

NOTICE INVITING BID



GOVERNMENT OF ANDHRA PRADESH

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Web Site : www.ntrvaidyaseva.ap.gov.in

TENDER DOCUMENT

FOR

Identification of Service Provider for supply of manpower to Trust Head Office for Security Services and House Keeping services for a period of 12 months from the date of commencement of services.

Tender Notice No	:	Lr. No: Dr. NTR VST/HR/287/2017 – 18 Dated 03.11.2018
Description of supplies	:	Identification of Service Provider for supply of manpower (Security & Housekeeping) who is functioning from the State of Andhra Pradesh to Dr. NTR Vaidya Seva Trust, Government of Andhra Pradesh.
Name of the Agency and Address	:

Implementing Agency:

Dr. NTR Vaidya Seva Trust,
(Government of Andhra Pradesh),
Door No. 25-16-116/1B, Behind Gowtham Hero,
Chuttugunta,
Guntur-4,
Phone No. 0863-2222802.

Introduction

Dr. NTR Vaidya Seva Trust invites bids from the qualified Outsourcing Agencies for supply of manpower as per the following Schedules, to the Trust for a period of Twelve (12) months from the date of commencement of services.

The Bidder should have sufficient understanding of the required works and importance of manpower in an office. The agency shall fulfill the requirement relating to the manpower as may be required by the Trust from time to time.

The successful bidder has to recruit only the candidates who are natives of the State of Andhra Pradesh.

(a) Staff requirement for Security Service for Trust Office:

S. No	Resource	Quantity	Per Unit/per Month Rs.	ESIC & PF Employer Share @ 18.11% (4.75%+13.36%) Rs.	Total per head Rs.
1	Security Guards (Male)	16	12000	2173	14173
2	Security Guards (Female)	1	12000	2173	14173
3	Security Supervisor	3	15000	2717	17717

(b) Staff requirement for House Keeping services of the Trust Office:

S. No	Description	Number of Persons (No's)	Wage per Head Rs.	ESIC & PF Employer Share @ 18.11% (4.75%+13.36%) Rs.	Total per head Rs.
1	Housekeeping Personnel	8	12000	2173	14173
2	Office Boys	4	12000	2173	14173
3	Plumber	1	12,000	2173	14173
4	Electrician	2	12,000	2173	14173
5	Supervisor	1	15000	2717	17717

Note: 1. The remuneration mentioned above are as per the G.O M.S. No 151 Finance (HR – I – Plg & Policy) Department, Dt.08.08.2016.

(c) Requirement of material for House Keeping Services of Trust Office

S. No	Name of the Floor	Sweeping & Mopping area (approx.) in sqft	No. of Toilets & Washable area in sqft
1	3 rd Floor	2035	7 (400sft)
2	4 th Floor	2035	2 (200)
3	5 th Floor	2035	4 (400)
4	6 th Floor	2035	2 (300)
5	Parking	595	-

(d) The Service Provider, shall quote cost per month for the following:

- I. Cost of cleaning material etc, taking into consideration of Floor space including Toilets mentioned above;**
- II. Cost for providing uniforms to the following personnel:**
 - **Security Guards / Security Supervisor: Two pairs of uniform (i.e. two pants and two shirts), one cap, one belt and two pairs of shoes per year.**
 - **Housekeeping personnel: Two sarries, two blouses and two Aprons per year.**

GENERAL INSTRUCTIONS TO THE SERVICE PROVIDERS:

1. The number of personnel to be deployed by the Service Provider may be varied from time to time as decided by the Trust. The present requirement on each category is detailed as above.
2. The Service Provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the Trust for any reason, immediately on receipt of such a request.
3. The character and antecedents of each person of the Service Provider will be verified by the Service Provider before their deployment and a certificate to this effect has to be submitted to the Trust, in the form of Affidavit.

4. The Service Provider shall ensure proper conduct of persons deployed in Trust Campus and enforce prohibition of consumption of alcoholic drinks, chewing paan, smoking, loitering etc.
5. The Service Provider's personnel shall work under the overall supervision of the authorized officers of Trust in general.
6. The Service Provider has to provide the Photo Identity Cards to the persons employed by it for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
7. All services shall be performed by persons qualified and skilled in performing such services. They should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill and enhance the image of the Trust. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
8. As the staff of the Service Provider will have accessibility of the general records of the office, it is incumbent on the part of the agency and the staff to observe utmost discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse on this account shall be treated as violation of contract and consequently invite/ invoke punitive clause of the bid document. Further, the service provider shall be responsible for making good of the damages, if any.
9. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the Trust because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the Trust in writing or oral.
10. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as these are of confidential / secret nature.
11. The Service Provider's personnel shall not claim any benefit / compensation/absorption / regularization of services with the Trust under the provisions of Industrial Disputes Act., 1947; or Contract Labour (Regulation &Abolition) Act, 1970 or under any law in vogue. Undertaking from the persons to this effect will be required to be submitted by the Service Provider to the Trust. Further, they shall not claim any Master &Servant relationship against this Trust.

12. The Trust shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the Service Provider.
13. **A. Housekeeping staff:** Working hours would be normally 8 hours per day between 09.00 A.M. to 05.30 P.M. during working days including half an hour lunch break. However, the concerned person may have to work beyond office hours, in the exigencies of work. Also they may be called on a Saturdays, Sundays and other public holidays, if required. They may be allowed Compensatory off as per the Trust norms.
- B. Security Services:** Working hours would be 24*7 in three shifts.
14. Payments to the Service Provider shall be made on monthly basis as per the bill preferred by the Service Provider. The Service Provider shall be responsible for the contribution towards PF and ESI wherever applicable. Proof of payment of both employer's or employee's contribution to PF, ESI, and Service Tax for the previous month shall be furnished with the current month bill.
15. The Service Provider shall open individual bank accounts of the personnel deployed so that the wages will be credited directly to their bank accounts. The Service Provider shall ensure that individual Bank Accounts of members are opened in their respective names and all payments shall be done through e-Transfer / online payment only as per the prescribed rates issued from time to time by the Govt. Payment in cash is totally prohibited. A certificate to this extent should invariably be furnished by the Service Provider every month to the Trust.
16. The Service Provider shall credit the salary to all the manpower by 7th of every month irrespective of the bills being passed by the Trust in the respective bank Accounts of all such staff. In case of delayed payment, the Service Provider shall be liable to pay Rs.100/- penalty per day per each staff member.
17. The Service Provider has to maintain EPF Account against every person employed, with the Regional Provident Fund Commissioner (Assistant Provident Fund Commissioner, Guntur); so is ESI. Also the Service Provider shall be responsible for any queries from the concerned authorities on the issues related to EPF/ESI.
18. The Service Provider shall be contactable at all times. Messages sent by email/ Special Messenger from Trust to the Service Provider shall be acknowledged immediately on receipt on the same day.

19. In the event of any legal complications / court cases and other disputes arising out of this Bid document or related matters, the Service Provider shall be responsible and accountable for the same. The Trust shall not be liable or responsible in any way in such matters.
20. The rates quoted in the Bid must indicate existing taxes such as GST, service charge and other charges, besides the minimum wages rates as per the orders issued by the Govt. from time to time.
21. The Service Provider shall fulfil all the conditions stated in the agreement. If there is any violation of contract conditions, the work will be cancelled without further notice.
22. The Service Provider should continue all the existing staff working in the present Security Services and Housekeeping Services, Agencies.

INSTRUCTIONS TO BIDDERS

1. The Bid shall be selected based on **Least Cost Basis of below two items combined**.
 - A. The cost as quoted for providing cleaning material and uniforms, vide Para (e) of the Introduction Part; and
 - B. Service Commission.
2. The bid and all related correspondence shall be in English.
3. The bids are to be submitted on or before 26.11.2018 by **5-30 Pm**

The Bidder has to submit all the documents required as per the check list enclosed.

4. The prices shall be given in Indian Rupees.
5. The bid shall be valid for 30 days from the date fixed for receipt of Bids.
6. The demand draft shall be taken in favour of **“Chief Executive Officer, Dr NTR Vaidya Seva Trust”** payable at **Guntur**.
7. The amount of bid security shall be **1,00,000/-** (Rupees One lakh only)
8. The time period within which the bid security of the unsuccessful bidders will be returned is **30 days**; and the bid security of the successful bidders shall be retained with Trust until the expiry of the contract period.
9. The cost of Bid document of Rs. 1,000/- to be submitted by way of Demand Draft drawn in favour of **“Chief Executive Officer, Dr NTR Vaidya Seva Trust”** payable at **Guntur** at the time of submission of bid document which is mandatory.

10. Time, date, and place for bid opening is:26.11.2018
 Dr. NTR Vaidya Seva Trust,
 Door No. 25-16-116/1B, Behind Gowtham Hero,
 Chuttugunta, Guntur-4, Ph No. 0863-2222802.

11. The Trust shall open the bids as per the following Bid Schedule:

Schedule of Bidding process (with times where applicable)	Bid Notification	Schedule
	Pre Bid Meeting	19.11.2018(11Am)
	Last date of submission of Bid	26.11.2018 upto 5.30Pm
	Opening of Technical Bids	27.11.2018(11-00 Am)
	Opening of Financial Bids	27.11.2018 (4-00 Pm)
	Declaration of Qualified Bidder	28.11.2018
	Probable Date for issuing Letter of Award of Contract	30.11.2018
	Tentative Effective Implementation Date	01.12.2018

12. The Trust shall prepare minutes of opening of Bids.

13. The bidder shall submit the technical & financial documents on e – procurement platform and DD in original and sealed cover consisting of the details of the Administrative cost, has to be submitted to the Trust before the specified time i.e., 26.11.2018 **before 5-30 Pm.**

14. The Trust shall evaluate and compare the bids as follows:

- a. Examine if the Bids confirms to technical specifications and Delivery time.
- b. Prepare a technical comparative Statement, thus arrived at;

15. Clarifications:

- a. To assist in the examination, evaluation and comparison of bids, the Authority may, at its sole discretion, ask any bidder for clarification of its bid, including breakdowns of its prices. Such clarification may be sought at any stage, including the stage of arriving at the stage of awarding the contract. Requests for clarification and the responses shall be in writing or by e-mail and no change

in the price or substance of the Bid shall be sought, offered, or permitted, except as required to confirm the correction of arithmetic errors discovered by the Authority in the evaluation of the Bids in accordance with “Preliminary Examination of Bids”.

- b. If the Bidder does not provide clarifications sought for within the specified time, the Bid shall be liable to be rejected. Any such verification or lack of such verification, by the Authority shall not relieve the Bidder of its obligations or liabilities here under nor will it affect any rights of the Authority thereunder.
- 16.** The Trust also reserves the right to accept or reject the bids to annul the bidding process and reject all bids at any time prior to award of Contract, without there by incurring any liabilities to the affected Bidder or any obligation to inform the affected Bidder of the grounds for the Trust’s action.
- 17. Evaluation & Comparison of Bids:** The method of selection adopted is **Least Cost Based**. If more than one bidder quotes same least cost, then the final bidder shall be selected by the Trust basing on their past track record.
- 18.** Letter of Acceptance shall constitute the formation of the Contract. This Letter of Acceptance shall be sent, inviting the selected Service Provider to deliver the services in accordance with the conditions of the Contract.
- 19.** The successful bidder shall give his consent to the Letter of Acceptance within four (4) days of receipt of the letter issued by Trust.
- 20.** Within ten (10) days from giving the consent to the Letter of Acceptance, the Bidder shall sign and date the Contract; and shall provide an unconditional and irrevocable performance Bank Guarantee in the form and manner provided by the Authority for the satisfactory completion of performance obligations including warrant obligations and maintenance obligations, as applicable.
- 21.** The successful bidder will be expected to provide the services from 01.12.2018.
- 22.** Bidder must be ready to accept the extension of the contract by a further period of **three (3) Months** on the same terms and conditions, if so desired by Authority.
- 23. Corrupt and Fraudulent Practices:** It is the Trust’s policy that requires the Bidders, Service Providers and Contractors observe highest standard of ethics during the procurement and execution of such contracts and not to indulge in any corrupt and fraudulent practices. The defaulter will be dealt with appropriately.

