

Replies to the written queries for clarification on the bid document for providing manpower services to UIDAI

Name of Company	Queries	Replies to the queries
<p>Ikya Human Capital Solutions Pvt Ltd.</p>	<p>1) Does the indicative CTC includes – Statutory bonus , leave encashment , gratuity , and all other statutory liabilities like PF , ESIC and PT</p> <p>2) Does the vendor have to necessarily offer the proposed salary? Can the proposed salary be having a variable performance based component?</p> <p>3) How is the overtime paid to the employees by the service provider billed to UIDAI?</p> <p>4) How can the expenses towards official travel, communications, Etc billed to the UIDAI.</p>	<p>1) The CTC as indicated in section ‘C’ of the tender document includes monthly salary of the outsourced employee. All statutory payments/deductions will have to be made within this CTC.</p> <p>2) Yes, the vendor has to offer the fixed salary to the employees as decided by UIDAI. It does not have any variable performance based component.</p> <p>3) The extra working hour or extra working day will be compensated through our internal arrangement. UIDAI will not entertain any bill in this regard.</p> <p>4) All arrangements for official travel, communication of the outsourced employees will be arranged by UIDAI. UIDAI will not entertain any bill from the agency in this regard.</p>

	<p>5) Can the financial Bid be provided excluding the service tax –</p>	<p>5) Financial bid will be decided on the basis of the outsourcing management rate quoted by the agency for per person per month irrespective of the position or the salary slabs. Service tax will be reimbursed to the agency on production of proof of payment along with the monthly bills. Therefore, service tax can be excluded from the financial bid.</p>
<p>Inderjeet Vohra from NH India ltd</p>	<p>6) Does this mean that the Annual turnover of Rs. 40 Crore should be in each of the last three financial years or in totality?. Annual Turnover of Rs. 40 Crore is too stringent condition for any Agency who is providing staff like Secretarial Assistance, Data entry operators, Receptionist, Office boys etc. I request you to kindly reduce it to a substantial level so that some good manpower providing agencies are not rejected outrightly because of such clauses.</p> <p>7) If the no. of years experience in providing manpower by the agency can be reduced to a minimum of 3 years from 5 years</p> <p>8) Minimum no. of branches should be reduced substantially (may be around 5-10).</p>	<p>6) Annual turnover of Rs 40 crore in each year in last three years is mandatory criteria.</p> <p>7-9) None of the eligibility criteria in this regard can be diluted.</p>

	<p>9) Copies of the registration certificate of branch offices across the country should be re-considered. UIDAI should ask for the branch office address(s) along with the contact details of the concerned person (Registration certificate of the branch offices should be re-considered)</p> <p>10) The labour license should not be a mandatory condition in the eligibility criteria, instead it should be optional.</p> <p>11) The agency is required to quote only outsourcing management rate which represents administrative/management charges/ overheads/other costs. The amount should include all applicable taxes that are required to be paid by the agency.</p>	<p>10) It cannot be made optional. However, in this regard our clarification to the query No 16 may be referred to.</p> <p>11) Yes. The outsourcing management rate represents administrative / management charges over and above the salary as prescribed in section 'C' of the tender document. The amount can be quoted <i>excluding</i> applicable taxes.</p>
<p>Ma Foi Management Consultants Ltd.</p>	<p>12) Extension of the last date of submission is 15th March 2010 – (as against March 8th mentioned earlier)</p> <p>13) Description' column is the salary rate suggested by UIDAI. Anything above this which we anticipate would need to be borne as administrative charges / overheads / reimbursements charges, additional benefits to employees etc, above this salary can be included here.</p>	<p>12) Yes the last date for submission of bid is extended up to 15th March 2010.</p> <p>13) No. Description column is the title of the column representing outsourcing management rate which includes administrative charge/, service charges, sourcing charges/ overhead charges or any other cost over and above the salary slabs indicated in section 'C' of the tender document but not the salary. Against this column agency will quote one fixed rate per person per month which will be over and above the salary as fixed by UIDAI.</p>

	<p>14) This prescribed salary includes the EPF / ESIC deductions which UIDAI will pay.</p> <p>15) 'Rate' column is for our commission / fee every month (common for each level) inclusive of service tax.</p> <p>16) Regarding the Registration and License No of the Agency to under Contract Labour (Regulation and Abolition) Act - This number is unique for each client and needs to be procured separately for each of our client agreements in temp staffing. We would not have any generic license number or registration proof. We could send you a copy of one such certificate we are using for a client, as sample / proof (although we would have to hide client name on the sheet due to confidentiality reasons). Please suggest if this would be fine. Else, request you to kindly remove this requirement, as the same issue would be applicable to other bidding agencies as per my understanding.</p> <p>17) The clarity on financial bid proforma as well, if there is any change from what is mentioned in the tender document</p> <p>18) Attesting each page – please confirm if we can self attest with signature and</p>	<p>14) The prescribed salary includes employer’s contribution for statutory dues payable by the outsourcing agency to the respective authorities.</p> <p>15)Yes. Agency’s commission for administrative/ service /sourcing/over head or any other form of charges beyond the prescribed salary will be mentioned in this column. However the rate can be mentioned exclusive of service tax as the service tax will be reimbursed by the government on production of receipts along with the bill.</p> <p>16)The request has been considered. Sample proofs will be sufficient to meet the criteria.</p> <p>17) As mentioned in clarification No 13 & 15 above. .</p> <p>18) Yes</p>
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<p>Prompt Personnel Consultancy Services</p>	<p>19) This is with regards to the above tender referring to the aforesaid subject, which we have carefully read and thoroughly understood the same. In regards to it would like have clarity on the clause 1 which specifies the mandatory presence of the consultant in following regions: Mumbai / Delhi/ Bangalore / Hyderabad/ Chandigarh / Luck now/ Ranchi / Guhawati? Are we eligible to apply for this tender?</p>	<p>19) We have not specified the locations of branch office except the registered office at Delhi / NCR for operational convenience. Any manpower company with a minimum of 15 branch offices across the country is eligible to apply for this tender</p>
<p>Adecco Staffing Solutions</p>	<p>20) The Service Fee which Adecco will be charging on the CTC will include the taxes but would like to have the clarity that the salary slabs shared in the tender are different and the taxes on the same will be different, so in that case can we quote our service fee + taxes extra as applicable if not than kindly confirm how to take it further as the tax would be on the entire amount i.e. CTC+ Reimbursements + Service fee.</p> <p>21) As UIDAI wants us to source these associates in that case we need</p>	<p>20-21) Any charge beyond the salary as prescribed by the UIDAI in section 'C' of the tender document will come under the outsource management charges. The agency is required to quote a flat outsourcing management rate per person per month irrespective of the position or salary slabs. The rate can be mentioned excluding service tax. Service Tax, in any case will be reimbursed to the agency on production of receipt along with the monthly bills.</p>

	<p>to charge for the sourcing (One Time Charge with 60 days replacement clause) of an individual.</p> <p>22) What would be the attendance cycle of these associates?</p> <p>23) Would it be centralized billing or decentralized billing?</p>	<p>22) The query is not clear. UIDAI however, follows the central government system of five working days in a week and observes all holidays as decided by the Government of India. Attendance cycle is from 1st day of the month to the last day of that month.</p> <p>23) For administrative convenience we will prefer decentralized bills. This issue, however, can be decided on mutual convenience of both the parties after the tendering process is over.</p>
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