

Institute of Seismological Research, Department of Science and Technology, Government of Gujarat, Raisan, Gandhingar
E-Tender for hiring of an agency for facility management especially for providing manpower for offices and house keeping
services with materials

Clarification/Amendmend to the existing tender document

Reference	Query	Clarification/ amended as
PAGE NO. 24 - FORMAT OF FINANCIAL BID IN WHICH SR. NO. 2	SPECIAL ALLOWANCE IS RS. 39.90 . BUT THE RATE OF SPECIAL ALLOWANCE IS RS. 42.40 FROM 01/10/2019 ONWORDS .	Agreed. Changes to online financial bid is made.
PAGE NO. 24 - FORMAT OF FINANCIAL BID IN WHICH SR. NO. 2	ESI CONTRIBUTION IS 4.75 % . BUT THE RATE OF ESI CONTRIBUTION IS 3.25 % FROM 01/10/2019 ONWORDS .	Agreed. Changes to online financial bid is made.
page number 3 Chapter 1 Important Dates & Information Sr. No. 5	we have a query on the page number 3 Chapter 1 Important Dates & Information Sr. No. 5 you have mention that To Submit Technical Bid (Physical Bid) on or Before 11:00 Hrs on 23.09.2019, and in Sr. No 4 you have mention that Last Time & Date of Bid Submission on 17.00 Hrs. on 28.01.2020. Both submission dates and times are showing different. So kindly give us exact date of submission details please.	Bidders have to consider Sr. No 4 only. The date stated at Sr. No 5 is an error.
Chapter 6, Point 4, Sub Point 1	Bonus, Gratuity & Leave are payables as extra (Q) What is the period in which theses statutory are to be paid? Does the agency get their service charges due on the same amount?	Bonus, Gratuity and Leave are governed under statutory provisions of various labour law. As per the provision, there have to be paid. As and when it becomes due and paid under such provisions, the same will be reimbursed to the agency by ISR on actual basis. The agency will be entitled for agency charges for such payment.

Chapter 6, Point 4 (Payment Terms) Sub Point 6- Submission of invoice- (Q)	It is a common understanding that first invoice does not include documents related to PF/ESIC and PT. Labour License copy is availed only after agency gets 5A certificate from ISR.	The first invoice is to be supported with proof of payment made, attendance whereas from subsequent months, invoices should be supported with PF/ESIC payment of preceding month. Yes, agency can obtain labour license after 5A certificate only, which can be given after issue of LOA. This this will be taken care after award of contract.
Chapter 6, Point 1 (Scope of Work) Sub Point 2 (Tools, Equipment & Housekeeping materials) Para IV- List of equipment to be deployed. – (Q)	Equipment list given in this para differs from Annexure 4B, Which list is to be consider for bidding process?	Annexure 4A & 4B are final and only to be considered.
1. Format of Financial Bid: Point H & Point I are not clear as Point H	It describes “Agency Service Charges in Percentage (%) in Number”a. While Point I describes “ Agency Service Charges in Percentage (%) in Figure.Kindly suggest the difference between the two.	Agency Service charges are to be stated in number and words. This is an error in the tender document. Figure and number both are same.
Chapter 6, Point 1 (Scope of Work) Sub-point 2 (tools, Equipment & House keeping material) Para III-	Machine on agencies cost- (Q) Does that mean machines are to be provided for free?	Machines are stated is to be provided by the bidder. Bidder has to factor cost on that in its agency charges or material charges as bidder finds appropriate. No extra cost on this, will be paid.
Item No:- 5 of chapter 1, Page No:- 3	What is the last date of submission.	The date 23/09/2019 is to be read as 28/01/2020.
	The MSME and DGR registered agencies are exempted from paying tender fees, EMD and producing solvency.??	Yes. Bidders having valid certificate for the particular category of CSPO/MSME/NSIC are Exempted from Tender Fee and EMD. However, this benefit is to be extended to such MSME units which are in Gujarat only.