

BID DOCUMENT

**TENDER SCHEDULE FOR SELECTION OF MAN POWER
AGENCY**

Tender notice: 6177/Admn-I-2/2016, Dated: 25-10-2016

Last date for submission of Sealed Tenders: 10-11-2016 (1 PM)

Sl. No :
Name of the Agency :
Date of Issue :
Signature with stamp :

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**Office of the Commissioner,
Information & Public Relations Department
Government of Andhra Pradesh
State Guest House Premises
Gopala Reddy Road, Suryaraopet,
Vijayawada-520002.**

Rs.1000/-

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS::VIJAYAWADA

TENDER NOTICE

No: 6177/Admn.I-2/2016.

Date:25.10.2016.

Sealed tenders are invited from experienced and eligible outsourcing/manpower agencies, having valid licence under Contract Labour Act and registration certificates from EPFO, ESI, Service Tax, etc., (Registered in AP) to provide (74) personnel to work on outsourcing basis in the Department for a period of one year with effect from 1-12-2016 as per G.O.Ms.No.151, Finance (HR-I-Plg. & Policy) Dept., dt.08.08.2016.

Agencies willing to provide personnel on outsourcing basis, should have a turnover of Rs. 5 crores every year for the last 3 financial years may submit their tenders along with EMD of Rs. 10 lakhs, xerox copies of valid licences/registration certificates/IT Returns issued to them by competent authorities in sealed covers.

Interested agencies can obtain tender schedule on written requisition from the O/o Commissioner, Information and Public Relations, Vijayawada from 27.10.2016 to 9-11-2016 upto 5 PM during working hours on payment of non-refundable fee of Rs.1,000/- in the shape of Demand Draft drawn in favour of the Accounts Officer, I&PR Dept., Vijayawada.

Sealed tenders will be accepted in the office of Commissioner, Information and Public Relations, State Guest House Premises, Gopal Reddy Road, Suryaraopet, Vijayawada by post or in person up to 1 PM on 10-11-2016 and will be opened in CIPR's office at 3 PM on 10-11-2016 in the presence of tenderers or their authorised representatives present at that time.

Further details can be had from www.ipr.ap.nic.in & Assistant Director(Admn.)- Phone No.9949351524.

Sd/- Commissioner.

ANNEXURE-I

(To Tender Notice No.6177/Admn.I-2/2016, dt.25-10-2016).

Requirement of outsourcing personnel, qualifications prescribed under Service rules and remuneration fixed by Govt. of A.P.

Sl. No	Name of the post	No. of posts	Qualifications	Remuneration per month Rs.
(1)	(2)	(3)	(4)	(5)
1.	Professional Photographer	1	1. Must hold a Bachelor's Degree or an equivalent qualification 2. Must possess (6) years experience in Photography in a reputed organisation	75,000
2	Senior Communications Officer	2	1. Must hold a Bachelor's Degree or an equivalent qualification 2. Degree/Diploma in Journalism/PR etc. 3. (5) years experience in Journalism etc.	75,000
3	Asst. Photographer	1	1. Must hold a Bachelor's Degree in Photography or an equivalent qualification 2. Must possess (3) years experience in Photography in a reputed organization.	40,000
4	Analyst Journalist	2	1. Must hold a Bachelor's Degree or an equivalent qualification 2. Degree/Diploma in Journalism/PR etc. 3. (3) years experience in Journalism etc.	25,000
5	Observers and Data Recorders	23	1. Must hold a Bachelor's Degree or an equivalent qualification 2. Degree/Diploma in Journalism/PR etc. 3. (2) years experience in Journalism etc.	17,000
6	Photographer (Regular)	1	1. Must have passed 10 th Class examination or an equivalent qualification 2. Must possess (5) years experience in Photography in a reputed Photo studio	15,000
7	Video Cameramen	2	Must possess a diploma in Cinematography awarded by the A.P. State Board of Technical Education and Training or any recognized equivalent qualification	15,000
8	Information Technicians	22	Must possess Trade Certificate in Radio Mechanism issued by any ITI in the State or its equivalent qualification	15,000
9	Data Entry Operators	14	Must hold a Bachelor's Degree or an equivalent qualification. Must have passed Diploma in Computer Application or its equivalent	15,000
10	Office Subordinates	5	1. Must have passed VII class examination 2. Must be able to ride a bicycle	12,000
11	Sweeper	1	Must be able to read and write Telugu or Urdu or English or Hindi	12,000
	Total	74		

