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SARVA SHIKSHA ABHIYAN SAMITHI & RASHTRIYA MADHAYAMIK SHIKSHA ABHIYAN

Karnataka - Bangalore

*Address for communication*

Office of the STATE PROJECT DIRECTOR,

SSA & RMSA, Karnataka,

Annex Building, Nrupatunga Road,

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“E-TENDER NOTIFICATION”

To provide the services of Manpower such as Maintenance Engineer, Senior Accountant, Account Assistants, Data Entry Operators, Drivers, Group “D”, Electrician, Security Guards & House Keepers to the State Office.

*TENDER DOCUMENT*

(Through e-procurement portal only)

NO.SSA/C1/ Service personnel /44/2017-18

Date: 28-06-2017

Tender Schedule

Sl. no	Particulars	Date	Time	Venue
01	Date of commencement of the Bid	28-06-2017	17.30 Hours	O/O SPD, SSA & RMSA, Bangalore
02	Pre bid meeting	07-07-2017	11.00 A.M	O/O SPD, SSA & RMSA, Bangalore
03	Last date for submission of the bid	27-07-2017	17.30 Hours	---
04	Opening of Technical Bid	31-07-2017	11.00 A.M	O/O SPD, SSA & RMSA, Bangalore State Office
05	Opening of commercial Bid	08-08-2017	12.00 Noon	O/O SPD, SSA & RMSA, Bangalore State Office

**NOTICE INVITING TENDER TO PROVIDE THE SERVICES OF MANPOWER SUCH AS  
MAINTENANCE ENGINEER, SENIOR ACCOUNTANT, ACCOUNT ASSISTANTS, DATA ENTRY  
OPERATORS. DRIVERS, GROUP 'D' PERSONNEL, ELECTRICIAN, SECURITY GUARDS AND  
HOUSE KEEPERS TO THE OFFICE OF THE STATE PROJECT DIRECTOR, SARVA SHIKSHA  
ABHIYAN & RASHTRIYA MADHAYAMIK SHIKSHA ABHIYAN  
N.T.ROAD, K.R.CIRCLE, BANGALORE-560001.**

**TENDER NOTIFICATION  
(Through e-procurement portal only)**

NO. SSA/ C1/Service personnel /44/2016-17

Date:28/06/2017.

The State Project Director, Sarva Shiksha Abhiyan and Rashtriya Madhyamik Shiksha Abhiyan, N.T.Road, K.R.Circle, Bangalore-560001, invites Tenders in two-tender mode, i.e. Technical and Financial, from eligible Tenderers for providing the services of Manpower such as Maintenance Engineer, Senior accountant, Account Assistants, Data Entry Operators, Drivers, Group "D" Personnel, Electrician, Security Guards & House Keepers to the office of the State Project Director, Sarva Shiksha Abhiyan and Rashtriya Madhayamik Shiksha Abhiyan, N.T.Road, Bangalore-01.

**1. PRE-QUALIFICATION CRITERIA**

The Tenderer who intend to participate shall meet the following qualifying requirements:

**(a) Technical Criteria**

- (i) The Prospective Tenderer (i.e. Facility Management Agency) should have successfully carried out Manpower supply services in any organization /establishment for not less than 150 persons/users on a normal working day in a single unit continuously for the last three years.
- (ii) The annual value of single largest contract at a unit should be not less than 1 crore per annum on a daily operation.
- (iii) For the purpose of calculating 'value of work' of a facility management agency, the value of operating an industrial/academic institution/establishment will be considered.
- (iv) The time period of three years shall be reckoned as on 31.03.2017

- (v) Tenderer shall not be under a declaration of corrupt and fraudulent practices issued by Government of Karnataka.
- (vi) Tenderer should have been in existence for the last 3 years.
- (vii) Tenderer should preferably have been incorporated in Karnataka. If incorporated elsewhere, should have necessary permission/license to operate in Karnataka. The Tenderer company shall register under the companies Act, 1956. Tenderer operational in Karnataka is preferred. The bidder should have office in Bangalore.
- (viii) Service personnel deployed should be above 18 years and below 45 years of age and should be qualified as per the requirement. For retired employees and officials of the State Government will be upto 70 years.
- (ix) Prior experience of services to Government, PSUs will be an added advantage.
- (x) All Tenders should include the Technical and Financial requirement information as per Appendix-A & Appendix -I & J
- (xi) Applications should be accompanied by the copies of Registration certificates of the establishment under Department of Labour, Govt. of Karnataka, Income Tax, Service Tax, Provident Fund, Employees State Insurance, Professional Tax, ISO, and any other statutory requirements, required by law from time to time with latest renewals.
- (xii) The Tenderers i.e. Immediate Employers are responsible for employee insurance including medical coverage and EPF issues. SSA & RMSA has no liability in this connection.
- (xiii) Tenders should be accompanied by copies of Income Tax and Service Tax Returns for the last 3 years i.e., 2013-14, 2014-15, 2015-16. Copy of the PAN card should also be attached.
- (xiv) Tenders should be accompanied by copies of the latest returns/challans of EPF, ESI, and PT.

**(b) Financial Criteria:**

The annual turnover of the Tenderer during the last three years should not be less than Rs.2 crore/-p.a. (Two crore per annum).

## 2. GENERAL TERMS AND CONDITONS

- 2.1. The Tenderer shall submit documentary evidence in support of the above prequalification criteria. Tenderers with all information and supporting documents by way of copies of work orders, Certificates of satisfactory services from other clients, Audited Balance Sheets including Profit & Loss Statement, Annual Turnover Statement, Latest Income Tax Returns with PAN No, etc. to establish their credentials and track record for fulfilling the experience, financial and ranking system requirements, alone will be considered.
- 2.2. For the purpose of ascertaining the experience and financial criteria, the experience and financial criteria of the Tenderer entity alone will be taken into consideration.
- 2.3. There shall not be any case or charge under investigation/enquiry/trial against the Tenderer, convicted in a Court of Law or suspended or blacklisted by any organization on any grounds.
- 2.4. State Project Director's office reserves the right to use in-house information for assessment of capability of Tenderer. The decision of the State Project Director regarding the tender will be final and binding.
- 2.5. If the performance of the Tenderer is/has been found to be unsatisfactory for any reason, whatsoever, in any organization including SSA and RMSA, then SPD, SSA and RMSA reserves the right to reject the tenders submitted by such Tenderer at any point of time.
- 2.6. Joint Ventures / Consortium based offers shall not be accepted.
- 2.7. Tender document can be downloaded from the website <http://eproc.karnataka.gov.in>
- 2.8. The Tenderer has to ensure that the tender document is strictly as per the order indicated in the master index.
- 2.9. Tender document completed in all respects along with supporting documents shall be submitted on-line up to 17.30 Hrs. on 27-07-2017. The Technical Tender shall be opened on 31-07-2017 at 11.00 hours. The short-listed tenders will be considered for opening of Financial Tender on 08-08-2017at 12-00 noon. If the above day of opening happens to be a closed holiday for SSA and RMSA, it is implied that the opening of the tenders will be held on the next working day at the time stipulated as above.

- 2.10. Tenderer's pre-site inspection, queries and discussion can be made any time during working hours (between 3.00 to 5.00 pm) in the office of Sarva Shiksha Abhiyan/ Rashtriya Madhyamik Shiksha Abhiyan. Further details in this regard are highlighted in the section "Instruction to Tenderer".
- 2.11. Request for sending the Tender document by post or Courier or any other mode shall not be entertained. Telex / E-mail / Fax tenders shall not be accepted.
- 2.12. Tenderer shall ensure submission of complete information/documents at the first instance itself. The State Project Director, Sarva Shiksha Abhiyan and Rashtriya Madhyamik Shiksha Abhiyan reserves the right to complete the evaluation based on the details furnished by the Tenderer without seeking any subsequent additional information. Tenders not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
- 2.13. Issuance of tender or submission of tender by itself shall not amount to pre-qualification or entitle of the Tenderer to participate in the tendering.
- 2.14. SPD, SSA & RMSA shall not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation of Tender.
- 2.15. Canvassing in any form by the agency directly or indirectly or by any other agency / person on their behalf, may lead to disqualification of their tender.
- 2.16. Clarification, if any, can be obtained from the Administration section on all working days during the working hours of the Office i.e, between 3.00 to 5.00 pm.

Sd/-

State Project Director  
Sarva Shiksha Abhiyan &  
Rashtriya Madyamik Shiksha Abhiyan

**INSTRUCTIONS TO TENDERER**  
**[(General Conditions of Contract (GCC)]**

**1. General provisions**

**1.1. Definitions:**

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

- a) “Applicable Law” means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
- b) “Contract” means the contract signed by the parties, to which these general conditions of contract (GC) are attached.
- c) “Effective Date” means the date on which this contract comes into force and effect pursuant of Clause GC 2.9.
- d) “Contract Price” means the price to be paid for the performance of the services, in accordance with clause 6 of terms of reference.
- e) “GC” means these General conditions of contract.
- f) “Government means the State Government of Karnataka”
- g) “Local Currency” means Indian Rupee.
- h) “SSA” means Sarva Shiksha Abhiyan Samithi-Karnataka.
- i) “RMSA” means Rashtriya Madyamik Shiksha Abhiyan-Karnataka.
- j) “SPD” means State Project Director.
- k) “SPO” means State Project Office”.
- l) “Party” means the client or the Agency as the case may be, and parties means both of them.
- m) “Agency” means the client or the party as the case may be.
- n) “Personnel” means persons hired by the Tenderers and assigned to the performance of the services or any part hereof.
- o) “Services” means the work to be performed by the Tenderers pursuant to this contract as described in Terms of Reference.

