



Government of Andhra Pradesh
Sports Authority of Andhra Pradesh (SAAP)

Short Tender Notice

Procurement Notice No. SAAP/NIT/10/2017 , Dated: .07.2017.

Nature of Work:

Engaging of Agency/consultancy for providing Engineer Services

**Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)**

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1. NOTICE INVITING TENDER (NIT)

1.1 On behalf of the Vice Chairman and Managing Director, SAAP, Vijayawada, Andhra Pradesh, India sealed tenders are invited under two bid system from the experienced agencies for providing ENGINEER services at SAAP, Vijayawada.

1.2 Availability of tender document: **1st August , 2017 to 16th August , 2017 up to 11:00AM**

1.3 Complete tender document is also available on SAAP website: www.apsports.in and procurement portal www.ap.eprocurement.gov.in

1.4 The tender documents downloaded by the parties from the website shall be valid for participation in the tender process.

1.5 Earnest money amounting to Rs. 1,00,000/- by demand draft in favor of 'Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh' payable at Vijayawada .

1.6 Tender processing fees for Rs.25,000/- by demand draft in favour of "Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh" payable at Vijayawada shall be submitted at the time of bid opening in original to the concerned authority.

1.7 Tenders received without EMD/inadequate EMD shall be summarily rejected.

The complete tender including the Technical Bid and Financial Bid shall be submitted to e-Procurement platform on or before 11:00 AM on **16th August, 2017**. The technical bids shall be opened at SAAP on the same day at 3:00 PM in the presence of tenderers or their authorized representatives present at the time of tender opening.

- 1.8 The financial bid of only those firms/companies which qualify in the technical scrutiny shall be opened at the time and date to be notified.
- 1.9 SAAP reserves the right to accept or reject any or all the tenders without assigning any reason.

**Vice Chairman and
Managing Director**

2. GUIDELINES TO TENDERERS

2.1 DEFINITIONS

2.1.1 The “SAAP” means Sports Authority of Andhra Pradesh.

2.1.2 “Bidder” means the firm or company which participates in this tender and submits its bid.

2.1.3 “Letter of intent” means the communication of the intention of the SAAP to the bidder for the award of work read with bid documents.

2.1.4 “Work order” means the order placed after issue of letter of intent by SAAP to the contractor signed by SAAP including all attachments thereto and all documents incorporated by reference therein. It, along with the letter of intent and bid documents, constitutes the contract.

2.2 ELIGIBILITY CRITERIA

2.2.1 Experience of having successfully providing ENGINEER services (Technical, Administrative, etc.) to atleast 1 Government departments during the last five years:

2.2.2 The annual turnover of the firm / company must not be less than Rs. 5.00 lakh during last three financial years.

2.2.3 Should be registered with Income Tax, Service tax, ESI, PF department and other statutory bodies as per the requirement of the contract.

2.2.4 The bidder should not have been black listed by any government organization during the last five years. An undertaking in this regard shall be submitted in this regard along with the Technical Bid.

2.2.5 The bidder shall have VAT registration in the State of Andhra Pradesh.

2.3 BIDDER TO BEAR COST OF TENDER

The bidder shall bear all costs associated with the preparation and submission of the bid. SAAP in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

2.4 CONTENTS OF BID DOCUMENT

- ❖ Notice Inviting Tender (NIT)
- ❖ Guidelines to Tenderers
- ❖ Conditions of Contract
- ❖ Annexures

2.5 AMENDMENT TO BID DOCUMENT

The prospective bidders are required to keep a watch on SAAP website for any amendment to the tender document or to clarify to the queries raised by the bidders till 02 (seven) days prior to the opening of the tender. SAAP reserves the right to reject the bids if the bids are submitted without taking into account these amendments/clarifications. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, SAAP, at its discretion, may extend the deadline for the submission of bids.

2.6 EARNEST MONEY DEPOSIT (EMD)

2.6.1 The bidder shall submit EMD amount as mentioned in the NIT. The EMD shall be in the form of demand draft from a nationalized / scheduled bank in favor of 'Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh' payable at Vijayawada .

2.6.2 The bid not secured in accordance with the above shall be rejected by SAAP as non-responsive.

2.6.3 The successful bidder's EMD will be discharged upon the bidder's submission of Security deposit

2.6.4 The EMD may be forfeited under the following circumstances:

- If a bidder withdraws its bid during the period of bid validity.
- If the bidder fails to submit the required security deposit within the time prescribed.
- If the bidder fails to supply the manpower & consultancy services as required by SAAP.

