SARVA SHIKSHA ABHIYAN
Bangalore South

SHORT TERM TENDER NOTIFICATION

To provide services of 23 Accounts Assistants to Block Resource Centre and schools of the Bangalore South District pertaining to Sarva Shiksha Abhiyan on Mobility basis

SHORT TERM TENDER DOCUMENT

Address for communication

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SHORT TERM TENDER DOCUMENT

To provide the service of 23 Accounts Assistants to Block Resource Centre and schools of the Bangalore South District pertaining to Sarva Shiksha Abhiyan on Mobility basis

Tender Reff : C2/SSA/BSAA/34/2013-14

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Notification</td>
<td>05/09/2013</td>
</tr>
<tr>
<td>2</td>
<td>Last Date for submission of tender application</td>
<td>20/09/2013</td>
</tr>
<tr>
<td>3</td>
<td>Due date of opening the tender</td>
<td>23/09/2013</td>
</tr>
<tr>
<td>4</td>
<td>Issue of work order</td>
<td>Will be Intimated</td>
</tr>
<tr>
<td>5</td>
<td>Date of MOU</td>
<td>Within three days of issuing of work order</td>
</tr>
<tr>
<td>6</td>
<td>Implementation of tender</td>
<td>As decided by DDPI</td>
</tr>
</tbody>
</table>

Tender is invited through e-procurement under two cover system from interested Registered MANPOWER Supply Agencies for providing service of 23 Accounts Assistants to Block Resource Centres and Schools of Bangalore South District from 1/10/2013 to 31/03/2014.

The agencies need to furnish their technical bid in annexure-1 and financial bids in annexure-2 through e-procurement (www.eproc.karnataka.gov.in) and to be submitted separately.
TERMS OF REFERENCE FOR PROVIDING SERVICES OF 23 ACCOUNTS ASSISTANTS TO THE BLOCKS AND SCHOOLS OF BANGALORE SOUTH DISTRICT PERTAINING TO SARVA SHIKSHA ABHIYAN ON MOBILITY BASIS

1. BACKGROUND:
The Sarva Shiksha Abhiyan Zilla Samiti - Karnataka is a registered society which is implementing the centrally sponsored programme of Sarva Shiksha Abhiyan (SSA) to attain the goal of Universalization of elementary education in Bangalore South District for which funds are shared between the Government of India and State Government.

There are about 891 (Department of Education) Primary Schools pertaining to Sarva Shiksha Abhiyan, Bangalore South District. Each Accounts Assistant is responsible for about 50 schools. So the required number of Mobile Accounts Assistants are of about 23.

2. OBJECTIVES:

a) Mobile Accounts Assistant should work under the guidance and direction of the concerned Block Resource Co-ordinators.
b) The Mobile Accounts Assistant will be in-charge of the Accounts of the Respective Schools.
c) He/She should be conversant with maintenance of Cash Book and other related accounts books.
d) He/She should maintain complete accounts of funds released from District Offices/Block office viz.,
e) He/She should submit the accounts of SDMCs regularly to the BRCs.
f) Obtaining expenditure statement from the SDMCs (Schools)
g) He/She should compile the monthly accounts of the Schools by within the prescribed format and date, the same should be submitted to the BRC office.
h) He/She should visit SDMCs (Schools) regularly and maintain the SDMC accounts and submit the accounts to the Block office.
i) He/She should maintain the accounts pertaining to statutory deductions and remit the deductions made to the respective heads of accounts without any delay.
j) He/She should maintain vouchers, stock registers etc., in respect of purchase made in the Schools along with the assets acquired out of SSA funds.
k) He/She should conduct inspection of accounts of prescribed number of SDMCs every month and ensure that the accounts are maintained properly and expenditure has been incurred as per SSA norms.
l) He/She should perform any other duties entrusted by the BRCs or by the District Office pertaining to Accounts of SSA programme.

