



भारत सरकार

विशेष महानिदेशक दूरसंचार का कार्यालय, कर्नाटक सेवा क्षेत्र, दूरसंचार विभाग, बेंगलूर

Government of India

Ministry of Communications, Department of Telecommunications

O/o Special Director General Telecom, Karnataka LSA, DoT, Bangalore,

First Floor, Sanchar Complex, 47th cross, 9<sup>th</sup> Main, 5<sup>th</sup> Block, Jaya Nagar, Bangalore -41

**Pre-BID meeting dated 18-02-2025 for the GeM-Tender "Hiring of Manpower Agency / Service Provider to provide Technical Manpower support in LSA Field Units of South Zone "**

The Pre-BID meeting was convened on 18-02-2025 11:00 Hrs in the O/o DDG (A), Karnataka LSA, DoT, Bangalore, First Floor, Sanchar Complex, 47th cross, 9<sup>th</sup> Main, 5<sup>th</sup> Block, Jaya Nagar, Bangalore to discuss the requirements and address any queries raised by prospective bidders regarding "Hiring of Manpower Agency / Service Provider to provide Technical Manpower support in LSA Field Units of South Zone ", as outlined in the bid no. GEM/2025/B/5924175 dated 11-02-2025 posted on the GeM portal.

Queries raised by the representatives of the Four bidders and the responses provided to these queries are as follows:

**Query No.1:** Whether the service provider has to supply man power in different states?

**Reply:** Yes. As given in the RFP clause No. 4, Manpower Service Providers are required to provide services of suitable Technical Professionals with relevant experience on outsourcing basis to conduct works of technical nature under the different verticals of the field units of the Director General Telecom in the Southern Zone at its various offices across Karnataka, Kerala, Tamil Nadu, Andhra Pradesh LSA (Andhra Pradesh and Telangana state).

**Query No.2:** What is the Mode of work or scope of work?

**Reply:** Explained about the Nature of jobs to be performed in the 5 verticals of LSA Field units (i.e Admin, Compliance, Technology, Rural and Security) as given in the RFP clause No. 5.2.

For more clarity, the bidders are advised to check the "The Charter of Duties of DoT field units" available in the link <https://dot.gov.in/sites/default/files/CharterOfDuties%20of%20Field%20Offices.pdf>

**Query No.3:** Whether the manpower supplied has to go for inspection within the city limit or outside the city limit also?

**Reply:** Yes. As given in the RFP clause No. 5.4-Remuneration and Allowances Details, the candidate may be required to undertake domestic tours subject to approval of the competent authority for which they will be entitled to applicable TA/DA rates as defined by the department.

**Query No.4:** Whether it is required to stay in the place of inspection?

**Reply:** Yes, in case of outstation inspection depending upon the type, duration and distance of inspection.

**Query No.5:** Separate Registration/ establishment required in all the states of south zone?

**Reply:** As mentioned in the RFP clause No 5.6.6- Minimum Eligibility Criteria for Bidders, the Agency should preferably have its presence in all the LSAs of the South Zone but presence in the Nodal LSA i.e., Karnataka LSA (Karnataka State) is a must. Presence of the Agency in more LSAs i.e. Kerala, Tamil Nadu, AP (Andhra Pradesh and Telangana state) will be given marks accordingly.

**Query No.6:** Whether the offices have existing Technical Manpower or the service provider has to supply new candidates?



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**Reply:** No. The offices are not having existing Technical Manpower. As mentioned in the RFP clause No 4.0 Scope of Work - Service Providers are required to provide services of suitable Technical Professionals with relevant experience on outsourcing basis to conduct works of technical nature under the different verticals of the field units of the Director General Telecom in the Southern Zone at its various offices across Karnataka, Kerala, Tamil Nadu, Andhra Pradesh LSA (Andhra Pradesh and Telangana state).

**Query No.7:** What is the payment process?

**Reply:-** As given in the RFP clause no 5.1. ix under General Instructions to the bidders, The Nodal LSA unit will release the remuneration of manpower deployed to the Agency on monthly basis on or before 25th of each month subject to submission of Absentee statement by the Agency duly certified by the officer-in-charge along with all statutory documents like EPF etc. as well as bank statement of payment done to the deployed staff of previous month by way of e-transfer / RTGS / NEFT subject to receipt of bills, complete in all respects by 7th of the month along with proof of having deposited EPF and ESIC (as applicable) contribution for the previous month.

**Query No.8:** Documents to be enclosed with the monthly bill/invoice?

**Reply:-** The details given in the reply of Query no 7.

**Query No.9:** No of working days in the organization? Whether weekly off will be provided to the manpower?

**Reply:-** As mentioned in the RFP clause no 7.1 General- xx, the working days of technical manpower shall be same as regular Government employees working in LSAs. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Public Holidays. They will be eligible for 8 days leave in a single year on pro-rata basis and shall not draw any remuneration beyond 8 days in a year. Un-availed leave in tenure of single year cannot be carried forward to next year.

**Query No. 10:** Whether extra remuneration will be paid to the employees for the extra hours of work?

**Reply:-** No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Public Holidays.

**Query No. 11:** Selection procedure of candidates?

**Reply:-** The procedure given in the RFP clause 5.1 General Instructions to the bidders, sub clause (ii) to (vii) are explained.

**Query No. 12:** The bill of TA / DA on tour to be attached with the invoice or separately it should be processed?

**Reply:-** The bill of TA / DA on tour may be processed separately as per the rules and regulations of Government of India.