

## Tender Pre-bid clarification meeting held on 28/11/2019

### Responses to General Queries

QUERY	RESPONSE
Whether the Agencies can apply for all the three Tenders	Yes, the Agencies can apply for all the three tenders
Responsibility of installation of Biometric Attendance	IISc will install the bio-metric attendance. But It will be the responsibility of the agency to ensure that all the workers record the attendance on these machines.
In Page No 39 of the tender of Departmental House Keeping, Clarification is required for below "We will take care of attending the Laborers regularly and if the laborers are absent or on leave we will arrange for the alternatives. We will take additional services like Casual Laborers, office boys and helpers on emergency movement or whenever required to management"	It is clarified that "The Agency will take care of attending the Laborers regularly and if the laborers are absent or on leave the agency will arrange for the alternatives. The Agency will also support CNS for additional services like Casual Laborers, office boys and helpers on emergency movement or whenever required to management"
In Page No.29 of the Centralized House Keeping tender, it was requested to clarify whether the Vehicle Charges are inclusive of Driver wages or not	It is clarified that "The vehicle Charges are inclusive of the Driver Wages"
It was requested to clarify regarding the EPF payment to the employees	Any increase in minimum wages, as per the Central Government Minimum Wages Act, along with proportional increase in the ESI, EPF will be borne by IISc. Similarly any increase in the statutory levies (ESI, EPF, GST) will also be applicable automatically and borne by IISc. any decrease in the statutory levies, the benefits will go to IISc. Govt. of India guidelines to be followed for EPF Payment. In terms of the current guidelines of GOI, the PF Contribution by the employer is limited to the wages earned until Rs 15,000/-. For example if the wages earned by an employee is Rs 20,000, the PF contribution by the employer will be to the extent of 13% of Rs 15,000.
In Page No 54 and 58 of the tender of Departmental House Keeping (Tender No: R(CMC)/HKS/2019-1), Clarification is required for below " * Wages Should be as per the Minimum Wages act of Central Govt. as on Oct 2015"	It is Clarified that the same may please be read as " * Wages Should be as per the Central Minimum Wages act of Central Govt. as on Oct 2019"
In Page No 30 of the tender of Centralized House Keeping tender (Tender No: R(CMC)/CHKS/2019-3), Clarification is required for below " * Wages Should be as per the Minimum Wages act of Central Govt. as on Oct 2015"	It is Clarified that the same may please be read as " * Wages Should be as per the Minimum Wages act of Central Govt. as on Oct 2019"
In Page No 22 of the Tender document for providing cooking and cleaning services ( Tender No: R(CMC)/MESS/2019-2), clarification is required as " Water Cooler and purifier should be cleaned and maintained through AMC as per the Instructions"	It is Clarified that "Water Cooler and Purifier will be maintained by IISc."

