



OFFICE OF THE ANDHRA PRADESH HOUSING BOARD

BID DOCUMENT

FOR

OUTSOURCING MANPOWER SERVICES TO THE APHB

Tender Notice No. : T.No. 1286/APHB/2010-4, Dated. 01.2012.

Name of the Agency :
And Address :
.....

Implementing Agency:
ANDHRA PRADESH HOUSING BOARD
"GRUHAKALPA", M.J.ROAD, HYDERABAD.
Phone – 040 24603572, 73, 74 Fax:

Vice Chairman and Housing
Commissioner

AGENCY

Tender Notification No. 1286/APHB/2010-4, Dt.10.01.2012

Sub: A.P.Housing Board – To Provide services of Manpower on Outsourcing through manpower supplying Agencies to APHB – Reg.

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TENDER
OUTSOURCING SERVICES TO THE APHB
As per document attached

Cost of the Tender Document (Non - Refundable)

Rs.5,000/- (Rupees Five Thousand Only) through Demand Draft in favour of Vice Chairman & Housing Commissioner, APHB., Hyderabad.

Tender Schedule issued To:
(Name & Address of the Firm)

Sri _____

for Vice Chairman and Housing
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NOTICE INVITING SEALED TENDER

Sub: A.P.Housing Board – To provide services of Manpower on Outsourcing through Manpower supplying Agencies to APHB – Inviting Sealed Tenders from Outsourcing Consultancy Agencies – Regarding.

Section – I. Details of Tender Notice.

The ANDHRA PRADESH HOUSING BOARD (APHB) invites Sealed Tenders from Outsourcing Consultancy Agencies for empanelment with APHB for providing Manpower Services like Data Processing Officers, Data Entry Operators, CAD Operators, Typists, Junior Assistants, Attenders, Drivers, Watch & Ward etc. A complete set of Tender documents may be purchased on payment of **non refundable fees of Rs. 5,000/- (Rupees Five Thousand only) through D.D drawn in favour of the Vice Chariman & Housing Commissioner, APHB, M.J.Road, Hyderabad.** The Tenderer must fulfill the qualification criteria in the Tender document. The tender offers must be submitted **on or before 3.00 P.M. on 24.02.2012** accompanied by Security Deposit as specified in the Tender document in the Office of the APHB, First Floor, ‘Gruhakalpa’ Building, M.J.Road, Hyderabad -500001. Tender offers (Technical Bid) will be opened in the presence of Tenderers or their Authorized Representative **on 24.02.2012 at 3.15 P.M.** in the Office of the APHB, Floor, ‘Gruhakalpa’ Building, M.J.Road, Hyderabad -500 001.

Schedule & Tender Details:

Cost of the Tender document	Rs. 5,000/-
Date of issue of Tender Document	From 13.02.2012 to 18.2.2012
Last date and time for filing of Tenders	24.02.2012
Date and time of opening of Tenders	24.02.2012
Place of Opening Tenders	Office of the A.P.Housing Board, 1st floor, “Gruhakalpa” building, M.J.Road, Hyderabad - 1

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AGENCY

Section – 2. Brief Description:

Sl.No.	Name of the Work	Security Deposit	Contract Period	Cost of Tender document
1	2	3	4	5
I	Providing manpower from the under mentioned <u>Categories:</u> Data Processing Officers, Data Entry Operators, CAD Operators, Typists, Junior Assistants, Attenders, Drivers, Watch & Ward etc.	Rs. 1,00,000/- (Rupees One Lakh only) payable in the form of Demand Draft drawn on any National Bank payable at Hyderabad in favour of the Chief Accounts Officer, APHB., Hyderabad. (Cheques will not be accepted)	One Year may be extended for one more year subject to satisfaction of their performance	Rs. 5,000/- (Rupees Five Thousand only) in favour of VC & HC , APHB., M.J.Road, Hyderabad through Demand Draft.

1. Detailed tender documents are available at 1st floor, Establishment Section, APHB Office, Hyderabad.
2. The validity period of the tender will be One year from the date of allotting the work and likely to be extended for one more year subject to satisfactory performance.
3. Tenderers are advised to go through this tender document thoroughly.
4. Right to give preference, accept or reject any or all the tenders without assigning any reason will be at the discretion of the Vice Chairman and Housing Commissioner, APHB.
5. The Tenderer shall quote his Rate both in words and in figures.
6. The cost of the Tender schedule will not be refunded under any circumstances and the document is not transferable.
7. The Security Deposit shall be refunded to the unsuccessful Tenderers, soon after deciding the tender to this effect.
8. The tender Schedules received after the last date and time on account of any reason (including courier/postal delay) and Tenders received without Security Deposit shall be summarily rejected.
9. The Tenderer must keep his tender valid for a period of (3) months. If the Tenderer withdraws his offer with in the validity period, the Security Deposit will be forfeited.
10. Name of the Tenderer and mailing address should be written on the envelope.
11. Tenders will be accepted only from those who have purchased the tender document and submit their offer in the original document only.
12. Telegraphic Tenders shall not be accepted. All the pages of the Tender should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of Attorney.
13. All correspondence should be made with the Vice Chairman and Housing Commissioner.

