



BID DOCUMENT

FOR

**TO PROVIDE SERVICES OF QUALIFIED ELECTRICIANS 10 PERSONS ON
OUTSOURCING BASIS THROUGH MAN POWER SUPPLYING AGENCY AT
SHILPARAMAM**

**Tender Notice No. : SACCS/ 261 /Outsourcing Electrical
Man Power /2022**

Name of the Agency :
and Address

.....
.....

CHECK LIST OF DOCUMENTS ENCLOSED:

SI No.	Check List of Documents Enclosed	Enclosed	Not Enclosed
1	Copy of the Registration of the Company/Firm/Agency		
2	Copy of the Labour License		
3	Copy of the EPF Registration Certificate		
4	Copy of the ESI Registration Certificate		
5	Copy of ISO 9001-2008 Certificate		
6	Copy of PAN / TAN Card		
7	Copy of GST Certificate		
8	Copy of IT Returns of last 3 years		
9	Copy of last 3 years Audit Reports		
10	DD towards EMD Rs.10,000/-		
11	Documents in proof of Experience clearly showing the client details and quantum value of work of the contract		
12	Technical Bid In cover – A		
	Tender Document to be Signed and submitted along with the Technical Bid in Cover - A		
	Financial Bid to be submitted in Cover B		

(Note: Both the sealed covers A & B shall be placed in the bigger cover 'C' which shall be sealed & submitted)

OUTSOURCING SERVICES TO SHILPARAMAM

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NOTICE INVITING SEALED TENDER

Section –I. Details of Tender Notice.

The Shilparamam, Arts, Crafts & Cultural Society, Madhapur, Hyderabad, invites Sealed Tenders from Outsourcing Consultancy Agencies / Firms / Contractors for **Providing Services of Qualified Electricians 10 Persons on Outsourcing basis at Shilparamam i.e.** Shilparamam, Madhapur – 06 Persons, Uppal – 02 persons, Shilpakalavedika – 02 persons. A complete set of Tender document can be downloaded from Shilparamam Website and need to furnish **non-refundable fees of Rs. 500/- (Rupees Five Hundred only) through D.D drawn in favour of the Special Officer, Shilparamam, Hyderabad.**

The Tenderer must fulfill the qualification criteria in the Tender document. The tenders must be submitted **on or before 3.00 P.M. on 26-12-2022** accompanied by EMD as specified in the Tender document in the Office of the Shilparamam, Madhapur, Hyderabad – 500 081. Tenders will be opened in the presence of Tenderers or their Authorized Representative **on 26-12-2022 at 4.00 P.M.** in the Office of the Shilparamam, Madhapur, Hyderabad - 500 081.

Schedule & Tender details:

Cost of the Tender document	: Rs. 500/-
EMD (refundable)	: Rs. 10,000/-
Date of issue of Tender Document	: <u>16-12-2022</u> to <u>26-12-2022</u> upto 1.00 PM
Last date and time for filing of Tenders	: <u>26-12-2022</u> up to 3.00 PM
Date and time of opening Tenders	: <u>26-12-2022</u> at 4.00 PM
Place of Opening Tenders	: O/o. The Special Officer, Shilparamam, Madhapur, Hyderabad, 500 081.

Section – 2, Brief Description:

SNo	Name of the Work	Earnest Money Deposit	Contract period	Cost of Tender document
1	Providing Services of Qualified Electricians 10 Persons at Shilparamam	Rs. 10,000/- (Rupees Ten thousand only) payable in the form of Demand Drafts drawn on any National Bank payable at Hyderabad in favour of the Special Officer, Shilparamam, Hyderabad. (Cheques will not be accepted)	One Year Only	Rs. 500/-

1. Tender Document must be downloaded from Shilparamam website.
2. The contract period will be One Year from the date of allotting the work.
3. Tenderers are advised to go through this Tender document thoroughly.
4. Right to give preference, accept or reject any or all the Tenders without assigning any reason will be at the discretion of the Special Officer, Shilparamam, Hyderabad.
5. The Tenderer shall quote the agencies commission for providing Electrical Man Power Services on out sourcing basis both in words and in figures.
6. The Cost of the Tender Schedule will not be refunded under any circumstances and the document is not transferable.
7. The EMD shall be refunded to the unsuccessful Tenderers, soon after finalizing the Tenders and on submission of requisition from the concerned unsuccessful Tenderer to this effect.
- 8 (a) The Tender Schedules received after the last date and time on account of any reason (including courier/postal delay) and Tenders received without EMD will be summarily rejected.
(b) Incomplete Tenders will be summarily rejected.
9. Name of the Tenderer and mailing address should be written clearly on the envelope.
10. Tenders will be accepted only from those who have purchased the Tender document and submit their offer in the original document only.

11. Telegraphic Tenders shall not be accepted. All the pages of the Tender should be signed by the owner of the Firm / Agency or his Authorized Signatory supported with a copy of the Power of Attorney.
12. All correspondence should be made with the Special Officer, Shilparamam, Madhapur, Hyderabad-81.

