



**RfP for selection of HR Agency for providing Off-Roll Manpower on Contract Basis
Tender No. 2016-17/HR/1 dated October 20, 2016**

**Pre Bid Queries & CGTMSE's Response –
Pre-bid meeting held on November 04, 2016 at 11:00 AM**

Important Note : The RfP reference number viz., clause and page numbers mentioned hereunder are that of the RfP before incorporating below mentioned changes/revisions.

Sr. No.	RfP Reference No. If any	RfP existing Clause	Bidder's Query	CGTMSE's response
1.	Clause No. 3 (4) Page-8	As per Tender Document	<p>1] As per the tender document, the work is for 1.5 crore approx. so far the same work 10 crore criteria is not required for 1.5 crore work, only 2 crore turnover criteria is required”.</p> <p>2] As per the public procurement policy, how are you implementing the MSME benefits for MSME sectors”.</p>	<p>No change</p> <p>2] The benefits to MSMEs have been indicated under the head “Public Procurement Policy on Micro and Small Enterprises (MSEs)” on page 11 of the Tender Document.</p>

2.	Clause No. 3 (4) Page-8	As per Tender Document	“The eligibility norms of min. 10 crores turnover and 5 years in business are disproportionately high and does not offer a level playing field to smaller SMEs”	No change
3.	-	-	“Do you have existing contract manpower assigned for the job and the new agency need to take them on the contract or the new agency need to source out new candidates and short listing / selection will be done by CGTMSE.”	The agency should be in a position to supply need based manpower whenever called for by CGTMSE as per Tender Document. The suitability of the candidate will be decided by CGTMSE. The selected agency could also recommend the names of the existing off roll staff of CGTMSE, provided these off roll staff members approach the agency for the purpose. The suitability of the candidates, however, will be decided by CGTMSE as mentioned earlier.
4.	-	-	“CtC will be fixed by the principle employer – will the CtC remain same for same designated employees? If not, then what is the range of variation?”	CtC will be fixed based on qualification and experience. There could be variations in the CtC amongst the same designated employees. It is not possible to quantify the range of variations.

5.	-	-	<p>“Service charges will be proposed by the contractor as % to CtC – additional to service charge do CGTMSE will allow the administration expenses.”</p>	<p>The Service charges quoted by the Agency as percentage to CtC shall be all inclusive excepting for applicable taxes as mentioned in the CtC and no other administrative expenses shall be allowed separately.</p>
6.	-	-	<p>“What will be the payment release period from the CGTMSE to the agency after payment made to the employees / bills raised by the agency.”</p>	<p>The agency shall be reimbursed the amount maximum within 2 weeks from the date of receipt of complete documents.</p>