

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

**// CLARIFICATION //**

No. Reg(IT)(SA)/2017/935

Jabalpur, Dated: 04/08/2017

**Subject:- Clarification / reply of the Pre-Bid meeting dated: 31<sup>st</sup> July, 2017 of the tender regarding the appointment of Technical Manpower / IT Personnel at Subordinate Courts in the State of Madhya Pradesh with reference to the tender no. Reg(IT)(SA)/2017/803, Dated:17.07.2017.**

**Ref: - Pre-Bid Meeting Dated: 31<sup>st</sup> July, 2017 at 11:30 AM.**

The reply of the pre-bid meeting / clarifications is enumerated as per details given below:-

**Reply / clarification to the pre-bid queries**

<b>S.No.</b>	<b>Page No. / Clause No.</b>	<b>Description</b>	<b>Query by the bidder</b>	<b>Reply / clarification to the query</b>
1	SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS Page No. 9	The High Court of Madhya Pradesh, Jabalpur requires the services of reputed, well established and financially sound Manpower Service Provider having experience in providing IT Personnel (herein after called "Service Provider") to provide services of IT Officer and IT/ Technical Assistant on contract basis for their engagement in Subordinate Courts in the State of Madhya Pradesh	Can you please provide the details of the Subordinate Courts where need to deploy the Manpower?	The list of Subordinate Courts is available in the Official website of the High Court <a href="http://www.mphc.gov.in">www.mphc.gov.in</a> and NJDG portal <a href="http://njdg.ecourts.gov.in">njdg.ecourts.gov.in</a> . There are 50 District Courts and 153 Tehsil Courts in the State of Madhya Pradesh.
2	SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS, Page no. 9	The successful tenderer shall have to deposit a Performance Security Deposit of one months of remuneration	We would like to inform that we are NSIC Certified Organization so please confirm us we are exempted	The firms registered under NSIC are exempted for only submission of tender fees and EMD. But the successful vendor has to submit

		of all the deployed manpower including statutory dues in the form of Bank Guarantee from Nationalized Bank / Scheduled Bank in favor of the Registrar General, High Court of Madhya Pradesh, Jabalpur covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tendered.	on the same or not?	<b>Performance Bank Guarantee as per the contract / tender of the High Court.</b>
3	Page No. 11, The Bidder may be a Proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted	As the tender is for providing services of IT Personnel/ Technical Manpower. So, vendor should be a registered IT company of India.	The Agency should be a Company registered for IT related activities in India under the Companies Act 1956 with their registered office in India for the last three years.	<b>No Change.</b>
4	---	-	Average Annual Turnover of 25 Crores with Positive Net worth and Net Profit in the last three Financial Years. Turnover from supply of Hardware/IT infrastructure and their associated maintenance services shall not be considered	The average financial turnover of the firm / company during last 03 financial years i.e. 2014-15, 2015-2016, 2016-17 should be at <b>least 05 Crores</b> in providing technical manpower services to the Government Organization / Reputed private firms.
5	---	---	Consortium	Joint consortium is not

			should not be allowed for fulfilling the criteria's.	allowed to participate in the said bid. The firm as an individual has to qualify all eligibility criteria.
6	---	ISO 9001 certification is a certification required for quality systems. It provides a set of generic requirements relating to the processes of development and production, and how they will be managed, reviewed and improved in order to achieve customer satisfaction. and proprietary knowledge) less well protected on the whole. This should be asked for only for cases, where the scope of work specifically mentions security assessment and design of security system. Hence, this is relevant for projects requiring Information security standards, such as Network security, database/data security.	As the tender is for providing IT Personnel/ Technical Manpower . So, it is requested to add the mentioned certifications for ensuring the Quality of product, services & delivery.	The firm should have valid ISO 9001 certification in providing technical manpower services / IT professionals .
7	Page No.9 , Clause no. 10	-	Experience certificate of providing manpower services.	The vendor should have minimum 05 years of experience in providing IT professional / Personnel service in Government Organization / Reputed Pvt. Firms. The IT personnel means Programmers, Database Administrator, System Administrator,

