

Minutes of Pre-Bid Meeting for Hiring of Human Resources Agency for recruitment and payroll management

**Bid Title – RFP for Hiring of Human Resources Agency for recruitment and payroll management**

**Bid Ref. No. – FIND/HR agency/22/2019**

The Pre-Bid Meeting organized on 18<sup>th</sup> May, 2019 at 11:00 AM at FIND India office, New Delhi.

The following were present in the pre-bid meeting:

**1. List of Participants – From FIND/FIND’s Representative**

- 1) Dr. DSA Karthickeyan, (Medical Officer – FIND)
- 2) Ms. Madhu Agarwal (Procurement Officer – FIND)
- 3) Mr. Pramod Vishwakarma, (Sr. Administrative Assistant-FIND)
- 4) Mr. Jagdeesh Upreti ,(Procurement Assistant – FIND)
- 5) Ms. Suman Chauhan- (Procurement Assistant-FIND)

**2. Bidders’ Representatives:**

- 1) M/s Thinkthrough Consulting Pvt Ltd
- 2) M/s ProApical Infonet Pvt Ltd
- 3) M/s IPE Global Ltd
- 4) M/s SPC Management Service Pvt Ltd
- 5) M/s Caliber HR Pvt Ltd
- 6) M/s Mount Talent Consulting
- 7) M/s Prompt Consultant

Proceeding of the pre-bid meeting are as follows:

1. At the outset, a quick introduction round was conducted in the meeting. Thereafter, FIND representative made a briefing about the Projects, and the scope of services required.
2. Prospective bidders were requested to put up their queries related to scope and terms and conditions given in the RFP.
3. The queries from prospective bidders were appropriately responded by FIND Team.
- 4. Bids submission is 30<sup>th</sup> May, till 2:00PM , extended vide Amendment No. 2.**
5. The queries sought from prospective bidders as asked during the pre-bid meeting and purchaser’s responses / amendment against each query is summarized in the table given at **Annexure-A**.

The Pre-Bid Meeting ended with vote of thanks.

Minutes of Pre-Bid Meeting for Hiring of Human Resources Agency for recruitment and payroll management

Annexure-A

Responses / Amendments about queries/suggestions received from bidders

Sl	Para/ Clause Reference in the Bid Document	Query/Suggestions as received from prospective bidders	Remarks/Justification from FIND
1	Deadlines for submission.	<ol style="list-style-type: none"> <li>The Pre- Proposal Meeting in first page its mentioned as 15th May 2019 at 14:00 Hrs but in page 3, last paragraph its mentions 13 May 2019 at 14:00 Hrs and the same way for last date of submission its mentions 24th May 2019– please confirm on it.</li> <li>Submission date is different on Page 1 (27th May) and Page 4 (24th May). Kindly confirm the submission date.</li> </ol>	<b>Please refer Amendment No. 2 uploaded on FIND website</b>
2	Section III- Technical Proposals Page NO. 25-27	<ol style="list-style-type: none"> <li>Hope we have to Submit CV in form Tech no .6 of Team leader, HR Manager, Recruiter, etc and not the manpower required for the assignment.</li> <li>Hope in Form TECH -5 and Form Tech 6 should have same professional Staff.</li> <li>The positions mentioned in the RFP i.e. Microbiologist, Technical Officer (All 5 Positions) is Advertised in one of the HR Firm, so please confirm us.</li> </ol>	<ol style="list-style-type: none"> <li>&amp; 2. Yes in Form Tech 5- the Details of Team should be mention and their detailed CV should be included in Form 6.</li> <li>The positions may have advertised with our existing vendor.</li> </ol>
3	Section IV- Financial Proposals Page No. 32,33,34	Financial Proposal Form – Form Fin -3, 4, & 5 is little confusing. Please clarify	<b>Please refer Amendment No. 3</b>
4	General Query	RFP doesn't talk about the reimbursements of the outsourced staff. Are we not supposed to look into the travel claims and reimbursements or the outsourced staff have stationery job with no outstation travels? Kindly include as SOW if it is a relevant task to be performed by the consultant.	There is no travel and communication reimbursement for the these outsourced Staff . FIND and their partner will take care for Microbiologist travel if required.
5	General Query	Is the staff hired under this contract will be the employees of FIND for all legal purposes? If yes, their eligibility to the employee benefits require clarity in the SOW. Also, in that case remittance	FIND is principle employer here . All hired staff are eligible for mandatory statutory benefits . As part of payroll management , the selected agency will be responsible for same and disbursing their monthly salary also