- Please note that the Bidder runs the risk of his bid being rejected if the price schedule contains any conditions.
- Sign on all statements, documents, certificates submitting owning responsibility for their correctness/ authenticity.
- The bidder is subjected to be black listed and the EMD 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 (Please see Corrupt and Fraudulent Practices).
- The bidder should produce Police verification certificate of their Firm.

Eligibility Criteria of the Bidder

This invitation for bids is open to all bidders who fulfil the minimum eligibility criteria as laid herein.

- Bids not complying with the ‘**Eligibility Criteria**’ are liable to be rejected and will not be considered for further evaluation. The bid should adhere to the minimum eligibility criteria specified.

Eligibility Criteria					
S No	Item	Criteria		Proof required	Forms
		Requirement	Bidder		
			Single Entity		
1	Firm Registration	The Bidder must be a Government Organization/ Public Sector/ Private limited Company/ Limited Company/ Partnership Firm having its registered Office in India	Must meet requirement	Copy of Registration certificate under Indian Companies Act/ Incorporation Certificate	--
2	Conflict of Interest	No conflicts of interests as described.	Must meet requirement	Letter of Bid	
3	Penalty & Blacklisting	(i) The Bidder should never have been penalized by any organization for poor quality of work or breach of contract in the last three years. (ii) The Bidder should never have been blacklisted by any	Must meet requirement	Declaration of Bidder	

		Government department/Public Sector Undertaking in the last three years. (iii)The Bidder should never have suffered bankruptcy/insolvency in the last three years.			
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Joint venture is not applicable.

Conflict of Interest: A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a. they have a controlling partner in common; or
- b. they receive or have received any direct or indirect subsidy from any of them; or
- c. they have the same legal representative for purposes of this bid; or
- d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder or influence the decisions of the Trust regarding this bidding process; or a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in disqualification of all Bids in which the party is involved.
- e. a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
- f. A Bidder, or any of its affiliates has been hired (or is proposed to be hired) by the Trust for the Contract.
- g. If the Registration Certificate is not in English language, then such content of the Certificate is to be translated into English language which in return is to be notarised.

QUALIFICATIONS OF THE BIDDERS:

The following are the Qualifications of the Bidder to participate in the Bid by submission of documentary evidence in its bid. The Bidder must establish to the Client’s satisfaction that it has the financial, technical, and production or performance capability necessary to perform the Contract, meets the qualification criteria and has a successful performance history.

Qualification Criteria for the Schedules					
S No	Item	Criteria		Proof Required	Forms
		Requirement	Bidder		
			Single Entity		
1	Financial Strength	<p>(i) Historical Financial Performance: Submission of audited balance sheets, other financial statements acceptable to the Trust, for the last three (3) years to demonstrate the current soundness of the bidders financial position, profits, net worth positive and its prospective long term profitability for FYs 2017-18, 2016-17 & 2015-16</p>	Must meet requirement	Audited balance sheets	
		<p>(ii) Average Annual Turnover: Minimum average annual turnover of Rs. 1 Crore (One crore Only) calculated as total certified payments received for contracts in progress or completed, within the last three (3) years i.e., FYs 2017-18, 2016-17 & 2015-16</p>	Must meet requirement	Audited financial statements	
2	Experience	<p>Experience: A minimum experience in the following key activities: Offering admin support services with at least 30 resources for a government organization. Similar experience shall mean experience in staff outsourcing for office work. As contractor, management contractor, or subcontractor, in at least Three (3) contracts within the last Five (5) years, each with a value of at least Rs Thirty Lakhs (30) that have been successfully and substantially completed and that are similar to the proposed Works. Offering admin support services with at least 30 resources for an government organization.</p>	Must meet requirement		Copies of work orders with the value of work and work completion letter from the concerned

Bid form

Letter of BID

(On Bidder's letter head)

Name of Contract: Date:

To:

Sir,

Having examined the bidding documents, including Addenda, the receipt of which is hereby acknowledged, we, the undersigned, offer to [specify *scope of the contract*] under the above-named Contract in full conformity with the said bidding documents for the sum specified in financial bid form or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the price schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to commence performance and to achieve completion within the respective times stated in the bidding documents.