## **2. GENERAL CONDITIONS OF CONTRACT**

You are invited to submit your Technical tender and Financial tender separately for "PROVIDING THE SERVICES OF MANPOWER SUCH AS MAINTENANCE ENGINEER, SENIOR ACCOUNTANT, ACCOUNT ASSISTANTS, DATA ENTRY OPERATORS, DRIVERS, GROUP 'D' PERSONNEL, ELECTRICIAN, SECURITY GUARDS AND HOUSE KEEPERS TO THE OFFICE OF THE STATE PROJECT DIRECTOR, SARVA SHIKSHA ABHIYAN & RASHTRIYA MADHAYAMIK SHIKSHA ABHIYAN, N.T.ROAD, K.R.CIRCLE, BANGALORE" for a period of 12 months. The 'Scope of Work and Services' is out lined under the same title in a later section of this document. The TENDER documents shall remain the exclusive property of the State Project Office without any right to the Tenderer to use them for any purpose except tendering and for use by successful Tenderer with reference to the work. The Tender called for, is a single package. The Tenderer should provide all the mentioned services in a single tender apply. For all the category of services mentioned in this tender are to be provided as considering one tender. The Tenderer applying for providing the above services should submit the tender for the whole. Separate submissions for each & individual category of services and partly, is not considered.

## **3. TENDER DOCUMENT**

Tender document is available in the Karnataka Government web-site <http://eproc.karnataka.gov.in> and can be downloaded.

## **4. ONE TENDER PER TENDERER**

Each Tenderer shall submit only one tender (i.e., Technical and Financial tender). Tenderer who submits or participates in more than one Tender will be disqualified.

## **5. TENDER VALIDITY**

The Tender shall remain valid for acceptance for a period of 4 (four) months from the due date of submission of tender. The Tenderer shall not be entitled to modify, vary, revoke or cancel their tender during the said period. In case of the tenderer modifying, varying, revoking or canceling the tender, the SSA and RMSA shall forfeit the Earnest Money Deposit paid. The validity of the tender shall be extended as and when required for the period as requested by the State Office in writing.

## **6. AMENDMENT TO TENDERING DOCUMENT**

The State Office may for any reason, whether at its own initiative or in response to the clarification requested by the prospective Tenderer, issue amendment in the form of addendum / corrigendum either during the period of issue of tender document and subsequent to receiving the tenders.

Any addendum / corrigendum thus issued shall become part of the Tender Document and the Tenderer shall submit "Original" addendum, corrigendum duly signed and stamped in token of acceptance. For addendum/ corrigendum issued during the tendering period, Tenderer shall consider the impact of such addendum / corrigendum in the tender.

For addendum /corrigendum issued subsequent to receiving the tenders, Tenderer shall follow the instructions issued along with such addendum / corrigendum.

## **7. CLARIFICATIONS REQUESTED BY TENDERERS:**

Although the details presented in the tendering document consists of Conditions of Contract, Scope of Work/Services, Specifications and have been compiled with in all reasonable care, it is the Tenderer's responsibility to ensure that the information provided is adequate and clearly understood.

The Tenderer shall examine the Tender Document thoroughly in all respect and if any conflict, discrepancy, error or omission is observed, the Tenderer may request clarification during the pre-bid meeting to be held prior to the Tender Closing Date.

Such clarification requests in writing, shall be addressed to the State Project Director, Sarva Shiksha Abhiyan & Rashtriya Madhyamik Shiksha Abhiyan, Nrupatunga Road, K.R.Circle, Bangalore-01.

## **8. CHECK LIST FOR SUBMISSION OF TENDER**

In order to ensure that the Tenderer complete the tender, a check list for submission of various documents details in "Technical & Financial Tender, has been enclosed as **Appendix-G.**

The Tenderer in their own interest, are requested to fill the check list and submit it along with the tender for ready reference. In case of incomplete submission, Sarva Shiksha Abhiyan & Rashtriya Madhyamik Shiksha Abhiyan, Bangalore will not be under any obligation to give the Tenderer an opportunity to make good such deficiencies and Sarva Shiksha Abhiyan & Rashtriya Madhyamik Shiksha Abhiyan office may at its own discretion treat such tenders as incomplete and not consider the same for further evaluation.



## 9. MODE OF SUBMISSION OF TENDER

TENDER shall be submitted in e-procurement portal only in two Bids.

PART - I: TECHNICAL BID

PART - II: FINANCIAL BID

**Part-I of the tender document** shall contain all pre-qualification, i.e., the Technical details as mentioned in **Appendix-C**, under the heading "Pre-Qualification Requirement".

**Part - II of the tender document** shall contain information regarding the rates to be quoted in financial bid. Any conditions mentioned by the Tenderer in **Appendix-I & J** shall not be taken into account and if insisted upon, the tender shall be liable for rejection.

## 10. TENDER SUBMISSION.

Tender documents can be downloaded by the tenderer. The Tenderers should ensure that their offers are uploaded at e-procurement portal within the stipulated date and time. SSA and RMSA shall not take responsibility if the tenders are not uploaded at the above portal within due date and time and the tenders uploaded after the date and time stipulated for receipt of tenders are liable to be rejected. No request for extension of time for submission of tender shall be considered.

## 11. EARNEST MONEY DEPOSIT (EMD)

11.1. Earnest Money Deposit is Rs.6,09,000.00 (Six lakh Nine thousand only) shall be deposited with the Tender.

11.2. The EMD shall be paid through e-procurement with any of the following modes:

- a) Debit Card,
- b) Credit Card,
- c) NEFT (National Electronic Fund Transfer) and
- d) OTC (Over-the-Counter payment - through ICICI Bank).

**Note: EMD shall be paid through online only.**

11.3. Tenders without the EMD will be rejected.

11.4. No interest shall be payable on the EMD furnished.

- 11.5. If the Tenderer after submitting the tender, revokes the offer or modifies the terms and conditions thereof during the validity of the offer, except where the SSA and RMSA Office has given opportunity to do so, the EMD shall be liable to be forfeited.
- 11.6. In the event of withdrawal of the Invitation to Tender by the SSA & RMSA State Office, the EMD paid with the tender will be returned to the Tenderer within a period of 8 weeks.
- 11.7. In the event of the successful Tenderer's failure or refusal to sign the agreement or furnish the security deposit, the earnest money deposit shall be forfeited without prejudice. SPD, SSA & RMSA reserves the right to recover any further loss or damage incurred or caused in consequence thereof, from the Tenderer.
- 11.8. The EMD shall be returned to the unsuccessful Bidders within a period of four (4) weeks from the date of issuing the work order to the Successful Bidder. The EMD submitted by the Successful Bidder shall be released upon furnishing the Performance Security in the required form and manner as stipulated in the Agreement.
- 11.9. The EMD shall be forfeited in the following cases:
  - a) If the Bidder modifies or withdraws the Proposal.
  - b) If the Bidder withdraws the Proposal during the interval between the Proposal due date and expiration period of the Proposal Validity period.
  - c) If the Successful Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided by the SSA & RMSA office.
  - d) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
  - e) If the successful Bidder fails to provide the suitable candidates within the stipulated time.
  - f) In case the State office finds that the performance of the bidder is not to the expected quality, then the State Project Director, SSA & RMSA reserves the right of cancellation of the contract without giving any reason.

## **12. TECHNICAL DISCUSSIONS**

Technical Discussions with the Tenderer shall be arranged, if needed. The Tenderer shall depute their authorized representative(s) attending the discussions and sign the minutes of meeting on behalf of his organization. The authorized representatives must be competent and empowered to settle all technical issues.

### **13. COMPLIANCE TO TENDER REQUIREMENT**

SSA & RMSA expects the Tenderer to comply with requirement of tendering document without any deviation. In any case, no exception or deviation shall be accepted. Deviation on clauses, if felt necessary, should be furnished in the technical tender itself as per the enclosed format. SSA & RMSA shall not take cognizance of any deviation stipulated else where in the tender.

### **14. TENDER EVALUATION CRITERIA**

- 14.1. Tendering is the responsibility of the Tenderer and no relief or consideration can be given for errors and omissions made by the Tenderer in advertently or otherwise. Tender with incomplete information is liable for rejection.
- 14.2. The Tenderer, who intends to participate shall meet the qualifying requirement as mentioned in notice inviting tender.
- 14.3. Tenders not meeting the qualifying requirements shall be summarily rejected.
- 14.4. Tenders of those Tenderer which are found to be meeting the qualifying requirement, shall be taken up for detailed evaluation.
- 14.5. In case the tender does not fully comply with the requirement of Tender document and in case the Tenderer continues to stipulate the exceptions and deviations to the clauses of Tender document and if the same is not acceptable to SSA & RMSA, then the tender will be rejected.
- 14.6. Proposed deployment of resources like manpower shall be complied with as per the requirements specified and will be completed prior to the commencement of work.
- 14.7. Performance of Tenderer on works executed / under execution shall be taken into consideration before selecting the Tenderer for opening of their financial part.
- 14.8. The Tenderer shall not mention their Financial terms/ rates anywhere in the Technical (Part-I) part of the tender. If Tenderer specifies or quotes Financial terms/rates Tender in the Technical (Part-I) part of the tender, then their offer shall be rejected summarily.

### **15. PROPOSAL OF THE TENDERER:**

The Tenderer shall arrange their tender in the following order:

**15.1. PART– I: TECHNICAL PART:**

- (a) Tendering document duly uploaded in all respects.
- (b) Documents in support of pre-qualifying requirements as per **Appendix-C**.
- (c) Earnest Money Deposit through online.
- (d) Service Tax Registration Certificate.
- (e) Details of Technical/Skilled Manpower proposed to be deployed in a separate annexure.
- (f) Power of Attorney in the name of the person who has signed the tender in case if the owner of the Company is unable to sign the document for any unavoidable reasons
- (g) Annual Turnover Statement for the financial year 2013-14,2014-15 & 2015-16
- (h) Details about ESI with local ESI code
- (i) Details about EPF
- (j) Details about Labour Laws
- (k) Details about Local bodies registration,
- (l) Other statutory details, if any.