2.6.6 No interest is payable on EMD.

2.6.7 In case of inadequacy or non-submission of prescribed EMD, the tender shall be deemed to be disqualified and shall be summarily rejected in the technical evaluation.

2.7 PREPARATION OF BIDS

2.7.1 DOCUMENTS COMPRISING THE BID

The bid is required to be submitted in **two parts**. One part is the Technical Bid and the other part is the Financial Bid.

- ❖ Technical Bid format is in Annexure --- 1.
- ❖ Financial Bid format is in Annexure --- 2(upload online only).

2.7.2 CHECK LIST OF DOCUMENTS REQUIRED FOR TECHNICAL SCRUTINY

The list of documents required to be enclosed with technical bid to become eligible to be considered for technical scrutiny:

- i. Demand draft of Earnest Money Deposit (EMD) of Rs 1,00,000/-
- ii. Processing fees of Rs.25,000/-
- iii. Details of successfully executed similar work along with work order copies as mentioned in NIT.
- iv. A copy of registration certificate with Income Tax, Service tax, ESI, PF and other statutory bodies as per the requirement of the contract.
- v. Duly filled in and signed acceptance certificate, as per **Annexure --- 3**.
- vi. Complete copy of tender document duly signed / stamped on all pages.
- vii. Details of firm / company setup and establishment.
- viii. List of current clients for whom similar works are executed citing the no. of employees employed by the contractor. (Attach documentary proof).
- ix. Performance certificates from clients for successfully executing similar works.
- x. Audited financial statement including profit and loss account and balance sheet for last successive three years ending **31.03.2017**.
- xi. An undertaking that the bidder has not been black listed by any government organization during the last five years.
- xii. Curriculum Vitae of the required manpower as per the tender conditions

Note: The Bidder who provides the above documents and fulfill the minimum requirements will technically qualify subject to the submission of a satisfactory report by our inspection committee after site inspection, if required.

2.8 FINANCIAL BID

The bidders are required to quote service charge for deployment of manpower and their charges on total billing amount. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause will be treated as non-responsive and may get rejected. The format of the Financial Bid is given at **Annexure---2**.

2.9 VALIDITY PERIOD OF BID

Bid shall remain valid for 180 days after the date of bid opening. The bid valid for a shorter period shall be rejected by SAAP as non-responsive. In exceptional circumstances, SAAP may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting extension will not be permitted to modify their bids.

2.10 FORMAT AND SIGNING OF BID

2.10.1 The Bidder shall submit the bids in two separate envelopes. One envelope shall contain techno commercial un-priced bid and the other shall contain the price bid (financial).

2.10.2 The original bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. **All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.**

2.10.3 Any interlineations, erasures or overwriting shall be valid only if the person or persons sign that part of the bid document with the initials.

2.11 SEALING AND MARKING OF BIDS

The bidder shall seal the Technical Bid in separate envelop duly marked as "Technical Bid". Both the EMD envelope along with Technical Bid shall then be sealed in one outer (main) envelope.

2.12 THE INNER AND OUTER ENVELOPES

2.12.1 Please seal the main envelope (containing the technical bid and EMD) and attend for evaluation at the following address:

**Vice Chairman and Managing Director,
Sports Authority of Andhra Pradesh
I.G.M.C Stadium,
Labbipet, Bundar Road,
Vijayawada-520010.**

2.12.2 It should bear the NIT No. / Last date for submission of tender / Date of opening of tender / Firm's name & address and a statement.

2.12.3 If the outer envelope is not sealed and marked, SAAP will assume no responsibility for the bid's misplacement or premature opening.

2.12.4 Bids submitted through e-mail/post will be rejected.

2.13 DEADLINE FOR SUBMISSION OF BIDS

2.13.1 Bids must be received by SAAP not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the SAAP, the bids will be received upto the appointed time on the next working day.

2.13.2 SAAP may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

2.14 LATE BIDS

Any bid received by SAAP after the deadline for submission of bids prescribed by the SAAP will be rejected and/or returned to the bidder.

2.15 MODIFICATION AND WITHDRAWAL OF BIDS

2.15.1 The bidder may modify or withdraw its bid after the bid's submission; provided that written notice of the modification or withdrawal is received by SAAP prior to the deadline prescribed for submission of bids.

