



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

19.09.2023

Reference is invited to Kalakshetra Foundation Tender No. 08/2023-24/EM dated 25.08.2023 -For Outsourcing of Human Resource Services on contract basis to Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41. Clarifications to the queries raised during the pre-bid meeting held on 15.09.2023. In this regard the following points are clarified as under:

Sl.No	Item	Description - Query raised	Replies from Kalakshetra Foundation
1.	EMD BG Format	Please share us the BG format along with Kalakshetra's Bank name, bank branch name and IFSC Code (required to apply BG)	<i>The Bank guarantee may be in the standard format for EMD as issued by Nationalized / scheduled commercial banks</i>
2.	EMD exempted	Whether MSME firms are exempted from EMD amount of Rs.5,00,000/- ?	<i>Yes. However, valid certificate should be furnished.</i>
3.	Cost of supervisor	"The Supervisor employed by the Contractor shall be responsible to coordinate, daily attendance, grant of weekly off, discipline, manage work, interaction with office-in-charge for the day-to-day work" - Please confirm whether the salary for supervisor will be reimbursed by KALAKSHETRA	<i>Part time supervisor will be in the scope of the bidder and wages should be covered within the service charges.</i>



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

4.	Material	Please clarify any material other than manpower to be supplied	<i>As detailed in the tender document the required materials to be supplied along with the manpower, such as uniform, footwear, ID cards etc.</i>
5.	Clarity on Reliever and holiday wages	"The services of employees of Contractor should be made available on all days on six-day week basis irrespective of holidays and on Sundays, if required" please clarify us on the same	<i>Compensatory leave will be provided in case of working on holidays and Sundays.</i>
6.	Medical checkup	Please confirm whether the cost incurred for medical checkup will be reimbursed by KALAKSHETRA	<i>To be borne by the bidder</i>
7.	Eligibility Conditions	Proof for number of employees having on their wage roll as on 31.3.2023?	<i>As per tender eligible condition, as on 31.03.2023 the firm should have minimum 400 employees on their wage roll. Yes. Proof to be enclosed. Deposit Challan showing the individual figure of deposit of contribution of ESI & PF of employees.</i>
8.	Eligibility Conditions	As per the tender eligibility condition, the annual turnover should be Rs.10 crores.	<i>There is No relaxation to the tender eligibility, if the turnover is less Rs.10 crores. The eligibility condition to participate in the tender is minimum Rs.10 crores</i>



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

		Is there any relaxation in case of turnover is less Rs.10 crores ?	<i>per annum. copy of the audited reports should be enclosed.</i>
9.	Category break up	Classification of category breakup of manpower was not given in the tender document	<i>Category wise breakup such as Skilled, Semiskilled and unskilled with exact manpower will be furnished along with the work order. As on date 67 persons are required. This figure may increase or decrease as required by Foundation.</i>
10.	Submission of tender documents	Is there any online facility for submission of tender document.	<i>There is no online facility. The submission of tender is only through physical/offline mode. The sealed tender documents should be dropped in the tender box provided at Admin room of Central Office.</i>
11.	Intake of manpower	The existing outsourced employees can be continued with the new contractor	<i>The employees engaged should be in the age group of 25-60 years, with minimum education qualification and experience as required by KF. There will be a preliminary screening of the employees by our officials before deploying their services in our campus.</i>
12.	Statutory payment	Separate tabular column should have been provided for all the statutory payments such as EPF, ESI, Bonus, etc..	<i>The prime evaluation criterion is based on the Service Charges quoted by the tenderers/bidders. Breakup for all the mandatory statutory payments will be furnished along with the Work Order.</i>



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

13.	Group Insurance	Is there any group health insurance covered for the employees	<i>If the group health insurance is mandatory, it has to strictly followed by the contractor. Necessary charges will be borne by the successful contractor only.</i>
14.	Leave wages	Please confirm whether KALAKSHETRA will provide / reimburse the leave with wages	<i>No</i>
15.	Attendance system	Is bio-metric attendance system is mandatory?	<i>Yes. Bio-metric attendance system has to be provided by the successful contractor.</i>
16.	Eligibility	Will you accept the work order for outsourcing of manpower under various categories for this Human Resource Services tender	<i>Yes. But the experience letter should be only from the Govt. departments, as detailed in the tender document.</i>
17.	Clarification regarding Integrity clause.	Integrity	<i>The firm engaged based on this tender, shall be required to pay the wages as prescribed in the tender document. If any complaint is received from any of the personnel that wages are paid less, it will be viewed very seriously and punitive action shall be initiated against the firm. The firm engaged shall not engage in any dubious method to pay lower wages that what is agreed in the tender. The firm shall also display a board in the Admin Room of Central Office indicating the wages payable to the</i>



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

			<i>Personnel / employee for information of all concerned. They may also display penalty clauses for various defaults on the part of the security personnel.</i>
18.	Clarification regarding Past performance	Past performance	<i>If any firm which was earlier engaged by the Foundation participates in the tender, its performance during such engagement shall be the main deciding factor in considering the eligibility of the firm. Rejection of the bid of the firm is at the sole discretion of Director, Kalakshetra Foundation which shall be final.</i>
19.	Clarification regarding due date for submission of tender	Due date for submission of tender	<i>Last date for submission of tender is changed to i.e. 22.09.2023 up to 1 PM. All other terms and conditions remain same.</i>

The last date of tender submission is hereby extended up to 22.09.2023 at 1.00 pm, instead of 20.09.2023 at 1.00 pm.

Those who have already submitted their tenders may modify and submit fresh proposal if they wish to do so before the revised closing date. Otherwise the tenders already submitted by them will be treated as final. All other terms and conditions remains same.

This issues with the approval of Director, Kalakshetra Foundation.

Dy. Director,
Kalakshetra Foundation