

No./MSHMPB/EST/2069/2010

Dated. 26th April,2010

Maharashtra State Horticulture and Medicinal Plants Board

Sakhar sankul, Shivajinagar, Pune -411005

Tender For Supply of Skilled/Semiskilled and unskilled manpower

Notice no. MSHMPB/EST/1961/2010 dated 15 April, 2010

Pre - Bid Meeting Minutes and Amendment to Tender Notice

The pre-bid meeting regarding Tender for Supply of Skilled/Semiskilled and unskilled manpower was held in office of board on 23rd April, 2010 under chairmanship of Hon. Managing Director, MSHMPB. The following persons were present for the meeting;

Sr. No	Name of Person	Designation	Firm / Office name
1.	Mr. Mahaveer Jangate	Project manager(Spl. Project)	MSHMPB, Pune
2.	Mr. Anant Pote	Project manager(Q.P.M)	MSHMPB, Pune
3.	Mr. Sadanand Jadhav	Officer on Special Duty	MSHMPB, Pune
4.	Mr. Sanjay Gaikwad	Managing Director	M/s Sigma Human Resources Pvt. Ltd, Pune
5.	Mr. Bhalachandra Patil	Partner	M/s Concord Services, Pune
6.	Mr. Iftekar Sundke	Proprietor partner	M/s Indo-manpower, Pune
7.	-	Partner	M/s Vishal Enterprises, Pune
8.	Mr. S.R. Kawathekar	Proprietor	M/s Global Enterprises, Pune
9.	Mr. Ashish Diwate	Agril Assistant	MSHMPB, Pune

Mr. Sadanand Jadhav, OSD has welcomed all representatives of interested bidding agencies. There after the detailed discussion was held on nature of work and terms and conditions of tender, the following clarifications and amendments were made from management side and which are incorporated in the present ToR of tender.

1. It has been decided to fix monthly total gross wages as the financial bid will be evaluated predominantly on the basis of service charges. According the form F-1 for submission of the financial bid has been amended as follows.

(Form – F1)

The Managing Director,

Maharashtra State Horticulture and Medicinal Plants Board,
Sakhar Sankul, Shivajinagar, Pune : 411005

Sub : Regarding Submission of Quotation for Supply of Manpower

Respected Sir,

We here by submit the quotation for various categories of manpower required by the board.

S. No.	Component of work	Type of manpower	Approx. monthly gross wages range	EPF	Other Statutory Charges ESI, Gratuity, leave, LWF			Service Charges (in %)
					A	B	C	
1	2	3	4	5	6	7	8	9
1.	Various categories of skilled/semi skilled & unskilled workers for various services viz. computer operator, steno, librarian, computer typist, technical assistant, public relation assistant, account and audit assistant, computer programmers, office supervisors (Technical), Office Supervisors (Non-Technical), Attendant, etc	Computer operator	8000-8500	AS PER EXISTING RULES				
		Steno	8500-9000					
		Computer typist	6500-7500					
		Technical assistant	9000-10000					
		Public relation assistant	9000-10000					
		Account and audit assistant	8500-9000					
		Computer programmers	18000-20000					
		Office Supervisors (Technical)	15000-20000					
		Office Supervisors (Non-Technical)	12000-15000					
		Attendant	4000-5500					

Note: -

1. Service Tax and Education Cess to be paid extra as applicable.
2. The tenderer should only quote service charges as percentage of Column No. 4
3. The figures in col.4 are tentative and may vary on type of person depending on his/her performance.
4. Monthly gross wages includes basic wages + DA + HRA + Conveyance + Special Allowance (Performance based)

Place:

Date:

Signatures of Tenderer with Stamp

For official use

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Opened in our presence.

Tender Serial No. _____.

(i) Cuttings _____, (ii) Overwriting _____.

Accepted/Rejected

2. The Agency has to make payment to manpower contracted on or before 5th day of each month which will be reimbursed by board on necessary verification.
3. The point 21 of terms and condition of tender notice has been deleted.
4. Bonus, if mandatorily required to be paid to the manpower contracted, will not be credited to the manpower supplier firm on monthly basis but it will be paid on yearly basis on the date mutually agreed upon.
5. Leave allowance/ entitlement will be settled as per existing state government rules.
6. No separate supervision charges will be paid. The manpower supplier firm has to shoulder this responsibility to one of the existing contracted manpower.
7. The monthly wages will be decided by the board, it will not be less than minimum wages prescribed by the state government.
8. The board can have liberty to give performance based special allowance to contracted manpower additional to monthly fixed wages, DA and HRA. The performance based special allowance may depend upon individual performance of contracted manpower.
9. The point 36 of terms and condition of tender notice may be read as follows,

The normal working hours shall be 10.00 AM to 07.00 PM with one hour lunch break from 1.30 PM to 2.30 PM. However the timing may be changed at the discretion of the board from time to time. In case of urgency/ emergency, the labour can be deployed beyond normal duty hours, which shall be compensated through compensatory leave.

It has been clarified from management side above modifications and amendments in the tender notice shall be part terms and conditions. The interested bidders should submit bids by considering these amendments.

The meeting was concluded by vote of thanks to present representatives of interested bidding firms.

**Managing Director,
MSHMPB, Pune**