

**TENDER OFFER-CUM-UNDERTAKING FORM**

Date :	Tender reference Number	To (Name and address of Indenter)

**Sub: Sealed tender offer for supply of man power**

Sir,

Having examined the tender documents including all Annexures on the receipt of which is hereby duly acknowledged.

We the undersigned offer our tender for supply of man power as required by the Tobacco Board, Guntur in conformity with the entire said tender document.

If our tender offer is accepted to we will commence the work as per contract with in seven days from the date of receipt of your order for awarding work.

We declare that we have not been black listed agency by any Government Department.

If our tender offer is accepted to, we will furnish the BG/DD equivalent to average payment @ 5% of total value of contract for one year for the due performance of the contract during the contract period. The decision of the Tobacco Board, Head Office, Guntur for calculation of average monthly payment for the purpose of security deposit and performance security will be accepted and executed.

We agree to abide by this tender offer for a period of three months and shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive and also to reject any offer without assigning any reason whatsoever.

Dated this                                      day of                                      2020

Signature:

(In the capacity of

Duly authorized to sign the tender offer for and on behalf of

**TECHNICAL BID**

1.	Name of the Tender	
2.	Name of the Company / Agency	
3.	Address of the Company / Agency	
4.	Name of the partners (if any)	
5.	Telephone Numbers	
6.	Fax Number	
7.	Website / e-mail	
8.	Year of establishment	
9.	Bankers	
10.	Information about Regional offices / Branches if any	
11.	Work completed by the tenderer during last three years (in enclosed format of performance statement)	
12.	Details of works in hand	
13.	LABOUR LICENSE NUMBER	
14.	Registration Number under Shop and Establishment Act	
15.	EPF Registration Number	
16.	ESI Registration Number	
17.	Central Goods & Services Tax Registration number	
18.	PAN / TAN from Income Tax Department	
19.	Turn-over for the last financial year (2019 -2020)	
20.	Nature of work performing / performed	
21.	Place of work where the works provided	
22.	Nature of man power	
23.	Earnest Money Deposit (EMD)	
PLACE:		
DATE:		
		Signature of Tenderer / Competent Authority of Company / Agency / Official Stamp & seal



**ANNEXURE 'C'**

**PERFORMANCE STATEMENT**

Name of the firm:

Order Number & date	Name & address of the Office placing order	Description of man power supplied	Value of order in Rs	Date of completion		Remarks including for reasons for the late supply if any	Success / Failure Supply
				As per Contract	Actual		

**Signature of the Tenderer**

Place:

Date:

**Commercial Bid**

Tender Reference No.....

Tender offer validity: 3 Months

**Note :- Wages to be paid for not more than 26 days in a month.**

Rates to be quoted in the following format :-

Sl. No	Requirement of man power	Category	No of persons / specifications at present which may vary	Rate per person per month	Agency charge s per person per month in lump sum.
1	Computer Operator(OS)	Skilled	08		
2	Clerical(OS)	Skilled	19		
3	MTS(OS)	Un-skilled	22		
4	Field Assistant-Out Sourcing	Skilled	22		
5	Electrical	Skilled	2		
6	Electrical	Semi Skilled	1		
7	Security Guard	Skilled	1		

- Separate rates for each category should be quoted as per above information.
- Central Goods & Service Tax as applicable will be payable.
- Agency charges may be quoted in lump sum. (Amount and in percentage of wages)

**Signature of the Tenderer****Business Address:****Place :****Date :**



## **TOBACCO BOARD :: GUNTUR**

Ref No-26(18)/2020/AP-P.Ad

Date: 11/12/2020

### **NOTICE FOR INVITING TENDER FOR PROVIDING MANPOWER TO TOBACCO BOARD OFFICES IN ANDHRA PRADESH.**

#### **TENDER SCHEDULE**

Tobacco Board is a body corporate established under an Act of Parliament in the year 1975. It works under the administrative control of Government of India, Ministry of Commerce & Industry, Dept.of Commerce with its Head Quarters at Guntur in the state of Andhra Pradesh. The Tobacco Board is having 18 auction platforms and 3 Regional Managers offices in Andhra Pradesh which are located in tobacco growing areas of coastal districts of West & East Godavari, Prakasam and Nellore districts.

Tenders are invited to engage man power on out-sourcing basis for a period of one year commencing from the date of award of contract.

