

Clarification to pre-bid queries

With reference to eTender ID: 2018_MSRLM_372991 dated 21st November 2018 for Hiring of agency to provide support in recruitment of Human Resources to MSRLM , the pre-bid meeting was held on 26th Nov at 11.30 AM at UMED - (MSRLM) State Mission Management Unit, 5th Floor, CIDCO Bhavan (south wing), CBD Belapur, Navi Mumbai 400614. Clarifications to the pre-bid queries are as following:

SMM-HR, MSRLM briefed about the purpose of the meeting followed by a brief introduction by all the bidders' representatives present for the meeting. Following are the pre – bid queries received from bidders and corresponding response / suggestions made regarding the same during the meeting:

Sr. no.	Points of clarification required/ suggestions	Clarification given by MSRLM
1	Should the online registration system be bilingual? If yes, which all languages need to be supported?	Marathi & English
2	Payment mode - Only online or should support Demand Draft and Cash payments as well	Only online
3	Do the candidates need to upload any document? And are these documents to be verified by us? If the process is explained briefly it will help us understand the workflow.	No, candidate should not upload documents at the time of online application. He/she has to upload only photo and signature during online submission of application. But if non eligible candidate want to raise objection for not shortlisting in such case the candidate should submit relevant document
4	Our understanding is that the test will be conducted at multiple locations. The delivery and scanning of the OMR is to be done only at Navi Mumbai office or at multiple locations? This point will have huge impact on the costing and will help us prepare the best quote.	Major requirements are at Navi Mumbai, but considering the need of the mission , successful bidder has to give services at district level
5	Will the tests be happening simultaneously or on different dates?	It will be go as per the requirement for different dates throughout the year.
6	What would be the process of short listing?	As per the eligibility criteria specified in the advertisement for each position
7	What are the tentative timelines for the recruitment drives?	Current requirement in Dec.2018 but service required for the period of one year
8	What is the eligibility criteria of the candidates?	It depends upon the position
9	On what basis will the Eligibility & Non eligibility of candidates be decided?	As per the eligibility criteria specified in the advertisement for each position
10	Do the candidates have to pay for Online applying only or does it include their hall ticket charges , Examination charges and Agency charges (if at all)	Candidate should pay online only
11	What is the frequency of preparing the eligibility list of candidates?	In each recruitment process round
12	Will the Agency have to involve itself in the recruitment process or will MSRLM take care of it??	MSRLM will do the process , No involvement of agency in recruitment process, support required as per the scope of work mentioned in the tender document

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13	The Agency has to quote the rates for the items mentioned in the commercial bid only or any other parameter also to be taken care of?	Rate should be quoted for all the items
14	Whether the candidate's interview have to be conducted at Agency's office and then forwarded to MSRLM?	It will be done by MSRLM only
15	The Manpower requirement mentioned is around 675. Out of these, presently how many are working OR all to be newly recruited?	Its new recruitment
16	Will the Agency will be held responsible if sufficient Online Applications from candidates are not received?	No
17	Does the figure of 675 include for only 26 districts & 254 Blocks?	Yes
18	What about for remaining 8 districts?	it will be covered under intensive strategy in future
19	If the candidate leaves the job after joining, does the Agency have to look for a replacement?	No
20	Will the recruitment process go on for full One Year?	Yes
21	Can the Agency quote Service charges / Admin. Charges separately?	No
22	After recruitment does the role of Agency end?	No
23	Does the Agency have to do travelling?	Yes as per the need
24	Will the entire requirement be given to one Agency only or Multiple Agency?	Single agency
25	Will the Agency's role be only as HR recruitment or Outsourcing?	Only technical support as per scope of work mentioned in the tender document
26	Page No.25-Annexure III- C: Experience of bidder in recruitment- 3 No. Specify degree or Post Graduate	Bidder has to mention the type of the support provided in the recruitment process (category of the candidate) for the client
27	Page No.26Annexure-IV- Turnover certificate, Whether the Turnover is to be given in crore?	Yes
28	Pag No. 18 Scope of service: printing, delivery and scanning of OMR sheets at Navi Mumbai and various location in Maharashtra – OMR sheets delivery and scanning is to be done at one location to maintain confidentiality?	If the recruitment process is carried out at state level then all activities should be done at State office but if district is conducting recruitment process then the bidder has to do all the activities in that district only
29	Whether Human Resource (man power supply) agency is required or Recruitment Agency	Agency has to support MSRLM in recruitment process only as per the scope of work mentioned in the tender document.

Chief Executive Officer

Maharashtra State Rural Livelihoods Mission