## RESPONSES TO HOUSEKEEPING SERVICES AT VARIOUS DEPARTMENTS

QUIRY	RESPONSE
<p>The manpower employed by the agency work outside IISc, shall not be entitled for any other emoluments except the actual bus shall be required to work normally be paid for attending the office on such holidays. The attendant, if deputed for any official as per the IISc working hrs., i.e. from Monday to Saturday from 08.30 hrs. to 17.00 hrs. with a lunch break of ½ hour from 1230 hrs. to 1300 hrs. The working hours may vary from Dept. to Dept. and the manpower should be ready to work as per the requirement of the department. The manpower may also be called upon to perform duties on Sunday and other Gazetted holidays, if required, by providing compensatory off. No extra wages will fare for the purpose</p>	<p>List of the holidays for the Contract labourers is announced by Contract Management Cell every year. Maximum of 10 holidays including 4 national holidays for the contract labourers, must be observed. Declared Holidays falling on Saturday, sundays and declared holidays falling on staggered weekly off days will not be compensated. The wages is paid on the declared holidays however if the employee had worked on the said holiday, compensatory off is being provided and no extra wages is being paid.</p>
<p>Contract Management Cell will announce of the list of holidays (maximum of 10, including 4 national holidays) for the contract labourers, which must be observed.</p>	<p>The manpower may also be called upon to perform duties on Sunday and other Gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. Any Allowance will be paid if the same is mentioned in the tender document and if they are the lowest bidder. Bonus will not be paid by IISc.</p>
<p>The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government along with all such other statutory dues like ESI, PF, etc.</p>	<p>List of the holidays for the Contract labourers is announced by Contract Management Cell every year. Maximum of 10 holidays including 4 national holidays for the contract labourers, must be observed and payment of wages will be provided for the said holidays. Any Allowance will be paid if the same is mentioned in the tender document and if they are the lowest bidder. Bonus will not be paid by IISc</p>
<p>Collection/Transportation and disposal of the segregated municipal solid waste should be done as per the Institute policy/rules without any additional cost.</p>	<p>Collection of waste and Transportation of waste to the identified place within/outside the campus has to be provided by the agency with no extra cost.</p>
<p>Hostel housekeeping has to be done 7-days a week. Hence the bidder is required to deploy the appropriate no. of contract labourers to take into weekly off for all.</p>	<p>Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on working on daily basis such that every contract employee gets one weekly off</p>
<p>Student's Hostel(Annexure-I-A)</p>	<p>Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on working on daily basis such that one contract employee gets one weekly off</p>
<p>[Group B (Departments)] Annexure-I-B A - Supercomputer Education and Research Centre (SERC) and CDS</p>	<p>Working Days are 6 days a week</p>
<p>B. Centre for Nano Science and Engineering Building (CeNSE)</p>	<p>Working Days are 6 days a week</p>
<p>C. New Biological Sciences Building (NBSB)</p>	<p>Working Days are 6 days a week</p>

D. Physical Sciences Department (PHY)	Working Days are 6 days a week
E. Health Centre (HC)	Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on working on daily basis such that one contract employee gets one weekly off
F. J R D Tata Library – Main Building (LIB)	Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on working on daily basis such that one contract employee gets one weekly off
G. Department of Electrical Engineering (EE) H. Centre for Nero Science (CNS) I. Centre for Continuing Education (CCE) J. U G PROGRAMME BUILDING (UGP) & Others	Working Days are 6 days a week
Man power deployed for Group A Man power deployed for Group B	Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on working on daily basis such that one contract employee gets one weekly off
Cleaning of the overhead water tanks and sumps. · Shifting and relocating of material within IISc campus. · Terrace cleaning, clearing water blockages in outlet pipes. · Netlon of windows to be washed.	The Scope is already mentioned in Page no 21 of the said document as these are the jobs required to be done as and when required
Wages should be as per the Minimum Wages Act of Central Government as on Oct. 2015.	It is Clarified that the same may please be read as " * Wages Should be as per the Minimum Wages act of Central Govt. as on Oct 2019"