**15.2. PART - II - FINANCIAL PART:**

The Financial Part of the tender shall be submitted as given in **Appendix-I and J**. Financial tender shall contain only Financials quoted by the Tenderer. The tender quote of the bidders who quote 0% as service charges will not be considered. Service charges should be quoted excluding service tax. Applicable income tax will be deducted as per prevailing rules against the bills submitted. Professional tax will be deducted as per PT rules.

**16. TENDERER'S RESPONSIBILITY FOR QUOTATION**

Although the details presented in this tender document have been compiled with, with all reasonable care, it is the Tenderer responsibility to ensure that the information provided is adequate and clearly understood.

**17. EVALUATION OF FINANCIAL TENDERS**

17.1. The financial tenders of only those Tenderer shall be considered for opening and evaluation whose tender is determined to be technically and commercially acceptable to SSA & RMSA. Evaluation of financial tenders shall be taken up to determine the competitive Financials of the technical tenders and include the following:

**18.** Financial tenders containing overwriting/erasures in the quoted rates shall be liable for rejection. Cuttings and overwriting shall be avoided. However, in case any cutting is unavoidable the same shall be attested by the signatory of Tender, failing which such financial tenders shall be liable for rejection. If two of the bidders are found to be L1 then, the bidder with ISO certification is considered among the two. If this also fulfilled by the two, then highest annual turnover among the two will be considered as L1.

18.1. On arriving at the final evaluated Financials of all Tenderer, any uncalled for lump sum / percentage / or adhoc reduction, if any, offered by the Tenderer after the last date of submission of Financials or rebates offered at any place shall not be considered for the purpose of evaluation. However, such reduction/rebate from the Tenderer, who is finally selected, shall be taken into account while issuing final order.

18.2. The State Project Director, SSA & RMSA reserves the right to negotiate on the quoted Financials.

## **19. CONTRACT DOCUMENT**

19.1. The Tenderer, whose tender has been accepted by SPD, SSA & RMSA, shall enter into formal agreement with SPD, SSA & RMSA at the date and place to be notified by the SSA & RMSA Office.

19.2. Contract documents for agreement shall be prepared after award of works as intimated to the successful Tenderer and by a Letter of Acceptance by the Tenderer. Until the final contract documents are prepared and executed, the Tendering document together with the annexed documents and Tenderer's acceptance thereof shall constitute a binding contract between the successful Tenderer and the SPD, SSA & RMSA. Contract documents to be signed between the State Project Director, SSA & RMSA and successful Tenderer, shall consist of following:

- Agreement on stamp paper of appropriate value.
- Letter of Acceptance.
- Detailed Letter of Award.
- Original Tendering document duly signed by the Tenderer.
- Addendum issued to Tenderer if any duly signed by the Tenderer.

## 20. AWARD OF WORK

The Tenderer, whose tender is accepted by SSA & RMSA, shall be issued with a Letter of Acceptance prior to expiry of tender validity. Tenderer, shall confirm Acceptance by returning a signed copy of the Letter of Acceptance. SSA & RMSA shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Tenderer as regards non-acceptance of their tenders. Except for refund of EMD to unsuccessful Tenderer, the SSA & RMSA Office shall correspond only with the successful Tenderer.

Sd/-

State Project Director  
Sarva Shiksha Abhiyan &  
Rashtriya Madhyamik shiksha Abhiyan

**TERMS OF REFERENCE FOR PROVIDING THE SERVICES OF MANPOWER SUCH AS  
MAINTENANCE ENGINEER, SENIOR ACCOUNTANT, ACCOUNT ASSISTANTS, DATA ENTRY  
OPERATORS, DRIVERS, GROUP 'D' PERSONNEL, ELECTRICIAN, SECURITY GUARDS AND HOUSE  
KEEPERS TO THE OFFICE OF THE STATE PROJECT DIRECTOR, SSA& RMSA, KARNATAKA,  
BANGALORE.**

**1. BACKGROUND:**

The Sarva Shiksha Abhiyan Samithi and Rashtriya Madhyamik Shiksha Abhiyan-Karnataka are registered societies which are implementing the centrally sponsored programmes of Sarva Shiksha Abhiyan (SSA) and Rashtriya Madhyamik Shiksha Abhiyan (RMSA) to attain the goal of Universalization of elementary and secondary education in all the districts of Karnataka state for which funds are shared between the Government of India and State Government.

**2. OBJECTIVES:**

Sarva Shiksha Abhiyan Samithi and Rashtriya Madhyamik Shiksha Abhiyan Karnataka, are implementing the centrally sponsored programmes in Karnataka through its State Office. The main objective of these schemes is universalization of Elementary and Secondary Education. Both the schemes are using Information Technology for implementing of various activities across the state. Statistical information from Cluster, Block, District and State level will have to be periodically collected, fed in to computers, updated, analyzed and reports generated according to the requirements.

Sarva Shiksha Abhiyana Samithi and Rashtriya Madhyamik Shiksha Abhiyan intends to procure the services of the maintenance engineer, senior accountant, account assistants, data entry operators, drivers, group 'd' personnel, electrician, security guards and housekeepers for the management of the day to day works of the project offices.

The Maintenance Engineer, Senior Accountant, Account Assistants, Data Entry Operators, Drivers, Group 'D' Personnel, Electrician, Security Guards and Housekeepers will have to work at the State Project Office in Bangalore according to the requirement & among this one Account Assistant will have to be deployed to work at each district project office, which is overall 34 districts in the state, on all the working days during the office hours and co-ordinate the data collection, data entry and other assigned and required activities.

### 3. REQUIRED Service Personnel:

#### I) MAINTENANCE ENGINEER:

##### Qualification:

- Should possess a degree in Bachelor of Engineering in Computer Science (CS), or Electronics & Tele Communications (EC) or Electrical and Electronics (EEE) from the recognized university. Candidates with BE in the mentioned category are preferred.
- Diploma in Computer Science, or Diploma in Electronics & Diploma in Electricals with related certificate courses conducted by the recognized Institutions are also eligible.
- Age limit of a Engineer should not exceed **45 years**.

##### Experience:

- Candidates should have the experience of working in Government office or Semi Government or any other similar centrally sponsored project or any other public & private sector offices for at least for 3 years in the related field are preferred.
- Should have a minimum three years of work experience with Operation & Maintenance in reputed offices.

##### Nature of job:

- Ensure smooth and trouble free booting of windows operating software.
- Ensure that the computers are free from viruses and maintain the same by installing anti-Virus software package. If need be, upgrade the package from time to time.
- Ensure proper working of communication ports and printer ports, presence of drives etc.
- The Maintenance Engineer should be Capable to do software independently, database management and programme & development on dot net and java technology, defragment the hard disks for better performance.
- Ensure proper working of Server, Disk Drive, printers, UPS, CPU cabinet, monitor and battery along with proper connections of cables and connectors.
- In case of major repairs of the computer peripherals, the engineer shall carry out the rectification and replacement or repair only after the approval of the estimates by the Joint Director(Admin). The cost of the repairs, is payable from this office after approval of the estimates.
- The Maintenance Engineer shall impart computer know how to the Officials of SSA & RMSA, about Do's and Don'ts of computer operation and provide required clarifications for the smooth operation of the gadgets.



- Should know the operation and maintenance of the Sever, Printers, Xerox Machines, Telephones, HT/LT Electrical Panels, 800 KVA Transformer, 62.50 KVA Generator, Electrical Distribution Boards, Electrification work, UPS/Inverters, Centralized Air Condition System, Split Air Condition,. Should be capable of Overall maintenance, supervision of Electrical & Electronic gadgets /Machines (Printers, Xerox Machines, Telephones, A.C's, Lifts, Generators, etc..) in the building.
- The Maintenance Engineer has to handover all the controlling keys such as Password and User ID of the system and the Data Base and other controlling keys if any, before getting discharged from his duties . Once He left the organisation they will not have any rights over the Data Base, Software, Materials, Equipments of the office which was maintaining by them.

On the whole specific duty of a Maintenance engineer is to maintain current operating systems properly on day to day basis. This entails checking the systems periodically to ensure that they are working correctly, monitoring their work consistency and fixing any problems that may arise in conjunction with the operating systems.

As a part of their job, the Engineer should be capable of fixing any and all problems which may arise about the gadgets. If it turns out that the computer engineer cannot fix the problem, he/she should have the skills to know whom they can turn to in order to get the problem fixed. Those who have excellent problem solving skills may find that their job role is completed in a much easier fashion. Good communication skills will also a desiring factor for a Maintenance Engineer.

The Maintenance Engineer should attend the office every day from 10 AM to 5.30 pm on all working days. He/she shall also be available after office hours and on holidays if required.

The Maintenance engineer shall submit monthly and quarterly reports of maintenance and service to the Joint Director (Admin), Sarva Shiksha Abhiyan & Rashtriya Madhyamika Shiksha Abhiyan respectively by 5<sup>th</sup> of every month. The Maintenance engineer should carry office ID provided.

The Maintenance engineer has to take all precautionary measures so that the data base is not vulnerable to hacking, fishing or any other kinds of online threats.

