



भारत सरकार, गृह मंत्रालय

Government of India, Ministry of Home Affairs

जनगणना निदेशक का कार्यालय, आंध्र प्रदेश

Directorate of Census Operations, Andhra Pradesh

पोसनेट भवन, तिलक रोड, हैदराबाद - 500 001

Posnett Bhavan, Tilak Road, Hyderabad – 500 001

(Website : www.censusindia.gov.in)



NO:A.12034/1/2011-Estt.

Dated: 12-03-2014

### **Limited Tender Enquiry**

Sealed tenders are invited by the office of the Director of Census Operations, A.P., Hyderabad, from the eligible and capable firm/contractors for short-listing towards **Supply of manpower for the position of "Multi Tasking Staff (M.T.S.)"** in two bid system (Technical & Financial bid) The eligibility conditions for the position of **M.T.S.**(Group 'C') , to be provided, shall be as follows:

1. **Total M.T.S. required to be supplied:** 9 Nos. (Nine) (subject to change)
2. **Educational qualification:** Matriculation or equivalent pass from a recognized Board.
3. **Duties:** List of duties attached as Annexure-I.

### **Conditions:**

1. **Eligibility Criteria:** The intending firm/contractor should fulfill the following Minimum Eligibility criteria.

- a) The bidder should be registered with government/municipal authorities etc., as required to supply man power.
- b) The bidder must have supplied similar man power successfully during the last three years to the Govt. of India/State Government and other reputed companies (Certificate shall be enclosed)
- c) The bidder must be regular in paying Income Tax and should submit copies of IT returns for the last three years.
- d) The bidder should also submit relevant statements showing his annual turnover of the firm for the last three years.

2. **Validity of Rates:** The rates shall remain fixed during the period of contract initially for at least one year. The firm/contractor must provide EPF and ESI contribution to their employees and to pay Service Tax. In case of any increase like EPF, ESI, minimum wages by the respective laws during the contract period, the additional cost would have to be borne by the bidding firm. The remuneration/Salary payable to the MTS should be in conformity with the Minimum Wage Act. Therefore the firm should quote the rate accordingly. **However any change in the Service tax**, would be borne by this office.

3. **Due Date:** Due date for submission of tender is on or before **26-03-2014** by 2.00 PM. The tender received after the due date and time will not be considered. The Technical bid will be opened on the same day at 3.00 pm In the presence of the representatives (represented by one person for each bidder only) if any. **The financial bid of the technically qualified firms/contractors only will be opened on 27.3.2014 at 12.00 Noon.**

4. **Submission of tender in two bid systems:** Intending firms/contractors shall submit their "Technical Bid in Annexure-I and Financial bid" in Annexure-II separately duly super scribing on the inner covers. The two bids shall be submitted in one single cover addressed to the "Assistant Director of Census Operations 3<sup>rd</sup> floor Posnett Bhavan, Tilak Road, Hyderabad.1" duly super scribing " Sealed tender for Supply of Man power for the position of M.T.S. "

5. **EMD:** Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) shall be deposited by way of Demand Draft drawn in favour of "Assistant Director of Census Operations" A.P., Hyderabad, and enclose to the technical bid. Any bid without EMD will not be entertained. In the event of non-providing of the services by the successful bidder the EMD will be forfeited.

6. Any dispute pertaining to this tender is subject to the Hyderabad jurisdiction only.

The Director reserves the right to cancel any or all the bids without assigning any reasons thereof at any stage.

Sd/-  
(S.Venkateswara Rao)  
Assistant Director.

## **ANNEXURE -I**

Details of Educational Qualification prescribed for the position of M.T.S. and list of duties to be attended to by the M.T.S. in the O/o. the Director of Census Operations, Andhra Pradesh, Hyderabad.

**Educational Qualifications:** Matriculation or equivalent pass from a recognized Board.

**List of Duties:**

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the section/Unit.
3. Carrying of files and other papers within the building.
4. Photocopying, Sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening and closing of office rooms.
10. Cleaning of officer rooms.
11. Dusting of furniture etc.
12. Cleaning of office building & fixture etc.
13. Work related to his ITI qualification, if it exists.
14. Driving of vehicles, if in possession of valid driving licence.
15. Upkeep of parks, lawns potted plants etc.
16. Any other works assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive.

**Working Hour:** 5 days a week from 9:15 a.m. to 5:45 p.m. (Monday to Friday)

**Note:** Required to attend on Holidays also if the exigencies of work demands for the same.

## **ANNEXURE-II**

### **Prescribed proforma for Technical Bid**

With reference to the tender notice NO: A12034/1/2011-Estt Dated 12-03-2014, the under signed furnished below/encloses herewith details/documents as part of "Technical Bid" for consideration.

1. Name of the firm/contractor :
2. Is the firm/Contractor willing to supply nine M.T.S.  
(subject to change) :
3. Period of validity of offer price :
4. Details of EMD:  
Name of Bank :  
Date of Issue:
5. Firm Registration No. :
6. Labour Licence No. :
7. ESI Registration No. :
8. EPF Registration No. :
9. PAN No. :

#### **Documents enclosed:**

- i) EMD as specified at para No.5
- ii) Copies of Income Tax return for 2010-11, 2011-12 & 2012-13.
- iii) Copies of latest sales tax /VAT clearance certificate duly self attested/  
stamped.
- iv) Copies of self attested orders in support of the claim of supplying of  
man power as Driver during last three years.
- v) Address of the firm/contractor
  
- vi) Phone No(s) /Mobile No.
- vii) Copies of Registration certificates as at 1(a) of tender
- viii) Self certificate duly signed by the bidder that the firm has never been  
black listed in past by Central/State/Public Sector undertaking.

Signature  
Name of the firm/Contractor with seal

## Annexure - III

### PRESCRIBED PROFORMA FOR FINANCIAL BID

With reference to the Tender Notice No.A.12034/1/2011-Estt. dated: 12-03-2014, the rates for supply of Man Power "as Driver" are given below:

Item for which financial bid being submitted	Rate per month together with EPF, ESI inclusive of all taxes In respect of each M.T.S.	Validity of contract period
Supply of 9 Nos. M.T.S. (subject to change)	<p style="text-align: center;">Rs.</p> <p><b>Base rate:      Basic</b> <b>                                 D.A.</b></p> <p><b>E.P.F. @</b></p> <p><b>E.S.I. @</b></p> <p><b>Service Tax @</b></p> <p><b>Other taxes if any</b></p> <p><b>Charges of service provider</b></p>	
	<p><b>Total</b></p>	

I agree to the terms and conditions as mentioned in the Tender Notice No.A.12034/1/2011-Estt. dated: 12-03-2014, issued by the Government of India, Office of the Director of Census Operations. 3rd floor, Posnet Bhavan, Hyderabad and the Technical Bid filed by us in Annexure-I. The item for which the financial bid is being submitted is as per the specification of the tender notice.

Signature

Name of the firm/contractor with seal