



VISAKHAPATNAM URBAN DEVELOPMENT AUTHORITY

Application No.:_____

Dated:_____

Tender Name: Rate Contract for Supply of Computer / Data Entry / Tally Operator / Telephone operator / Auto-CADD Operators / Salesmen.

1. Tenderer Name:_____

2. Full Address : _____

Telephone Numbers (both office and residence):_____

FAX No.(with STD code) :_____

3. Sole proprietary or Partnership firm :_____
Small Scale Unit / Limited Company/PSU
(copies shall be enclosed)

4. PAN No :_____

5. Experience in any three financial years of last five consecutive financial years (Quantity and year wise) shall be furnished.

6. Service Tax Registration No :_____

1. Year_____Amount_____

2. Year_____Amount_____

3. Year_____Amount_____

EARNEST MONEY DEPOSIT :

Amount (in Rupees): Rs.41,000/- in figure (Rupees Forty One Thousand only) D.D/
Bank Guarantee No._____ and date_____.

The EMD will be released along with final bill only and kept with the VUDA Office., till Completion of work without Interest.

Declaration:

I/We hereby declare that I/We have carefully gone through all the terms and conditions of this tender in detail and agree in full to abide by these terms and conditions.

Capacity in which the tender is signed
Rubber Stamp

Signature of the party
Full Name (in BLOCK letters)

INSTRUCTIONS TO THE TENDERER

DOCUMENTS TO BE SUBMITTED BY THE TENDERER:

Following certificates duly attested by Gazetted officer shall be submitted before commencement of Work by the successful Tenderer.

Documents to be placed in the Technical Bid Sealed cover.

1. Affidavit regarding sole proprietorship firm/registered partnership deed as the case may be.
2. Valid registration certificate issued from central /state government department.
3. In case of limited companies, they will have to attach Certificate of Incorporation & Articles of Association.
4. List of Operators (whose services are being offered) along-with educational and computer related qualification with photocopies of certificates.
5. Documents in support of registration with Central Excise for Service Tax, EPF and ESI organizations.

Documents to be placed in the Technical Bid Sealed cover.

1. SCHEDULE – A & FINANCIAL BID

EARNEST MONEY DEPOSIT (EMD)

1. If the Tenderer withdraws his tender during the period of validity specified in tender document. The EMD will be forfeited.
2. If the Tenderer makes any modifications in the terms and conditions of the tender before acceptance of the tender which are not acceptable to VUDA. The EMD will be forfeited.
3. In case of successful Tenderer, if the Tenderer fails to sign the agreement in accordance with clauses. The EMD will be forfeited.
4. The Vice Chairman, VUDA reserves the right to cancel or alter or postpone the tenders at any time.

VALIDITY

Tenders submitted by Tenderers shall remain valid for acceptance for a period of 4 months from the date of opening of tender. The Tenderers shall not be entitled during this period to revoke or cancel the tender or to vary the tender submitted in terms and conditions thereof.

LATE TENDERS:-

Any tender received after the scheduled time on the scheduled date of opening will not be accepted/considered.

GUIDELINES & INSTRUCTIONS

All corrections, additions and deletions in the entries and tender papers will be signed in full by the tenderer with date. The errors or over writing shall not be permissible unless attested under the signature of the Tenderer with date. The tender shall contain the name, residence and place of business and phone nos. of person/persons making the tender and shall be signed by the tenderer with his usual signature.

All pages of the tender documents shall be signed wherever required in the tender papers by the tenderer before submission of the tender. All signatures in the tender documents shall be dated.

SIGNING OF THE CONTRACT AGREEMENT

The successful tenderer, shall be required to execute an agreement on a non-judicial stamp paper of appropriate value at his own cost and in the prescribed proforma along with Security deposit of 1.50% i.e. Rs.62,000/- in the shape of DD / BG from the Nationalized Bank. The stamp duty shall be paid by the Tenderer in form of stamp paper of appropriate value as per latest provisions made in Indian Stamp Act. In the case of event of failure of the tenderer to sign the agreement within seven days of being called upon to do or after the acceptance of the tender, or in the event of his failure to start the work as stipulated, the amount of earnest money and / or initial security deposit shall stand forfeited to the VUDA and the acceptance of the tender shall be considered as revoked.

SUBCONTRACTS

The contractor shall not assign, sub contract or subject the whole or any part of the work covered by the contract, under any circumstances.

TERMINATION OF CONTRACT

The Vice Chairman, VUDA may, at any time, at its option cancel and terminate the contract by written notice to the contractor, in which even the contractor shall be entitled to payment for the work done up to the time of such cancellation.

SCOPE OF WORK

1. The outsourcing agency shall comply to the remuneration as per Govt. Orders in G.O.Rt. No.3, Dt:12-1-2012 of Finance (SMPC) Dept., Govt. of A.P and in compliance to G.Os/Circulars issued by the Government of A.P., from time to time for taking the services of operators on outsourcing basis. The Tenderer while supplying services of the out sourcing staff, the rule of reservation as applicable has to be complied with as per the orders of the Government. The tenderer has to follow the orders, guidelines etc., issued by the Government from time to time are respect of the services of outsourcing personnel.
2. The work comprises of hiring of services of computer operator/Auto CADD in different sections in VUDA and at Ticket Counters at VUDA Tourist Locations. The operators may have to work in other units / sections of VUDA whenever necessary.
3. The following qualifications for the post of 1. Data Processing operators 2. Data Entry operators 3. Sales men at computer ticketing counters. The required personnel are indicated against the post.