Minutes of Pre-Bid Meeting for Hiring of Human Resources Agency for recruitment and payroll management

Sl	Para/ Clause Reference in the Bid Document	Query/Suggestions as received from prospective bidders	Remarks/Justification from FIND
		of monthly salary and benefits will be sole responsibility of the FIND. Is that understanding correct?	
6	General Query	Scope of Work doesn't specifically talks about extending the insurance benefit to the outsourced staff. However on Page 56 under Obligations of the Consultant – Insurance can be provided at our own cost. Please clarify.	Personal accidental insurance should be provided to all outsourced staff . Agency should have corporate insurance plan and these staff can be covered from there only.
7	General Query	RFP doesn't mention the HR Guidelines. However, we find it important to inform all the employees coming on board about the HR and Financial guidelines. This will be tailor made for the project. Hence an important activity from our perspective. Can this activity be included in the SOW too?	About the HR guidelines , specific site need to be oriented and site will take care on boarding of individual staff.
8	General Query	<p><b>Recruitment:</b></p> <ol style="list-style-type: none"> <li>1. Is this a running project?</li> <li>2. If so how many people are on board?</li> <li>3. How many are to be recruited (balance positions).</li> <li>4. Hiring Schedule for balance positions?</li> <li>5. Can we have a breakup of the positions (State wise requirement).</li> <li>6. Is the consultant expected to facilitate the process of "Performance Management System" or is the consultant expected to evaluate?</li> </ol>	<b>Please refer the SOW, Page No. 35-37 –section 5- TOR</b>
9	General Query	<p><b>Payroll:</b></p> <ol style="list-style-type: none"> <li>1. Are consolidated salaries of LTs, DEOs, LAs in adherence to minimum wage category in all states (PF, ESI , LWF, bonus and other compliance)?</li> <li>2. Are all the consolidated salaries complied with the latest PF amended law?</li> <li>3. Would there be any travel or any other reimbursement for the personnel?</li> <li>4. What is the EMD amount? What will be the EMD against?</li> <li>5. What is the Bid processing fees?</li> </ol>	<p>Point 1 &amp; 2. Please refer the SoW for remuneration details.</p> <ol style="list-style-type: none"> <li>3 There is no travel and communication reimbursement for the outsourced Staff . FIND and their partner will take care for Microbiologist travel if required.</li> <li>4 No EMD is required.</li> <li>5 No Bid processing fee is required</li> </ol>
10	General Query	Who will be responsible for Payroll management	<b>Please refer Page 36 Point No. 2 (7)</b>

Minutes of Pre-Bid Meeting for Hiring of Human Resources Agency for recruitment and payroll management

Sl	Para/ Clause Reference in the Bid Document	Query/Suggestions as received from prospective bidders	Remarks/Justification from FIND
11	General Query	What is method of Bid evaluation?	Please refer Page No.17-18, Clause No. 12 & 13
13	General Query	If there is any increase in cost from the Govt. Will it be consider later?	Please refer Page 36. Payroll Compliance (d)
14	General Query	What is the payment pattern for the services? Is it Advance. Please confirm.	Please refer Clause 6.3 of Contract. (Payment to the consultant)
15	General Query	Who will do the Exit Interview?	Exit interviews should be done before or be part of FNF, it has to be done by the selected agency.
16	General Query	Do we have to Pay ESI to all employees under this contract? If yes, How?	Please refer Page 36. Payroll Compliance (d)
17	General Query	What is the mode of Advertisement for all these positions? Please confirm?	Please refer Page 35 of RFP, Point 1.1 (b)