2.15.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched to the specified address of SAAP. A withdrawal notice may also be sent by email but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

2.15.3 No bid can be modified subsequent to the deadline for submission of bids.

2.15.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by

the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its EMD.

2.16 OPENING OF BIDS BY SAAP

2.16.1 SAAP will open all Technical Bids in the presence of bidders' representatives who choose to attend, as per the schedule given.

2.16.2 The bidders' representatives who will be present shall sign the tender opening sheet evidencing their attendance.

2.17 CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, SAAP may, at its discretion ask the bidder for any clarification(s) of its bid. The request for clarification and the response shall be by email and no change in the price substance of the bid shall be sought, offered or permitted. However no post bid clarifications at the initiative of the bidder shall be entertained.

2.18 PRELIMINARY EXAMINATION

2.18.1 SAAP will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

2.18.2 SAAP may waive any minor informality, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.

2.18.3 Prior to the detailed evaluation, SAAP will determine the substantial responsiveness of each bid to the tender document. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bid document without material deviations.

2.18.4 After downloading, the language of standard clauses etc. mentioned in this 'Tender Document' should not be tempered with/changed/modified in any manner whatsoever. If any such modification etc. comes to our knowledge at any stage, the bid shall be rejected immediately and EMD shall also be forfeited.

2.19 EVALUATION OF TENDERS

2.19.1 SAAP shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. SAAP shall carry out detailed evaluation of the substantially responsive bids. SAAP shall also check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

- 2.19.2** A bid determined as substantially non-responsive shall be rejected by SAAP.
- 2.19.3** SAAP may waive any minor informal omission or non-conformity or irregularity in the bid which does not constitute a material deviation.
- 2.19.4** SAAP shall evaluate in detail and compare the bids which are substantially responsive.
- 2.19.5** SAAP shall have the sole discretion in deciding the number of parties on whom the orders shall be finally placed.

2.20 CONTACTING SAAP

Any effort by a bidder to influence SAAP in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's bid.

2.21 CREDIBILITY OF THE BIDDERS

Evidence regarding credibility of stable performance and maintenance service capability must be provided. SAAP reserves the right to make judgment and reject bids that, in the SAAP's view, do not carry sufficient credibility for performance and/or service.

2.22 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

SAAP does not bind itself to accept the lowest or any other tender bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder due to action of SAAP.

2.23 REFUND of EMD OF SUCCESSFUL BIDDER

- 2.23.1** Upon successful bidder furnishing of security deposit, the EMD of successful bidder will be discharged.

2.24 ISSUE OF LETTER OF AWARD

- 2.24.1** The issue of letter of award shall constitute the intention of the SAAP to place the work order with the successful bidder.
- 2.24.2** The bidder shall within 10 days of issue of letter of intent should give his acceptance along with security deposit or bank guarantee (mentioned in NIT) if any in conformity with the bid documents.

2.25 CANCELLATIONS ON LETTER OF AWARD

Failure of the successful bidder to comply with the requirement of submission of Security deposit in time shall constitute sufficient grounds for the cancellation of the acceptance of bid and forfeiture of the EMD, in which case SAAP may make the offer to any other bidder at the discretion of SAAP or call for new bids.

2.26 POST BID CLARIFICATIONS

No post bid clarification at the initiative of the bidders shall be entertained.

3. CONDITIONS OF CONTRACT

3.1 PLACE WHERE ENGINEER SERVICES TO BE DEPLOYED.

Sports Authority of Andhra Pradesh, Head Office located in Vijayawada. The staff engaged shall be assigned duties anywhere across the state of A.P

3.2 SCOPE OF WORK FOR MANPOWER

The scope of work shall cover daily operation and all routine / specialized work in various centers / departments of SAAP as directed from time to time by the concerned supervisory officials.

3.3 PAYMENT TERMS

3.3.1 Generally payment shall be made on monthly basis within 30 working days after submission of bills with necessary enclosures. However in case of delay in any particular month due to valid reasons, the contractor should ensure the payment to its employees in time. The contractor should ensure that payment to its employees deployed at SAAP is made by 4th of every month, without linking to payment receivable from SAAP with salary slip as per **Annexure---4**. The contractor should make payment to employees posted at SAAP through direct transfer to their respective bank accounts.

