

**MANPOWR REQUISITION NOTIFICATION FOR SUPPLY OF SKELETAL STAFF
TO APGICL AT VIJAYAWADA OR ANY OTHER LOCATION for 2 Years**

Andhra Pradesh General Insurance Corporation Limited (APGICL) requires to appoint a Third-Party Agency, who can provide following Skeletal Staff (adhere to minimum wages as per the Andhra Pradesh Shop & Establishment Act 1988 or More) to be deputed initially at Vijayawada to APGICL:

#	Skeletal Staff	*Qualification & Experience	Nature of Services (indicative only**)
1.	Office Administrator	Graduate from any stream & University with minimum 2 years of experience	Attend various tasks/ roles / function such as coordinating with auditors, Company secretary, applying and obtaining mandatory certificates such as GST, professional tax etc., payroll management, Liaison with other departments and such other office exigencies that may arise from time to time
2.	Data Entry Operator	Graduate from any stream & University with minimum 2 years of experience	Compiles and verifies data to ensure accuracy while appropriately formatting it. This includes preparing documents for entry and transcribing from paper formats into computer files using manual entry
3.	Office Attender	Minimum 10 th class pass with minimum 2 years of experience	To assist to officials in printing, filing and to go outside of the office to submit the documents or any other official work, to serve the tea-coffee-water to sr. officials & official guests

Note:

- * Preference for the candidate having requisite working experience & qualification in Insurance Sector
- ** The exact detailed role and responsibilities of each resource to be deployed shall be explained and briefed, by APGICL, to each resource individually and from time to time including the job rotations / re-assignment to other responsibilities, as per business requirements.

Monthly Charges: Agency need to quote lumpsum monthly charges amount inclusive of all statutory obligations (PF, ESIC, PT, etc.), if any, Agency service charges towards providing above mentioned three skeletal staff. GST would be provided at actuals against invoice as per applicable rates. For any future requirement of manpower, would be mutually decided and to be deployed

Other Charges: APGICL would also reimburse the following, apart from salary part:

- **Uniform:** As per details provided below:

Skeletal Staff	Dress Code (per staff / per annum)	Budget (Rs.) Per staff / per annum
Office Attender	Two pair of uniform (including stitching charges) with one pair of black shoes	Rs. 5,000/-

- **Overtime:** No. of Over Time hours performed by any outsourced staff (beyond 48 hours in a week) on monthly basis to the agency, who would calculate the amount as per minimum wages as per the Andhra Pradesh Shop & Establishment Act 1988
- **Local Conveyance:** Reimbursement of the local conveyance @ Rs.3.50 per km to the Skeletal Staff who would undertake through his/her by 2Wheeler during official duty
- **Lunch Box:** Lunch / Dinner to be provided by APGICL to the Skeletal staff, whenever comes to office for working, on any holiday, for which cost of Rs.90 per lunch / dinner per meal per person is to be reimbursed to the agency

GENERAL TERMS & CONDITIONS FOR SELECTION OF THIRD-PARTY AGENCY:

- Agency should be having:
 - a. Minimum Four years prior experience for supply of manpower (share some reference /certificate/document), preferably services provided to PSU/State Government Department).
 - b. Last 3 years IT returns having turnover of more than Rs.20 lacs from manpower Supply
 - c. Registration with PF, ESIC, S&E, GST
 - d. Preferably from AP State
 - e. Notice period: by either party (APGICL and Successful Bidder) can submit the termination notice with a prior one month notice in writing without assigning any reason for termination
 - f. Service charges should be quoted (exclusive of GST, which should be mentioned separately). No extra charges will be paid if the same is not specified in the quote
 - g. Service Charges would be charged on Gross Salary only and to be mentioned by the Agency in quotation
 - h. Selected Third Party Agency will be solely responsible for all compliances (Labour Law, ESIC, PF, PT, GST etc.) pertaining to Skeletal Staff to be engaged through its agency in APGICL and would submit relevant receipts/challans along its Invoice)
- APGICL will make monthly payment through RTGS or Cheque against the Invoice annexed with all supporting (as stated above)
- Selected Third Party Agency will raise monthly Invoice on:

Andhra Pradesh General Insurance Corporation Limited
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station
Vijayawada - 520 013
GST No.: 37AATCA5292J1ZZ

Please submit your bid (on or before 3 pm of January 24, 2022) in a sealed envelope at the address given below or by way of mail to surendra.akiri@apurban.in with a cc to harish.nawani@apurban.in and sujiths@apgeneral.com:

Mr. Surendra Akiri (on behalf of APGICL)
Administration Department
ANDHRA PRADESH GENERAL INSURANCE CORPORATION LIMITED
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station
Vijayawada - 520 013

For any clarification on the, may please be contact to Mr. Surendra Akiri (Mobile No. 9014302676)

-:DISCLAIMER:-

The final decision to award contract shall at all times reside with APGICL. APGICL Management keeps the full right:

- (a) to take all decision in respect of the Bidding Process for selection of the Third-Party Agency
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote
