

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TREASURIES AND ACCOUNTS**

TENDER NOTIFICATION

Sealed tenders are invited by Department of Treasuries & Accounts, Government of Andhra Pradesh under single bid system i.e. financial bid (as per comprehensive guidelines on outsourcing of functions and functionaries issued in G.O.Ms.No.151, Finance (HR-I-Plg.& Policy) Department, dated: 08.08.2016) from reputed experienced and financially sound service providers (Registered in A.P) for providing the Data Entry Operators/Office Subordinates on outsourcing basis in Directorate of Treasuries & Accounts, A.P., 2nd Floor, C - Block, Anjaneya Towers, Amaravati at Ibrahimpatnam. The contract will be initially for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Department and service provider, on the terms and conditions.

2. The tentative numbers of outsourcing persons required are given below.

Sl.No	Name of Category	Number of persons
1	Typists / Data Entry Operators	05
2	Office Subordinates	11

3. However, the number may be increased or decreased depending on the requirement of the Department.

4. The interested Agencies contact to this office for tender forms.

GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE

a) The service providers shall be paid a commission of not more than 5% of the monthly remuneration payable to the employee as per G.O.Ms.No.151, Finance (HR-I-Plg.&Policy) Department dated: 08.08.2016. The remuneration paid to the service provider is exclusive of the remuneration provided to the functionaries. In other words, the service provider shall not charge any fee / commission from the functionaries or deduct any amount other than employees' share of Provident fund.

b) The quote by the service provider shall include the commission, the employer's contribution, ESI and Service Tax with clear breakup of all these items.

c) The service provider shall deduct employees' contribution to Provident Fund and remit it along with the employer's share to the EPF fund and remit it to the EPF account of the employee.

d) Demand Draft for EMD amount of Rs. 50,000/- (Rupees Fifty Thousand only) infavour of *Drawing & Disbursing Officer, O/o DTA, A.P., Amaravati at Ibrahimpatnam* it is payable at SBI, Treasury Branch (A.P), Ibahimpatnam.

e) Experience certificates or work orders for providing personnel on outsourcing basis to Government organizations/ PSUs for a period of at least 3 years.

f) Copy of relevant registration documents certifying the bidder's entity as a proprietorship/ partnership/ company.

g) PAN/TAN number.

h) Service tax registration number of the firm.

i) Copies of Turnover (Profit and Loss account).

j) The Provident Fund registration.

k) ESI registration.

l) The last date for submission of tender is **17.08.2018**. (2.00PM)

Sd/- N. Mohana Rao
Director of Treasuries & Accounts (FAC)