3. Qualification and Experience:

a) The Accounts Assistants to be posted to Block offices should be a B.Com graduate / BBM
b) He/She should have experience in Accounts.
c) knowledge of Tally is preferred

4. (a) Replacement:

If the service of any Account Assistant is found to be not satisfactory, alternative arrangements should be made by the consultancy within 7 days from the date of intimation for replacement is received from concerned authorities.

(b) Penalty:

Penalty at the rate 250/- per day for each accounts assistant for non compliance of replacement
service will be levied to the agency.

5. **Payment:**

A consolidated bill of all the Accounts Assistants will be prepared by the Firm every month and submitted to the Deputy Director and District Project Co-ordinator, SSA, Bangalore South along with attendance certificate and satisfactory working certificate of each Accounts Assistant obtained from the concerned Block Resource Centres. The Deputy Director and District Project Co-ordinator, after verifications / scrutiny of the bill will arrange payment to the Firm within reasonable time, from the date of receipt of the bill.

**Minimum Salary to be paid to the One Accounts Assistant should be Rs. 7200.00 per month (Net pay-takehome).** The Firm shall be required to pay the monthly payment to the Account Assistant as above and they can quote their price bids keeping in view of the Services charges as applicable.

6. **Leave facilities:**

Leave facility of one day for each completed calendar month is allowed to an Accounts Assistant.

7. **Benefits to be paid:**

Accounts Assistants should be provided ESI & Other statutory benefits as per the existing rules of the Government. However, the Firm is required to furnish the details of benefits paid to the Government to SSA once in two months.

8. **Terms and conditions:**

The interested agencies may file their tenders with Annexure 1 and 2 along with the following documents.

1. Certificate of registration and the latest renewal certificate of the agency from Labour Department.
2. Certificate regarding the registration of ESI
3. Details of PAN No.
5. Details of financial transactions of the agency for last three years as a man power service. (Agency should have a minimum turnover of rupees 10 lakhs from past three years)
6. Experience of three years in providing human resource services.
7. Details of service provided by the agency to other Companies /Institutions along with their complete correspondence address.
8. Certification regarding service tax and a Copy of Service Tax Paid by the End of 2012-13 and Clearance Certificate from the Concerned Dept.
10. Income tax returns should be enclosed.

8.1 Bid from a joint venture will not be acceptable.

8.2 The bid prepared by the bidder and all correspondence and document relating to the bid shall be written in the English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language. The contract shall be for the whole works based on the schedule of unit rates and prices submitted by the bidder.

8.3 The bidder shall fill the rates for providing Accounts Assistants and works described in the bill of quantities (BOQ).
8.4 All kinds of duties, taxes and any other Govt. levies payable by the contractor under the contract or for any other clause, shall be included in the rates.

8.5 Bids shall remain valid and open for acceptance for a period of 120 days after the date of bid opening.

8.6 The bidder shall furnish, as part of his bid, an EMD Rs. 30000/- for a period of 03 months. EMD of unsuccessful bidders will be refunded without interest only after finalisation of award of the contract. The EMD will be forfeited if a bidder withdraws or modifies his bid during the period of bid validity or in the case of a successful bidder, if he fails within the specified time limit to sign the agreement.

8.7 All pages of the bid including where entries or amendments have been made shall be initialed by the person or persons signing the bid.

8.8 Only one bid may be submitted by each bidder. No bidder may participate in the bid of another for the same contract in any relation whatsoever.

8.9 Scanned documents uploaded should have clarity and visible.

9. AWARD OF CONTRACT

4.1 The District Project Co-Ordinator Sarva Shiksha Abhiyan Bangalore South will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources to carry out the contract effectively. The bid will be considered only on service charge mentioned by the agencies.

4.2 The District Project Co-Ordinator Sarva Shiksha Abhiyan Bangalore South reserves the right to reject any or all the bids without assigning any reasons whatsoever.

General conditions of contract:-

1. Take home salary and other benefits are mentioned in the Annexure-2 need to be paid to the Accounts Assistants in time, by the end of every month or the first day of the succeeding month (for stipulated month). If the agency fails to pay the agreed emoluments disciplinary action will be taken against the agency. Annexure-2 is attached to this document.