3.3.2 The contractor will have to enclose the following along with the invoice:

- Acknowledgement of receipt of wages by employees duly indicating the earnings, deductions towards PF and ESI.
- Copies of deposit challans of PF, ESI, Service Tax or any other tax levied by Government of previous month. SAAP may ask the contractor for producing the originals of any document for verification.
- Bank statement showing debits from Contractor's bank account towards payment of wages to its employees posted at SAAP.

3.3 PERIOD OF CONTRACT

The contract shall be initially for a period of one year. However, SAAP at its discretion may extend the contact for a further period as per terms & conditions of contract on the same rate.

3.5 PRE---BID SURVEY

The bidder may visit SAAP to have an understanding of the requirement, during working hours of the office.

3.6 WORKING HOURS

The employees of the contractor would work 6 days a week except Sundays and other gazetted holidays as per site requirement. However, SAAP may direct the employees to work on Sunday / holidays if necessary.

3.7 DEPLOYMENT OF STAFF

- 3.7.1** The contractor shall recruit / deploy / depute trained, qualified and Experienced personnel as per the requirement of SAAP as specified in **Annexure---5**, which may increase or decrease as per the requirement of SAAP.
- 3.7.2** The employees of the contractor have to work as per the directives / instructions given to the contractor / employees in this regard. The contractor has to ensure these are strictly adhered to.
- 3.7.3** The manpower proposed to be deployed by the contractor shall be subject to ascertaining their antecedents and checking suitability of their skills. Before deploying a person in SAAP, the contractor shall furnish complete particulars and obtain written approval of the designated officer of SAAP.
- 3.7.4** The contractor shall be fully responsible for any kind of accident / mishap to their staff and any loss caused to SAAP while at work in SAAP premises or elsewhere.
- 3.7.5** The contractor shall be responsible for the good conduct and behaviour of the employees of the contractor. If any of the employees of the contractor is found misbehaving, the contractor on receipt of instructions of the designated officer of SAAP shall replace such employees immediately.
- 3.7.6** No person below the age of 18 (eighteen) years shall be employed at SAAP.
- 3.7.7** The contractor shall pay its employees' wages as agreed to by SAAP duly ensuring that all the relevant legislations are scrupulously followed. The salary shall be credited to their bank account directly through electronic transfer.
- 3.7.8** On the 20th day of every month, SAAP will forward the attendance particulars of the employees deployed at SAAP, so that their wages are disbursed on or before the 4th of the following month.

- 3.7.9** If any claim arises from any of the employees of contractor deployed at SAAP, such claims are to be dealt with solely by the contractor on its own and at its cost. SAAP shall not be responsible or does not have any obligation either for dealing such claims or for the cost of dealing or setting such claims.
- 3.7.10** All the persons deployed by the Contractor at SAAP site will have to carry identity cards. Contractor shall also submit the bio-data of the employees to be deployed by them. Any negligence/offence on their part will attract immediate removal from site.
- 3.7.11** Manpower deployed by the contractor at SAAP for carrying out contracted works is strictly prohibited from being associated with any other works in the campus.

3.8 DAMAGE CAUSED TO INSTITUTION

In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the contractor, the contractor shall be responsible to compensate the loss. Decision of the designated officer of SAAP shall be final & binding on the contractor.

3.9 LABOUR LAWS

The contractor shall solely responsible to ensure that all the provisions of labour legislations are complied with regard to its employees deployed at SAAP. SAAP will not be a party at any stage in any of the contraventions relating to the above. In case, any liability arises due to non-compliance by the contractor, SAAP shall not be liable for the same. In case SAAP is made liable to pay any compensation to the employees of the contractor due to default on contractor's part, the same shall be recovered from any bills due or against any amount payable to the contractor.

3.10 STATUTORY OBLIGATION

The contractor is required to deposit a valid license from the competent authority under the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 within 30 days of the date of the award of the contract. In case of failure to obtain license will result in termination of contract.

3.11 SECURITY CONSIDERATION

The persons deployed by the contractor should not have any police record/ criminal cases against them. The contractor should make adequate enquiries about the persons deployed by him

3.12 TERMINATION OF CONTRACT

The designated officer of SAAP reserves the right to terminate the contract with an advance notice of one month without assigning any reason. The contract can also be terminated at the request of contractor, with an advance notice of three month falling, which, the contractor is liable to pay liquidated damages besides forfeiture of security deposit.

