA to the current outsourcing staff: a)Senior Executive – Rs.34550/- (proposed as Highly skilled clerical category – 4) b)Executive Grade I – Rs.32400/- (proposed as Highly skilled Clerical category - 3) c)Executive Grade II – Rs.27000/- (proposed as Highly skilled Clerical category -2) d)Assistant Executive – Rs.21500/- (proposed as Highly skilled Clerical category -1) e)Liaison Executive (New Delhi) – Rs.37800/- (proposed as Highly skilled Clerical -4) f) Driver – Rs.24850/- g)Office Attendant – Rs.16200/-



		h)House Keeping Assistant (sweeping and cleaning)– Rs.15100/-
3	The minimum wages prescribed by Govt. of India or States to be referred - raised by Firstman Management Services (P) Ltd, Chennai	NBA being a Central Government organization, Minimum wages prescribed by the Chief Labour Commissioner, Ministry of Labour and Employment, Government of India, may be taken as minimum wages prescribed by Govt. For details, minimum wages applicable to the "Construction and other Industries.." may be seen from the following link: (https://clc.gov.in/clc/node/666)
4	Whether TDS is applicable only on Wages – raised by M/s Gaviko Pvt Limited, Chennai.	No. Actual TDS deduction will be as per Income Tax Act on Invoice raised. The service charges to be indicated in financial bid is only for the purpose of tender evaluation process. The current TDS is 1.5% and accordingly the TDS rate . 2% shown in Financial Bid calculation stands modified to that extent. Accordingly, if service charge is less than 1.5%, such bids will be rejected.
5	Whether PF is calculated on Basic pay or total consolidated remuneration – raised by M/s Gaviko Pvt Limited, Chennai	Outsourced staff are employees of the Service provider. The service provider is at liberty to structure the pay and allowances elements which are not in contravention to any statutory laws. For NBA it is cost to company. Employer's share of PF contribution will be paid by NBA based on service provider's pay structure.
6	Performance Security is calculated on which amount?	Performance Security is calculated on Annual Wages and Service Charges.
7	EMD exemption towards submission of MSME and NSIC certification raised by Kapston Facilities Management Ltd	Yes. Please refer Sl. No. 3(vi) of NIT document regarding EMD exemption.