Signature of the Tenderer & Seal

ANNEXURE – II

(TO TENDER NOTICE NO. 6177/ADMN.I-2/2016, DT.25-10-2016) TENDER PROCEDURE AND BRIEF TERMS AND CONDITIONS OF OUTSOURCING AGREEMENT

1. Sealed tenders for supply of functionaries along with copies of valid licences / registration certificates/IT Returns issued by competent authorities will be received in the O/o the CIPR in person or by post up to 1 PM on 10.11.2016. Sealed Tenders shall be superscribed with “Tender offer for supply of Manpower” and shall bear complete address and contact numbers of agency. Tenders will be opened in the O/o CIPR premises at 3:00 PM on 10.11.2016 in the presence of tenderers or their authorised representative holding authorization letter, who wish to be present at the time of opening of tenders, shall attend the opening of tenders.
2. Agencies can obtain tender schedule on written requisition from the O/o Commissioner, Information and Public Relations, Vijayawada from 27-10-2016 to 9-11-2016 upto 5 PM on all working days during working hours on payment of non refundable fee of Rs.1,000/-. The mode of payment must be by Demand Draft from Nationalised Bank drawn in favour of Accounts Officer, I&PR Department payable at Vijayawada. The original tender schedule with signatures should be submitted at the time of submission of Tender.
3. Tenderers shall indicate their offers in the proforma prescribed at Annexure-III. Percentage of Agency’s Commission is to be clearly indicated apart from statutory contributions / deductions towards ESI (4.75%), EPF (13.61%) and Service Tax (15%). Percentage of agency’s commission shall not exceed 5% of remuneration as per existing Government guidelines. Income Tax @ 2.06% on remuneration bill will be deducted from monthly bill and remitted to Government.
4. Outsourcing agreement commences from 1-12-2016 and will be in force up to 30.11.2017 as per Government sanction accorded vide G.O.Ms.No.151, dtd.08.08.2016. Extension of agreement will be considered depending upon further continuation of sanction by Government and also satisfactory performance of agency.
5. As per Government guidelines, two more service providers are to be kept in reserve, apart from the successful Tenderer, on the same terms and conditions to step in at short notice, if the selected service provider defaults in providing satisfactory service and the contract has to be terminated.
6. Tenderer has to deposit an amount of Rs. 10,00,000 (Rupees Ten lakhs only) by way of Account Payee Demand Draft issued by the **Nationalised Bank** in favour of ‘Accounts Officer, Information and Public Relations’ towards Earnest Money Deposit (EMD) at the time of executing outsourcing agreement. The EMD will not yield any interest and will be refunded after satisfactory completion of contract period. EMD of unsuccessful bidders will be refunded after finalisation of Tenders.

Signature of the Tenderer & Seal

7. The number of personnel shown at Annexure-I is the maximum requirement and the actual requirement may decrease or increase depending upon the need and necessity of Department.
8. Agency has to furnish remuneration bill to the Department by 20th of every month so as to ensure payment of remuneration to outsourcing personnel on 1st of every month. Agency should ensure payment of remuneration to the personnel by 1st of every month, even if there is any delay in remittance of amount to them from Pay and Account Officer in a particular month. In case of default 1% of total claim be levied as penalty for delay in payment beyond three working days. The penalty shall be recovered from the claim relating to the succeeding month.
9. Remuneration shall be credited into bank accounts of the respective individuals and the agency shall produce an acquittance every month. Agency has to produce proof duly showing remittance of EPF, ESI as per Acts and Rules every month separately for the personnel outsourced. Only upon production of proof of remittances of remuneration and all other statutory deductions of previous month, remuneration bill for the succeeding month will be cleared. Any statutory revision of taxes will be allowed by the Department.
10. Agency will be responsible as employer of manpower to maintain personnel records such as pay rolls, attendance sheets, leave records, service records etc., which shall be readily available for scrutiny / inspection by the officials of the Department or Government.
11. Agency shall be able to place the services of outsourcing personnel at short notice on the requisition of Department. The Department reserves the right to surrender any outsourcing employee back to the agency forthwith whose work or conduct is found to be not satisfactory. Suitable replacements in such vacancies shall be provided by agency within a week's time.
12. Rule of reservation shall be followed by the agency in respect of the personnel deployed to ensure social justice.
13. Agency should comply with all instructions issued by Government from time to time including for the welfare of outsourcing personnel.
14. Agency has to submit list of EPF / ESI Account numbers of all employees engaged in the Department and it is the responsibility of the agency to provide identity cards of EPF / ESI to them.
15. Agency is alone responsible to meet any claims of the manpower supplied by it under any of the Labour Enactments such as Workmen's Compensation Act, etc.