3.13 FORCE MAJEURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God/any kind of natural calamity (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of SAAP, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

3.14 GENERAL LINE

Whenever under this contract any sum of money is recoverable from and payable by the contractor, SAAP shall be entitled to recover such sum by appropriating in part or in whole the security deposit of the contractor, if a security is taken from the contractor. In the event of the security being

insufficient or if no security has been taken from the contractor, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the contractor or which at any time thereafter may become due to the contractor under this or any other contract with SAAP. If this sum is not sufficient to cover the full amount recoverable, the contractor shall pay SAAP on demand the remaining balance due.

3.15 SUB---CONTRACTING

The bidder cannot assign or transfer and sub-contract its interest / obligations under the contract without prior written permission of SAAP.

3.16 ARBITRATION

3.16.1 In the event of any dispute arising between SAAP and the contractor in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to Vice Chairman and Managing Director , SAAP who may herself/himself act as sole arbitrator or may name a sole arbitrator, an officer of SAAP not withstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The contractor expressly agrees that the arbitration proceedings shall be held at SAAP, Vijayawada and the decision given by the Vice Chairman and Managing Director, SAAP shall be binding on both the parties.

3.16.2 In case any contractor wants to take the dispute to a court of law after arbitration award as aforesaid, it is clearly understood that only courts in Vijayawada shall have the jurisdiction.

3.17 RESOLUTION OF DISPUTE

3.17.1 If any dispute arises between the parties hereto during the subsistence or thereafter in connection with the validity, interpretation, implementation, breach of any provision of the contract or regarding a question, including the questions as to whether the termination of the contract by one party hereto has been legitimate, both parties hereto shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts which shall continue for not less than 30 days, gives 15 days' notice thereof to the other party in writing.

3.17.2 The place of the arbitration shall be SAAP, Vijayawada.

3.17.3 The arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.

3.17.4 The proceedings of arbitration shall be in English language.

3.18 TERMINATION FOR DEFAULT

3.18.1 SAAP may, without prejudice to any other remedy for breach of contract, shall send a notice to the contractor to terminate this contract in whole or in part under the following circumstances:

- If the contractor fails to deliver any or all the services mentioned in the contract, or any extension thereof granted by SAAP.
- If the contractor fails to perform any other obligations under the contract.
- If the contractor, in either of the above circumstances, does not remedy its failure within a period of 15 days or such longer period as SAAP may authorize in writing after receipt of the default notice from SAAP.

3.18.2 In the event SAAP terminates the contract in whole or in part pursuant to above para, SAAP may hire the contractor at the risk and cost of working contractor under contract as SAAP deems appropriate. However the contractor shall continue the performance of the contract to the extent not terminated.

3.19 RIGHT TO BLACK LIST

SAAP reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

3.20 GENERAL TERMS & CONDITIONS

3.20.1 The employee shall be governed by the usual office secrecy rules and regulations and will not disclose to any unauthorized person any information/data that he/she may have by virtue of his/her position in the office / centre. This is also applicable after leaving the institute.

3.20.2 The contractor shall maintain wage register, register of deductions, and other required registers at its own cost.

3.20.3 The department will make appropriate deductions as per Income Tax Act and other relevant rules / Act.

3.20.4 The employees deployed by the contractor shall have no right to claim or have employment or otherwise seek absorption in SAAP nor shall they have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of SAAP. The contractor's employees will remain the employees of the contractor and this should be the sole responsibility of the contractor to inform and clarify it to its employees before deputing them on work at SAAP.

3.20.5 Notwithstanding the above provision, if any of the contractor's employees prefer claim for employment with SAAP, the contractor shall, at its own cost, deal with such claim and settle such claims without any obligation on the part of SAAP regarding such claims or settlements thereof.

3.21 PENALTY

3.21.1 In case the contractor does not disburse the wages to its employees on or before 4th of every month, the contractor will be penalized with an amount of Rs. 1000/- per day per employee. The penalty by SAAP will no way dilute the contractor of its responsibility and liability under the relevant labour laws. The contractor shall be solely liable for consequences initiated by any other statutory authority.