If our bid is accepted, we undertake to provide an advance payment security and a performance security in the form and amounts and within the times specified in the bidding documents.

We agree to abide by this bid for a period of [*specify number*] days from the date fixed for submission of bids as stipulated in the bidding documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, which consists of the letter and Attachment (.....No's) hereto, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

The bidder undertakes that there shall not be any Conflict of Interest against Dr NTR Vaidya Seva Trust as given in the definitions of the contract of this bid document.

We understand that Dr. NTR Vaidya Seva Trust is not bound to accept the lowest, or any bid you may receive.

Dated thisday of2018.

..... (Signature)

In the capacity of

.....(Position)

Duly authorised to sign this bid for and on behalf of

.....(Name of bidder)

Attachments to Bid
Bid Form Attachments

Bid Form shall include:

1. B1 - Bid Security
2. B2 - Power of Attorney
3. B3 – Cost of Bid Documents

Attachment
Bank Demand Draft for Bid Security

Attachment
- Financial Viability

Name of the Bidder:

Financial Information:

Bidders shall provide financial information to demonstrate that they meet the requirements stated in the BDS.

- 1. Banker's Information:** Each Bidder shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached. Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of the banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

- 2. Asset and Liability Summary:** Summarise actual assets and liabilities for the previous three calendar years. Based upon known commitments, summarize projected assets and liabilities for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information	Actual: Previous three years			Projected: Next two years	
	3	2	1	1	2
1.Total Assets					
2.Curent assets					
3.Total liabilities					
4.Current liabilities					
5.Profits before taxes					
6.Profits after taxes					

3. Abstract of Financial Capacities:

S No	Financial Year	Annual Turnover (Rs.)
1	2016-17	
2	2015-16	
3	2014-15	
Average		

4. Certificate from the Statutory Auditor

In case the Bidder does not have a Statutory Auditor, it shall provide the certificates from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

Note: Please attach printed Audited Annual Financial Statements.

- Experience Record

Name & Address of the Bidder

The Bidders must complete the information as required below:

Name of the Bidder or partner of a Joint Venture	
Use a separate sheet for each contract	
1	Number of contract
	Name of contract
2	Name of Trust
3	Trust's Address
4	Nature of similar work and special features relevant to the contract for which the Bidding documents are issued
5	Contractor role (check one) 1. Prime Service Provider <input type="checkbox"/> 2. Management Contractor <input type="checkbox"/> 3. Subcontractor <input type="checkbox"/> 4. Partner in a Joint Venture <input type="checkbox"/>
6	Amount of the total/sub-contractor/partner share (at completion, or at date of award for current contracts)
7	Equivalent amount: Total contract: Rs _____. Subcontract: Rs. _____. Partner share: Rs _____
8	Date of award/completion
9	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation)
10	Contract was completed Rs. _____ % under/over original contract amount (if over, provide explanation)
11	Special Contract/ Technical requirements
12	Indicate the approximate present total contract value of work undertaken by subcontract, if any, and the nature of such work.

Attachment

Power of Attorney for signing of Bid

Know all men by these presents, We,(name of the firm and address of the registered office)do hereby irrevocably constitute ,nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of.....and presently residing at,who is presently employed with us and holding the position of....., as our true and lawful attorney (here in after referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Name of Bid [insert: Name of Bid from Bid data sheet] proposed by _____(the “Authority”)including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Scheme and /or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to bid one by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been one by us.

IN WITNESS WHERE OF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2018.

For.....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Accepted

Notarised

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50 (fifty) and duly notarised by a notary public.

