

Minutes of the Pre-bid meeting for 'Providing Outsourced Manpower Services for StockHolding Offices at Parel, Mumbai and Mahape, Navi Mumbai' held at Mahape office of STOCKHOLDING on 03rd April 2023 at 12.10 p.m.

Vendors present at the meeting:

1. Nexus Business Solutions (P) Ltd. - Mr. Rudrabhat S and Mr. Ameya Ayare
2. Radha Electricals - Mr Siddhant B
3. Olympus Secure Process Pvt Ltd. - Mr. Sandip Mane and Mr. Naresh Solanki
4. Sakshi Consultancy Services - Mr. Harish Kunjathur
5. IG Facility Services - Mr. Sandeep N and Mr. Balvab Ramale
6. Intelec Consultancy Services - Mr. Prakash Sutar

Stockholding officials present at the meeting:

1. Mr. Raj Kumar Kachroo
2. Mr. Sanjeev Mirchandani
3. Ms. Shubha Nair
4. Ms. Rutuja Parab

The following points were discussed and clarified to the vendors:

- 1) Page No. 22 Format for Financial Bid Cost Calculation Sheet – Total Weighted Cost(H) is only calculated to derive L1 and is not the cost to the Company.
Ref Page No. 22 – VIII - Note: (a)
- 2) Page No. 13 Format for application Sr. No. 10 Copy of latest Annual E-Return along with challan for in r/o ESIC and EPF payment for its employees- Since ESIC and EPF payments are on monthly basis the Bidder has to upload e-challan and e-receipts from January 2023 to March 2023.
- 3) Page No. 13 Format for application Sr. No. 17 License by competent authorities including the Labour Commissioner- It was discussed that it requires minimum 50 employees to procure labour license. Hence the Bidder can submit the licence if he is providing 50 or more employees to other organisation. Further StockHolding will provide letter to the L1 bidder to procure labour licence for StockHolding. However the cost of the same will be borne by the Bidder only.
- 4) Page No. 7 Pre-Qualification Criteria - Point No. 2 "The work orders issued by one company for its multiple locations/ one parent company & its subsidiaries shall be treated as a single work order" - It was clarified that if a bidder has multiple work orders of a company and its subsidiaries then the same shall be treated as single work order.
- 5) Page No. 18 General Terms & Conditions – Point No. 9 – Personnel Deployed by the Service Provider – It was clarified that one supervisor should be deployed at Mahape since majority of the outsourced staff is required at Mahape. StockHolding will be interacting with the Supervisor for any issues / clarification / requirement pertaining to the outsourcing staff. The bidder may nominate one of its personnel as supervisor.
- 6) Page No. 21 Point no 31. - The Outsourcing agency should have adequate insurance, sufficient to provide an undertaking to suggest that it has requisite insurance policies to undertake services required to be performed under this RFP. The insurance policy

should be comprehensive in nature and should also include group accidental policy for the employees being provided by the agency.- It was clarified that the Bidder should have insurance policy of its outsourcing staff (Group medical insurance and accidental policy)

- 7) All the components in the financial bid are to be mentioned manually and should not be kept blank.
- 8) The L1 has to provide Monthly/ Quarterly compliance certificate or any other documents pertaining to the PF/ESIC to the Corporation.
- 9) EMD and Tender fees can be submitted either at Parel, Mumbai or Mahape, Navi Mumbai on or before 10th April 2023, time-3.00 p.m.
- 10) It was clarified that if a company where the vendor is providing outsourcing manpower service issues one work order per employee, the vendor can provide summary on letterhead.
- 11) The Auction Tiger's server time shall be the time stamp for the submission of the bids on the system and the said time stamp shall be final.

Clarifications on the queries received up to and during the pre-bid meeting uploaded on the website. The Corporation will not be obliged to answer the queries received after the Pre-bid meeting.