

**JAMIA HAMDARD**  
(NAAC Accredited 'A' Grade Deemed to be University)  
Recommended as an Institution of Eminence by MHRD Empowered Committee, Gol  
HAMDARD NAGAR, NEW DELHI-10062

10<sup>th</sup> September 2021

**Minutes of the Pre-Bid Meeting of Tender Notice No. JH/OS/2021/02**

A short-term Tender Notice was floated on 7/09/2021 at the University Website, inviting therein, quotations under two bids system from the registered Manpower Service Providers for supply of manpower for ministerial, horticulture and house-keeping work through on outsourced agency on minimum wages as per Govt. norms.

As per the tender notice, a Pre-bid meeting was scheduled on 10/09/2021 at 11.30 a.m. in the Office of XEN, (Basement), Administrative Block, Jamia Hamdard with the interested bidders to clarify the technical / financial issues, if any, related to tender documents.

**The following Committee was duly constituted by the competent authority:**

1. Prof. S.H. Ansari, SPER - Chairman
2. Mr. Azhar Ali Khan, Executive Engineer - Member
3. Dr. Sarfaraz Ahsan, Deputy Registrar - Member

Mr. Tarvinder Khurana, In-charge, Outsourcing / A.R. (Academic) also attended the meeting as one of the concerned Officers.

**The Agencies / interested bidders who participated through their representative in the said pre-bid meeting were as under:**

- I. Mr. S.S. Bhati from M/s Competent H.R. & Allied Services (P) Ltd.
- II. Mr. Sarwar Nezami from M/s S.N. Enterprises
- III. Mr. Mangat Ram Verma from M/s Imanullah & Co
- IV. Mr. Javed Khan from M/s JMC Associates
- V. Mr. Ranjeet Pande from M/s Patle Contractors
- VI. Mr. Abhinav from M/s Competent HR Management
- VII. Mr. Akash Nigam from M/s Uma Devi & Sons

During the interactions with the Committee members, the probable Bidders raised issues regarding minimum wages, calculations of EPF, ESI, Taxes, service charges etc. and also demand to cut the BG from 60 lakhs to below figure.

The Committee agreed, in principle, on the following, subject to the confirmation from the competent authority:

- a) As per govt. norms, the MSME firm needs not to deposit the EMD of Rs. 5 lakhs. Only tender fee of Rs. 5000/- (non-refundable) is required to be deposited along with tender. However, the MSME certificate is required to be attached along with the bidding documents.

**Contn.../-**

- b) Labor License required to be submitted by the agency after the award of contract.
- c) At the time of Invoice/Billing every month, copy of monthly contribution challan of ESI, EPF and payment of GST required to be submitted of previous month. However, the details of NEFT of payment of wages will be submitted along with bills of current month.
- d) The payment of wages to the personnel deployed / deputed by the agency at JH should be made on or before 7<sup>th</sup> of every month.
- e) No relaxation will be made in the Bank Guarantee (BG) which is INR 60 (sixty) lakhs.
- f) Agency will only be responsible for dumping the garbage on the spotted places, however, the displacing or removing the garbage from the University premises to other place, the concerned department of the university will arrange and manage with the agency without any financial or any obligations on the agency.
- g) As far as minimum service charges are concerned, it was decided that the same will be considered in consonance with the CVC guidelines and laws of land, as applicable in government institutions / offices.
- h) The Bidders have to submit the financial bid with their service charge. The minimum wages and employees share are mentioned in the financial bid.
- i) In case of tie, it will be decided by the Committee on the basis of performance reports, experience and turnover as deemed fit to Jamia Hamdard.

The meeting ended with a vote of thanks to the chair.

**Sd/-**

**Dr. Sarfaraz Ahsan  
(Member)**

**Sd/-**

**Azhar Ali Khan  
(Member)**

**Sd/-**

**Prof. S.H. Ansari  
(Chairman)**