

NOTICE INVITING TENDER

1.	Department.	:	Mission for Elimination of Poverty In Municipal Areas(MEPMA) Department Telangana state
2.	Unit	:	A.C. Guards, Hyderabad.
3.	Tender Number	:	MEPMA/G2/1304/2017 <i>dt. 8.7.2021</i>
4.	Tender Subject	:	<i>selection Agency</i> Providing man power of Junior Assistants & Accountants and drivers, (MEPMA) Hyderabad.
5.	Estimated value	:	Rs.28,12,297/-
6.	Period of Contract	:	11 Months
7.	Form of Contract	:	Lump sum
8.	Tender Type	:	Open
9.	Tender Category	:	Junior Assistants & Accountants and drivers
10.	Tender fee to be paid. (Non- Refundable)	:	Rs. 3000/-
11.	Tender fee payable	:	Through DD.
12.	Tender Fee	:	3000/- Any National Bank Demand Draft
13.	Tender fee payable to	:	Mission Director, MEPMA, Hyderabad.
14.	Publication of tender	:	Dt: 9.07.2021, (Time: 5:00Pm)
15.	Bid submission closing Date & Time	:	Dt: 17.07.2021, (Time: 3:00 PM)
16.	Technical and financial Opening Date	:	Dt: 17.07.2021 4.00 PM
17.	Place of Tender opening	:	MEPMA, Hyderabad.
18.	Officer Inviting bids	:	Mission Director, MEPMA
19.	Contact Details	:	9515106117/8897133200.
20.	Tender document can be downloaded from MEPMA portal	:	tmepma.cgg.gov.in

21. **Eligibility Criterion** : Qualification Requirements:


- (1) Reputed firms should have minimum 5 years experience in providing man power of Junior Assistants & Accountants and drivers services in Private/Govt offices and Contractors having appropriate class of registration with Govt of erstwhile Telangana and having experience in Private / Govt offices are eligible to tender.

The bidder should further demonstrate:

- i) Tender fee for an amount of Rs. 3000/- Non-refundable . (Nationalised Bank)
- ii) GST Registration.
- iii) Latest Income Tax returns / Clearance certificate for 3 Years.
- iv) The bidder should have valid ESI registration.
- v) The bidder should have valid PF registration.
- vi) The bidder should have valid Labour License with Labour department of Govt of Telangana / erstwhile Telangana.
- vii) The bidder shall not quote agency allowance less than 2% and more than 5%.
- viii) More than one bidder quotes the same less percentage; the selection from such bidder will be decided by lottery system.
- ix) The bidder should submit a proof of latest ESI and PF returns.
- X) The Contract shall be awarded to the technically qualified and lowest quoted bidder.
- Xi) Contractor would be required to submit their tender document (Both technical & Financial documents in sealed covers) in the tender box available in MEPMA Head office (C&DMA Building 4th floor I Hyderabad) A.C guards, Masab tank, Hyderabad.

22. General Terms & Conditions:

- a. The remuneration as indicated in Schedule-A shall be paid in full to the employees outsourced by the agency. The only amount that can be deducted out of this amount is Employee's contribution to the Provident Fund and nothing else.
- b. While reimbursing the EPE LSI to the outsourcing agency, a certificate from the agency regarding proper remittance of E.P.F.L.S.I. would be insisted upon for release of payment for subsequent month
- c. The details of Tender conditions and terms can be down loaded from the electronic procurement platform of Government of Telangana i.e. tmepma.cgg.gov.in
- d. Contractor would be required to submit their tender document (Both technical & Financial documents in sealed covers) in the tender box available in MEPMA Head office (C&DMA Building 4th floor Hyderabad) A.C guards, Masab tank, Hyderabad.
- e. The bidder to be blacklisted and the bidder forfeited if he is found to have misled or furnished false information in the forms/ Statements/ certificates submitted in proof of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works, litigation history and/or financial failures
- f. Even while execution of the work, if found that the contractor had produced false/ fake certificates of experience he will be black listed and the contract will be terminated.
- g. Any further information can be obtained from the Office of the Mission for Elimination of Poverty in Municipal Areas (MEPMA) Hyderabad.