Section – 3. Tender Procedure

13. The Tenderer can submit the Tender either personally or through Authorized agents duly superscribed **“Tender for providing Services of Qualified Electricians 10 Persons at Shilparamam”** and shall be addressed to the Special Officer, Shilparamam, Madhapur, Hyderabad-81. The name of Agency shall be noted on each cover.
14. The Agency shall submit three covers i.e., cover 'A' –Technical Bid and Cover 'B' Financial Bid and a Cover 'C' for keeping 'A' & 'B' covers.
15. Offers should be made in two parts namely, “Technical Bid and “Financial Bid” in the format given in Tender document. Each Bid should be placed in separate envelope superscribed “Technical Bid” and “Financial Bid” as the case may be followed by the title mentioned above against “Tender call”.
16. Manpower Agencies should be a Registered Firm / Contractor / Agency and produce the Registration Certificate accordingly.
17. In case of Partnership Firm, a copy of Deed of Partnership or in case of a Company, a copy of Memorandum of Understanding (MoU) and Articles of Association should be enclosed.
18. The Contractor should have minimum 3 years experience in maintenance of HT & MV Electrical Equipment of Auditoriums, Multiplex Theater Complexes, Malls, IT Companies, Government Offices etc.
19. The Agency should produce Income Tax Returns for the last (3) years (Proof of documents should be enclosed).
20. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) through a Demand Draft should be enclosed.
21. The Agency must have registered for P.F / E.S.I. and have minimum 30 employees on its rolls. Necessary proofs like Certification and Payment Proofs should be enclosed.

22. The Agency must have registered for GST & Necessary proofs like Certification and payment details should be enclosed.
23. The Agency should have **Rs. 10.00 lakhs turn over every year** during the last 3 years in Electricians supply. Audit report of last 3 years to be enclosed.
24. Reference list of any three major clients with complete contact details, for whom services were provided during the last (3) years giving the nature and scope of services, method and technology applied, Manpower deployed and total value of the Contract.
25. The Tenderer will have to submit the following declaration.
 - a. That the firm was not black listed by any department in Telangana State Government or other State/Central Government due to any reason.
 - b. That the firm was not disqualified for any wrong declaration.
 - c. That the firm agrees for disqualification of tender forms summarily in case of wrongful representation of facts when come to notice.
26. List of Certificates enclosed.

The Financial Bid should indicate the Commission Charges of the Agency for sponsoring the services. The wages and the detailed statutory deduction as per Government orders are as indicated below.

Basic Salary of Electrician	Rs. 19,500.00
Conveyance Allowance	Rs. 1,500.00
EPF @ 13.00% on Rs. 15,000/-	Rs. 1,950.00
ESI @ 3.25% on Basic Salary	Rs. 633.75
Total	Rs . 23,583.75
Service charges (Agency Commission) payable on Basic Salary Total only.	
GST extra	

- 27.** The Agency should possess **Certificate of at least (3) years of Registration** (Form – VI) issued by Govt. of Andhra Pradesh / Telangana, Labour Department, under Shops & Establishments Act 1998. The Certificate should be kept valid during the tenure of this Contract with Shilparamam. The Certificate should be enclosed.

28. The successful Tenderer shall furnish the Security Deposit for **Rs. 1,00,000/-** (Rupees One Lakh only) and execute an **Agreement within a week of finalization of Tender with Shilparamam on a Non-judicial Stamp Paper worth Rs. 100/-** duly accepting the Terms and Conditions of Shilparamam for carrying the work and get it registered with the Registration Department in Hyderabad, if necessary.
29. The Agency must **submit Resumes of Qualified Electricians** with the qualifications for the Scope of work specified below.
30. The Agency shall deploy well trained and experienced Electricians at Shilparamam on every day especially without fail on the day of Melas, Festivals, Weekends etc.,
31. The Agency shall have H.T License and other related licenses for 11KV Operation issued by Chief Electrical Inspectorate.
32. If the persons deployed are found unsatisfactory by the Shilparamam, such persons have to be replaced by the Agency with suitable alternate within a week.
33. **Maintenance of Electrical installations in the premises of Shilparamam, Hyderabad.** Annual maintenance contract shall cover routine and preventive maintenance of Electrical installation such as substation equipment, motors, UPS, Panels, water pump, light fittings and DG sets etc.
34. Operation and maintenance of all the electrical installations in accordance with Manufacture's specifications, instruction Manuals, IE rules and other rules as specified by Chief Electrical Inspectorate General and Electricity Board.
35. Checking all the meters, indicating lamps, batteries, control, lubricant system, air pressure, air filter system, radiator, etc. for their proper working periodically.
36. Checking of all earth electrodes, continuity of earth and maintenance of record for each electrode at least once in a year.
37. Attending day-to-day fault of any kind of light fittings, water pumps, motors starters, UPS substation equipment, cables, LT Panel, HT Panel, Transformers etc.
38. Attending fault in main switches, distribution boards, MCBs, MCCBs, panel board and AMF panel etc. In case of major breakdown, the staff of contractor should cooperate with the incharge/department staff till the rectification of the defects.
39. Attending cable faults, termination of cable, re-termination if required. The contractor shall arrange to give temporary connection if the cable fault could not be rectified within a day.

