

**TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED
3-5-891, TOURISM HOUSE, HIMAYATNAGAR, HYDERABAD-500 029
(A Government of Telangana Undertaking)**

No.TSTDC/Admn/P3/11//2005 (V)

Date:21.04.2017

SEALED QUOTATIONS ARE INVITED FROM REPUTED AND EXPERIENCED
OUTSOURCING AGENCIES FOR SUPPLY OF MANPOWER TO
WORK ON OUTSOURCING BASIS AT VARIOUS PLACES IN THE STATE OF
TELANGANA.

For further details, please logon to www.telanganatourism.gov.in

**Sd/-
MANAGING DIRECTOR**

MATTER TO BE UPLOADED ON TSTDC WEBSITE

SEALED QUOTATIONS ARE INVITED FROM OUTSOURCING AGENCIES FOR SUPPLY OF MANPOWER TO TSTDC LTD

Note: The interested agencies are requested to download the complete information and submit the sealed quotation by furnishing all information along with all necessary enclosures as stipulated in this advertisement duly signed on each paper. No separate Quotations are being sold. Agencies are advised to go through the details carefully.

Details

The TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED (TSTDC Ltd) invites sealed Quotations from Outsourcing Agencies to supply Manpower to TSTDC Ltd for providing of Human Resource like Senior Assistant, Junior Assistant, Stenographers, Marketing Executives, Store Keeper, Data Entry Operators, HMV & LMV Driver, Diesel Mechanic, Housekeeping, Receptionist, Senior Cook, Cook, Assistant Cook, Counter Asst., Waiter, General Helper Gr-I, II & III, Electrician, Technician, Plumber, Boat Drivers, Mechanics, Sr. Accountants, Jr. Accountants, Supervisor, Cashier and any other category required from time to time to work at various units in Telangana State.

Schedule

Last date and time for submission of sealed quotations	28.04.2017 upto 2:00 PM
Date and time of opening sealed quotations	28.04.2017 upto 4:00 PM
Place of opening Sealed quotations	Office of TSTDC LTd, Conference hall, 4 th Floor, Corporate Office, Tourism House, Himayatnagar, Hyderabad -500 029.

Note: The Managing Director, TSTDC Ltd has right to cancel the Quotation without assigning any reason.

1. Sealed quotations will be opened as per the above schedule.
2. The sealed quotations must be accompanied by Security Deposit of **Rs.10,00,000/- lakhs (Rupees ten lakhs only) payable by way of demand draft drawn on** any national bank payable at Hyderabad in favour of the Managing Director, TSTDC Ltd., Hyderabad. Sealed quotations without specified security deposit will be rejected. Cheques will not be accepted.
3. The validity period of the quotation will be for one year from the date of allotment of the work and may be extend for one more year subject to satisfactory performance.
4. Right to give preference, accept or reject any or all the sealed quotations without assigning any reason is at the discretion of the Managing Director, TSTDC.
5. The Agency shall quote their percentage of commission both in words and in figures.
6. The Security Deposit shall be refunded to the unsuccessful Agencies after selection and finalization of the successful Agency.
7. The sealed quotations received after the last date and time on account of any reason (including courier / postal delay) or Sealed quotations received without specified security

deposit will be summarily rejected. The corporation shall not be responsible for such delay.

8. The Agency must keep its quotation valid for a period of not less than three months.
9. The Security deposit is liable to be forfeited in the following condition.
 - (a) If the Agency withdrawn its offer within the validity period specified.
 - (b) If at any stage any of the information/declaration given by the Agency is found false.
 - (c) In case of any lapse/default in honoring the terms and conditions at any stage after submitting the quotation.
10. Name of the Agency, complete postal address along with pin code, and contact numbers should be written on the envelope.
11. All the pages of the quotation should be signed by the authorized person/persons and submitted in sealed cover in the office indicated in the schedule..

Procedure:

1. Agency shall submit three covers i.e, Cover “A” – Technical quotation and Cover “B” – Financial quotation and a Cover “C” for keeping ‘A’ & ‘B’ covers.
2. Offers should be made in two parts namely, Cover –A “Technical Quotations and Cover-B “Financial Quotation . Each Quotations should be placed in separate envelopes and superscribed clearly as “Technical Quotation” and “Financial Quotation” as the case may be.
3. Cover “B” (Financial quotation) will be opened if the agency is qualified as per the Technical quotation in Cover “A”.

Cover “A” :-

This cover should contain the following documents :-

- 1) Name of the Agency
- 2) Year of Establishment
- 3) Registered Office Address, Complete postal address for correspondence along with pincode and Phone no.
- 4) Bankers and their address
- 5) Fax No.
- 6) E-mail
- 7) Mobile No.
- 8) The agency shall pay the wages and all other statutory payments like EPF, ESI etc to the employees every month without fail. Only after production of proof of remittance of all statutory deductions and wages the amount will be reimbursed every month to the agency.
- 9) Manpower Agencies should be registered partnership firm / Company incorporated under companies Act 1956 and produce the Registration Certificate accordingly.
- 10) (a) In case of Partnership Firm a copy of Deed of Partnership or in case of a Company a copy of Memorandum and Articles of Association should be enclosed.
 - (b) In case of Partnership Firm a copy of list of Partners with names and addresses or in case of company list of Directors with addresses should to be enclosed.
- 11) Certificate of Experience in providing manpower to any Government Organization / Government undertaking for 3 years continuously should be enclosed.
- 12) TIN No. (to be indicated)

- 13) The Agency should produce Income Tax Returns for the last 3 years (Proof of documents should be enclosed).
- 14) Details of Security deposit of Rs.10,00,000/-(Rupees Ten lakhs) and a D.D should be enclosed.
- 15) Registration Certificates under Labour Acts should be enclosed.
- 16) The Agency must have registered for E.P.F / E.S.I and have minimum 200 employees on its rolls. Necessary proofs like certification and payments proofs should be enclosed.
- 17) The Agency must have registered for Service Tax. Necessary Proofs like certification and payment details should be enclosed.
- 18) The Agency shall have Registration Certificate from the Labour Department for minimum of 200 service personnel (proof to be enclosed).
- 19) The Agency should enclose the certificate of Rs.5.00 Crores (Rupees five crores) annual turn over duly certified by the Chartered Accountant and Supported by the Bank Statement.
- 20) 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.
- 21) List of full time key employees of the agency with qualification, experience (only senior Management) and the number of years of service in the organization.
- 22) The agency will have to submit the following declarations.
 - 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 firm agrees to disqualification of Sealed Quotation summarily in case if wrongful representation of facts come to notice then or at a later date.
 - d) The Agency shall not sublet, transfer or assign the work to any other agency/party/individual.
- 23) List of Certificates enclosed.
- 24) The required Qualifications etc required for each category of post will be furnished to the agency as and when the personnel need to be engaged by TSTDC.

Cover "B" :-

Note: It should contain 'Price Quotation' only. The percentage of Agency's commission in figures and words should be shown clearly.

1. The Agency should possess certificate of Registration (Form - VI) at least (2) years issued by Govt. of Telangana, Labour Department, under shops & Establishments Act 1998. The certificate should be kept valid during the tenure of this Contract with TSTDC. The certificate should be enclosed.
2. The Agency shall observe and follow all the Rules and Regulations of the Contract Labour (Regulation and Abolition) Act 1970 & 1971 and the rules thus amended from time to time and further undertake to indemnify TSTDC of all liabilities from the said Act and fulfill and requirements under Telangana Labour Welfare Act.
3. The Successful Agency shall execute an agreement within 30 days of finalization of sealed quotation with TSTDC on a non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) duly accepting the terms and conditions of TSTDC for carrying out the work and get it registered with the Registration Department at Hyderabad.

4. The Agency must submit resumes of persons to be sponsored for each category of Manpower required by TSTDC along with qualifications etc.
5. The Agency should have E.P.F / ESI Registration (Certificate to be enclosed) according to the acts of Government / Labour Laws. A minimum of (200) Employees should be covered under E.P.F / ESI (proof should be enclosed).
6. The Agency must possess Service Tax Registration and necessary proof should be enclosed and it is the responsibility of the agency to pay the same.
7. The Agency shall take into account the prevalence of all the latest applicable taxes, wages, allowance etc and all other liabilities as per Labour Laws/ any other 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 Service Tax, Income Tax, TOT, EPF, ESI etc.
8. Agency is solely responsible for the safety or accident related incidents of the persons they engage for TSTDC.
9. In case of any deficiency in the work or in quality of the work by the persons provided by the Agency, either during execution or subsequently, the Agency shall be responsible and it shall indemnify the Corporation against any such losers.
10. The agency shall submit Bank Statement duly attested by the Bank authorities in which wages paid to the staff are supplied to the TSTDC every month.
11. 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 employees sponsored by them.
12. The successful agency can provide the existing employees upon the consultation with administration of TSTDC Ltd.
13. Agency is responsible for any loss which occurs due to behavior of the persons employed by the agency.
14. The Agency should implement all instructions issued by the Government / TSTDC from time to time for the welfare of Outsourcing personnel.
15. The rule of Reservation and Presidential Orders shall be followed in the selection of Outsourcing personnel by the Agency to have social Justice.
16. Any statutory revision in taxes will be allowed by the TSTDC.
17. The Outsourcing agency at the time of obtaining Contract Labour Licenses for supplying Manpower to the Principal employer (TSTDC) shall pay necessary fees and deposit into the Government Treasures as per the provision of the said Act.
18. The Outsourcing Agency shall renew its licenses every year.
19. The work shall carried out in all the days including Sundays and Public Holidays basing on the requirement of the TSTDC.
20. Agency should comply with Labour laws etc.,.
21. Presently nearly 350 manpower employees are working in TSTDC Ltd.
22. The remuneration to be paid to the manpower employees shall be fixed by TSTDC.
23. The Agency shall provide the required number of personnel stipulated by the Corporation within (7) days of receiving communication from the Corporation and shall arrange replacement as necessary, as its own expenses, in case of sickness, absenteeism, leave to its employees or the absence of personnel for any reason whatsoever, on occasion when due to paucity of men, it is not immediately possible to provide suitable relief or an absence /absentees, the Agency shall ensure that no post is left unmanned and that remaining individuals perform extra duties to ensure that the work are not hampered.

Conditions /Qualification criteria:

1. Preference will be given to the Agency having ISO 9001 -2000 certification.
2. The Security Deposit of Rs.10,00,000 (Rupees Ten Lakhs only) submitted along with the Sealed Quotation by the successful Agency shall be treated as EMD. This amount not bear any interest. The Security deposit will be refunded to the agency after the expiry of the contract. In case of any dues by the Agency to the Corporation, the same will be recovered from Agency.
3. The Agency shall have Registration Certification from the Labour Department for minimum 200 personnel.
4. The Agency should necessarily have an office in Hyderabad compulsorily.
5. The successful Agency shall provide the required services at various places (Properties) of TSTDC throughout Telangana State.
6. If the persons deployed are found unsatisfactory or indulging in acts like which are detrimental to the interest of TSTDC, such persons have to be replaced by the Agency with suitable substitute within a week.
7. The Agency should provide ID Cards to the individual as decided by the TSTDC. If the services of the Agency is found unsatisfactory or found unsatisfactory or found not required for any reasons, the agreement will be terminated by giving 2 (two) months advance Notice.
8. To ensure proper crediting of EPF and ESI to the Departments concerned, the method suggested by the TSTDC should be followed by the Agency.
9. The Agency has to submit the list of EPF Account of all the Employees engaged in the corporation.
10. The Agency shall have annual turnover Rs: 5.00 Crores (Rupees five crores) certified by CA and supported by the Bank statement.
11. The agency shall have Registration certificates under various Labour Laws applicable to it.
12. The Agency shall supply the manpower as per requirement given by the TSTDC.
13. The Agency shall have registration certificates under various Labour Laws applicable to them.
14. The requirement of the services may vary as per necessity.

**Sd/-
MANAGING DIRECTOR**