

**Reply to Pre bid Queries Dated 18.11.2021**

**TENDER NO : HOGPL/2021-22/C&P/017 Dated: 29.10.2021**

**SELECTION OF RECRUITMENT CONSULTANT FOR HPOIL GAS PVT LTD**

<b>Sl. No.</b>	<b>Bidder's Pre bid Queries</b>	<b>HOGPL Reply to Pre bid Queries</b>
1	The manpower deployed by the service provider shall be required on six-day a week work basis. Deployed manpower can avail weekly-off/holidays as applicable for the location. In case of any personnel working on weekly-off/holidays, they can avail corresponding holiday on any other day, with consent of GA Head. Other than regular weekly offs, the service provider shall arrange at his cost, the leave relief for any absence of engaged manpower. <b>Please clarify, does it mean no annual leaves or does it mean we need to provide a reliever, in case an employee is absent.</b>	Provision of Leave will be in conformance with Shops & Establishment Act and Rules framed thereunder by respective State Govt. of Maharashtra & Haryana. National and Festival Holidays will be in conformance with HOGPL.
2	Please share the leave policy for the staff to be hired on the contractor's payroll.	Provision of Leave will be in conformance with Shops & Establishment Act and Rules framed thereunder by respective State Govt. of Maharashtra & Haryana.
3	As required staff will not fall under the minimum wages category, please specify the types of insurance which needs to be given to the staff along with the sum insured.	Coverage of associates under Employees Compensation Policy or Coverage under ESI as applicable is mandatory. It will be sole responsibility of the service provider to ensure the same.
4	Please specify the notice period. which the staff will be required to serve in case of resignation.	One Month
5	Please specify the replacement policy and penalties which will be levied in case of absence / non hiring of manpower.	Replacement of manpower to be done only after approval from HOGPL. Penalty shall be levied in case any of the services mentioned in the tender document is not provided to the satisfaction of HOGPL, including non availability/replacement of manpower.

**Signature & Seal of Bidder**