

**Association of Municipalities and Development Authorities
(AMDA)
7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049**

L. No. AMDA/Admin/Outsourcing/02/2024

Dated 14.12.2024

To,

The Interested Firm/Agency,

Sir/Madam,

Sub: AMDA - Invitation for '*Expression of Interest*' for selection of Manpower Outsourcing Agency - reg.

1. Association of Municipalities and Development Authorities (AMDA) invites **Expression of Interest** for selection of agency for providing manpower services.
2. The sole purpose of this EOI is to shortlist an agency for providing manpower through outsourcing personnel including the areas of **Multi-Tasking Staff, Housekeeping, Gardener and Electrician cum Plumber** and others category for AMDA as and when required.
3. The general terms & conditions for short listing of Agency /Firm are as follows.
 - a) The initial engagement will be for duration of 12 months from the date of contract. The period of engagement may be extended thereafter and will be at the discretion of AMDA, subject to fulfillment of the laid-out criteria.
 - b) The engagement of Agency will not attract any financial commitment from AMDA until & unless the Manpower is not deployed in AMDA.
 - c) The Agency/Firm office should be located within NCR area.
 - d) The Agency / Firm must have the following valid registration & documents.
 - (i) Registration of PF (ii) Registration of ESIC (ii) Registration of Current Labour License (iv) Registration of PAN/TAN (v) GST Registration etc.
 - e) The Agency/Firm shall abide by and comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, EPF, ESI/Leaves etc. with regard to the personnel engaged and deployed by the firm.
 - f) The Agency/Firm should have at least three (3) years' experience in similar nature work with Govt. office / PSUs /Corporate of repute.
 - g) The Agency/Firm Annual Financial Turnover during the last 3 Years financial year, should be more than Rs. 10.00 Lakh.
4. Agencies / Firms who are interested to provide the above said manpower services may submit their EOI proposal in the attached format annexure 1 & annexure 2 based on minimum wages act of Govt. of NCT of Delhi and should submit in a sealed cover to the O/o The Director cum Secretary, AMDA, 7/6, Siri-fort Institutional Area, August Kranti Marg, New Delhi-110 049 latest by 08.01.2025.

With regards,

(Director cum Secretary, I/C)



**Association of Municipalities and Development Authorities
(AMDA)**

**Application for Expression of Interest for empanelment of Manpower
Outsourcing Agency to AMDA**

PART- I		
Sr. No.	Particulars	Details to be filled up by the Agency
1.	Name of Agency	
2.	Name of contact person of the Agency	
3.	Designation of the contact person of the Agency	
4.	Contact details of contact person of the Agency	
	(i) Mobile Number	
	(ii) Landline Number	
	(iv) Email Address	
PART- II		
5.	The Firm/Agency registration with GST.	GST Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
6.	The Firm/ Agency registration with PAN/TAN.	PAN Reg. No. _____ TAN Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
7.	The Firm/ Agency registered Provident Fund Account No.	P.F. Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
8.	The Firm/ Agency ESI registration No. in their name.	ESI Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
9.	The Firm/Agency registered for Contract Labour (Regulation & Abolition) Act, 1970.	Reg. No. _____ <i>Copy of certificate attached Yes/ No</i>
10.	The Firm/Agency experience in work of similar nature with Govt. office/ PSUs/ Corporate of repute.	<i>Copy of certificate attached Yes/ No</i>
11.	The Firm/ Agency Annual Financial Turnover during the last 3 Years, ending 31 st March, 2024	<i>Attach copy of Balance Sheet for last 3 Years.</i>
12.	Service Charge	

This is to certify that the above information is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of the proposal.

Date:

(Name & Signature with seal)
Authorized Signatory



**Association of Municipalities and Development Authorities
(AMDA)**

QUOTATION FORMAT

Name of the Company:				
Particulars	Housekeeping (Unskilled)	Gardener (Skilled)	Electrician cum Plumber (Skilled)	Multi-Tasking Staff (Semi-Skilled)
Minimum Wages <i>(as on 01.12.2024)</i>				
Employer PF Contribution				
ESI Contribution				
Bonus				
Total				
Service Charges				
Gross Total <i>(Excl. taxes)</i>				
GST				
Total <i>(Incl. taxes)</i>				

All abovementioned fields are required to be filled mandatorily.

(Name & Signature with seal)
Authorized Signatory