Mission Director
MEPMA, Hyderabad.

TENDER QUOTATION DOCUMENT

Selection of Agency
Name of work " Providing man power of Junior Assistants & Accountants and drivers Services " to MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA) O/o C&DMA Building 4th floor for the year from 01.09.2021 to 30.07.2022

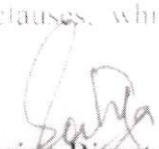
PREAMBLE

1. The Bill of Quantities shall be read in conjunction with the instructions to Bidders General conditions of Contract Technical Specifications.

The quantities given in the Bill of Quantities are estimated and provisional and are given to provide common basis for tendering. The quantities here given are those upon which the lump sum tender cost of the work is based but they are subject to alterations, omissions, deductions or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of work to be done. The basis of payment will be actual bills and verified by the Engineer and valued at the contract estimate rate.

2. Minus tender percentage quoted in the Bill of Quantities where applicable, and otherwise at such rates and prices as the Mission Director, MEPMA may fix within the terms of Contract.
3. The estimate rates in the Bill of Quantities shall, except in so far as it is otherwise provided under the Contract include cost of all maintenance, profit, taxes and duties together with all general risks, liabilities and obligations set out or implied in the Contract.
4. The whole cost of complying with the provisions of the Contract shall be included in the estimated rates for items provided in the Bill of Quantities and where no items are provided in the Bill of Quantities, their cost shall be deemed to be distributed among the estimate rates entered for the related items of work.
5. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering estimate rate against each item in the Bill of Quantities.
6. All items of works are to be executed as per the specifications with the contract documents.
7. The bidder should visit MEPMA office before tender for clarification of his tender doubts.
8. The quoted tender percentage shall also include the work of any kind necessary for the due and satisfactory of the works according to the agreement and orders that may be issued by the MEPMA, Hyderabad from time to time. The quoted tender percentage shall include compliance by the Contractor with all the general conditions of contract, whether specifically mentioned or not in the various clauses. It shall also include safety of workers, first aid equipments suitable accommodation for the staff and workmen, with adequate sanitary arrangements, the effecting and maintenance of all insurances, the payment of all wages, salaries, fees, royalties, Taxes, duties or other charges arising.

The contractor should closely peruse all the specification clauses, which govern the overall tender percentage he is tendering


Mission Director
MEPMA
8/7/21

BILL OF QUANTITIES

Schedule -A

Part-I

Selection of Agency for
Name of the Work : Providing Ministerial Staff Services " to Mission for Elimination of Poverty in Municipal Areas, (MEPMA) Hyderabad . From 01.09.2021 to 30.07.2022 (11 MONTHS)

No	Description of work	Nos.	Months	Existing	30% Enhanced as per GO No 60	
				Amount	Rate	Amount in Rs.
1	2	3	4	5	6	7 (Col 3*4*6)
1	Providing Ministerial Staff services to MEPMA at C&DMA Building 4th floor Hyderabad, for the year 2021 to 2022 (11 Months) as specified in the special conditions of the contract and with the following minimum member of personal. The rates inclusive of all taxes and duties etc., complete.					
A	Wages for (Skilled Worker) for Ministerial Staff					
	i) Account Assistant	1	11	24,810	32,253	3,54,783.00
	ii) Junior Assistant, Data Entry Operator, Driver, Sub-ordinate	7	11	15,000	19,500	15,01,500.00
	iii) Driver	1	11	12,000	15,600	1,71,600.00
	Sub Total-A					20,27,883.00
	EPF @ 13.00% on Sub Total -A					2,63,625.00
	ESI @3.25% On Rs.15,01,500+1,71,600.00=Rs.16,73,100.00					54,376.00
	Agency Commission @ 5.00% on Sub Total-A					1,01,394.00
	Add 18% GST on Sub Total-A					3,65,019.00
	TOTAL Estimate					28,12,297.00