The Maintenance engineer shall maintain and submit the monthly status report of the following:

Sl. No	Description of Items	No. of equipment SSA	No. of equipment RMSA
1	Desktop computers	60	47
2	Server	01	~
3	Laser jet printers(Multi function)	25	06
4	Laptops	15	13
5	Scanner	02	02
6	Network IOS points	75	75
7	Wireless network devices	05	03
8	Network switches	10	04
9	projector	02	02
10	Lift (Ground floor to 4 <sup>th</sup> floor)	01	~
11	DVD player	01	~
12	Audio system 3 <sup>rd</sup> floor	15	~
13	UPS	02	01
14	Batteries	20	08
15	Telephone, Intercoms	35	16
16	Xerox Machines	03	04
17	Centralized Air Condition, Split A.c's	24	13
18	Generator	01	~
19	Electrical Boards	160	~
20	Display systems	02	~

## II) SENIOR ACCOUNTANT:

Senior Accountant shall Monitor and do analysis of Financial Progress, Physical progress at SSA & RMSA Office, & liaisoning with planning section, MPIC preparation etc., and shall provide administrative support to Chief Accounts Officer, SSA & RMSA, in the works of Accounts Section.

### Candidates chosen to work as Senior Accountant should have the following qualifications:

- Should be a graduate in Bachelor of Commerce (B.com) from the recognized university with CA Inter / CA Inter 1 group with Article ship in registered CA Firm
- Candidates with Post graduation (M.com) are preferred with professional skills.
- Should be well versed in the usage of Tally 9 ERP with MS Office.
- Should be comfortable in typing both Kannada and English languages

- Should be capable of using the computer applications in day to day work
- Age limit of a Senior Accountant should not exceed **45 years**.

**Experience:**

- Candidates should have the experience of working in Government office or Semi Government or any other similar Centrally sponsored project in Finance, Accounts & Audit. Atleast 3 years experience in the related field in CA Firms, KSAAD or any other public & private sector offices. 3 years CA article ship is compulsory.
- Retired officials from KSAAD are also considered, if they have requisite experience. However the age limits should not exceed 70 years.

**Nature of Job:**

- Maintenance of Books of Accounts/Records/Files
- Monitor and do analysis of Financial Progress, Physical progress at SSA & RMSA Office, & liaisoning with planning section, MPIC preparation etc.
- Preparation of budget estimates & correspondences & follow up action with Govt. in obtaining grants.
- Scrutinizing monthly/ quarterly/annually progress of expenditure against the grants for the approved activities.
- Obtaining monthly R&P account from the districts inclusive of Blocks, SDMC & KGBV Schools & consolidation of the accounts duly reconciled at State level.
- Adoption of Accrual system on Double entry basis up to block level in the books of accounts of RMSA and SSA.
- Implementation of Tally Accounting Software upto BRC Level including KGBV, Adarsha Schools, Girls Hostel, RMSA Schools, Residential Schools for Special category, KKGBV Schools etc.,
- Dispensing of manual Writing Books of Accounts of SSA upto BRC Level, KGBV, KKGBV, Specific Schools, and Adarsha Schools, Girls Hostel, RMS Schools including DPOs and SPO offices.
- Follow up of outstanding advances upto settlement.
- Preparation of progressive performance cum achievement from the beginning of each activity.
- Preparation of Utilization certificates for the grants released in respect of activities to be submitted to Govt.
- Pursuing the procedure regarding registration of all units /offices and assigning code no's with bank account details to bring under platform (PFMS system)

- Audit objections to be complied within the time frame till it their clearance
- Attending the works entrusted by higher superiors.
- Shall to handover all the controlling keys such as Password and User ID of the server and the Data Base and other controlling keys if any, before getting discharged from his duties. Once He/She left the organisation they will not have any rights over the Data Base and Software of the office which was maintaining by them.

### III) ACCOUNTS ASSISTANTS:

Among the Account Assistants so provided, 34 personnel shall be deployed to work each one at District Project office, which is overall 34 in the state. These Assistants shall work according to the requirements at District project offices. Account assistants shall work under the supervision of Chief Account officer at SPO Office and Accounts Superintendent at District Level, undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic accounting bookkeeping at the state office and district office the Account assistants should help to maintain the office and keep it running smoothly and also help the office to deal with customers, external agencies and according to the duties & responsibilities of the job includes.

#### **Candidates chosen to work as Account Assistants should have the following qualifications:**

- Should be a graduate in Bachelor of Commerce (B.com)
- Candidates with Post graduation (M.com) are preferred.
- Should be well versed in the usage of Tally 9 ERP with MS Office
- Should be comfortable in typing both Kannada and English languages
- Should be capable of using the computer applications in day to day work
- Age limit of a Accounts assistants should not exceed 45 years
- The Account Assistants shall be provided among retired officials from KSAAD. However the age limit should not exceed 70 years.

#### **Experience:**

- Candidates should have the experience of working in Government office or Semi Government or any other similar centrally sponsored project or KSAAD in Finance, Accounts & Audit, or any other public & private sector offices, for at least for 3 years in the related field at least for 3 years are preferred.
- Retired officials from KSAAD are also considered. However the age limit should not exceed 70 years.

**Nature of Job:**

- Maintenance of Books of Accounts/Records/Files
- Preparation of Monthly/Annual R & Ps duly reconciled with bank accounts.
- Preparation of monthly/quarterly/annually progress of expenditure against the grants for the approved activities.
- Any other receipts received to be accounted for the remittances within in the stipulated time.
- Expenditure vouchers to be scrutinized as per the financial norms and codal provisions and availability of funds duly classifying the activity/intervention to which the expenditure to be booked as prescribed by the Govt.
- All Statutory deductions including TDS deductions as per the IT act/other acts and prompt remittances within the due date and filing of quarterly ETDS returns.
- Maintenance of files connected in order.
- Utilization certificate of grants utilized in respects of the approved activities.
- Audit objections to be complied with in the time frame till working with
- Spreadsheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.
- Shall have to handover all the controlling keys such as Password and User ID of the server and the Data Base and other controlling keys if any, before getting discharged from his duties. Once He/She left the organisation they will not have any rights over the Data Base and Software of the office which was maintaining by them.
- Works allotted by Higher Officers.

**IV) DATA ENTRY OPERATORS:****Required Qualification:**

- Should have passed PUC. Possessing Degree from the recognized university is preferred
- Should be qualified in Certificate course of computers along with documentation and typing skills in English and Kannada languages.
- Certificate Issued by Government institution and Government recognized Agency is preferred.

- Preference will be given to candidates who have passed Kannada and English Junior typing from the examination conducted through KSEEB.
- Should be familiar in usage of MS office like word, excel, power point presentation and internet usage.
- Should possess a fair knowledge of drafting official letters in both Kannada and English languages.
- Age limit should not exceed **45 years**.

**Experience:**

- Minimum 3 years of experience in relevant field.

**Nature of job:**

- Entering data on the computer
- Typing of letters in Kannada & English language
- Transcribe selected data into computer.
- Transferring the selected data. Sending & receiving emails.
- Prepare & to give the reports based on the available data base.
- The Data Entry Operator has no rights over the Data Base. The Data Entry Operator should not use the Data Base other than the office needs, without the written prior permission. Misuse of the office Data Base by the Data Entry Operator will be treated as criminal offence and action will be initiated as per the law.
- The Data Entry Operator has to handover all the controlling keys such as Password and User ID of the server and the Data Base and other controlling keys if any, before getting discharged from his duties. Once He/She left the organisation they will not have any rights over the Data Base and Software of the office which was maintaining by them.
- Attend work that may be assigned by the Higher officer of the office.

**V) DRIVERS**

**Required Qualification:**

- Should have studying 10 std., preference is given for passing 10<sup>th</sup> std.
- Should possess valid driving license from the concerned RTO authority
- Should have a Good physic with well mannered behavior & a non alcoholic person, and without history of accidents.
- Should have a driving license of heavy and light vehicle.
- Age limit should not exceed **45 years**.

**Experience:**

- Minimum 3 years of experience in relevant field in government, public undertakings, and reputed organizations. Certificate issued by the organization should be provided.

**Nature of job:**

- Driver deployed will be allotted to the officers attached with a Government Vehicle.
- Shall maintain the allotted Board Vehicle in good condition.
- Required to be present in the state office on all working days during the working hours
- Prepared to work even before and beyond the office hours and also on Government holidays in case the situation so demands for the completion of a particular task.
- Should be flexible to attend Tour programmes with the concerned officers whenever directed. Should be prepared to go on tour outside Bangalore and also through out the State.
- Shall maintain day to day logbook.
- Attend work that may be assigned by the Higher officer of the office.

**VI) GROUP 'D' PERSONNEL****Required Qualification:**

- Should have Passed 7th Std.
- Candidate who have passed 10<sup>th</sup> Std., is preferred
- Age limit should not exceed **45 years**.

**Experience:**

- Minimum 3 years of experience in relevant field i.e. Government, public undertakings, and reputed organizations. Certificate issued by the organization should be provided.

**Nature of job:**

- 1) Required on duty one hour before the working hours of the office where assigned to work and shall leave one hour after the office hours.
- 2) Shall deliver letters, files within and outside the office
- 3) To ensure the cleanliness and general maintenance of the section/office where posted and of the furniture, fixture and equipment.

- 4) Attend the telephone calls when the officer/official is not in the seat.
- 5) Perform miscellaneous and jobs assigned by the officers/officials.
- 6) Attend any other work that may be assigned by the superiors of the Office.

## **VII) ELECTRICIAN**

### **Required Qualification:**

- Pass in 10th Std. with Diploma or ITI certificate course in Electricals.
- Age limit should not exceed **45 years**.

### **Experience:**

- Minimum 3 years of experience in relevant field i.e. Government, public undertakings and reputed organisations. Certificate issued by the organization should be provided.