3.21.2 The contractor and the employees of the contractor shall be penalized for any type of misconduct on the part of contractor/ its employee/s with an amount of Rs. Rs. 500/- per instant or more as deemed fit by the designated officer of SAAP.

4. ANNEXURES

TECHNICAL BID

**QUESTIONNAIRE TO BE FILLED UP BY THE FIRM / COMPANY APPLYING
FOR
TENDER FOR PROVIDING MANPOWER SERVICES AT THSTI**

1.	Name and address of the Company / Firm	_____ _____ _____ Contact No. _____
2.	Status of Bidder including partners (Attach documentary Proof)	Email ID. _____
3.	Bio-Data of key top Official (please attach)	
4.	Financial Status of Bidder and/or his Associates including Annual Report of past 3 years with ROC (Registration of Companies) receipts duly authenticated by Chartered Accountant. (Attach	
5.	documentary Proof) Current list of clients with no. of personnel working in site (Attach	
6.	documentary Proof) Name of Contractor's 2 largest clients, to whom Contractor provides similar services. (attach documentary evidence)	

7.	ESI Registration No.(Attach a copy of the Registration Certificate)	
8.	PF Registration No. (Attach a copy of the PF Registration letter)	
9.	Income Tax Permanent Account No. (Attach documentary Proof)	
10.	Details of EMD No. Date of Draft, Bank Name	
11.	Any other documentary evidence in respect of the eligibility criteria mentioned in the NIT	

SIGNATURE OF THE BIDDER :

NAME OF BIDDER :

SEAL OF BIDDER :

DATE & PLACE: :

ANNEXURE --- 2

FINANCIAL BID

PRICE SCHEDULE (The tenders will be evaluated on the service charge levied on the billing amount.)

The following is to be filled up without any cutting/overwriting/ inking/ erasing etc.

1. Contractor's service charges will be @ _____percentage on the billing amount.

Billing amount = Gross monthly payment made to employees posted at SAAP on the basis of monthly attendance and as per the consolidated wages fixed by the authorized officer of SAAP.

SIGNATURE OF THE BIDDER :

NAME OF BIDDER :

SEAL OF BIDDER :

DATE & PLACE: :

ANNEXURE --- 3

ACCEPTANCE CERTIFICATE

I..... (Designation).....
of (Name of the Company)
.....hereby accept the Terms & Conditions as
mentioned in the tender document of SAAP for manpower and outsourcing
consultancy services.

SIGNATURE OF THE BIDDER :

NAME OF BIDDER :

SEAL OF BIDDER :

DATE & PLACE: :

ANNEXURE --- 4

**PERFORMA OF MONTHLY SALARY SLIP TO BE ISSUED BY CONTRACTOR
TO EMPLOYEES OF SAAP**

Pay Slip for the month of	
Employee Number	
Name of the Employee	
Designation	
ESI Number	
PF No.	
Bank Account Number	
Monthly wages	
Deductions towards ESI	
Deductions towards PF	
Total Deductions	
Net Pay in Hand	

ANNEXURE --- 5

THE DETAILS OF CATEGORIES OF MANPOWER REQUIRED, MINIMUM QUALIFICATION AND CONSOLIDATED PAY RANGE ARE GIVEN BELOW:

S.No	Designation	Minimum Qualification	Experience	Consolidated pay range(Rs)
1	Project Engineer	B.Tech (Civil)	4 years	30000-35000
		Diploma (Civil)	7 years	
2	Site Engineer	B.Tech (Civil)	3 years	20000-25000
		Diploma (Civil)		
3	Electrical Engineer	B.Tech(EEE)	4 years	30000-35000
		Diploma (Electrical)	7 years	
4	Architect	B. Arch	2 years	20000-25000

Note:

1. Type of manpower with different designation, qualification and wages may be added by SAAP.
2. For all the above posts, working knowledge of Telugu and English is a pre-requisite.
3. The consolidated emoluments shall be fixed for each outsourced employee based on their qualification, number of years of relevant experience, etc. and they may be eligible for appropriate increase in their consolidated emoluments every year to neutralize the increase in the consumer price index. However, the outsourced employees cannot claim any employment in SAAP and hence cannot demand any bonus or benefits available to employees of this institute.
4. The Curriculum Vitae of the candidates is to be submitted in Hard copy to SAAP, at the time of evaluation and the engagement of services of the candidates is only approved after the interview conducted by the technical committee of SAAP as per the department requirement.