Wherever required, the Bidder should submit or verification the extract of the charter documents and documents such as a board or shareholders resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Attachment T1A
Bidder's Particulars

1. Company Profile

.1	Name of the Company	
.2	Registered Office of the Company	
.3	Firms Registration Number (under Companies Act, 1956):	
.4	Firms Registration expiry date (Validity):	
.5	Firms Registration Date:	
.6	Legal status (e.g. incorporated private company, unincorporated business, partnership, proprietary firm, etc.):	
.7	Registered address:	
.8	Year of commencement of Company:	
.9	Brief description of the Company including details of its mainlines of business	
.10	Details of authorized signatory of the Bidder	
	Name:	
	Designation	
	Company:	
	Address:	
	Phone No.:	
	Fax No. :	
	E-mail address:	

2. Please State the following correctly:

(i)Has the Bidder ever been penalized by any organization for poor quality of work or breach of contract in the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ii) Has the Bidder ever failed to complete any work awarded to it by any public Authority/entity in last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iii)Has the Bidder been ever blacklisted by any Government department/Public Sector Undertaking in the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iv) Has the Bidder been suffered bankruptcy/insolvency in the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: If answer to any of the questions at (i) to (iv) is yes, the Bidder is not eligible for this Work.

3. Office Network of the Company in Andhra Pradesh (If any)**4. Documents to be submitted:**

- a. Copy of Certificate of Incorporation of the Bidder;
- b. Service Conformity Certificates [insert: Technical Competencies of the service provider as given below];
- c. Copy of the valid license/ registration of the Company.
- d. Other Relevant documents (duly listed)

5. Details of Bank Draft:

- a. Towards the Bid Security amount of Rs.1,00,000/- (Rupees one Lakh Only)

6.Responsiveness Checklist:

S No	Item	Yes/ No	
1	Form 1: Letter of Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Form 2a: Financial Strength	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Form 2b: Experience record	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Audited Profit & Loss, Balance Sheets for FYs 2016-17, 2015-16, 2014-15	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Form 3: Power of Attorney For Signing the Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Form 4: Attachment T1A	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Form 5: Project Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Demand Draft	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Copy of Registration/ Incorporation Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10	Copies of work orders with the value of work and work completion letter from the concerned	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Audited Financial Statements for FYs 2016-17, 2015-16, 2014-15	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Statistical report for Call Record for calculating the call volume	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Self-Declaration from BPO Company for the Statistical report of Call Record	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Date:

Signature and Seal of Authorized Person

Place:

*Note: Processing fee certificate shall not be uploaded on e-procurement platform.

- If the Registration Certificate is not in English language, then such content of the Certificate is to be translated into English language which in return to be notarised.

Price Bid Form

[Location, date]

To:

Sir,

We the under signed, offer to provide the services for [title of the Bid] in accordance with your Bidding Document dated [date] and our proposal (Technical and Financial proposal). Our attached financial proposal is for the sum as given in the e-procurement platform. This amount is exclusive of applicable taxes.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e.,[date].

We understand that Dr. NTR Vaidya Seva Trust is not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorised Signatory:

Name and Title of Signatory:

Name of Firm:

Address:

Attachment F1

-Cost Breakup Table

S No	Description	Percentage of Administrative Cost
1	Administrative Cost	

(1). The service providers shall not quote a commission of zero(0)% and not more than 5% of the remuneration paid to the functionaries. The remuneration paid to the service provider is exclusive of the remuneration provided to the functionaries. In other words, the service provider shall not charge any fee/commission from the functionaries or deduct any amount other than employees' share of EPF, ESI and Profession Tax

(2) The quote by the Service Provider shall include the commission, the employer's contribution to EPF, ESI and Service Tax with a clear breakup of all these items as per the orders of Government G.O.Ms.No.151 Finance (HR-I-Plg. & Policy) Department, Dated:08 -08-2016.

(3) The service provider shall deduct employees' contribution to Provident fund and remit it along with the employer's share to the EPF fund and remits it to the EPF account of the employee; similarly, the ESI contributions.

(4) Salaries to the employees are to be paid as mentioned above. There shall be no change in the salaries which are mentioned above.