

Sub: Minutes of the Pre-bid meeting for Service Contract for Engagement of Clerical Staff equivalent to level of GP 2000 as per 7<sup>th</sup> CPC for Administrative Support Services

Committee Members:

1. Mr. K.V. Ramanathan
2. Mr. Kameshwar Rao

NCBS has issued a tender for Service Contract for Engagement of Clerical Staff equivalent to level of GP 2000 as per 7<sup>th</sup> CPC for Administrative Support Services and the Pre – bid meeting was held on 06-05-2019 at 15:00 Hrs and the following Agencies were present.

1. M/s Sree Vignesh Enterprises
2. M/s Lakshmi Enterprises
3. M/s Veda Prakash Enterprises.
4. M/s S R Electricals

The following are the clarifications given by the Committee members against the queries raised by the agencies.

1. It was clarified that the salary to be paid equivalent to GP 2000 of the 7<sup>th</sup> CPC.
2. The salary calculation needs to be done for 26 days
3. GST @18% is applicable for NCBS was clarified to the agencies.
4. It was clarified that since the contract is for Clerical staff, uniform is not required. *washing charges*
5. It was clarified that the PF is restricted to Rs 15,000/-.
6. As ESI is not applicable, it was proposed by the agencies for Mediclaim for 2 lakhs per annum per employee.
7. Si No: 15- needs to be removed from the tender document and Addendum to be issued.

The meeting concluded at 3:45 Hrs

Mr. K.V. Ramanathan

*[Signature]*  
6/5/19

*M. Kameshwar Rao*  
Mr. Kameshwar Rao 6/5/19

1. M/s Sree Vignesh Enterprises

*[Signature]*  
6/5/19

2. M/s Lakshmi Enterprises

*[Signature]*

3. M/s Veda Prakash Enterprises.

*[Signature]*

4. M/s S R Electricals

*[Signature]*