

**Pre Bid Clarifications for Tender for Catering and Hospitality Services**

**Ref: ICTS/TIFR/2020-21/SER-28**

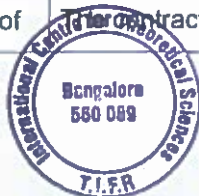
**Online Meeting held on 18 Sept 2020**

SI No	Query	Clarification
1	What Minimum wages to be considered	Central Minimum wage rates as on 01.04.2020
2	EMD Exemption; Please clarify whether MSME & NSIC holders are exempted from EMD	Yes MSE & NSIC holders are exempted from EMD
3	Is the solvency certificate mandatory? What should be the value and validity of the Solvency Certificate?	Yes, Solvency certificates are mandatory. Minimum value of 16 Lakhs from nationalised/ scheduled banks. The solvency certificate should not be dated more than 6 months.
4	What are material charges? Please clarify.	The cost of dry provisions, fuel, cleaning material etc. should be calculated and loaded on manpower
5	Regarding Administrative charges & Contractor's margin, is there a minimum percentage below which a tenderer shall not quote	No. The agency should quote in percentage considering the three years inflation.
6	What are the skill categories to be considered	The manpower can be classified as: Cook & Cashier cum Storekeeper - Skilled Assistant Cook & Waiter - semi-skilled Helper - unskilled





7	Leave wages rules	Leave wages (max 6%) applicable
8	Payment of bonus and reimbursement if paid monthly	Bonus can be paid monthly restricted to Rs 7000 per annum. It will be reimbursed on submission of proof of payment to the contract workers.
9	Background verification of deployed employees	Background verifications for all deployed employees are to be initiated immediately post award of the contract. An acknowledgement for the same has to be sent to the centre.
10	National holidays and festival holidays	The salary for holidays should be taken care of with leave wages and reliever charges.
11	Regarding campus visit	Yes, with prior appointment.
12	Mode of submission of tender documents	By Hand, By courier, By Post. Please note in all cases the tender should reach ICTS before 3 PM of the tender opening date. The centre will not accept any postal/courier delay.
13	Applicability of GST	There is no exemption. GST @ 18% applicable. Statutory dues will be payable as per the Govt rules and amendments.
14	Qualification for financial bid opening, weightage of technical qualification for financial bid evaluation.	All technically qualified bidders will be eligible for the next stage i.e. financial bid opening. Weightage of technical evaluation will not be combined with financial weightage. The lowest bidder will be awarded the contract.
15	Can we pay PF for ceiling Rs. 15000	Yes.
16	Regarding manpower split and adding of	The contractor can position an additional





	additional positions by contractors for the convenience of supervision	supervisor/ manager on their own.
17	Regarding manpower inclusion for lower ground floor cafeteria	It has been considered in waiter/stewards category
18	Regarding providing of food for their contractual employees	The difference between subsidised food rate and coupon will be reimbursed monthly on submission of proof (collected coupons).
19	Regarding transportation charges to be shown in bills	Yes. The monthly total charges to be loaded on each manpower. There are two separate rows for monthly total transportation charges in & material charges.
20	Regarding insurance for contractual employees	ESI is applicable. The contractor can take other insurance like ELI, General insurance and quote in the price bid.
21	Regarding GST on material and manpower	18% GST Applicable. Please quote under Point 14. Taxes, duties levies etc.

