



CORRIGENDUM-EMPANELMENT OF HOUSE KEEPING AGENCIES FOR PROVIDING CLEANING STAFF TO BRANCHES & CHESTS OF CANARA BANK UNDER DELHI CIRCLE

Replies to the queries raised during Pre bid meeting conducted on 13/01/2022 5:00 PM

Sl No	Page No	Empanelment Clause No	Empanelment Clause	Query	Reply
1	3	12	ENCLOSURE - 8 – DETAILS OF BRANCHES / ADMIN UNITS FOR STAFF DEPLOYMENT (BY RESPECTIVE CIRCLE OFFICE)	The enclosure 8 containing the details of branches / admin units is missing	Please note that it is only a empanelment document for housekeeping. Once the companies qualify in the technical bid process. The details of the branches / offices will be shared the technically qualified vendors enabling them to submit financial bid.
2	04	Notice inviting empanelment document	Name of the works	The nature of the work in the document to be changed.	Revised nature of work is as followed: Hiring of House Keeping Agencies for providing cleaning staff for Canara Bank branches & offices under Delhi Circle.
3	Entire document	Entire document	Security staff	The nature of staff is mentioned as armed security staff mentioned throughout the document	Security Staff is to be read as cleaning staff

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04	11	Submission and opening of empanelment documents	a) Application on prescribed form should be placed in one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid", with the name of work, Name of Applicant and due date written on the envelopes. Bio data of the applicant to be provided as per Enclosure 1.	Do we need to submit the bid in two bid system i.e Technical bid & Financial bid Does the same need to be submitted in Nehru Place office itself	Only technical bid is to be submitted first. After the technically qualifying financial bids will be called from Technicially qualified vendors. Yes the bids need to be submitted at Nehru place office at the address mentioned in the first page.
5	13	3b	EMD shall be submitted after the technical bid process is over and the company qualifies the technical bid concept only and should be kept along with cover containing the Technical applications. Submission of EMD in the form of fixed deposit or in any other form is not acceptable and Empanelment documents with such EMD shall be rejected.	EMD to be submitted with technical or post qualifying process	EMD to be submitted after qualifying the technical bid
6	21	15	The staff of the HKA shall be required to work in general shift from 0930 hrs to 1730 hrs for branches and three shifts of 8 hours duration (including lunch / dinner recess) on all seven days with staggered weekly off in administrative offices.	Does the housekeeping manpower require round the clock on all 7 days Does it need to work in shifts	The house keeping staff will be required to work for 26 days in a month as per labor laws One standard shift of 08 hours per day And overtime as per managerial exigencies

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7	10	1	A copy of valid registration certificate from respective authorities and HKARA License	Which authority Full form of HKARA license	The applicant to provide a registration of the firm whether Sole proprietor, partnership firm etc. Please ignore the word 'HKARA' as there is no such license
8	18	33		Will the bank provide cleaning tools, toilet consumables and cleaning materials / chemicals	Yes the same will be provided by the bank
9	56		Solvency certificate	Please determine the solvency certificate amount	An exclusive solvency certificate of ₹10 lacs to be provided
10	8	62 & 63	Security staff (with Arms)	No scope to provide rate for housekeeper	By mistake the rates have been for Security staff (with Arms & without arms) Rates will only be sought in Financial bid from the technically qualified vendors
11	60	6&7	1. TDS at the rate of 2% will be deducted. 2. After the deduction of TDS the net amount payable by the Bank to the PSA excluding service charges and applicable GST thereupon shall not fall below rates as per the Central Minimum Wages Act, 1948	Please confirm TDS deduction	Please refer page 25 point 6.15 Tax shall be deducted at the source (TDS) as per the provisions of the Income Tax Department & other government departments by the Bank and a certificate to this effect shall be provided to the PSA by the Bank

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12			Are MSE's exempted from Tender fees & EMD money?		<ul style="list-style-type: none"> MSE's (Micro and Small Enterprise) / NSIC / KVI etc. are exempted from paying the Earnest Money Deposit & tender fees (EMD) for which the concerned enterprise needs to provide necessary valid certificates / documentary evidence for the said work. For MSE's, Govt. of India provision shall be considered while evaluating the empanelment
13				Duty hours	Duty hours will be of 8 hours as per labor laws
14	47	Enclosure 6		Stamp paper value of integrity pact	Integrity pact to be submitted only with financial bid & on a stamp paper of ₹100
15	17	21	The HKA should be able to provide staff, with minimum educational qualifications of 10th class, but not have passed PUC or 10+2, aged not above 45 years	Please confirm the minimum qualifications for the cleaning staff	Minimum qualification of cleaning staff is 10th class Maximum age for cleaning staff will be 45 years
16	N/A	N/A		Which enclosures that need to be submitted with the tender and which after Technical bid opening and which before agreement signing	Enclosure 1 & 2 with technical bid 4,5 & 6 with Financial bid Enclosure 3 after allotting work order.

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17			PSAs are required to furnish a copy of the previous "Return of Contributions" (Form-5) submitted to the ESIC or a copy Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.	Need clarification whether we have to enclosed ESIC ECR if yes, period of ESIC ECR	Minimum 2 months is to be attached
18			EPF, ESI & Bonus amount to be quoted	Epf can be calculated on maximum RS.15000/- Or on basic +VDA (total A) ONLY. IF ANY BIDDER QUOTES EPF ON MIXIMUM RS 15000/- WILL IT BE ACCEPTED BY THE BANK OR NOT	<ul style="list-style-type: none"> • EPF to be calculated on ₹15000 • ESI to be calculated maximum on ₹21,000 • Bonus to be calculated @8.33% on 7000 or minimum wage whichever
19			PSAs are required to furnish a copy of the past Wage Slip, not older than three months, of any of their employees deployed as a Security Guard with any Principle Employment	HOW MANY PEOPLE WAGE SLIP WILL REQUIRED	At least 10 slips are required per site.

Date: 15.01.2022

ASSISTANT GENERAL MANAGER

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