### **Nature of job:**

- Should be capable of maintaining HT/LT Electrical Panels, 800 KVA Transformer, 62.50 KVA Generator, Electrical Distribution Boards, Electrification work properly.
- Shall check up the proper supply of electricity & functioning of UPS/Inverters, Centralized Air Condition System, Split Air Condition and other electricity based electrical equipment etc., in the entire office every day.
- Should be capable of Overall maintenance, supervision of electrical & Electronic gadgets which run by electricity.
- Maintenance of Batteries.
- Attend work that may be assigned by the Higher officer of the office.

## **VIII) SECURITY GUARDS:**

### **Required Qualification:**

- Pass in 7th Std. with ITI certificate course
- Certificate of Registration i.e. license issued by Home Department (Police), Government of Karnataka, is mandatory.
- Age limit should not exceed **45 years**.

### **Experience:**

- Minimum 3 years of experience in relevant field & must be physically fit to serve the job.



**Nature of job:**

1. The security staff has to work on shift system for every 8 hours around the clock wearing Uniforms.
2. The Security staff work on shift system should sign the attendance register and also sign through biometric system maintained in the office. This ensures their attendance which is considered for payment of Remuneration.
3. The Security guards must be alert and should safe guard the office premises, as well as entire office building & the inside materials intact during their service.
4. Attend work that may be assigned by the Higher officer of the office.

**IX) HOUSE KEEPERS :**

**Required Qualification:**

- Pass in 7th Std.
- Age limit should not exceed **45 years**.

**Experience:**

- Minimum 3 years of experience in relevant field. Government, public undertakings, and reputed organizations. Certificate issued by the organization should be provided.

**Nature of job:**

- a) He/She shall attend the office before the commencement of the office time.
- b) He/She should maintain the office premises Hygiene, Neat and Tidy every day.
- c) He/She should perform any other duties entrusted by the Higher Officers.

**Along with the Educational Qualification of the candidates for all posts to be selected should have:-**

- Good personality and well-mannered to suit the ethics of working in Government offices.
- Capable of raising to the needs of the occasion, take up responsibilities and achieve tasks independently and in groups.
- Required to be present and work in the SSA and RMSA in District Project Offices on all working days during the working hours.
- Prepared to work even before and beyond office hours and also on Government holidays in case the situation so demands for the completion of a particular task.

- Required to handover all the controlling keys such as Password and User ID of the systems, the Data Base and other controlling keys if any, before getting discharged from their duties. Once He/She left the organization they will not have any rights over the Data Base, Software, Materials, Equipment of the office which was maintaining by them.

The Service personnel so provided by the Agency will not in way share Employee Employer obligations with Sarva Shiksha Abhiyan & Rashtriya Madhyamika Shiksha Abhiyan. Hence SSA and RMSA will not be in any way directly or vicariously liable for any injury or damage caused to the personnels provided by the Agency.

#### **4. TASKS/RESPONSIBILITIES OF THE SERVICE PERSONNEL:**

The Service personnel so appointed to serve in the office of the State Project Director, SSA and RMSA should perform the work allotted to them with integrity. They are in no terms equated to the regular government employees.

#### **5. REPLACEMENT:**

- 5.1 It is mandatory that the Agency should replace the services of the service personnel and other group "D" whose services are found to be unsatisfactory by this office and provide suitable and equivalent replacement within seven days of information by the authorized official over phone or email. If the Agency fails to provide required number of Manpower in the stipulated period, Rs.1000/- per person/ day will be levied upon the Agency as penalty.
- 5.2 The Agency should also replace the service of the service personnel and other group "D" who quit the service or who fails to attend the office work regularly on all working days. Those services should also be replaced immediately upon notice from the authorized official over phone or email. Failing which, after three days, Rs.1000/- per person/ day will be levied upon the Agency as penalty.
- 5.3 Service personnel and other 'D' Group who finds to be unruly and arrogant in behavior will not be tolerated. Those who go on strike will be viewed seriously and replaced immediately.

#### **6. SECURITY DEPOSIT:**

Performance Security amount as per prevailing rules (5% of the total annual accepted tender amount) should be submitted to the SSA & RMSA Office by the successful Tenderer before getting the work order.

## 7. DURATION OF CONTRACT :

The duration of contract shall be for a period of 12(Twelve) months only. The scheduled commencement date of contract shall be from the date as indicated in the MOU. If it is extendable for further period if mutually agreed with the same terms and conditions of the agreement executed. However, the contract can be terminated by either party on three months' prior written notice.

- a. The Tenderer shall be allowed a period of 7days from the date of signing the MOU to deploy the service personnel and other group "D" to SSA & RMSA Offices.
- b. Not with standing anything contained in any other clause, the SPD, SSA & RMSA Office reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging their obligations under the contract or in the event of their becoming insolvent or going into liquidation. The decision of the SPD, SSA & RMSA the failure on the part of the Tenderer shall be final and binding on the Tenderer.
- c. The Tenderer shall give prior notice of 3 (Three) months to SPD, SSA & RMSA for termination of contract.
- d. The SSA & RMSA Office shall also have, without prejudice the other rights and remedies, the right, in the event of breach by the Tenderer of any of the terms and conditions of the contract, or due to the Tenderer's inability to perform as agreed for any reason whatsoever, to terminate the contract forthwith and get the work done for the un-expired period of the contract at the risk and cost of the Tenderer, and recover losses, damages, expenses or costs that may be suffered or incurred by the SSA & RMSA Office. The decision of the State Project Director, SSA & RMSA about the breach/failure on the part of the Tenderer shall be final and binding on the Tenderer and shall not be called into question.
- e. The State Project Director, SSA & RMSA, also reserves the right to terminate the contract at any time during its currency without assigning any reason thereon by giving three months notice in writing to the Tenderer at their last known place of residence business and the Tenderer shall not be entitled to any compensation by reason of such termination. The decision of the State Project Director, SSA and RMSA, under this clause shall be final, conclusive and binding on the Tenderer and shall not be called into question.

- f. The State Project Director, SSA & RMSA, on exercising the right to terminate the contract as above, the Tenderer shall withdraw the services of the service personnel and other group "D" at SSA & RMSA office, within seven (7) days from the date of official termination. At the same time, before withdrawal, the Tenderer should make good of the damages/losses, if any, caused by the service personnel and other group "D" at SSA & RMSA office.

## **8. LABOUR LAWS, PROVIDENT FUND, ESI :**

- 8.1. The Tenderer shall obtain necessary license from the Licensing Authority under the Contract Labour (Regulation & Abolition) Act, 1970 and the Central Rules framed there under and produce the same to SSA & RMSA, in the Tender document.
- 8.2. The Tenderer shall produce documents to show that amount is paid to the Labour Welfare Fund in respect of at least 150 service persons during previous three years.
- 8.3. The Tenderer shall not undertake or execute or permit any other agency or sub-Tenderer to undertake or execute any work on the Tenderer's behalf through contract labour except under and in accordance with the license issued in that behalf by the Licensing Officer or other authority prescribed under the Factories Act or the Contract Labour (Regulation & Abolition) Act, 1970 or any other applicable law, rule or regulation from time to time.
- 8.4. The EPF rates should be as per the GOI, Ministry of labour and employment letter no EDL1/24/amendment scheme/2014 Dated 29.08.2014 has to be noted and incorporated.
- 8.5. The Tenderer shall comply with the provisions of ESI Act and Scheme framed there under with regard to all his service personnel and other group "D" involved in the performance of the Contract, and shall deduct employee's contribution from the remuneration of each of the employees and shall deposit the same together with employer's contribution of such total remuneration payable to the employees in the appropriate account. Tenderer is required to submit documents/ challans towards proof of remittance towards ESI for the service personnel and other group "D" engaged for this work along with every remuneration reimbursement bill.
- 8.6. The Tenderer should comply with the relevant provisions of the Employees Provident Fund Act. The Tenderer should promptly deposit P.F. deduction of the eligible contract employees plus the employers' contribution to the RPF. For this purpose agency must submit a certificate in their Bill that PF amount has been deducted from the eligible employees and along with the employers contribution has been deposited with R.P.F.C. In support of this, the agency must furnish the challan receipt for the payment made to RPF. All supporting documents / records should be made available by the Tenderer to the Office of SSA & RMSA when called for.

- 8.7. All liabilities of the Contract, remuneration and other statutory obligations in respect of the persons engaged by the Tenderer shall be borne by the Tenderer. In view of the provisions of the ESI Act, PF Act and other Acts, the Tenderer shall take necessary steps to cover its employees under the said enactments/ and shall submit proof of such compliance to SSA & RMSA office monthly, or at any date upon such request, as may be made by SSA & RMSA office to the Tenderer.
- 8.8. The provision of EPF & MP Act, 1952 and the Rules / Schemes there under shall be applicable to the Tenderer and the service personnel and other group "D" engaged by him for the work.

#### **9. REMUNERATION TO THE SERVICE PERSONNEL AND OTHER GROUP "D"**

- 9.1 The Agency shall be required to pay the monthly payment to the candidates as above and the Agency can quote their price bids keeping in view the service charges as applicable.
- 9.2 The Agency will be solely responsible for the provision for any facilities to the candidates under any of the laws under the Constitution of India.
- 9.3 The remuneration payment for the service personnel and other group "D" for every completed month should be paid on 5th of succeeding month directly to the Bank Account of the concerned and necessary proof of the same should be submitted along with the bills.
- 9.4 The agency should first collect the Attendance certificates of each service personnel from the respective offices which is to be attached with the remuneration reimbursement bill.
- 9.5 The agency should submit a record of payment of ESI, EPF & Other Benefit providing to the different category of employees. Follow **Appendix-I & J** for this purpose. The net take home remuneration as specified in the **Appendix-I & J** is mandatory to deposit the same to the service personnel bank account through ONLINE-NEFT/RTGS on 5th of every month.
- 9.6 The remuneration paid to the employee along with said benefit will be paid to the Agencies on a re-imburement basis every month after receipt of the bill.
- 9.7 Only specified statutory deductions need to be deducted from the remuneration of the service personnel. The service personnel receiving the gross remuneration more than 15000/- will not come under EPF scheme.
- 9.8 Payment to the agency on re-imburement basis will be made only after submission of the bills with all details of payment as well as the certification by the respective branches of the Bank.