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Commissioner

AGENCY

Section – 3. Tender Procedure:

1. The Tender can submit the tender either personally or through Authorized agents duly super-scribed “**Tender for providing Man power supply to APHB**” and shall be addressed to the Vice Chairman and Housing Commissioner, APHB, M.J.Road Hyderabad. The name of the agency shall be noted on each cover.
2. The Agency shall submit three covers i.e. Cover “A” – Technical Bid and Cover “B” Financial Bid and a Cover ‘C’ for keeping “A” and “B” covers.
3. Offer should be made into two parts namely, “Technical Bid and “Financial Bid” in the format given in Tender document. Each Bid should be placed in separate envelope super-scribed , “ Technical Bid and “Financial Bid” as the case may be followed by the title mentioned above against “ Tender Call”.

Cover “A”: This cover should contain the following documents:-

1. Name of the Agency
2. Year of Establishment
3. Registered Office address and Phone No.
4. Bankers and their addresses
5. Fax No.
6. E – Mail
7. Mobile No.
8. Manpower agencies should be registered partnership firm/ Company incorporated under companies Act 1956 and produce the registration Certificate accordingly.
- 9a. In case of partnership firm a copy of Deed of partnership or in case of a company, a copy of memorandum of understanding (MOU) and Articles of Association should be enclosed.
- 9b. In case of partnership firm a copy of list of partners with name and addresses or in case of company list of Directors with addresses should be enclosed.
10. Certificate of experience in providing Manpower to any Government Organization / Government under taking for (2) Years continuously should be enclosed.
11. TIN No.
12. The Agency should produce Income Tax Returns for the last (2) years (Proof of documents should be enclosed).
13. Details of Security Deposit of Rs. 1,00,000/- (Rupees One Lakh only) and a Demand Draft should be enclosed.
14. Registration Certificates under Labour Acts.
15. The agency must have registered for P.F / E.S.I and have minimum 200 employees on its rolls. Necessary proofs like certification and payment proofs should be enclosed.
16. The Agency must have registered for Service Tax. Necessary proofs like certification and payment details should be enclosed.
17. The Agency shall have registration Certificate from the Labour Department for minimum of (200) service Personnel (Proof to be enclosed).
18. The Agency should enclose the certificate of **Rs. 50.00 lakhs turnover** during the last three years in manpower supply, duly certified by the Chartered Accountant and supported by the Bank statement.

For Vice Chairman and Housing
Commissioner

AGENCY

19. Reference list of any three major clients with complete contact details, for whom services were provided during the last (3) Years giving the nature and scope of services, method of technology applied, Manpower deployed and total value of the contract.
20. List of full time Key employees of the Agency with qualification experience (only senior management) and the Number of years of service in the organization.
21. The Tenderer will have to submit the following declaration.
 - a) That the firm will not have black listed by any department in Andhra Pradesh state Government or other state / Central Government due to any reason.
 - b) That the firm will not disqualified for any wrong declaration.
 - c) That the firm agrees for disqualification of tender forms summarily in case of wrongful representation of facts when come to notice.
22. List of Certificates enclosed.

Cover “B” :-

It should contain ‘price bid’ (Form-II). The Commission Charges of the agency for sponsoring the services should be shown in Form-II.

1. The Agency should possess **Certificate of at least (2) years of Registration (Form-VI)** issued by Govt. of Andhra Pradesh, Labour Department, under Shops & Establishments Act 1998. The Certificate should be kept valid during the tenure of this contract with APHB. The Certificate should be enclosed.
2. The Agency shall observe and **follow all the Rules and Regulations of the Contract Labour (Regulation and Abolition) Act 1970 & 1971** and the rules thus amended from time to time and further undertake to indemnify APHB from all liabilities from the said Act and fulfill all requirements under AP Labour Welfare Act.
3. The successful tenderer shall execute an **Agreement within (30) Thirty days of finalization of Tender with APHB on a Non-Judicial Stamp Paper worth Rs.100/-** duly accepting the Terms and Conditions of APHB for carrying the work and get it registered with the Registration Department in Hyderabad.
4. The Agency must **submit Resumes for each category** of requirement with qualifications required and description of the work.
5. The Bidder should have **P.F / ESI Registration** (Certificate to be enclosed) according to the Acts of Government / Labour Laws. A minimum of (200) employees should be covered under P.F / ESI (proof should be enclosed).
6. The Agency must possess and it is the responsibility of the Agency to pay it.
7. The Agency while quoting the Rate shall take into account all the applicable Taxes, Wages, Allowances and all other liabilities as per Labour Laws / any other rules amended from time to time. No claims, whatsoever for any extra payment will be entertained at a later date. The Agency is solely responsible for any sort of legal complications whatsoever in this regard. The Agency, at a later date, shall not make any plea of ignorance on their part about all the Statutory Taxes / Payments such as Service Tax, income Tax, TOT, EPF, ESI etc.
8. The Agency is solely responsible for the safety or accident related incidents of the persons they engage to APHB.
9. The Agency shall submit Bank Statement duly attested by the Bank Authorities every month covering details of wages paid to the staff supplied to APHB.