Sl. No	Place provided	Computer work	Clerical Work/Elec	Field Assistant	Security Guard	MTS Work/Ele help
1.	Head Office, Guntur	04	(5+2) 07	-	01	06
2.	RM (SBS) Ongole	--	01	-	-	-
3.	RM (SLS) Ongole	01	01	-	-	-
4.	Ongole-II	-	--	-	-	-
5.	Thorredu	01	-	01	-	-
6.	Devarapalli	-	-	-	-	02
7.	J.R.Gudem-I	-	02	03	-	01
8.	Ongole-I	-	01	01	-	02
9.	Podili-I	01	01	04	-	01
10.	Kondepi	-	01	01	-	-
11.	Kanduku-II	-	01	01	-	01
12.	Kaligiri	-	01	--	-	01
13.	D.C.Palli	-	01	01	-	-
14.	Koyyalagudem	-	-	02	-	02
15.	Vellampalli-II	01	01	-	-	-
16.	J.R.Gudem-II	-	01	02	-	01
17.	Kandukur-I	-	01	02	-	-
18.	Gopalapuram	-	-	02	-	01
19.	RM, Rajamahendravaram	-	-	-	-	01
20.	Kanigiri	-	01	01	-	04
21.	Tangutur-I	-	-	01	-	-
<b>TOTALS</b>		<b>08</b>	<b>21</b>	<b>22</b>	<b>01</b>	<b>23</b>

The address of the offices of Tobacco Board which requires man power is available in our website –[www.indiantobacco.com](http://www.indiantobacco.com)

- The interested contractors are requested to apply in the prescribed form for supply of out-sourcing personnel. The cost of Tender application is **Rs. 1000/- + GST 18%** i.e Total **Rs.1180/-** (Non-refundable). The amount should be paid by way of demand draft in favour of Secretary, Tobacco Board payable at Guntur.
- The sealed tenders should be sent to this office by name Sri A.Sridhar Babu, Secretary, Tobacco Board, G.T.Road, Srinivasa Rao Thota, Guntur and the envelope should be super-scribed as **"Tender for supply of man power through out-sourcing"**.



- It may please be noted that the tenders will not be accepted / entertained if not received in sealed cover and if the sealed cover does not contain the above superscription.
- The sealed tenders should reach the undersigned on or before 21/12/2020 by 3.00 PM.
- The sealed tender can also be dropped in the drop box placed in the Tobacco Board, Head Office, Srinivasarao Thota, G.T.Road, Guntur – 522004 for this purpose.
- The tenders received after due date shall not be accepted. The tenders received up to 3.00 PM of 21/12/2020 will be opened by the committee of Tobacco Board, Head Office, Guntur at 4.00 PM on 21/12/2020 itself in the presence of tenderers attended.
- The Executive Director, Tobacco Board, Guntur reserves all the rights to cancel any or all the tenders or part of the tender without assigning any reason and the decision of the Executive Director, Tobacco Board, Guntur on any issue concerning shall be final.
- The application form and Terms & Conditions of the Tender Schedule is appended.

  
**Secretary**  
**Tobacco Board**  


Encl: As above.

20. The agency should invariably provide I.D Cards to its work place for allowing entry in office premises.

21. The agency shall provide the persons having required qualification as mentioned below.

Sl. No	Name of the Post / work	General qualification	Technical qualification
1.	Clerical work (OS)	10+2 or equivalent	Knowledge in Computer operation
2.	Computer Operator(OS)	Degree	Basic concepts in Computer Application
3.	Multi Tasking Staff(OS)	10 <sup>th</sup> or equivalent pass	--
4.	Field Assistant – Out sourcing	B.Sc (Agriculture) or Diploma in Agriculture	--

22. The jurisdiction of the Court: Any litigation / dispute in this regard may be challenged only in the jurisdiction of at Guntur Court.

23. The validity and term of contract is one year. The service charges shall be calculated in percentage and the wages bill every month and paid the same to the agency.

24. The forms to be submitted along with Tender application are:

- a) Tender Offer-cum-Undertaking Form - Annexure 'A'
- b) Technical Bid - Annexure 'B'
- c) Performance Statement - Annexure 'C'
- d) Financial Bid / Commercial Bid (Category wise of staff being provided clerk(OS) / Computer Operator(OS), Multi Tasking Staff(OS)) - Annexure 'D'

The above terms and conditions of the Board are accepted.

