तार :: जनगणनाआंध्र
Grams: CENSUSANDHRA

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सत्यमेव जयते

भारत सरकार, गृह मंत्रालय
Government of India, Ministry of Home Affairs
जनगणना निदेशक का कार्यालय, आंध्र प्रदेश
Directorate of Census Operations, Andhra Pradesh
पोसनेट भवन, तिलक रोड, हैदराबाद - 500 001
Posnett Bhavan, Tilak Road, Hyderabad – 500 001
(Website : www.censusindia.gov.in)

NO:A.12034/1/2011-Estt. Dated: 7-03-2014

Limited Tender Enquiry

Sealed tenders are invited by the office of the Director of Census Operations, A.P., Hyderabad, from the eligible and capable firm/contractors for short-listing towards **Supply of manpower for the position of "Driver"** in two bid system (Technical & Financial bid) The eligibility conditions for the position of Driver, to be provided, is as follows:

1. **Essential:** i) Possession of valid Driving Licence for Motor Cars
ii) Knowledge of Motor Mechanism
iii) Experience in Driving Motor Car for at-least five years.

2. **Desirable:** A pass in the 8th Standard .

Conditions:

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

a) The firm/contractor should be registered with government/municipal authorities etc., as required to supply man power.

b) The bidder must have supplied similar man power successfully during the last three years to the Govt. of India/State Government and other reputed companies (Certificate shall be enclosed)

c) The firm/bidder must be regular in paying Income Tax and should submit copies of IT returns for the last three years.

d) The firm/bidder should also submit relevant statements showing his annual turnover of the firm for the last three years.

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

3. **Due Date:** Due date for submission of tender is on or before **17-03-2014** by 2.00 PM. The tender received after the due date and time will not be considered. The Technical bid will be opened on the same day at 3.00 pm In the presence of the representatives (represented by one person for each bidder only) if any. **The financial bid of the technically qualified firms/contractors only will be opened on 18.3.2014 at 12.00 Noon.**

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

5. **EMD:** Earnest Money Deposit of Rs.2,000/- (Rupees Two thousand only) shall be deposited by way of Demand Draft drawn in favour of "Assistant Director of Census Operations" A.P., Hyderabad, and enclose to the technical bid. Any bid without EMD will not be entertained. In the event of non-providing of the services by the successful bidder the EMD will be forfeited.

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

The Director reserves the right to cancel any or all the bids without assigning any reason therefor.

(S.Venkateswara Rao)
Assistant Director.

ANNEXURE-I

Prescribed proforma for Technical Bid

With reference to the tender notice NO: A12034/1/2011-Estt Dated 07-03-2014, the under signed furnished below/encloses herewith details/documents as part of "Technical Bid" for consideration.

1. Name of the firm/contractor :
2. Is the firm/Contractor willing to supply one Driver :
3. Period of validity of offer price :
4. Details of EMD:

   Name of Bank :

   Date of Issue:
5. Firm Registration No. :
6. Labour Licence No. :
7. ESI Registration No. :
8. EPF Registration No. :
9. PAN No. :

Documents enclosed:

i) EMD as specified at para No.5

ii) Copies of Income Tax return for 2010-11, 2011-12 & 2012-13.

iii) Copies of latest sales tax /VAT clearance certificate duly self attested/ stamped.

iv) Copies of self attested orders in support of the claim of supplying of man power as Driver during last three years.

v) Address of the firm/contrctor

vi) Phone No(s) /Mobile No.

vii) Copies of Registration certificates as at para No.1(a)

viii) Self certificate duly signed by firm/contractor that the firm has never been black listed in past by Central/State/Public Sector undertaking.

ix) Copies of statements showing Annual turnover of the firm for the last three years.

Signature

Name of the firm/Contractor with seal

Annexure - II

PRESCRIBED PROFORMA FOR FINANCIAL BID

With reference to the Tender Notice No.A.12034/1/2011-Estt. dated: 07-03-2014, the rates for supply of Man Power "as Driver" are given below:

Item for which financial bid being submitted	Rate per month together with EPF, ESI inclusive of service tax	Validity of contract period
1 No. Driver	**Rs.** **Base rate: Basic** **D.A.** **E.P.F. @** **E.S.I. @** **Service Tax @** **Other taxes if any** **Charges of service provider**	
	Total	

I agree to the terms and conditions as mentioned in the Tender Notice No.A.12034/1/2011-Estt. dated: 07-03-2014, issued by the Government of India, Office of the Director of Census Operations. 3rd floor, Posnett Bhavan, Hyderabad and the Technical Bid filed by us in Annexure-I. The item for which the financial bid submitted is as per the specification of the tender notice and in accordance with the minimum wages Act which is in force as on the date.

Signature
Name of the firm/contractor with seal