

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Central Stores & Purchase Section

Date. 18 Aug 2025

MINUTES OF MEETING- PREBID MEETING

Subject: Prebid Meeting for empanelment of Outsourcing Agencies to supply Manpower and HR Services across the Institute on 18 Aug 2025.

A Prebid meeting was held on 18 Aug 2025 at 1130AM at the New Faculty Annexe Building, Ground Floor Conference Hall to address the queries raised by the vendors for empanelment of Outsourcing Agencies to supply Manpower and HR Services across the Institute. The Following committee members were present in the said meeting:

- | | |
|---------------------------------------|-----------------|
| 1. Officer-In-Charge-1 (S&P) | Indenter/Member |
| 2. Officer-In-Charge-2 (R&D) | Member |
| 3. Officer-In-Charge (Internal Audit) | Member |
| 4. Officer-In-Charge-2 (F&A) | Member |
| 5. Registrar | Special Invitee |

Following members could not attend the meeting due to official duties:

- | | |
|---------------------------------------|--------|
| 1. Officer-In-Charge (Administration) | Member |
|---------------------------------------|--------|

Eight (08) in number of vendors attended the pre-bid meeting through offline and online mode.

Queries raised by the vendors and Decisions taken by the committee:

1. Minimum eligibility criteria – Point no. 09, (iii) Have at least (01) contract / work order providing the services for providing at least 240 personnel at a time.

It is amended to (iii) Have at least (01) contract / work order providing the services of manpower supply 240 manpower at a time.

2. Technical Bid document point no. 14 regarding the blacklisting/debarment.

The debarment/blacklisting will be as per the GFR rule 151.

3. Annexure-I, needed more clarification on point 12 and 13.

The technical & scientific assignment means, the employed manpower should have a fair knowledge of handling the labs and their related terminology to assist the faculty in conducting the experiments without any defaults/failure.

The non-technical assignments may include all the other jobs (Clerical, non-clerical) not mentioned in technical and scientific employment.

4. Annexure-X, Bank solvency Certificate


The committee agreed to accept the general bank solvency certificate to participate in the bidding, however, after empanelment the bank solvency certificate as per the format prescribed at Annexure-X should be submitted before signing the contract agreement.


5. Annexure-XII, the total marks 100


(i) The total marks mentioned at the top of the page as 100 to be read as 50 marks.

(ii) At point no. 6 (iii), the number of manpower is mentioned 300 to be read as 240 manpower.


OIC-1 (S&P)


OIC (IA)


OIC-2 (F&A)
R & D


OIC-2 (R&D)
F & A