a) Data processing operators : 03

- (i) Must be a Graduate in any discipline from a Recognized university. Preference will be given to Degree in Computer science. The candidate should have good knowledge in computers and DOS, Windows, Unix DB Management, DTP, concepts of e-Governance including e-Mail, e-Commerce, Internet, Computer Viruses, Ms- office (word, Excel, Power point etc) in Diploma standard.
- (ii) Candidates must have good working knowledge and experience in Auto-CAD software in attending the Planning wing maps and Civil Engineering Drawing, since the Data Processing operators should work in Planning wing.

b) Data Entry Operator : 24

- (i) Must be a Graduate in any discipline from a Recognized university. Preference will be given to Degree in Computer science. The candidate should have good knowledge in computers and DOS, Windows, Unix DB Management, DTP, concepts of e-Governance including e-Mail, e-Commerce, Internet, Computer Viruses, Ms- office (word, Excel, Power point etc) in Diploma standard.
- (ii) Candidates who have work experience in Tally Financial Accounting Software will be taken to Accounts wing.

c) Telephone Operator : 1

- (i) Must be a Graduate in any discipline from a Recognized university.
- (ii) Must possess a Certificate issued by Dist. Manager (Telephones) regarding sufficient Knowledge.

d) Sales men at computer ticketing counters : 11

Must be a Graduate in any discipline from a Recognized university should have knowledge in computers DOS, Windows, e-Mail, Internet, Computer Viruses, Ms- office (word, Excel, Power point etc).

4. The work of data entry, computer typing in English, Computer related accounting works, tabulation and report generation and other computer related miscellaneous works are to be carried out by operators.
5. The duty hours of Operators shall be from 10.30 A.M to 5.00 P.M at office premises with half an hour lunch break and on Shift timings at Ticket Counters at VUDA Tourist Locations. The Computer Operator shall have to provide typing/data-entry services in all working days of the month.
6. The Computer Operator shall have to provide services up to satisfaction of the concerned in charge. In case the work is found unsatisfactory, the computer operator shall be removed and services of new computer operator will be provided by the contractor within two days.
7. The payment shall be made to the contractor, and not to the operator. The Computer operator whose services are provided by the contractor, shall be employees of the contractor and shall not have any claim of temporary/permanent employment in the VUDA.
8. VUDA reserves the right to remove any operator or all the operators at any time without assigning any reason. The replacement of operator(s) shall be provided by the contractor as per direction of VUDA without any reasoning.
9. The person deputed as Computer Operator for providing services in VUDA should be disciplined and well behaved. Any complaint received from the officers of VUDA or public in regard with the misbehavior of any Computer service personnel he / she must be removed from VUDA and replaced with suitable Computer service personnel after intimation from the competent authority of VUDA.
10. In case the operator is not present, the contractor shall provide the replacement for that day. No payment shall be made for the period of absence.
11. The contractor shall issue Photo-Identity cards to all the computer operators employed.
12. Notwithstanding any conditions mentioned in the tender Schedule in respect of any clarification or disputes regarding this tender the decision of the Vice Chairman is final.
13. The agency shall have supplied the Computer Operators / Auto CADD to any other Government department on Outsourcing basis having the capacity to supply the Skilled / Technically qualified operators.
14. The Agency shall provide the outsourcing personnel for 12 months period. They shall pay P.F. ESI, Central excise (Service Tax) as applicable from time to time as per Government norms/ Commissioner of Labour, Andhra Pradesh, Hyderabad. The rate is Rs. _____ / - per month (detailed break up to be enclosed) including P.F. ESI & ST. The tender quoted with commission of either less than 0% or more than 5% percentage will summarily be rejected. The rates and taxes applicable are as on the date of the tender notification.
15. The wages payable to the Computer operators and other workers after statutory recoveries are as detailed below.

Sl. No.	Category	Wage	Contribution towards		Minimum wage
			PF @ 12.00%	ESI @ 1.75%	
01.	DATA Processing Operators	11500.00	1380.00	201.00	9,919.00
02.	DATA Entry Operators	9500.00	1140.00	166.00	8194.00
03.	Telephone Operator	6525.00	783.00	114.00	5628.00
04.	Salesmen at Computerized Ticket Counters	6525.00	783.00	114.00	5628.00

16. The bidder shall deduct Employee PF & ESI contributions as mentioned above and the bidder shall remit EPF @25.62% and ESI @6.50% to the respective organizations and submit the receipts to VUDA for reimbursement of 13.62% employers contribution to the EPF and 4.75% employers contribution to the ESIC. The employer's contribution will be released along with subsequent months bill payment. Service Tax contribution will be released after submission of Service Tax payment voucher to VUDA.
17. The Bidder shall invariably adopt and adhere any new technology introduced by VUDA in regard with good governance of VUDA properties and duties.

ROSTER POINTS REQUIRED

SL. NO.	Reservation category	No. of points
1	OC	12
2	OC (Women)	7
3	OC (PH)	1
4	OC -PH (Women)	1
5	BC-A	2
6	BC-A (Women)	1
7	BC-B	2
8	BC-B (Women)	1
9	BC-C	1
10	BC-D	1
11	BC-D (Women)	1
12	BC-E (Women)	1
13	SC	3
14	SC (Women)	2
15	ST	2
16	ST (Women)	1
	Total	39