



Indian Ports Association

IPA's Response to Pre-Bid Queries – Tender for “OUTSOURCING OF IT PROFESSIONALS ON CONTRACT BASIS FOR DIFFERENT POSTS”

Ref: IPA/PGAV/IT Manpower/2023

Date: 05.12.2023

S.No	Page/ Clause	Clause in RFP	Clarification sought/ Change Requested	Clarification by IPA
1.	16 / SECTION IV –TECHNO-COMMERCIAL QUALIFICATION CRITERIA FOR THE BIDDERS	Average Annual turnover during the last three financial years, ending 31st March of 2023 the previous financial year, should be at least 30% (Thirty per cent) of the estimated cost. The details shall be furnished by the bidder in the Form III of Annexure A.	Request to clarify, can we submit provisional details from our director for FY 22-23 as it is currently under audit.	Yes the same can be furnished, However the same to be certified by a Chartered Accountant. Also a certification to be enclosed by the bidder that final figure will be submitted within 30 days on award of contract and in case on final certification if the bidder is not qualified his contract is liable for cancellation and will be awarded to the L2 bidder at the risk & cost of the bidder.
2.	29 / SECTION VIII – GENERAL CONDITIONS OF CONTRACT Point No 23	Payments for Manpower Deployed by the Contractor The IPA will reimburse the following in respect of the categories of manpower contracted and actually deployed i) Minimum wages at prescribed rate. ii) Contribution to Employees State Insurance (Employer's share). iii) Contribution to Employees Provident Fund (Employer's share).	Request to clarify why Bonus is included as this is not applicable for skilled /high skilled resources in IT Sector. These are technical manpower and this is not mandatory for it manpower. Please clarify on this point.	The bonus payout shall be as mandated by law from time to time. Also in tender also it is stated if paid and as per entitlement.



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		iv) Bonus actually paid, as per entitlement.		
3.	36 / PART I (COVER I) – TECHNO-COMMERCIAL BID	3. Copy of labour license issued for past executed work /services in supply of manpower by the Labour Department for the contract under Contract Labour (Regulation and Abolition) Act, 1970.	<p>Kindly confirm why past labour license is required as this is not applicable for skilled /high skilled resources in IT Sector.</p> <p>This certificate is not required for technical manpower as minimum wages is not applicable here and if required can we provide undertaking for the same.</p>	The license requirement shall be as applicable by law from time to time
4.	29 / SECTION VIII – GENERAL CONDITIONS OF CONTRACT Point No 24	Payment of Service Charges The Contractor shall be paid the “Service Charges” on monthly basis as per the rate specified in the Work Order issued by the IPA. The service charges will be paid only on Minimum wages actually paid.	<p>Request to confirm that service charge will be paid on the actual CTC+ other allowances being paid to the resource. In addition to it GST / Tax will be paid additional over and above service charge.</p> <p>No service charge is mentioned in RFP, please let us know about applicable fixed service charges.</p>	Service charges shall be paid on the Minimum wages and not on the reimbursements of ESI, PF and others. GST will be paid as applicable by law from time to time.
5.	42 / FORM – IV (A)	EXPERIENCE / COMPLETION /PERFORMANCE CERTIFICATE (To be issued in the Company’s official letter head, sealed and signed by the Official who had issued the work order / his equivalent or his superiors)	As discussed, kindly confirm if we can provide EXPERIENCE / COMPLETION /PERFORMANCE CERTIFICATE in the format shared by our existing customer.	Completion certificate if furnished in any other format it shall be ensured that all the details to be furnished as per the format attached in the tender are made available failing which tender will be evaluated with the available



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				details as such.
6.	60 / Annexure- F	MANPOWER SCHEDULE Monthly Emoluments	Salary structure defined by you is less as compared to current market trends Is monthly emoluments flexible on the basis of qualifications and no. of years of experience. Salaries Mentioned on Annexure F for different categories are not industry Standards. Is it only indicative or we have to restrict within the mentioned amount?	IPA reserves the right to require the selected Bidder deploy more IT professionals in future as and when desired by IPA. In addition to this, it is to mention that the above rates are only indicative in nature and IPA reserved the right to state more rates as payable to the awarded contractor.
7.	NA	NA	Is any vendor already engaged with you for the above said man power deployment in the past? Or is this entirely a fresh man power deployment for all the positions?	No vendor is engaged at present for outsourcing of IT professionals on contract basis for different posts.
8.	NA	NA	Sample Resume required or actual candidature resume at the time of bidding?	Actual candidature resume to be attached at the time of bidding.
9.	NA	NA	Annexure E is not attached with the RFP. Price Bid.	Price Bid format has been provided at Page 63 of RFP