

NOTICE INVITING QUOTATIONS FOR Identifying a Professional Agency for Collection of Placement Documents of the Skill Training Programme of APITCO

A. Introduction

APITCO was incorporated, as a Public Limited Company under the provisions of the Companies Act 2013, in 1976 as a Technical Consultancy Organization (TCO) with IDBI as lead promoter. The organization is now jointly promoted by all-India financial institutions (SIDBI, IFCI, ICICI), Government Corporations (APIDC, APSFC) and Public-Sector Banks (State Bank of India, Andhra Bank, Indian Bank & Syndicate Bank).

APITCO provides diverse Technical, Management & Development Consulting services to Government & Industry. Since inception, it has been offering diversified consulting services for promotion and growth of micro and small & medium enterprises.

B. The Context

Ministry of Rural Development, GOI has awarded DDU GKY Project for 1000 candidates in the State of ODISHA for a period of one year. APITCO has trained 840 candidates and provided placements to 668 candidates and uploaded the placement documents to MIS.

C. Scope of the work

I	<p>The physical documents from the trained/placed candidates to be collected by the agency and submitted to APITCO.</p> <p>The agency should touch each trained candidate, i.e 840 candidates, follow up the placement records such as On Job Training (OJT) Letter, On Job Training (OJT) completion Letter, Offer Letter, Appointment Letter, Salary slips for 3 months, Bank Statement, PF/ESI etc., of all the 840 candidates who were trained/placed in different organizations at various locations.</p>
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D. Qualifications of the Agency

Agency / Individual experts interested to quote and collect the documents

- I. Should have relevant experience in surveys, data collection works.
- II. The experience in the field of organizing placement linked skill development trainings/data collection will be added advantage.
- III. As most of the trainees are from Odisha, agencies from Odisha or familiar with the state of Odisha will be given preference.

E. Time line

The collection of documents shall be completed within 60 days from the date of assigning work to the agency.

F. Payment terms

- (i) 25% fee along with the work order.
- (ii) 25% fee on uploading 50% of the documents to MIS.
- (iii) 40% fee on verification and acceptance by the client.
- (iv) 10% fee after fee received from the client to APITCO.
- (v) No extra cost shall be given except the agreed fee. The travel, hospitality and other expenses shall be borne by the agency where necessary.

G. General Terms

1. Last date for submission of quotations is 20th November 2018 up to 5.00pm in the APITCO Office, Hyderabad.
2. Interested and qualified agencies are requested to submit their quotations before the last date in **sealed covers** addressed to

**The Managing Director,
APITCO Limited,
8th Floor, Parisrama Bhavanam,
Basheerbagh,
Hyderabad 500 004**

3. The quotation should contain documentary support for the qualification's part, financial quote and copy of this **NIQ duly signed by the authorized signatory confirming to acceptance of terms and conditions mentioned therein.**
4. The financial quote is a lumpsum contract amount including all applicable taxes. The fee and tax amounts are to be shown separately, if any. No variable costs are to be neither mentioned nor reimbursed
- 5. The financial quote to be submitted in a separate sealed cover**
6. Incomplete quotations without proper documentary support or unclear/subjective financial terms will be rejected and no further correspondence is entertained with such agencies.

12th November, 2018.
