

Government of Andhra Pradesh

A.P. Greening and Beautification Corporation

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Letter No:106/APG&BC/2015, Dated:01.10.2018

Sub:- A.P. Greening and Beautification Corporation (APG&BC) – Supply of manpower on outsourcing basis to APG&BC – Selection of service provider – Proposal Requested – Reg.

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A.P. Greening and Beautification Corporation (APG&BC) is a newly established Corporation by the Government of Andhra Pradesh. The Corporation is engaging different categories of officers / staff required for the Corporation on outsourcing basis through a service provider. The selected service provider shall provide its services for a period of three (3) years and may be extendable based on the performance of the appointed manpower agency.

Initially APG&BC has identified 50 positions for engaging officers and staff on outsourcing basis with a total gross remuneration of about 20.00 lakhs (including EPF & ESI). Apart from that above, as and when requirement arise, APG&BC will inform the service provider for engaging such staff on the same terms.

Interested firms are required to submit the following information in the prescribed format (**Format for Technical submission – Annexure-1**) supported by documentary evidence such as challans / acknowledgements / bank statements / etc., along with an Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees twenty five thousand only) which shall be paid in the form of a Demand Draft in the name of “A.P. Greening and Beautification” payable at Vijayawada on any Nationalized Bank.

FORMAT FOR TECHNICAL SUBMISSION – ANNUEXRURE – 1

Sl. No.	Description of Item	Details to be provided by applicant	Documentary evidence from relevant Govt. Department	Whether Documentary evidence enclosed (Yes / No)
1	Name of the Firm		Firms registration document	
2	No. of staff outsourced as on date			
3	Labour registration number		Labour registration document	
4	GST registration number		GST registration document	
5	ESI Code		ESI registration document	
6	EPF Code		EPF registration document	
7	TAN		Copy of TAN card	
8	PAN		Copy of PAN Card	
9	EMD payment details			

Along with the technical submission as above, the applicant is also required to submit its price quotation in the enclosed price bid format (Annexure -2). The price bid shall be signed by the authorized signatory, stamped, enclosed in a separate envelop. The price bid envelop shall be superscribed as **“APG&BC – PRICE BID FOR SELECTION OF SERVICE PROVIDER”**.

The entire proposal comprising of technical submissions (spiral bound) Annexure-1 and price bid envelop annexure-2 shall be enclosed in an outer envelope, signed, sealed and stamped and shall be superscribed as **“APG&BC – PROPOSAL FOR SELECTION OF SERVICE PROVIDER”**.

The technical proposal submissions shall be scrutinized for substantial compliance. The technical proposal supported by authentic and relevant documentary evidence towards proof of technical qualifications shall only be considered.

The price bid of the firms that meet all the technical requirements as per the above format will only be opened and evaluated. The firm that quotes the lowest percentage of service charge in its price bid towards supply of manpower on outsourcing basis will be declared as the selected firm.

The EMD of the successful bidder will be converted as Security Deposit and the EMD of the unsuccessful bidders will be returned.

In addition to the EMD the successful bidder shall submit a DD for an amount of Rs.75,000/- (Rupees seventy five thousand only) towards Security deposit at the time of agreement taken in the name of “A.P. Greening and Beautification Corporation” payable at Vijayawada in any nationalized bank. The Security deposit will not carry any interest and the same will be returned after completion of the agreement period.

The proposals shall reach the office on or before 5:00 pm on 20.10.2018 and the same will be opened on 22.10.2018 at 3:00 pm.

**Sd/-
Managing Director,
APG&BC**

ENCLOSURE – FORMAT FOR PRICE PROPOSAL – ANNEXTURE -2

(On the Applicant's letterhead)

To
The Managing Director,
APG&BC, Vijayawada.

Sir,

Sub:- Supply of manpower on outsourcing basis to APG&BC – Selection of service provider – Reg.

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I/we, the undersigned, offer to provide the manpower on outsourcing basis to APG&BC for a period of three years from the date of execution of the agreement.

We hereby quote service charge of _____ percentage (% in figures) on the gross remuneration paid on a monthly basis for the entire period of 3 years.

We also agree that in case we are selected, the total gross remuneration along with statutory deductions and service charges will be reimbursed by APG&BC on monthly basis after the same has been paid by us to outsourced staff, ESI and EPF & GST deposited with respective government departments.

I/we understand APG&BC is not bound to accept any proposal received.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of the Firm:
Address: