

ANDHRA PRADESH MUNICIPAL DEVELOPMENT PROJECT

Roc.No. 15026/20/2016-TI SEC-APMDP

Dt.15.11.2016.

TENDER NOTICE

The Director of Municipal Administration, Guntur, A.P. desires to provide outsourcing of supporting services such as Data Processing Officers, Data Entry Operators, Office Subordinates, Drivers, Security (watchman) and House keeping to the O/o APMDP, Guntur as detailed below:

Category Personnel	Requirement
Data Processing Officers	5 No.
Data Entry Operators	20 Nos.
Office Subordinates	7 Nos.
Driver	1 Nos.
Security (Watchman)	3 Nos.
House Keeping	2 Nos.

Therefore, interested manpower agencies are requested to submit their tenders on Short Tender Notice platform. The time schedule of various events related to tender are:

1. Tender Document Download Starting Date and time.	17.11.2016 at 12.00PM onwards
2. Last date and time of submission of Tenders:	30.11.2016 up to 15.00 hrs
3. Technical Specifications Bid Opening date (Technical Bid Stage)	01 .12.2016 at 11.00 am on wards hrs
4. Price Bid Opening date (Financial Bid Stage)	Will intimated later
5. Address for communication.	The Project Director, APMDP. Sri Kavyasri Building, 1st Floor Flat No:201,203 & 204, M.G.Ring road, Reddipallyam, Agavatharapadu, Guntur Contact No.:9701043806
6. EMD:	Rs.65,000.00 (Rupees Sixty Five thousand only) in favour of Commissioner&Director of Municipal Administration, O/o Director of Municipal Administration, Hyderabad.

For any Tender related details, contact the office mentioned at Sl. No.5 above may be contacted between 10:30 AM to 5:00 PM on all working days.

**Sd/-
Project Director
APMDP**

//Attested//


**Dy. Executive Engineer
APMDP**

ANDHRA PRADESH MUNICIPAL DEVELOPMENT PROJECT

Tender Form-I

(Short Tender Notice Tender Notice No. 15026/20/2016-TU SEC-APMDP dt: 15.11.2016)

Tenders are invited from reputed agencies for providing (5) No. of Data Processing Officers, (20) Nos. of Data Entry Operators (7) Nos. of Office Subordinates (1) No. of Driver, (3) No's of Security (Watchman) & (2) House Keeping personnel to the O/o Director, Director of Municipal Administration, Gorantla, Guntur.

The supply of additional personnel of one or more of the categories mentioned above or other categories will be requisitioned depending on the requirement for the same from time to time subject to the condition mentioned at S.No.8 of the General Terms & conditions infra regarding their remunerations and mandatory remittances.

General Terms & Conditions

1. Tender documents download starting dated and time 17.11.2016 at 12.00 AM. From cdma.ap.gov.in
2. The last date for submission of filled in tender form is 30.11.2016 at 03.00 P.M, the Technical Specifications Bid will be opened at 5.00 P.M on the same date and the Financial Bid in respect of successful Technical Bids will be opened at 11.00 AM on 01.12.2016.
3. Every bidder shall pay Rs.65,500/- (Rupees Sixty five thousand five hundred only) i.e. 1% of the total value as EMD through DD drawn in favour of Commissioner&Director of Municipal Administration, Hyderabad and the hard copy of DD must be submit along with the bids.
4. The bidders shall hand over the original D.D towards EMD in the office of PD, APMDP on or before office hours 30-11-2016. The Tender quoted by the bidder who do not submit the original D.D towards EMD within the stipulated time will be rejected.
5. Even after the Agency takes up the work, if it is found that the Agency has produced false/fake certificate of experience, the contract will be terminated and the Agency will be black listed.
6. The agency should have its registered office within the cities of Vijayawada and Guntur.