**Signature of the Tenderer**



**TENDER DOCUMENT FOR SUPPLY OF MANPOWER**  
**TERMS AND CONDITIONS**

1. The agency should be covered under the EPF / ESIC Act, and shall extend the benefits of EPF and also shall comply with the other statutory regulations, Central Goods & Service Tax, Labour laws and others etc. copies of registration of EPF, ESIC, GST and Labour Dept., IT (PAN) should be enclosed. Monthly EPF-ECR print and monthly ESI contributions made to the respective offices should be sent through e-mail of the Board every month.
2. The agency should pay fair wages to his employees as per Minimum Wages Act and comply under Bonus Act and leave rules as per registration of its establishment. While quoting the rates the agency should consider Basic, DA and other statutory dues, uniform charges etc. in case of Security Guards as per minimum wages Act of appropriate Government.
3. The agency must have obtained the applicable Labour License for supply of man power to Tobacco Board in Andhra Pradesh.
4. The agency should endorse **Income Tax clearance certificate** along with the quotation.
5. The successful agency has to submit **MOU** before commencing the work.
6. The Earnest Money Deposit (EMD) amounting to **Rs 4,00,000/- (refundable)** (Rupees Four lakhs only) may be deposited in the form of **DD / PAY ORDER** favoring Secretary, Tobacco Board, Guntur at the time of submission of tender. Another DD towards tender fee for **Rs 1180/- (non refundable)** including 18% of GST should be enclosed with tender application.
7. EMD shall be refunded to un-successful tenderers after award of Work Order to successful tenderer and the agency shall not claim any interest on the EMD.
8. The two separate bids i.e **Technical bid** and **Financial bid** are to be submitted in sealed envelopes.
9. The successful agency shall deposit additional amount 5% of the contract value as Performance Security Deposit (PSD) in the form of D.D / B.G favouring "Secretary, Tobacco Board, Guntur" from Nationalized Bank within 7 days from the date of award of the contract in addition to Rs.4.00 lakhs in form of EMD available with Tobacco Board which will be converted to Performance Security Deposit for one year and which shall remain with Tobacco Board for a period of sixty days beyond the date of completion of contract and the agency shall not claim any interest on the above sum.
10. Contract shall be terminated at any time by giving one month notice if the service is found unsatisfactory.



11. The agency should read the terms and conditions and scope of work fully before quoting the rates. No additional claim, if any, will be entertained at a later stage.
12. The agency should make the payment to the staff engaged by them before 7<sup>th</sup> day of the following month and the amount shall only be credited in their respective Bank A/c of outsourcing personal. Subsequently the agency is required to claim the amount from Tobacco Board. Failure of payment of wages by 7<sup>th</sup> day of following month will attract penalty @ 2% each day of delay, which will be deducted from the agency's service charges of that particular month's bill.
13. The agency registered with EPFO, ESIC, having GST No. and having minimum 3 years continuous experience in providing the outsource manpower are only eligible to apply and successfully executed the contract. Copies of the work order and satisfactory performance report from the Central Government/State Government Departments & Undertakings/Public Sector Undertakings / Autonomous Bodies shall be submitted as proof. Merely submitting the Work Order shall not suffice and may be rejected during evaluation of Technical Bid.
14. Each claim bill of the contractor must accompany names of the employee engaged, the attendance details of the month duly certified by Auction Superintendent and satisfactory performance from each controlling Officer. Hard copy of the EPF, ESI statements along with proof of GST payment should be enclosed along with the bill. The invoice should be in the GSTIN of Agency to claim the wages bill.
15. TDS should be deducted from the bill amount as per Income Tax rules.
16. The agency will be totally responsible towards all its statutory dues and compliances including HRA, Various labour laws and social security regulations and contribution towards Andhra Pradesh Labour Welfare Board.
17. The Tobacco Board, Guntur will not be responsible for any contingency / accident occurred while working in the premises of the office
18. If a tenderer quotes Nil charges/consideration, the bid shall be treated as un-responsive and will not be considered for evaluation. Therefore, the tender should quote a competitive profit rate for evaluation of his tender.
19. In case of loss of property of the organization caused by the negligence of the employees of the agency, the agency will be responsible for making good to the said losses.