

MUNICIPAL ADMINISTRATION DEPARTMENT

(e-Procurement Tender Notice No. Roc.No.228/2/PMU/DMA/2017-18/ Dt:22.05.2017)

TENDER NOTICE

The Director of Municipal Administration, A.P. Guntur desires to provide outsourcing of supporting services of Data Entry Operators of 20 Nos. to the O/o Director of Municipal Administration, Guntur.

Therefore, interested manpower agencies are requested to submit their tenders on e-procurement platform. The time schedule of various events related to tender are:

1. Tender Document Download Starting Date and time:	26.05.2017 at 11.00 hrs
2. Last date and time of Download of Tenders:	01.06.2017 up to 12.00 hrs
3. Last date and time of submission of Tenders:	01.06.2017 up to 14.00 hrs
4. Technical Specifications Bid Opening date (Technical Bid Stage)	01.06.2017 at 16.30 hrs
5. Price Bid Opening date (Financial Bid Stage)	02.06.2017 at 11.00 hrs onwards
6. Address for communication.	Executive Engineer, PMU, O/o APMDP, Kavyasri Residency, MG inner ring road (Main road) Agatavarapadu, Guntur. (or) The Director, Director of Municipal Admn,4 th Floor, 5 th lane, West Annapurna Nagar, Gorantla, Guntur Mobile No.:9100922092
6. EMD:	Rs. 3,60,000.00 towards EMD and Rs.3000.00 towards processing fees (Separate DDs) in favour of the Commissioner & Director of Municipal Administration .

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.

**Director of Municipal
Administration**

MUNICIPAL ADMINISTRATION DEPARTMENT

Tender Form-I

(e-Procurement Tender Notice No.228//2017-18/02/ dt:22.05.2017)

Tenders are invited from reputed agencies for providing (20) No. of Data Entry Operators to the O/o Director of Municipal Administration, Gorantla, Gunur.

The supply of additional personnel of one or more of the above category mentioned will be requisitioned depending on the requirement for the same from time to time subject to the condition mentioned at Sl.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 26.05.2017 at 11.00 AM.
2. The last date for submission of filled in tender form is 01.06.2017 at 0.00 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 16.30 hrs on 01 .06.2016.
- 3A. Every bidder shall pay Rs Rs.360000 /- (Rupees Three Lakhs Sixty Thousand only) as EMD through DD drawn in favour of Commissioner & Director of Municipal Administration, payable at Hyderabad and the scanned copy of DD must be uploaded along with the bids. In case of failure to upload the scanned copy of DD, the tender will be summarily rejected.
- 3B. Every bidder shall pay Rs.3000/- (Rupees Three Thousand only) as Process fee through DD drawn in favour of Commissioner & Director of Municipal Administration, in All Branches and the scanned copy of DD must be uploaded along with the bids. In case of failure to upload the scanned copy of DD, the tender will be summarily rejected.
4. The bidders shall hand over the original D.D towards EMD in the office of DMA on or before 01-06-2016. 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.

7. The tenderer should have valid ESI registration, EPF registration, latest VAT clearance certificate & Labour License issued by the Labour Department.
8. **A. 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. The agency shall quote in between 2% to 5% as agency commission on remuneration of the individuals. (Excluding statutory deductions and applicable taxes).**
B. The agency quote less than 2% and more than 5%, those tenders 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 e-Procurement platform at www.eprocurement.gov.in by following the procedure given below:

The bidder would be required to register on the e-procurement market place www.eprocurement.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement platform.
10. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificates/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- 11A. The agency should provide certificates from the Government Departments or I.T. returns for the previous three preceding years. The agency should have a minimum average financial turnover of Rs. 72.00 Lakhs in last three preceding years should be uploaded.
11. B. Similar experience value of worth Rs. 18,00,000/- (Rupees Eighteen Lakh Only) in each year in last 3 preceding years (Proof of completion certificate) should be uploaded

12. Bids are invited on the e-procurement 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 electronic procurement platform of Government of Andhra Pradesh i.e., www.eprocurement.gov.in.
13. Contractors would be required to register on the e-procurement Market Place www.eprocurement.gov.in and submit their bids on line. The Department will not accept any bid submitted in the paper form.
14. 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.
15. The successful bidder shall invariably furnish the original DD of EMD on or before **01-06-2017** for security deposit and the original certificates/documents of the uploaded scanned 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.
16. The agency should enclose last three years Income Tax Return Statements.
17. The agency should enclose the latest payment receipts of EPF and ESI.
18. 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.
19. 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.
20. 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.
21. The Director of Municipal Administration, Guntur shall cancel the tender at any time without assigning any reason there for.
22. Period of agreement : 12 months.
23. 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.

**Director of Municipal
Administration**

MUNICIPAL ADMINISTRATION DEPARTMENT

Tender Form-II

(e-Procurement Tender Notice No. Roc.No.228/2/PMU/DMA/2017-18/ Dt:22.05.2017)

PART-A

Scope of work:

1. The agency shall provide (20) Nos. of Data Entry Operators to the O/o Director, Director of Municipal Administration, Gorantla, Guntur. 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 as Data Entry Operator with following qualification:
 - (I) **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.
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.
5. The Director of Municipal Administration, 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.
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 regularly as per the provisions of the relevant acts and all other remittances legally liable and submit evidence thereof 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.

**Director of Municipal
Administration**

Appendix

Instructions to Bidders

CHECKLIST FOR TENDERES

- a) EMD of Rs.3,60,000/- (One Three Lakh Sixty Thousand Only) in the form of Demand Draft drawn in favour of Commissioner and Director of Municipal Administration” payable at Hyderabad (Copy of DD upload and hard copy (Original) submitted to this Office).
- b) Tender Schedule cost of Rs.3000 /- (Rupees Three Thousand Only) in the form of Demand Draft drawn in favour of “Director of Municipal Administration” payable at Hyderabad (Copy of DD upload and hard copy (Original) submitted to this Office).The agency should upload the last 3 preceding years Income tax return statements.
- c) Copy of the Valid Firm registration certificate should upload.
- d) Copy of Valid Service tax/ VAT registers number upload.
- e) Copy of PAN Number Upload
- f) The agency should have a minimum average Annual Turn-over of Rs. 72,00,000 /- (Rupees Seventy Two lakhs only) in each year of last 3 preceding years (Certified by Registered Chatted Accountant)
- g) IT returns of last 3 preceding years.
- h) Similar experience value of worth Rs.18,00,000/- (Rupees Eighteen Lakh only) in each year in last 3 preceding years (Proof of completion certificate) should be uploaded
- i) Labour License Registration.
- j) Valid ESI and EPF Registration certificate.
- k) ESI, EPF Payment clearance certificate for last 6 months issued by concerned authorities who engaged outsourced services through your firm.
- l) Latest EPF and ESI Challans.

Financial Bid Proforma

Sl.no	Designation	No.	Rate	Amount
1	Data Entry Operators	20	15000.00	300000.00
	Total for 1 year			3600000.00
	Agency Commission @ 2 to 5% Maximum on Wages			
	EPF @ 13.36%			
	ESI @ 4.75%			
	Total			
	Service Tas @ 15%			
	Grand Total per Annum			