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APMDP


7. The tenderer should have valid ESI registration, EPF registration, Service Tax and Valid labour license issued by the labour department. The tenderer should submit the payment clearance certificate of ESI, EPF from the departments who outsourced the man power through your agency the same may be certified by the Chartered Accountant.
8. **All the agencies should quote the remunerations for each of the above categories of employees as prescribed in the G.O.Ms.No.151 dt.08.08.2016 of Finance (HR 1-Plg&Policy) Dept + the mandatory remittances of EPF & ESI employer's contributions at 13.36% & 4.75% respectively and Service Tax etc., + their commission on a monthly basis, duly furnishing the breakup of each item specifically. In no case the agency shall quote less than the above, failing which the bid will be summarily rejected. There shall be no reimbursement of these amounts separately to the agency.**
9. The bidder shall submit his response through Bid submission to the tender on Short Tender Notice platform, at cdma.ap.gov.in by following the procedure given below:
The bidder would be required to register on the Short Tender Notice platform at cdma.ap.gov.in and submit their bids in the two sealed cover(1 cover for technical bid and 1 cover for financial bid) in the mentioned address.
10. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the standard formats displayed in Short Tender Notice in the web site. The bidders shall submit the hard copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificates/documents in the Short Tender Notice web site. The bidder shall sign on the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity. The bidder shall submit all the required documents for the specific tender in the same during the bid submission as per the tender notice and bid document.
11. The agency should provide certificates from the Government Departments or I.T. returns for the previous year ie. 2014-2015 assessment year. The agency should have a minimum financial turnover of Rs. 1.00 crore in any one year in last 3 preceding years. Further, the similar work i.e, Man power supply, with Rs.25.00Lakhs turnover in any one year in last 3 preceding years. These certificates should certified by the Chartered Accountant and the same may submit to this office for verification.

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12. Bids are invited on the Short Tender Notice for the above mentioned work from the Contractors/Contracting firms registered with Government of Andhra Pradesh (Copy of the valid Registration Certificate from any Government Department should be enclosed). The details of Tender conditions and terms can be down loaded from the Web site: cdma.ap.gov.in.
13. The EMD amount is refundable to the un-successful bidders after finalization of the successful bidder. The EMD amount of successful bidder will be converted into security deposit and same would be refundable after satisfactory completion of contracted service during the service period.
14. The successful bidder shall invariably submit the original DD mentioned in the document as EMD at the time of submission of bids and remaining EMD of 1.5% on total value) as a security deposit and the original certificates/documents at the time of agreement of the submit attested copies to the tender inviting authority within 7 days from the date of issue of work order for entering into the agreement either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder.
15. The agency should enclose last three years Income Tax Return Statements.
16. The agency should enclose the latest payment receipts of EPF and ESI.
17. The department will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, certificates/documents from the successful bidder before the stipulated time.
18. i) A penalty of 5% of the Commission will be imposed on each day of delayed performance/delayed delivery of service.
ii) A penalty at 2.5% of the Commission will be imposed on each day of unsatisfactory service.
19. In case more than one agency quotes the same lowest service charges, the length of service rendered in the same field will be considered and in case the length of service is also the same, the agency will be selected on drawal of lots.
20. The Project Director, MSU-APMDP, Guntur shall cancel the tender at any time without assigning any reason there for.
21. Period of agreement : 12 months.
22. The agency should upload the work completion certificates only in the similar nature of work. Work orders issued by the employers will not be considered as experience certificates.

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ANDHRA PRADESH MUNICIPAL DEVELOPMENT PROJECT

Tender Form-II

(Short Tender Notice, Tender Notice No. 15026/20/2016-TU SEC-APMDP /dt: 15.11.2016)

PART-A

Scope of work:

1. The agency shall supply (5) No. of Data Processing Officers, (20) Nos. of Data Entry Operators (7) Nos. of Office Subordinates, (1) No. of Driver, (3) No's of Security (Watchman) & (2) House Keeping personnel to the O/o Director, Director of Municipal Administration, Gorantla, Gunur.
2. The number of Data Entry Operators, Office Subordinates or other personnel may increase or decrease as per the discretion of the Project Director.
3. The agency shall provide qualified personnel for all the categories as follows:

(I) **Municipal Accountant & Financial Assistant (MAFA):** Must have PG, with two years experience in Accounts or Degree with 5 years experience in accounts.