GAA
 Mission Director
 MEPMA, TS
 8/7/21

ANNEXURE – 1
GENERAL CONDITIONS

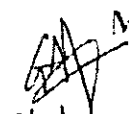
1. The services to be rendered in the offices of Mission for Elimination of Poverty in Municipal Areas (MEPMA) located in Hyderabad.
2. This agreement, its meaning and interpretation and relations between the parties shall be governed under the provisions of Contract Act.
3. In any unforeseen circumstances, the terms of agreement are un-enforced and shall be ceased in respect of executing the contract and consultant shall have no right to claim any damages, compensation or consultant charges in lieu of depriving of the continuation of contract.
4. This agreement will be for period of (11) months with effect from 01.09.2021 to 30.07.2022 renewable for further period, if acceptable to both parties.
5. The consultant will be allowed the commission of _____ percentage (which includes EPF (13%), ESI (3.25%) and service Charges (_____%)) on the remuneration in respect of each candidate deputed Goods & Service Tax 18% on total bill amount. This Commission is inclusive of EPF, ESI amount that has to be paid by the consultant as the employer of outsourced persons, and also the service tax as applicable on the rendering of manpower service to the client.
6. During the term of the contract, the engaged persons offering their services to the MEPMA office on behalf of THE CONSULTANT, will be for all purposes remain on the rolls of the consultant and the client will not be construed as having any direct relationship, with them.
7. The daily working time of the engaged persons deputed by the consultant shall be office working hours from 10.30 am to 5.00 pm on all working days. However, the consultant is expected to be on duty as and when required. The consultant is not eligible for any payments towards over time work, if any by the engaged person. In case of emergency, they should be on call to attend work.
8. The engaged persons deputed by the consultants shall be eligible for 15 days casual leave per year or proportionately to the actual outsourcing period and there shall not be any reduction from the remuneration due to availing such Casual Leave.
9. The consultant shall replace any of the unwarranted persons with suitable alternative, when informed to that effect by the MEPMA office. The engaged/outsourced persons shall behave decently, with honesty and sincerity at all times.

10. Modifications to terms and conditions of this contract including any modifications to scope of services may be made by written agreement² between the parties.
11. The consultant shall indemnify and hold harmless the client against any and all claims, damages and / or judgments of any nature brought against the client arising out of the services by the consultant under this agreement. The obligation under this paragraph shall survive till the termination of this agreement.
12. The consultant shall pay all taxes, duties, fee, levies and other impositions levied under the applicable laws, and the client shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed. The Consultant shall produce receipts of all taxes etc., from time to time to client.
13. The consultant also agreed that all knowledge and informed not within the public dominion which may be acquired during the carrying out of this agreement, shall be for all time and for all purposes and shall not be directly or indirectly be disclosed to any person whatsoever.
14. The persons deputed by the consultant are not entitled for any allowance.
15. In normal circumstances, the client can terminate the contract with one month's notice without assigning any reasons or by paying one months' salary in lieu of the notice period.
16. If the services of the consultant are not satisfactory, the client may terminate the contract with the consultant without any notice to that effect.
17. The consultant shall give three months notice whenever he wants to withdraw himself from this contract service. MEPMA reserves the right to accept or reject the request depending on the exigencies of work and other administrative / technical reasons as the case may be.
18. Consultant shall not disclose at any time any information marked proprietary and confidential to any third party without express written permission of MEPMA office. The consultant shall maintain secrecy with regard to the official correspondence and dealing to the best of his ability failing which he will be liable for penal action.
19. Payments to the consultant will be based on monthly attendance of the deputed personnel.
20. The rate of remuneration per month for the services rendered by each **Sr. Accountant Rs.32,253/-, Jr. Asst. Rs.19,500/-, Data Entry Operators Rs.19,500/-, Sr.Driver 19,500/-Driver Rs.15,600/-** as per G.O and MEPMA Guidelines. Monthly remuneration claims shall be submitted by the consultant/Manpower Services agency reckoning a month from **21st of previous month to 20th of current month.**
21. For every month the salary of individual employee should be credited on 1st date of every Month.