40. Cleaning of all electrical appliances such as light fittings, fans, switchboard, distribution boards, panel boards, cable trays, cable boxes, meters, etc. All panel board should be kept clean. The cleaning process should be done thrice in a year.
41. Record the readings of HT/LT installations, UPS and energy meters periodically and maintain a log book of operations as per rules.
42. To switch on and off the lifts, lights inside the building and campus, etc. daily as per the timings specified by the office.
43. To check the power factor and operate the capacitor bank for PF correction.
44. Complete Servicing and overhauling of all panels, DB's on monthly basis.
45. All the removed materials for routine maintenance works should be brought to the office for accountability and no materials should be left anywhere in the building and outside the building.
46. Any other related works as and when required as directed by the officer in charge.
47. The Agency while quoting the Rate shall take into account all the applicable Taxes, Wages, Allowances and all other Liabilities as per rules amended from time to time. No claims, whatsoever for any extra payment will be entertained at a later date. The Agency is solely responsible for any sort of legal complications whatsoever in this regard. The Agency, at a later date, shall not make any plea of ignorance on their part about all the Statutory Taxes / Payments such as GST, Income Tax, EPF, ESI etc.
48. The Agency is solely responsible for the safety or accident-related incidents of the persons they engage to Shilparamam.
49. The Agency must give Wage slips to the persons engaged by them on 1st of every month and EPF slips annually, ESI card should be issued to all sponsored employees.
50. The successful Tenderer can provide the existing employees upon the consultation with the administration.
51. The Agency is responsible for any loss occurred due to behavior of the persons employed by the Agency.
52. The Agency should implement all instructions issued by the Telangana State Government / Shilparamam, from time to time for the Welfare of Outsourcing Personnel.
53. Any Statutory Revision in Taxes will be allowed by the Shilparamam.

54. Every month, the Agency has to produce bills from 26th to 25th separately for Shilparamam, Madhapur – 06 Persons, Shilparamam, Uppal – 02 persons, Shilpakalavedika – 02 Persons i.e. **Total 10 Persons**.
55. Every month, the Agency has to produce proof duly showing the remittance of EPF, ESI, as per Acts separately for the Personnel Outsourced to the Shilparamam, and shall pay the remuneration given by the Shilparamam to all the employees by 1st of every month without fail and produce records before an Officer nominated by the Shilparamam for this purpose. Only upon production of proof of remittance of all Statutory Deductions and wages of previous month, Agency Commission for succeeding month will be cleared.
56. Preference will be given to the Agency having ISO 9001 – 2000 Certification.
57. The Agency shall have Registration Certification from the Labour Department for minimum (30) Service Personnel.
58. The Agency should necessarily have an exclusive Office in Hyderabad.
59. If the persons deployed are found unsatisfactory by the Shilparamam, such persons have to be replaced by the Agency with suitable alternate within a week.
60. If the services of the Agency are found unsatisfactory or found not required for any reasons, the Agreement will be terminated by giving 2 (two) months Advance Notice.
61. The Agency has to submit the list of EPF Account of all the outsourced employees engaged in Shilparamam.

Section – 4. Tender Opening Procedure:

62. Tenders will be opened in the presence of Tenderers / Representatives. The Tenderers / Representatives who are present shall sign in a Register evidencing their attendance.
63. Cover 'C' and 'A' will be opened prior to the opening of Cover 'B' (Financial Bid) by the Shilparamam, and the documents will be scrutinized. The Technical Evaluation of the Tenders will be done based on the eligibility criteria, fulfilling conditions and documents submitted in Cover 'A'. The Financial Bids of those Tenderers who are found qualified in the scrutiny of the Technical Bids only will be opened.

FORM – I

DECLARATION

I/We have gone through the Tender Document and will abide by the Terms & Conditions.

All the information submitted in the Tender / Document is true and correct.

Our Agency / Firm was not black listed by any department in Telangana State Government or other State/Central Government due to any reason.

Our Agency / Firm not disqualified for any wrong declaration by any Government Department.

If any information submitted by us is found incorrect or if any wrongful representation of facts is detected I / We agree for summary rejection of our Tender forms.

Date :

Signature

ANNEXURE – III

**TECHNICAL BID FOR ELECTRICAL MAN POWER ON OUTSOURCING
THROUGH MAN POWER SUPPLYING AGENCY AT SHILPARAMAM,
HYDERABAD**

SI No.	Particulars	To be filled in by the Tenderer
1	Name of the Agency / Company / Firm	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number	
5	Name of the CEO / Director of the Company / Firm / Agency	

6	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970 & 1971. (Copies of all certificates of registration to be enclosed.)	
7	PAN / TAN Number (copy to be enclosed)	
8	GST NO (copy to be enclosed)	
9	Labour License Number (copy to be enclosed)	
10	EPF Registration Number (copy to be enclosed)	
11	ESI Registration Number (copy to be enclosed)	
12	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard).	
14	Length of experience in the field (in years) (Proof shall be furnished)	
15	List of Clients.	

Signature :

Name :

Designation :

Seal :