- 9.9 Agency has to open ESI, EPF account for every eligible service personnel immediately on appointment, failing which the tender will be cancelled. These statutory deductions will not be subject to deduction from the Gross Remuneration till account is opened. Gross remuneration has to be paid to the employees in full. Untill the account are opened, SSA & RMSA office will not clear any bills of the agency till the completion of the process.
- 9.10 EPF:-Service personnel with Remuneration of more than Rs.15000/- is not compulsory for EPF contribution. In case of service personnel getting upto Rs.15000/-as remuneration per month there should be contribution of 12% from service personnel towards EPF. The SSA& RMSA will contribute EPF at 13.36% as employers contribution to the service personnel for the remuneration which sums upto 25.36%. The EPF total amount so deducted should be credited to the service personnel EPF account which is denoted by the EPF Department.
- 9.11 ESI:- It is not compulsory to deduct ESI for a person whose gross remuneration is more than Rs.21,000/-. ESI is compulsory for service personnel drawing a gross remuneration less than Rs.21,000/-. 6.5% of ESI deduction for gross remuneration has to be made for all such service personnel. This 6.5% consists of 1.75% of the employee contribution and 4.75% as employers contribution. This amount has to be credited to the service personnel ESI account which is given by ESI Department. There should be no deduction without ESI account, such deductions will be treated as violation of tender document.
- 9.12 Service personnel drawing less than Rs.15,000/- gross remuneration are exempted from professional tax. Others who receive higher remuneration has to pay professional tax of Rs. 200/- for the remuneration of Rs.15,000/- and over than that, respectively. These amount has to be deducted by agency every month and credited to the appropriate account of the Govt.
- 9.13 **Service tax:**– The Agency which supplies the manpower has to pay 15% service tax on gross remuneration of all the service personnel to the Central Government Service tax Department. The Agency has to submit the tax paid challan every month to the office of SSA & RMSA.
- 9.14 **Income Tax:** TDS will be deducted as per IT Law.

- 9.15 The Agency will make all type of payment in advance like remuneration, ESI, EPF, PT, Service tax, etc., and should submit Attendance Certificates, consolidated challans, returns, Bank Statements for the purpose of re-imburement of payments. 3 Remuneration reimbursement bills should be prepared separately in respect of number of service personnel deployed for state office of SSA, RMSA and 34 District Offices respectively. If delayed beyond 2 months on any account will be treated as violation of tender conditions and become liable for cancellation of tender agreement.
- 9.16 In case of deduction on account of ESI, EPF, PT, ST etc., are made from the service personnel and not credited to respective account, will be liable for penal action. SPD, SSA&RMSA will reserve the right to initiate the criminal proceedings against the agency.
- 9.17 The agency should not transfer or sub-lease the contract. This will be treated as violation of tender condition.
- 9.18 Within 5th date of the following month, the remuneration acquittance should be submitted to the State Project Office by the Agency without fail. Within a week (7 days) from the date of submission, the State Project Office will reimburse the remuneration amount to the agency.
- 9.19 In case of delay without reliable reasons and failure on the part of the agency to submit the acquittance, an amount of Rs.1000/- per day will be levied upon the agency as penalty.
- 9.20 Agency should sign contract that they will obey by every condition of the tender.
- 9.21 It is the responsibility of the Agency to provide the transport facility to the security staff who works on shift system.
- 9.22 The Security staff work on shift system should sign the attendance register and also sign through biometric system maintained in the office.
- 9.23 It is the responsibility of the agency to provide uniforms to Driver, Group-D, Security Guards, Electrician and House keeper and ID cards to all service personnel. The service personnel who attend the office without uniform will be penalized and the penalty will be deducted in their respective remuneration payment
- 9.24 The service personnel who remains absent for duties (long period) without prior permission from the office will have to be replaced immediately.
- 9.25 Leave facility of one day per each calendar month completed is allowed to the service personnel.

- 9.26 The Agency shall be required to pay the monthly payment to the candidates as above and the Agency can quote their price bids keeping in view of the applicable service charges.
- 9.27 The Agency will be solely responsible for the provision for any facilities to the service personnel under any of the laws under the Constitution of India.
- 9.28 The payment for the Service Personnel & other Group “D”, like Drivers, Electrician, Security Guard & House Keeping, for every completed month should be paid online on or before 5th day of the following month directly to the Bank Account of the concerned and necessary proof of the same should be submitted along with the bills.
- 9.29 The Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyan intends that the candidates posted to work as Service Personnel & other Group “D”, in the State Project Office & District offices should be paid the minimum consolidated remuneration i.e., Take Home Remuneration without fail.
- 9.30 Necessary Tax deductions will be effected in the bills as per rules.
- 9.31 The Agency shall make payment to the Service personnel & other Group “D” deployed by him on the scheduled date. The Tenderer has to maintain the ECS statement (acquittance) for the payment made to the Service personnel deployed. The copy of above proof shall be / enclosed along with monthly running bills.
- 9.32 The Agency shall be solely responsible to disburse remuneration due payable to the service personnel and other Group “D” deployed, promptly by 5th day of every following month. If the Tenderer fails to pay the remuneration to service personnel and other Group “D” with the relevant statutory provisions, SSA & RMSA Office would impose a penalty of Rs.1000/-day for all the delayed days. This penalty period would be for a maximum of 10 days. Beyond this period, SSA & RMSA office would consider of invoking termination clause as per continuing the Contract.
- 9.33 The Tenderer shall, whenever required by the SSA & RMSA Office or Government Officials authorized under the Statutes, produce for inspection, all forms, registers and other documents required to be maintained under various statutes.
- 9.34 The Service Provider shall appoint a Supervisor to coordinate between the O/o SPD, SSA & RMSA and the service personnel for various statutory and non-statutory activities. The payment of the Supervisor same will be made by the service provider.
- 9.35 The Service Provider shall organize periodical training for the service personnel to enhance the skills of their work field.



## **10 PENALTIES FOR NON-REMITTANCE OF EPF & ESI CONTRIBUTION**

In the case of delay/default in payment of contribution under ESI Scheme and EPF Scheme besides the recovery of the amounts due by the Agency towards their contribution, penal interest and/or damages as may be levied by the ESI or PF Authorities, a penalty of 5% of the above amount would also be levied and recovered from their running bills. In the event of cessation of the contract due to any reason whatsoever, the Security Deposit will be refunded only after due satisfaction as regards the payment of ESI and EPF dues by the Agency.

## **11 GOVERNMENT AND LOCAL RULES**

The approval from any authority required as per statutory rules and/ regulations of Central/State Government shall be responsibility of the Agency.

## **12 FIRST AID**

The Agency shall provide necessary First Aid kit at work place to his personnel.

## **13 GENERAL**

- a. The Agency shall furnish in writing the list of persons to be deployed by him. He shall not engage persons below 18 years of age.
- b. If any of the workers employed by the Agency is found indulging in acts subversive of discipline, the same will be brought to the knowledge of the Agency and he shall arrange for replacement of such personnel.
- c. The agency must be ready to supply the manpower services even more than the numbers notified in this tender according to the requirements if required.
- d. Agency should send list of candidates as per requisite qualification and other criteria for interview @ 1:3 for all posts. In turn SSA and RMSA will conduct eligibility test and interview and select one best candidate among them and intimate the agency to take them on the pay roll.
- e. If the office of SSA and RMSA could not select the required number of candidates, the agency should provide replacement immediately. If the agency, fails to do so for two times in a row, then the contract shall be entrusted to the second successful bidder/Service Provider, who is L2 in terms of price quotation at the risk and cost of the defaulting agency.
- f. The list of marks cards and other requisite documents of the selected candidates should be attested by the Agency and copies should be deposited with the Principal Employer.

## **14. ARBITRATION**

- a. If any dispute arising out of this contract shall be settled as per the Arbitration and Conciliation Act 1996.

- b. In the event of any dispute as to the interpretation of any of these provisions, such dispute shall be settled through mutual negotiations or by appointing a sole Arbitrator mutually agreed upon or an Arbitrator from panel of Arbitrators of Indian Council of Arbitration.
- c. In the event of a reference made to an Arbitrator, the decision of the Arbitrator shall be final and binding on both the parties of this agreement and shall not be called into question.
- d. In case if the agency has any valid grievance against the decision of the Arbitrator shall appeal to the immediate Appellate Authority.
- e. Subject as aforesaid, the Arbitration & Conciliation Act, 1996, shall apply to the arbitration proceedings under this clause and such arbitration shall take place in Bangalore.
- f. The Costs of and in connection with arbitration shall be decided by the Arbitrator at his sole discretion, who may make a suitable provision for the same in his Award.

#### **15. CONSTITUTION OF THE TENDERER**

The Agency shall not change the composition during the currency of the contract without the prior approval of the SPD, SSA & RMSA. Any happening like Death! Resignation of any partner/director/member of the Agency shall be intimated within 3 working days of such happening, in writing, to SPD, SSA & RMSA. On receipt of such notice, the SPD, SSA & RMSA, reserves the right either to terminate or continue the contract.

In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Agency, the SPD, SSA & RMSA reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Tenderer.

#### **16 SUBLETTING**

The Agency shall not sublet, transfer or assign the contract or any part thereof.

#### **17 LAWS GOVERNING THE CONTRACT**

The Contract will be governed by the Laws of India in force from time to time and as amended or made from time to time.

