

REPLIES TO QUERIES Ref: Tender No. 16(II)2015 dated 20.2.2023		
Tender for Admin/Technical Services at IIITD Campus		
Sl. No.	Query from Vendor	Replies
1.	Do bidders need to provide salary quotes, or position and salary will be determined by the institute, and bidders will be charged a service fee on the total wage bill?	As per the financial bid format given in the tender document, the bidding agency is required to quote the % of its commission. The % of commission should be on the total of monthly Wages + PF (Employer) + ESI (Employer). GST is to be charged separately.
2.	Whether leave and bonuses will be included in the CTC?	Each service-providing personnel is entitled to 12 days of leave (1 day per month) per year. The unspent leaves will not be carried forward to the next calendar year. Leave can be included in the CTC, as per provisions in the tender document, if any. As far as Bonus is concerned, it should not be included in the CTC and to be paid to eligible employees according to the provisions of the bonus Act.
3.	Is the cost of the uniform, LWF, police verification, and medical check-up included in the service charges or paid separately?	It is implied that being the agency's employee, such things should be provided by the agency to maintain its distinct identity and industry standards. The Institute will not be bearing any cost towards these.
4.	Is GST to be quoted separately in the bid?	Yes, it is to be quoted separately.
5.	What is the "Variation (up to 100%) of all the deployed staff is at the discretion of the institute" is stated in point 24 of the OTHER TERMS AND CONDITIONS on page 5.	Variation means replacement of the deployed staff is at the discretion of the Institute.
6.	Professional Tax registration is not required in Delhi / NCR. Can we enclose GST registration instead?	Yes, Professional tax is not applicable in Delhi. Yes, you may enclose the GST certificate.