

A.P. STATE ELECTION COMMISSION

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TENDER NOTICE

No: 132/SEC-AD.A/2016

Date: 01.09.2016

Sub: A.P. State Election Commission, Hyderabad – Tender Notice for requirement of personnel to work on outsourcing basis in the office of APSEC – Reg.
Ref: G.O.Ms.No.151, Finance (HR-I-Plg. & Policy) Dept., dt.08.08.2016 of Govt. of A.P.

Sealed tenders are invited from outsourcing/manpower agencies, having valid licence under Contract Labour Act and registration certificates from EPFO, ESI, Service Tax, etc., to provide functionaries (personnel) to work on outsourcing basis in the office of A.P. State Election Commission (APSEC), Hyderabad.

Requirement of outsourcing personnel, qualifications prescribed to each of the category under relevant service rules, remuneration per month fixed by the Government, etc., are indicated in Annexure-I appended to this tender notice.

Tender procedure and terms and conditions of outsourcing agreement are briefly explained in Annexure-II appended to this tender notice.

Format prescribed for indicating the tender offer is given in Annexure-III appended to this tender notice.

Agencies willing to provide functionaries (personnel) on outsourcing basis may submit their tender offers, along with xerox copies of valid licences / registration certificates issued to them by competent authorities, in sealed covers superscribing on the cover "Tender offer for supply of Manpower". The sealed tenders will be accepted in the office of APSEC by post or in person up to 3:00 PM on 17.09.2016. Tenders received after 3:00 PM on 17.09.2016 will not be considered. Sealed tenders will be opened in APSEC office at 4:00 PM on 17.09.2016 in the presence of tenders or their authorised representatives. The undersigned reserves the right to cancel the entire tender process and go for it afresh without assigning any reason thereof.

Tender Notice along with Annexures-I to III can be downloaded from APSEC's website (www.apsec.gov.in).



Secretary (FAC)
A.P. State Election Commission

ANNEXURE – I

(TO TENDER NOTICE NO. 132/SEC-AD.A/2016, DATE: 01.09.2016)

REQUIREMENT OF OUTSOURCING PERSONNEL, QUALIFICATIONS PRESCRIBED UNDER SERVICE RULES AND REMUNERATION FIXED BY GOVERNMENT OF ANDHRA PRADESH

Sl. No.	Name of the Post	No. of Posts	Special qualifications prescribed under APSEC Service Rules 1999 / General qualifications prescribed under other Service Rules	Remuneration per month fixed by Govt. of AP in G.O.Ms.No.151, dt.08.08.2016
1.	Programmer / Data Processing Officer	1	Must possess a Bachelor's Degree of a University or an equivalent qualification. Must have passed Post Graduate Diploma in Computer Applications or its equivalent.	Rs.17,500/-
2.	Data Entry Operator	4	Must possess a Bachelor's Degree of a University or an equivalent qualification. Must have passed Diploma in Computer Application or its equivalent.	Rs.15,000/-
3.	Driver	3	Must be able to read and write Telugu and Urdu or English. Must possess a current valid Light Motor Vehicle Driving Licence issued by competent authority under Motor Vehicles Act, 1988 with practical experience of driving Motor vehicles.	Rs.15,000/-
4.	Record Assistant	1	Must have passed 10 th Class examination or its equivalent qualification.	Rs.12,000/-
5.	Roneo/Xerox Operator	1	Must have passed 10 th Class examination or its equivalent qualification. Must have undergone training in operating different types of copying xerox machines.	Rs.12,000/-
6.	Office Subordinate	13	Must have passed VII Class examination. Must be able to ride a bicycle.	Rs.12,000/-
7.	Watchman	2	Must have passed V Class or its equivalent examination. Must be an Ex-Serviceman or must have been trained in Civil Defence or as a Home Guard. Must have able to ride a bicycle.	Rs.12,000/-
8.	Sweeper	1	Must be able to read and write Telugu and Urdu or English or Hindi.	Rs.12,000/-

ANNEXURE – II

(TO TENDER NOTICE NO. 132/SEC-AD.A/2016, DATE: 01.09.2016)

**TENDER PROCEDURE AND BRIEF TERMS AND CONDITIONS OF
OUTSOURCING AGREEMENT**

1. Sealed covers containing tender offers for supply of functionaries (along with copies of valid licences / registration certificates issued by competent authorities will be accepted in APSEC office in person or by post up to 3:00 PM on 17.09.2016. Tenders received after 3:00 PM on 17.09.2016 will not be considered. Sealed covers 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 APSEC office premises at 4:00 PM on 17.09.2016 in the presence of tenderers or their authorised representatives.
2. 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. Service Tax will be remitted directly to Government by APSEC, being service receiver, as per rules in force. Income Tax @ 2% on remuneration bill (arrived before Service Tax) will be deducted from monthly bill and remitted to Government by APSEC.
3. Outsourcing agreement commences from 21.09.2016 and will be in force up to 31.07.2017 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.
4. As per Government guidelines, two more service providers are to be kept in reserve, apart from the successful bidder, 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.
5. Successful bidder has to deposit an amount of Rs.35,000/- by way of D.D. in favour of ‘Secretary, A.P. State Election Commission, Secunderabad’ 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.

6. The number of personnel shown at Annexure-I is the maximum requirement and the actual requirement may decrease depending upon the need and necessity of APSEC.
7. Agency has to furnish remuneration bill to APSEC by 21st of every month (reckoning working period from 21st of previous month to 20th of current month in which bill is presented to PAO) so as to ensure payment of remunerations 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 PAO in a particular month.
8. Remunerations 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 every month separately for the personnel outsourced. Only upon production of proof of remittances of wages 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 APSEC.
9. 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 APSEC or Government.
10. Agency shall be able to place the services of outsourcing personnel at short notice on the requisition of APSEC. APSEC 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.
11. Rule of reservation shall be followed by the agency in respect of the personnel deployed to ensure social justice.
12. Agency should comply with all instructions issued by Government/APSEC, from time to time, for the welfare of outsourcing personnel.
13. Agency has to submit list of EPF / ESI Account numbers of all employees engaged in APSEC and it is the responsibility of the agency to provide identify cards of EPF / ESI to them.
14. 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.

15. Manpower supplied to APSEC shall not be treated under any circumstances as employees of APSEC, but continues to be under the control of agency for all purposes, except in relation to the actual work entrusted to such manpower by APSEC.
16. Agency is solely responsible for any loss incurred by APSEC when such loss is caused by gross negligence of outsourced personnel engaged. APSEC is entitled to recover such loss from the agency.
17. 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 APSEC.
18. 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.
19. Agency shall not enter into sub-contracts or appoint any other agent to perform obligations arising under the outsourcing agreement.
20. Any disputes arising out of this agreement shall be subject to the jurisdiction of the Courts where the APSEC office is located.

ANNEXURE – III

(TO TENDER NOTICE NO. 132/SEC-AD.A/2016, DATE: 01.09.2016)

**TENDER OFFER FOR SUPPLY OF MANPOWER TO
ANDHRA PRADESH STATE ELECTION COMMISSION, HYDERABAD**

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.132/SEC-AD.A/2016, dtd.01.09.2016 and they are acceptable to me/us.

DATE: _____

SIGNATURE OF THE TENDERER
WITH AGENCY SEAL