## 18 COMPLIANCE OF STATUTORY PROVISIONS

- a. The Agency shall comply with the provisions of the Minimum remuneration Act (Central/State), if applicable and as applicable, Contract Labour (Regulation & Abolition) Act, 1970, 1971 read with the Central Contract Labour (Regulation & Abolition) Rules. 1975, ESI Act, 1948 Employees Provident Fund and Miscellaneous Provisions Act 1952, and any other law applicable for the employment of Contract Services as amended from time to time.
- b. The Agency shall be solely responsible to comply with all Acts, Laws, Rules and Regulations, as may be applicable from time to time in respect of running of the services and shall pay all taxes, debts and/or levies as may be levied by the appropriate Government/local bodies and other authorities in this regard, and the Agency shall indemnify the SSA & RMSA Office against all claims, loss, damage and costs thereof in case of any breach of any of these Acts, Laws, Rules and Regulations.
- c. The Agency shall have separate ESI & EPF code number on their own name and ensure prompt payment and submission of related returns on time to the authorities concerned and produce documentary evidence to that effect. The Agency should have separate EPF and ESI Code numbers for “Service Personnel”. The Tenderer should ensure remittance of EPF and ESI, to the respective accounts of the individual “Service Personnel”. SPD, SSA & RMSA reserves the right to check the records.
- d. The Agency has to submit to RLC's Office by January / July of every year In Form XXIV of Contract Labour (Regulation & Abolition) Act, 1970.
- e. The SSA & RMSA Office not bound by personal presentations:
  1. The Agency will be the immediate employer for all the service personnel and other Group D deployed for the Contract and in no case shall these personnel be treated as the employees of Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyana of Bangalore at any point of time.
  2. All risks of loss or of damage to property and of personal injury and death which arise during and in consequence of the performance of the contract are the responsibility of the Agency.
  3. The Agency shall be personally responsible for any theft, dishonesty and/or disobedience and discourteous behavior on the part of the service personnel and other group “D” so provided by him .
  4. The Agency shall not transfer or assign or sub let any part of the service once agreed or any share or interest herein in any manner or degree directly or indirectly to any person, firm or to company whatsoever.

**APPENDIX - A**  
**TECHNICAL PROPOSAL - STANDARD FORM**  
**Format for Letter of Proposal**

**(On the Letter head of the Bidder)**

**Date:**

**To:**

**The State Project Director**

Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyan,  
Annex Building,  
Nrupatunga Road,  
Bangalore – 560001

Sir,

Ref: Providing the services of Maintenance Engineer, Senior Accountant, Account Assistants, Data Entry Operators, Drivers, Group ‘D’ Personnel, Electrician, Security Guards And House Keepers to the State Office of SSA & RMSA.

Being duly authorized to represent and act on behalf of.....  
here in after referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided, the undersigned hereby submits the Proposal for the project referred above.

We confirm that our Proposal is valid for a period of 120 days from the date of submission of tender

Yours faithfully,

.....

(Signature of the Authorised Signatory of Bidder)

.....

(Name and designation of the Authorised Signatory of Bidder)

**APPENDIX – B**

**Format for Power of Attorney for Signing of Proposal**

**(On stamp paper of appropriate value)**

**POWER OF ATTORNEY**

Know all men by these presents, we ..... (name and address of the registered office) do hereby constitute, appoint and authorise Mr./Ms. .... (Name and address) who is presently employed with us and holding the position of ..... as our or attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the project envisaging providing the services of Service personnel and other Group “D” to State Office of all documents and providing information / responses to the Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyan, representing us in all matters before Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyan, and generally dealing with Sarva Shiksha Abhiyan and Rashtriya Madhyamika Shiksha Abhiyan in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall be deemed to have been done by us. These powers are granted by us and shall remain in force till the end and expiry of all the contract period and the fulfilment of contractual obligations and liabilities.

For

.....  
.....  
(Signature)  
.....  
(Name, Title and Address)

Accepted

.....  
(Signature)  
.....  
(Name, Title and Address of the Attorney)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same be under common seal affixed in accordance with the required procedure. The Power of Attorney should be on a stamp paper of appropriate value.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. In the event of PA holder leaves his employment, the power of attorney should be given to the person filling his place without lapse of time.
4. The Power of Attorney should be notarized.

**APPENDIX-C**  
**TECHNICAL BID**  
**(Pre-qualification Requirement)**

**NAME OF THE WORK: PROVIDING SERVICE PERSONNEL AND OTHER GROUP 'D' TO SSA  
and RMSA**

This table has to be filled in by the prospective Tenderer without fail. Details of contract undertaken & annual turnover of the Tender for the preceding 3 years shall be given.

Sl. No	Description	Contract Period	Particulars to be furnished by the Tenderer
1	Name of work & Description	2013-14 2014-15 2015-16	
2	Contract Details a) Name of Client b) Name & Address of Client's contact person c) Telephone & Fax No d) No of Service Personnel provided to the client.	2013-14	
	Contract Details a) Name of Client b) Name & Address of Client's contact person c) Telephone & Fax No d) No of Service Personnel provided to the client.	2014-15	
	Contract Details a) Name of Client b) Name & Address of Client's contact person c) Telephone & Fax No d) No of Service Personnel provided to the client.	2015-16	
3	<b>Supporting Documents</b> a) Work order (Copy to be furnished) b) Contract completion certificate issued by the client (Copy to be furnished)	2013-14	
	<b>Supporting Documents</b> a) Work order (Copy to be furnished) b) Contract completion certificate issued by the client (Copy to be furnished)	2014-15	
	<b>Supporting Documents</b> a) Work order (Copy to be furnished) b) Contract completion certificate issued by the client (Copy to be furnished)	2015-16	
4	Details of Annual Turnover of Tenderer preceding three years: (Copy to be furnished)	2013-14 2014-15 2015-16	
5	Whether CA Audited Balance Sheets & Profit & Loss Account submitted. (Copy to be furnished)	2013-14 2014-15 2015-16	YES/NO YES/NO YES/NO
6	Net worth (As per balance sheet) (Copy to be furnished)	2013-14 2014-15 2015-16	

7	Bank details – Name and Address Type of account & account number. (Should provide bank transactions along with the copy of the first page of the account holder’s passbook)	2013-14	
	Bank details – Name and Address Type of account & account number. (Should provide bank transactions along with the copy of the first page of the account holder’s passbook)	2014-15	
	Bank details – Name and Address Type of account & account number. (Should provide bank transactions along with the copy of the first page of the account holder’s passbook)	2015-16	

**Note:**

- 1) Tenderer shall has to furnish the experience details as above only of those contracts, which they consider suitable for meeting the qualifying requirements specified in the Notice Inviting Tender. The SPD, SSA & RMSA reserves the right not to evaluate any other contract details. Information should be specific. Incomplete information is not considered. Details of more contracts may be furnished in the same format, one by one if desired.
- 2) Tenderer may note that non-submission of relevant supporting documents will lead to rejection of their tender. It shall be ensured that all relevant supporting documents are submitted along with their tender in the first instance itself. Evaluation may be completed based on the details so furnished without seeking any subsequent additional information.
- 3) If the Tenderer has executed/completed similar nature of work (as called in Experience Criteria of NIT (Notice Inviting Tender), then it is the responsibility of the Tenderer to produce documentary evidence from Client to establish the value and description of such works and that the Tenderer meets the experience requirements of tender.

**UNDERTAKING**

1. I / We have read and agree to adhere by all terms and conditions of the same.
2. I/ We here by state that none of the service personnels of my / our organization is a relative of any employee of SSA & RMSA and that none of the employees of SSA & RMSA is a beneficiary of my/ our organization including in the capacity as part-time employee, agent, partner or shareholder.

**SIGNATURE OF TENDERER  
WITH OFFICIAL SEAL**



## APPENDIX – D

This table has to be filled in by the prospective Tenderer without fail. Self- attested copies of certificates of registrations under various departments of State and Central Government are to be furnished.

SL No.	Description	Details to be furnished by the Tenderer
01	PF Registration No.	
02	ESI Registration No.	
03	Service Tax Registration No	
04	Income Tax/ PAN No	
05	PT Registration No.	
05	Certificate of Incorporation (in case of Company/firm/Proprietorship)	
06	License/Registration obtained from labour Department, Government of Karnataka.	
07	Certificate of International Organisation for Standardization (ISO)	

I / We confirm that all the above registrations are under operation presently and shall be used for all related activities

**SIGNATURE OF TENDERER  
WITH OFFICIAL SEAL**

**APPENDIX – E**  
**CRITERIA FOR EVALUATION**

**Name and Postal Address of the Bidder along with Contact Details**

Sl. No	Attribute	For the use of Officers only	
		Points Allotted	Points Obtained
1.	Tenderer shall have their registered/ corporate office/ regional office and business Establishment located in Bangalore	Yes / No If “No”, reject the tender	
2.	The Tenderer should be a Facility Management Agency with more than 150 personnel (comprising of all posts) with fully operational facility and experience in executing similar projects in the area of Government / PSU service	Yes / No If “No”, reject the tender	
3	The annual value of a single largest contract at a unit should be not less than Rs.1 crore per annum on a daily operation	Yes / No If “No”, reject the tender	
4	Tenderer has minimum three years i.e., 2013-14, 2014-15 and 2015-16 experience as Facility Management Agency. (supplying the service personnel called in this tender)	If less than three years of experience in private or government sector, reject the tender.	
5	If Tendering Agency (Service Provider): a) Specific license from the Labour Department, Government of Karnataka for undertaking service contract. b) Registration / Allotment no. for ESI c) Registration / Allotment no. for EPF d) Whether EPF and ESI returns filed for the past 3 years e) Detail of Record Maintenance as per Contract Labour (Regulation and Abolition) Act, 1970, 1971 (as per rule 75, 76, 78 and 80 of the act) f) Any system for verification of antecedents of candidates available as per <u>Live Register</u> g) Any scheme of insurance coverage prevalent for manpower supplied under service contract. (Copy to be furnished) h) Any other social security scheme for Service Personnel. (Copy to be furnished)	a) =8 points b) If “No” reject the tender c) If “No” reject the tender  d) =8 points  e) =08 points  f) =08 points  g) =08 points  h) =08 points	

	i) Satisfactory Service certificate from Govt/PSU sector clients (Attach copies for all category of service personnel called in this tender)	i) =20 points	
6	Income Tax Permanent Account Number (PAN) (attach copy of allotment of number which is in the name of the tenderer.)	Yes/No If “No” reject the tender	
7	Whether Income Tax returns filed for the past 3 years i.e., for the year 2013-14, 2014-15 and 2015-16(attach copy)	= 16 points	
8	Service Tax Registration Number. (attach copy of allotment of number which is in the name of the tenderer.)	Yes / No If “No” reject the tender	
9	Whether Service tax return filed for the past 3 years i.e., for the year 2013-14, 2014-15 and 2015-16(attach copy)	= 16 points	

Maximum points allotted ..... 100 points (Hundred)

Note: The bidder who has maximum points among all the Tenderers will be the Bench Mark for comparison with other Tenderers. If any Tenderer having less than 35 of Bench Mark, then such Tenders.