				Networking Engineers, Technical support engineer, System Analyst, Technical Solution Consultant and equivalent category of engineer post. Necessary proof in this regard is to be enclosed with the bid.
8	-	-	-	The format for submission of EMD in the form of performance bank guarantee is available in the official website of the High Court.
9	-	-	-	The TA/DA expenses which may be incurred by the respective IT Officers / IT Assistant shall be paid by the High Court to the respective technical manpower service provider and the technical manpower service provider shall reimburse the same to the respective manpower.
10	Page no. 12	Technical requirements for manpower to be deployed by the successful service provider in the Subordinate Courts of Madhya Pradesh.	<b>(1) <u>IT Officer:</u></b> (a) BE/B. Tech/M.Sc. with specialization in Computer Science / Electronics/ IT with 3 years experience in Server Administration / LAN / DBA/ Technical Troubleshooting, good working knowledge of php, postgresql etc.	a. BE/B. Tech with specialization in Computer Science / Electronics/ IT / <b>MCA</b> with 3 years experience in Server Administration / LAN / DBA / Technical Troubleshooting, good working knowledge of php, postgresql / mysql etc. b. The IT officer to be well behaved and good analytical and communication skills.
	Page no. 12	Technical requirements for manpower to be deployed by the successful service provider	<b>(2) <u>IT/ Technical Assistant</u></b> (a) Educational qualification: At least first class	<b>Educational qualification:</b> At least second class BCA/ Diploma in Computer Science / electronics / r lInd

		in the Subordinate Courts of Madhya Pradesh.	bachelor degree from a recognized University in Computer Science or related subject having with 2 years experience in Server Administration / LAN / Technical Troubleshooting & Support in Hardware.	class bachelor degree from a recognized University in Computer Science or related subject having minimum 2 years experience in Server Administration / LAN / Technical Troubleshooting & Support in Hardware.
11	Page no. 16	--	Financial bid details	<ol style="list-style-type: none"> <li>1. The minimum take home remuneration is fixed by the High Court on time to time basis for the mentioned posts. The percentage commission charges should be fixed for entire period of contract on take home remuneration for the above manpower types. <b>The minimum remuneration includes EPF/ ESI/ other statutory dues if any.</b></li> <li>2. <b>GST</b> will be applicable as per Govt. norms and not including in the take home remuneration given to above manpower type. <b>The GST</b> shall be provide by the High Court as per the norms defined by Govt. of India / Government of Madhya Pradesh.</li> <li>3. The commission quoted by the tendering Service Provider should be inclusive of all expenditure to hire the manpower till the deployment.</li> <li>4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days</li> </ol>

				<p>for which duty has been performed by each manpower as certified by the District Court / High Court.</p> <p>5. The amount mentioned is cost to the company and the tax (GST) shall be paid by the High Court to the successful bidder accordingly as per the bill.</p>
12	Page no. 21,	The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) shall be returned to them without any interest. In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice	-	The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) shall be returned to them without any interest. In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within <b>30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice</b>

**Note:-**

1. Only those firms shall be considered eligible who is having more than 05 years of experience in providing technical manpower services of pure IT technical persons.
2. In case of 02 firms who have quoted the same percentage of commissions in the financial bid, then under such circumstances the experience, turnover and size of organization / firm shall be taken into consideration for finalization of the bid by the High Court.
3. The manpower deployed shall be initially for the period of 01 year and the services can be extended for further one year depending of the satisfactory performance of the vendor and further approval by the High Court.

4. All the pages of the bids and “Annexures” are to be sealed and signed by the authorized officer of the company / vendor.
5. It will be duty of the service provider to make the payment to the technical manpower latest by 07<sup>th</sup> of every month.
6. The technical manpower that are deployed under the project shall have no relation of employee and employer with the High Court and under all circumstances the vendor / services provider shall be liable for their services, terms and condition.
7. The Registrar General, High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason.
8. The Registrar General, High Court of Madhya Pradesh has right to alter the scope of work as per the requirement or change the monthly remuneration.
9. All Prospective bidders are requested to submit the bid with **all relevant documents in hard bound with proper indexing, otherwise the bid shall not be consider by the High Court.**
10. The technical bid of the tender document along with EMD is to be submitted to Inward / Receipt Section of the High Court of M.P., Jabalpur before due date and time.
11. The financial bids of the tender are to be submitted online only. No hardcopy of the financial bid is to be submitted along with the tender document.
12. For all future correspondence / addendum / corrigendum, please refer to the website of the High Court [www.mphc.gov.in](http://www.mphc.gov.in) , Government tender portal [www.tenders.gov.in](http://www.tenders.gov.in) and procurement portal [www.mpeproc.gov.in](http://www.mpeproc.gov.in).

**Sd/-**  
**REGISTRAR GENERAL**