

TENDER DOCUMENT

FOR

**PROVIDING MANPOWER FOR OFFICE WORKS IN SHILPARAMAM,
MADHAPUR, HYDERABAD**

Tender Notice No. : SACCS/ _____ /Tender – Manpower

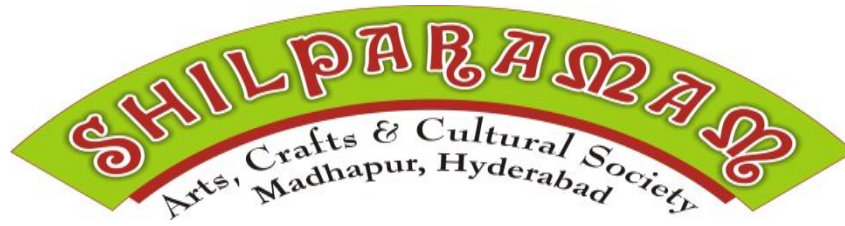
Name of the Agency:
and Address

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Schedule & Tender details:

Cost of Tender Document	: Rs.1,000/-
EMD (refundable)	: Rs.50,000/-
Date of issue of Tender Document	: 11.09.2018 to 17.09.2018 up to 1.00 PM
Last date and time for filling of Tenders	: 17.09.2018 by 3.00 PM
Date and time of Opening Tenders	: 17.09.2018 at 4.00 PM
Place of Opening Tenders	: O/o. The Special Officer Shilparamam, Madhapur, Hyderabad, 500 081



Sealed Tenders are invited from the eligible Agencies / Firms / Contractors for providing Manpower on Outsource basis for Office works in Shilparamam, Madhapur, Hyderabad.

ELIGIBILITY CRITERIA:

1. Agencies / Firms / Contractors having minimum of 3 years experience Office works in providing the Manpower on outsource basis for Government Agencies only are eligible to participate in the Tender process. They should produce evidence with the certificates given by such Government Organizations.
2. They should have valid a) Registration Certificate, b) Labour Licence, C) EPF Registration, D) ESI Registration, E) GST Registration, F) PAN Card (Copies of all these certificates / licences should be enclosed).
3. They should have an Annual Turnover of not less than Rs.20.00 Lakhs every year of the last 3 years. (Copies of Audited Statements and IT Returns must be enclosed).
4. Defaulters of Shilparamam or any other Govt. Department / Agency /Institution in not paying the wages or not crediting the amounts like EPF and ESI etc., to the outsourced Employees within a week of receiving cheques from the office are not eligible to submit Tenders.

Only such of those agencies fulfilling the above criteria will be considered and others not fulfilling will be simultaneously rejected.

OTHER TERMS & CONDITIONS:

5. The Successful agency should have to provide the Security Deposit of Rs.8.00 Lakhs which will remain with Shilparamam during the contract period.
6. EMD for Rs.50,000/- in shape of DD, drawn in favour of "Special Officer, Shilparamam" shall be enclosed to the Tender Document.
7. The Tenders should be submitted in two sealed covers.
 - A) The First Cover should be super scribed "Technical Bid (Part-I)", and should contain the following documents.
 - 1) Profile of the Agency / Firm / Contractor in the prescribed format given as Annexure-I.
 - 2) Check list of the Documents.
 - 3) Copy of the Registration of the Firm / Agency / Contractor.
 - 4) Copy of the Labour Licence.
 - 5) Copy of the EPF Registration
 - 6) Copy of the ESI Registration.
 - 7) Copy of the GST Registration.
 - 8) Copy of the PAN Card.
 - 9) Copies of the Audited Statements for the last 3 years.
 - 10) Copies of the IT returns of the last 3 years.
 - 11) Documents in proof of 3 years experience.
 - 12) EMD for Rs.50,000/- in shape of DD drawn in favour of "Special Officer, Shilparamam".
 - (B) The second sealed envelope super scribed '**Financial Bid**' (Part-II) should contain only rates which are to be quoted as the Service charges (Agency Commission) for providing the Manpower for office work on outsource basis.
 - (C) Both the sealed covers should be placed in the main sealed envelope super scribed '**Tender for Outsourcing of Office Staff for "Office Works"**'. This should be addressed to **THE SPECIAL OFFICER, SHILPARAMAM, MADHAPUR, HYDERABAD- 500 081** and submitted by **03:00 P.M. of 17-09-2018.**