Affix Latest  
Photo of  
Pass Port  
Size

**APPENDIX – F**

This table has to be filled in by the prospective Tenderer without fail. Details of Tenderer's profile are to be furnished in the following Proforma.

Sl. No.	Subject	Details
1	Name and address of the Tenderer	
2	Whether a Proprietor/ Partnership /Company/Any other? - Please specify.	
3	If Company, please specify whether a Private Company or Public Company.	
4	PAN issued by the Income Tax Dept. (a copy of PAN to be enclosed)	
3	Official address of the Tenderer (If it is a Company please specify registered office address and corporate address separately)	
4	Name and address of the person submitting the tender whose photograph is affixed above (In case of proprietor/partnership firms, the tender has to be signed by proprietor or one of the partner only, as the case may be)	Shri/Smt,
5	Telephone number of the Tenderer	(Of) : (Res): (Mobile): (Fax): (e-Mail):
6	Registration and incorporation particulars of the Company. (If Partnership or Proprietorship, please Specify registration details obtained from local authority)	
7	Name/s and address of Proprietor/Partner/Directors to be Furnished.	1. 2. 3. 4.
8	Bank Details (Payments to be made) 1. Name and address of the Bank: 2. Bank Account No 3. Type of Account 4. IFSC Code:	

Note:

1. The Tenderers, as the case may be, shall submit self-attested copies of PAN Card, Certificate of Incorporation, Certificates of registration from local authorities, Partnership Deed, Articles and Memorandum of Association.
2. Authorization letter of the Company in case the person signing the tender document is an authorized representative of the company.
3. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents, with the Identity and signature proof.
4. Please attach copy of last 3 years income tax returns.

I/We hereby declare that the information furnished above is true and correct to the best of knowledge and belief.

Place:

SIGNATURE OF TENDERER

Date:

WITH OFFICIAL SEAL

## APPENDIX – G

### CHECK LIST

The tenderer shall check the following parameters before submitting the tender

Sl. No	Enclosure Details	Remarks
1	Name & Address of Tenderer with photograph	Yes /No
2	Tendering document duly uploaded in all respects	Yes /No
3	Documents in support of pre-qualifying requirements as per Annexure-I,	Yes/No
4	EMD of Rs. 6,09,000.00 (Six lakh Nine thousand only) through online	Yes/No
5	Service Tax Registration Certificate with 3 years return	Yes /No
6	Authorization letter of the Company in case the person signing the tender document is an authorized representative of the Company.	Yes /No
7	Power of Attorney in the name of the person who is authorized to attend Pre-bid tender meeting	Yes/No
8	Annual Turnover Statement enclosed (Audited Financial statements)	Yes/No
9	Registration of <ul style="list-style-type: none"><li>• ESI</li><li>• EPF</li><li>• Service Tax</li><li>• PT</li><li>• IT</li><li>• ISO</li></ul>	Yes/No
10	Enclosed copies of last three years returns filed in respect of <ul style="list-style-type: none"><li>• ESI</li><li>• EPF</li><li>• Service Tax</li><li>• PT</li><li>• IT</li></ul>	Yes/No
11	Copy of Pan card enclosed	Yes/No
12	Copy of Registration and incorporation particulars of the (If Partnership or Proprietorship a copy of Partnership Deed/ Registration certificate issued by local authorities)	Yes /No
13	Bank details furnished (For Payments to be paid)	Yes /No
14	Registration and renewal obtained from Labour Department	Yes/No
15	Other statutory details, if any.	

Signature of the Authorised Signatory.

Name and Designation

Address (Seal)

**APPENDIX – H**

**Format for Statutory Auditor Certificates**

Date:

We have verified the relevant statutory and other records of M/s.....

(Name of the Bidder) and certify that M/s..... had been

Appointed for the purpose of ..... (Name of the project)

We have also scrutinized the documents made available to us for the said project and certify the following:

<b>Date of commencement of the project</b>	<b>Date of completion of the project</b>	<b>Billings for the bidder from the project ( Rs. crores)</b>

Signature and seal

And registration number of Statutory Auditor

**Signature of the Authorised Signatory.**  
**Name and Designation**  
**Address (Seal)**

**APPENDIX-I**  
**FINANCIAL PROPOSAL (PRICE BID)**

From:

\_\_\_\_\_

\_\_\_\_\_

To

The State Project Director  
SSA & RMSA, Karnataka,  
Bangalore.

Sir,

We the undersigned offer to provide the services of qualified Manpower Services in accordance with your 'Request for Proposal' and our Technical Proposal, Our financial proposal is as follows:

Sl. No	Designation	Number of Personnel Required			Take Home remuneration to the service personnel	Proposed Price including remuneration, all taxes, service charges and other statutory obligations if any for providing each Employee for every month. (Refer Appendix-J for details)
		SSA	RMSA	Total		
1	2	3	4	5	6	7
1.	Maintenance Engineer	01	-	01	29000.00	
2.	Senior Accountant	01	-	01	22300.00	
3.	Account Assistants	42 (34- districts office + 8-State office)	05	47	16100.00	
4.	Data Entry Operators.	30	05	35	13400.00	
5.	Driver	08	01	09	12000.00	
6.	Electrician	01	-	01	12000.00	
7.	Group 'D' Personnel	17	4	21	10500.00	
8.	Security Guards	03	-	03	10500.00	
9.	House Keepers	04	01	05	10500.00	

Signature of the Authorised Signatory.

Name and Designation

Address (Seal)



Note:

1. The tender quote of the bidders who quote 0% as service charges will not be considered. If the rates quoted as service charge does not meet the statutory liability, the financial bid will be considered as ill-responsive and their EMD will be forfeited as per clause 11 of GCC.
2. In case of discrepancy between amounts quoted in price proposal, the amount quoted in words is taken as final price for evaluation
3. Applicable income tax will be deducted as per prevailing rules against the bills submitted.
4. Professional tax will be deducted as per PT rules.
5. The above rates quoted shall be inclusive of all taxes, service charges and other charges if any.

**Signature of the Authorized Signatory.**

**Name and Designation**

**Address (Seal)**

**APPENDIX-J**

Sl No.	particulars	Name of the post								
		Maintenance engineer	Senior Accountant	Accounts assistants	Data Entry Operators	Driver	Electrician	Group "D" Employees	Security Guard	House Keeper
1	Gross remuneration	31000.00	23940.00	18056.00	15308.00	13435.00	13435.00	11908.00	11908.00	11908.00
2	EPF (Employee Contribution) @ 12%	1800.00	1440.00	1440.00	1440.00	1200.00	1200.00	1200.00	1200.00	1200.00
3	ESI (Employee Contribution) @1.75%	0.00	0.00	316.00	268.00	235.00	235.00	208.00	208.00	208.00
4	PT	200.00	200.00	200.00	200.00					
5	<b>Net Take home pay</b>	<b>29000.00</b>	<b>22300.00</b>	<b>16100.00</b>	<b>13400.00</b>	<b>12000.00</b>	<b>12000.00</b>	<b>10500.00</b>	<b>10500.00</b>	<b>10500.00</b>
6	EPF (Employer Contribution) @ 13.36%	2004.00	1603.00	1603.00	1603.00	1336.00	1336.00	1336.00	1336.00	1336.00
7	ESI (Employer Contribution) @4.75%	0.00	0.00	858.00	727.00	638.00	638.00	566.00	566.00	566.00
8	<b>Total Remuneration payment(1+6+7)</b>	<b>33004.00</b>	<b>25543.00</b>	<b>20517.00</b>	<b>17638.00</b>	<b>15409.00</b>	<b>15409.00</b>	<b>13810.00</b>	<b>13810.00</b>	<b>13810.00</b>
9	Service Charges									
10	Service Tax - Inclusive of All types of taxes (Including 15%)									
11	<b>Total Amount (8+9+10)</b>									

- 1) The Firm shall quote the service charge, in terms of percentage on the payment of total remuneration only (excluding service tax). The same shall be quoted in figures and also in words.
- 2) For the calculation of EPF the basic pay considered as Rs. 15,000/- for Maintenance Engineer, Rs.12,000/- for Senior Accountant, Accounts Assistant, Data Entry Operator and Rs. 10,000/- for Driver, Electrician, Group "D" Employees, Security Guard, House Keeper.
- 3) ESI contribution is calculated on the Gross remuneration.