for Vice Chairman and Housing
Commissioner

AGENCY

10. The Agency must give wage slips to the persons engaged by them on 1st of every month and EPF slips annually, ESI card should be issued to all sponsored employees.
11. The successful Agency can provide the existing employees upon the consultation with the administration.
12. The Agency is responsible for any loss occurred due to behavior of the persons employed by the Agency.
13. The Agency should implement all instructions issued by the Government / APHB from time to time for the Welfare of Outsourcing Personnel.
14. The Rule of Reservation and Presidential Orders shall be followed in the Selection of Outsourcing personnel by the Agency to have Social Justice.
15. Any Statutory Revision in Taxes will be allowed by the APHB
16. Every month, the Agency has to produce proof duly showing the remittance of EPF, ESI, as per Acts separately for the Personnel Outsourced to the APHB and shall pay the remuneration given by the APHB to all the employees and produce records before an Officer nominated by the APHB for this purpose. Only upon production of proof of remittance of all statutory deductions and wages of previous month, Agency Commission for succeeding month will be cleared.
17. As per Finance (SMPC) Dept., Circular Memo No. 8999-A/319/A2/SMPC/2007, dated 21.04.2007, it is the responsibility of the Outsourcing Agency to bear out of its Commission, the Employers Contribution towards Provident Fund, ESI., Service Tax, TDS etc. The Outsourcing Agency will have to quote its Commission keeping all these payments in view and no additional amount other than the Commission will be given towards any of these items.
18. The Outsourcing Agency at the time of obtaining Contract Labour Licenses for supplying Manpower to the Principal Employer (APHB) shall pay necessary fees and Deposit into the Government Treasury as per the provision of the said Act.
19. The Outsourcing Agency shall renew its licenses every year.
20. The work shall be carried out in all the days and if necessary on Sundays and Public holidays based on the requirement of the APHB.

Conditions / Qualification Criteria:

1. Preference will be given to the Agency having ISO 9001 – 2000 Certification.
2. The Security Deposit of Rs.1,00,000/- (Rupees One Lakh Only) submitted along with the tender document by the successful Tenderer shall be treated as EMD. This will not bear any interest. The successful Tenderer has to pay further EMD @ 2½ % of Tender Contract value less the EMD already paid at the time of Tender by Demand Draft (Cheques are not accepted) obtained from any Nationalized Banks drawn in favour of Vice Chariman & Housing Commissioner, APHB, M.J.Road, Hyderabad at the time of concluding the Agreement.

for Vice Chairman and Housing
Commissioner

AGENCY

3. The Agency shall have Registration Certification from the Labour Department for minimum(200) service Personnel.
4. The Agency should necessarily have an exclusive Office in Hyderabad.
5. The successful agency should provide the required services at various Divisions of APHB in Hyderabad.
6. If the persons deployed are found unsatisfactory by the APHB, such persons have to be replaced by the Agency with suitable alternate within a week.
7. The Agency should provide ID Card to the individual as decided by the APHB.
8. If the services of the Agency are found unsatisfactory or found not required for any reasons the Agreement will be terminated by giving 2 (two) months Advance Notice.
9. To ensure proper crediting of EPF & ESI to the Departments concerned, the method suggested by the APHB should be followed by the Agency.
10. The Agency has to submit the list of EPF Account of all the Outsourced employees engaged in the Board.
11. The Agency shall have **Annual Turnover of Rs. 50.00 Lakhs** for the last (3) years certified by Chartered Accountant and supported by the Bank statement.
12. The Agency shall have Registration Certificates under various Labour Laws applicable to it.
13. The selected Agency shall supply the manpower as per requirement given by the APHB.
14. The Requirement of the services may vary as per actual necessity.
15. Except Financial Bid, all other Documents / Certificates / Enclosures should be in Cover "A".

Section – 4. Tender Opening Procedure:

1. Tender will be opened in the presence of tenderers / Representatives. The Tenderers / Representatives who are present shall sign in a register evidencing their attendance.
2. Pre-Bid meeting discussions will be held, if necessary.
3. Cover "A" and "C" will be opened prior to the opening of cover "B" (Financial Bid) by the APHB and documents will be scrutinized. The Technical Evaluation of the Tenders will be done based on the eligibility criteria, fulfilling conditions and documents submitted in Cover "A".

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AGENCY

FINANCIAL BID**Form - II****PRICE BID**

Sl. No.	Name of the work	Name of the Agency	Percentage of Agency Commission in Figures	Percentage of Agency Commission in Words
1.	Providing Manpower to APHB for the under mentioned <u>Categories:</u> Data Processing Officers, Data Entry Operators, CAD Operators, Typists, Junior Assistants, Attenders, Drivers, Watch & Ward etc.			

Note: The Statutory Contributions / Deductions:

1. E.S.I @ 4.75%.
2. EPF @ 13.61%
3. Service Tax @ 10.3% on Agency Commission.
4. The wages will be paid as per the minimum wages Act.

Signature of the Tenderer

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