REQUEST FOR PROPOSAL (RFP)

WESEE RFP NO 54 DATED 08 MAR 19

CLARIFICATIONS TO THE RFP HIRING OF SERVICES OF OFFICE SUPPORT STAFF FOR WESEE

1. A Pre-bid meeting on the subject RFP was held at WESEE at <u>1500 hrs</u> on <u>18 Mar</u> and under mentioned clarifications were provided. These clarifications are to be read in conjunction with the RFP for all purpose.

Serial	Query	Clarification by WESEE
(a)	What will be the nature of work of the Office Support Staff?	It was clarified that hired staff would be carrying out activities with regard to assistance for various office support activities including file work, record keeping, maintenance of office spaces, routine clerical & supervisory activities and any other related tasks as directed by departmental officer.
(b)	Is the yearly bonus amount due as per Govt. rules needs to be quoted as part of the bid?	It was clarified that the bonus component, as applicable in accordance with the extant Govt. polices, shall be quoted (indicated separately) in the bids by all bidders.
(c)	Is there any minimum Service/ administration Charges benchmarked by WESEE?	It was clarified that bidders are required to quote for the Service/ administration Charges in accordance with the DPM/ GFR regulations and there is no separate benchmark fixed by WESEE.
(d)	Is the cost of uniform borne by the Bidder/ contractor?	It was clarified that the clause for uniform (Para 14 (p) of RFP) has been amended and uniform is no longer kept mandatory for the Support Staff. However, office support staff should be properly attired at all times.
(e)	Are the wages to be paid as per the Minimum Wages promulgated by DGR for Delhi and NCT Region?	It was clarified that the wages are required to be paid as per Minimum Wages promulgated by the Labour Department, Govt. of NCT of Delhi and as revised from time to time. The word DGR is deleted as it has creeped in erroneously.
(f)	Can the duration of payment of EPF (Accumulated) to each employee be extended to two months instead of 01 month (Para 14 of Part II of RFP)?	It was intimated that the duration of crediting of EPF to each employee's EPF account should be as per extant government rules at that point in time.
(g)	What will be the leave policy for the hired staff?	It was clarified that leave regulation would be in accordance with the Labour Laws and orders promulgated by central/ state government, as applicable. Exact leave which can be availed will be specified in the contract.

The clarifications have been uploaded on "https://.eprocure.gov.in/cppp", and the clarifications have been uploaded on "https://www.indiannavy.nic.in/tenders".