## RESPONSE TO PROVIDING COOKING AND CLEANING SERVICES AT STUDENT MESSES

QUIRY	RESPONSE
<p>The mess will be opened at 6.00 am by collecting key from the Security Office and will of the week. Any changes in the timings will be approved by the IISc authorities.</p> <p>The personnel may also be called upon to work on gazette holidays if required, by approving compensatory off. No extra wages will be paid for working on such holidays.</p> <p>In addition to the weekly-off, the contract laborers deployed at the Hostel mess are eligible for 4 national holidays (Jan. 26, Aug. 15, Oct. 2, and Nov.1). The contract laborers who have performed shift duty on these days are entitled for an additional shift wage. This can be over and above the 26/27 shifts performed by them.</p>	<p>It is Clarified that , In addition to the weekly-off, the contract labourers deployed at the Hostel mess are eligible for 4 national holidays (Jan. 26, Aug. 15, Oct. 2, and Nov.1. . The contract labourers who have performed shift duty on these days are entitled for an additional shift wage. This can be over and above the 26/27 shifts performed by them. Oher National Holidays are not applicable for the essential services staff ( Cooking and Cleaning staff) at Student Messes</p>
<p>The personnel may also be called upon to work on gazetted holidays if required, by approving compensatory off. No extra wages will be paid for working on such holidays.</p>	<p>The said condition may please be treated "the contract laborers deployed at the Hostel mess are eligible for 4 national holidays (Jan. 26, Aug. 15, Oct. 2, and Nov.1. . The contract laborers who have performed shift duty on these days are entitled for an additional shift wage. This can be over and above the 26/27 shifts performed by them". Bonus will not be paid by IISc</p>
<p>The selected agency will be required to pay minimum wages as prescribed under the with all such other statutory Minimum Wages Act of Central Government along dues like ESI, PF, etc.</p>	<p>In addition to the weekly-off, the contract laborers deployed at the Hostel mess are eligible for 4 national holidays (Jan. 26, Aug. 15, Oct. 2, and Nov.1. . The contract laborers who have performed shift duty on these days are entitled for an additional shift wage. This can be over and above the 26/27 shifts performed by them..Any Allowance will be paid if the same is mentioned in the tender document and if they are the lowest bidder. Bonus will not be paid by IISc</p>
<p><b>SOLID WASTE MANAGEMENT</b></p>	<p>The Scope is already mentioned elaborately in Page No 19 of the said documents</p>
<p>Hostel housekeeping has to be done 7-days a week. Hence the bidder is required to deploy the appropriate no. of contract laborers to take into weekly off for all. MANPOWER Count</p>	<p>Rotational weekly off to be given to staff. For example for the total of 7 staff, 6 staff should on daily basis such that each contract employee gets one weekly off</p>
<p>Wages should be as per the Minimum Wages Act of Central Government as on Oct. 2015.</p>	<p>It is Clarified that the same may please be read as " * Wages Should be as per the Minimum Wages act of Central Govt. as on Oct 2019"</p>
<p>Discrepancy in payment in the bills has to be notified to IISc within 60 days from the date of submission of bill to IISc or 60 days from the corresponding month the bill is claimed.</p>	<p>Any discrepancy in payment of bills and any of the issues with respect to the bills raised by the agency should be brought to the notice of IISc within 60 days from the date of the corresponding month to which the bill is claimed else the same will not be entertained by IISc</p>

## RESPONSES TO PROVIDING CENTRALIZED HOUSEKEEPING SERVICES

QUIRY	RESPONSE
<p>The manpower employed by the agency shall be required to work normally as per the IISc working hrs., i.e. from Monday to Saturday from 08.30 hrs. to 17.00 hrs with a lunch break of ½ hour from 1230 hrs. to 1300 hrs. The working hours may vary from Dept. to Dept. and the manpower should be ready to work as per the requirement of the department. The manpower may also be called upon to perform duties on Sunday and other gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside IISc, shall not be entitled for any other emoluments except the actual bus fare for the purpose.</p> <p>Contract Management Cell will announce of the list of holidays (maximum of 10, including 4 national holidays) for the contract laborers, which must be observed.</p>	<p>List of the holidays for the Contract laborers is announced by Contract Management Cell every year. Maximum of 10 holidays including 4 national holidays for the contract laborers, must be observed. Declared Holidays falling on Saturday, Sundays and declared holidays falling on staggered weekly off days will not be compensated. The wages is paid on the declared holidays however if the employee had worked on the said holiday, compensatory off is being provided and no extra wages is being paid.</p>

**Note:**

**The Tender documents have been revised and accordingly bidders are requested to submit the bids as per the updated documents accordingly the last date for tenders are extended till 3.00 pm on 30.12.2019.**

**The bidders who had already submitted bids before 10.12.2019 as per the earlier formats will be evaluated only as per the revised formats.**