(II) **Data Processing Officer (DPO):** Must have B.Sc (Computers) or B.Com (Computers) or BCA with minimum (2) years of experience.

Preferably with PGDCA qualification and uploading & downloading of e-tenders..

Must having knowledge in Computer applications and basics of DOS, WINDOWS, UNIX, DB MANAGEMENT, DTP, CONCEPTS OF E-GOVERNANCE INCLUDING E-MAIL, E-COMMERCE, INTERNET, COMPUTER VIRUSES, M.S.OFFICE (WORD, EXCEL, POWER POINT, ETC.,) in PG Diploma standard.

(III) **Data Entry Operator (DEO):** Any Degree with Ms Office qualification.

Must having knowledge in Computer applications and basics of DOS, WINDOWS, UNIX, DB MANAGEMENT, DTP, CONCEPTS OF E-GOVERNANCE INCLUDING E-MAIL, E-COMMERCE, INTERNET, COMPUTER VIRUSES, M.S.OFFICE (WORD, EXCEL, POWER POINT, ETC.,) in Diploma standard.

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- (iii) **Office Subordinate:** Must possess the minimum qualification of 9th standard.
- (iv) **Driver:** The Driver must possess valid driving license
- (v) **Security:** 10th Pass/fail with good physique. Preferably Ex-Service man

4. For all practical purposes, the man power provided by the agency shall be on its own rolls and for any costs and consequences arising out of any acts and claims of the personnel, the agency is solely responsible and provide Id cards in their agency name..
5. The Project Director, MSU-APMDP, Guntur will not have any direct relations with the deployed personnel by the agency.
6. In case of any complaints received on poor performance inability etc. in attending to the work entrusted to the persons, the agency shall have to replace the personnel immediately with ones having good skills.
7. The agency shall ensure to provide good quality and uninterrupted service during the contract period and maintain dress code to the subordinate services (Office subordinates, Drivers, Security and house keeping persons on their own cost).
8. The agency/tenderer shall submit the bill on first of every month.
9. The agency/tenderer shall quote the service charges as %age of gross payment of service rendered per month.
10. The service charges shall not exceed 5% of the gross payment and charges for the consumables.
11. The tenderer shall remit all the payments of EPF, ESI and Service Tax, etc. regularly as per the provisions of the relevant acts and all other remittances legally liable and submit evidence therefor for release of payment for subsequent month.
12. The tenderer shall submit such copies of remittances to this office by 15th of every month, failing which it will be deemed that the tenderer has not paid remittances and action will be initiated against the tenderer.
13. The remaining conditions applicable as per the government orders issued in this subject time to time.

//Attested//


Dy. Executive Engineer
APMDP

Financial Bid Proforma

Category Personnel	Requirement	Remuneration per month (Excluding of ESI, EPF, Service Tax and all applicable taxes)	Amount per Month
Data Processing Officers	5 No.		
Data Entry Operators	20 Nos.		
Office Subordinates	7 Nos.		
Driver	1 Nos.		
Security (Watchman)	3 Nos.		
House Keeping	2 Nos.		
Total			
Agency Commission per month Including ESI, EPF, Service Tax and all applicable taxes.			
Ground Total per Month in figures			

(In words Repuees -----)

Note: The Agency has Quote the remuneration as per **categories of employees as prescribed in the G.O.Ms.No.151 dt.08.08.2016. If the rate is not available in the G.O., quote the rates as per market rates.**


Break up for ESI _____ %, EPF _____ %, Service Tax _____ % and commission of agency _____ %.

Signature of Tenders with Office Seal Name & Mobile No.

Name of Agency
Address
Contract No
e-mail Address
Offiec land line No
Mobile No
Contract Person
Communication Address in Guntur (If outside Guntur)

Sd/-
Project Director
APMDP

//Attested//


Dy. Executive Engineer
APMDP