22. The Consultant shall pay the remuneration to the engaged persons by cheque against the bank account opened by them for the purpose only.
23. The Consultant shall produce a remittance certificate towards I-PF, FSI & Profession Tax contributions at the time of submitting bill for the following month. Any excess deductions made by the consultant from the engaged persons (outsourcing persons), other than employees contribution to the provident fund, in violation of the Government instructions shall result in stringent action including termination duly protecting the interest of outsourcing persons.
24. The client will deduct IT at source, while allowing remuneration.
25. Payment of service tax is the responsibility of the agent and he will hence to quote his commission including this as well.
26. The consultant /outsourcing agency, should obtain "contract labour license" for supplying manpower to the client, and shall pay necessary fees and deposits into the Government Treasury as per the provisions of the contract labour (Regulation and Adoption) Act, 1970, and shall renew its license every year.

Now therefore the parties hereby agreed as follows:-

- a) The General Conditions attached hereto shall be deemed to form integral part of this contract.
- b) The parties shall take all reasonable measures to minimize the consequences to any event of force majeure.
- c) The mutual rights and obligations of the client and consultant shall be set forth in the contract in particular
 - (I) The consultant shall carry out that services in accordance with provisions of the contract, and
 - (II) The client shall make payments to the consultant in accordance with the provisions of the contract.


8/7/21
Mission Director
MEPMA


FINANCIAL PROPOSALS
PART - B-2

Details of Maximum amount reimbursable to the agency

- 1) Percentage on wages of the workers towards Employees Provident Fund (EPF 13%) Coverage. :
- 2) Percentage on wages of the workers towards ESI for medical treatment (3.25%) Coverage. :
- 3) Add Agency Commission..... % (percentage to be quoted on Wages only) :

Note: Agency shall fill in the column 3 to quote its best offer. No corrections are permitted.

Signature of Authorized person of Agency/ Supplier
With office seal.
Address and contact no.


Mission Director
MEPMA
8/7/21

QUALIFICATION INFORMATION

Annexure -1

CHECKLIST TO ACOMPANY THE TENDER

S.No	Description	Submitted	Page No. (see Note below)
1	2	3	1
1	Copy of Firm Registration registered with Erstwhile Government of Telangana or copy of Reputed firms having experience in similar nature of works (i.e Security & Housekeeping)	Yes / No	
2	Copy of latest Income returns certificate	Yes / No	
3	Copy of GST Registration.	Yes / No	
4	Copies of valid FSI registration.	Yes / No	
5	Copies of valid PF registration.	Yes / No	
6	Copies of valid labour license with erstwhile Telangana state.	Yes / No	
7	List of certificates enclosed.	Yes / No	
8	Declaration regarding black listing etc.	Yes / No	

Notes:-


1. All the statements copies of the certificates, documents etc., shall be given page numbers on the right corner of each certificate, which will be indicated in column (4) against each item. The statements furnished shall be in the formats appended to the tender document.
- 2) The information shall be filled-in by the bidder in the checklist and statements I to VII, for the purposes of verification as well as evaluation of the bidders Compliance to the qualification criteria as provided in the Tender document.

DECLARATION

I / WE have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh/ Telangana or in any State due to any reasons.



Signature of the bidder


Mission Director
MEPMA
8/7/21

DECLARATION

I _____ have gone through carefully all the tender conditions and solemnly declare that, we will abide by any panel action such as disqualification or any other action deemed fit, taken by the department against us, if it is found that statement documents certifies produced by us along with tender are false / fabrication.

I hereby declare that, I have not been blacklisted / debarred / suspended / demoted in any department in erstwhile IS due to any reasons.


Mission Director
MEPMA

8/7/21