Signature of the Tenderer & Seal

16. Manpower supplied to the Department shall not be treated under any circumstances as employees of the Department, but continues to be under the control of agency for all purposes, except in relation to the actual work entrusted to such manpower by the Department.
17. Agency is solely responsible for any loss incurred by the Department when such loss is caused by gross negligence of outsourced personnel engaged, the Department is entitled to recover such loss from the agency.
18. Any excess deductions made by agency in violation of Government instructions shall result in stringent action including termination of contract. In case of any excess payment made to agency, the same shall be recovered from the agency in the subsequent bills or from the EMD made available with the Department.
19. Agreement made with agency is a time-bound one and there would be no commitment to extend it beyond the contractual period. However, contract can be modified with mutual consent only. Termination of agreement before contractual period can be done by giving one month's notice from either side.
20. Agency shall not enter into sub-contracts or appoint any other agent to perform obligations arising under the outsourcing agreement. `
21. The Tenderer should submit the IT returns statement of financial turnover of manpower agency with minimum turnover of Rs.5 crore (Rupees five crores only) every year for the last three financial years i.e. 2015-16, 2014-15 and 2013-14 duly certified by the Chartered Accountant.
22. The Tenderer shall also enclose the Income Tax Assessment Certificate for the last three financial years i.e. 2015-16, 2014-15, 2013-14 issued by the Income Tax Department along with financial turnover of last three years, otherwise the tenders will be summarily rejected.
23. The Tenderer should contain documents like (i) EMD) (ii) Agency Registration Certificate (iii) Turnover Statement certified by Chartered Accountant (iv) Experience Certificate (v) Permanent Account Number (PAN) (vi) Service Tax Registration Certificate issued by Service Tax Department Office situated in the State of Andhra Pradesh (those tenderers that become eligible as per prescribed terms and conditions will be considered for Registration of Service Tax in Andhra Pradesh within next three months from the date of finalization of tender), (vii) Bank Statements and (viii) Income Tax returns in the name of the Agency (ix) CA certified balance sheet. Where an agency is a Private Limited Company, the registered Article of Memorandum of Association and if a partnership firm, the registered partnership deed should be provided along with

Signature of the Tenderer & Seal

any other documents considered necessary. The agency should furnish an undertaking that all the details submitted by it in the application form are true and correct. All the documents submitted by the agency are self attested with office seal.

24. The Agency must have a full-fledged functional office at Vijayawada or at any district of AP with valid Address Proof to be submitted.
25. Before submission of the tender, tenderers are required to make themselves fully conversant with terms and conditions, so that no ambiguity arises at a later date in this respect.
26. At any time prior to the deadline for submission of proposals, I&PR Department may for any reason modify the Tender Document by issuing an addendum. Any addendum thus issued shall become part of the Tender Document and will be communicated through Email to all purchasers of the Tender document and will also be posted on the website of the department. To provide reasonable time to the Tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the department.
27. In the event of the date specified for receipt and opening of tender being declared as an unscheduled holiday, the due date for submission of tenders and opening of tenders will be on the following working day
28. The lowest rate quoted among the eligible tenderers will be taken as the approved rate and all the other tenderers should accept the said lowest approved rate.
29. The agencies black-listed by other government organizations/autonomous bodies will not be considered.
30. In case of refusal or delay or failure leading to the withdrawal of providing manpower by the approved agency, the EMD shall be forfeited.
31. Any disputes arising out of this agreement shall be subject to the jurisdiction of the Courts where the O/o the CIPR is located.
32. The Commissioner, Information and Public Relations Department has full right to reject/cancel/postpone/negotiate the tenders without assigning any reasons.

Signature of the Tenderer & Seal

ANNEXURE – III

(TO TENDER NOTICE NO. 6177/ADMN.I-2/2016, DATED 25.10.2016)

**TENDER OFFER FOR SUPPLY OF MANPOWER TO
INFORMATION AND PUBLIC RELATIONS DEPARTMENT**

1.	Name of the Outsourcing / Manpower Agency	:	
2.	Address of the Agency with Contact numbers (Telephone, Mobile and Email ID)	:	
3.	Percentage of Agency Commission	:	_____ %
4.	Statutory Contributions / Deductions	:	EPF@13.61%, ESI @ 4.75%, Service Tax @ 15% on Agency's Commission.

I/we have understood the tender procedure and the terms and conditions specified at Annexure-II of the Tender Notice No.6177/Admn.I-2/2016, dt.25.10.2016 and they are acceptable to me/us.

Signature of the Tenderer
with Agency Seal

Date: _____