2. Selected agency shall remit 5% of tender amount as performance security deposit.

3. The salary to above posts should be paid by cheque to the concerned savings A/c opened in any nationalised banks. Under any circumstances the cash payments will not be made directly to the concerned persons.

4. Payment to the agency on re-imbursement 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.

5. The candidates who are selected through agencies will not be given any appointment order or salary directly from the Department of Public Instruction.

6. Candidates should not be charged any kind of criminal charges.

7. Selected candidates from the concerned agencies should not render her/his services to any other Company/Agency/Institution during the period of agreement.

8. The agency should be declared on Rs.100 stamp paper that they are not black listed from any government department.

9. Selected candidates are required to sign their attendance regularly in the Attendance Register and produce the same on request from the concerned agency.
10. The agency is expected to provide the service of selected candidates continuously for the said period without deputing others in the place of selected candidates.

11. The agency shall provide a photo, individual details and educational qualification details of selected candidates with necessary certification before signing the MOU.

12. Alternate arrangements should be made by the agency within 3 days, if the candidates due to any reasons vacates from the duty. If the agency fails to do so a penalty of Rs.250/- per day will be charged.

13. The agency should take the responsibility to provide services of extra Accounts Assistants at the quoted rates in the tender as the need arises in the Department for the agreed period.

14. The selected agencies shall sign an MOU with the Department for providing services of the concerned posts. An agreement incorporating the terms & conditions which forms part & parcel of this bid. Documents shall be signed by the Contractor on a non-judicial Stamp Paper not less than the value of Rs.100/- before commencement of contract.

15. It should be clearly intimated to the selected candidates before the MOU that the candidates who are appointed by the agency shall render their duties with the service motto.

16. In case the selected candidates fails to obey the duties mentioned in the job chart along with orders of higher officials and disobey the terms and conditions made in MOU, Agency will be black listed along with disciplinary action.

17. The service of the selected candidates will be inforce from the date of the signing of the MOU with the agency till 31/03/2014.

18. The agency is responsible to bare any loss caused by the selected candidates to the Department due to their irresponsibility/negligence due to any offence committed by them.

19. The contribution of ESI should be compulsorily paid to the selected candidates accounts. The Department shall have the right to cancel the MOU incase the agency fails to render the satisfactory service of selected candidates. The Department reserves the right to get such services from other agencies. The Department reserves the right to recover such losses from the concerned agencies.

20. Agency has to open ESI account for every employee within 2 months of appointment, failing which the tender will be cancelled. These benefit 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, till the account are opened. The SSA District office will not clear any bills till this process is completed.

21. Non-payment of ESI and ST to the respective authority is punishable offence and department has a right to file criminal suit against the agency for misutilisation of funds. In addition to blacklisting then the agency the service of the agency will be cancelled.

22. Service Tax- The Agency which supplies the manpower has to pay 12.36% service tax on gross remuneration of the employees to the Central Government Service tax department. The Agency has to submit the tax paid challan every month to the SSA and then get re-imbursement from SSA.

23. The Agency will make all type of payment in advance like remuneration, ESI, Service tax, etc., and should submit consolidated challans, vouchers, Bank statement for the purpose of re-imbursement of payments. If delayed beyond 2 months on any account will be treated as violation of tender conditions and become liable for cancellation of tender agreement.

24. In case of failure of the agency to provide the services of the selected candidates during the agreed period of MOU or services of the selected candidates are taken back by the concerned agency, the EMD amount will be forfeited and the agency will be black listed.

25. The Deputy Director and District project Co-ordinator, SSA, Bangalore South reserves the right to accept/reject any or all tenders without assigning any reason whatsoever and the decision of the DD and DPO shall be final and binding.

[Signature]
Deputy Director and Ex-Officio
District project Co-ordinator
SSA, Bangalore South
Annexure-1

Technical Bid

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and address of the Agency with phone numbers</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Details of registration certificate and renewals of registration from Labour Department.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The details of financial transactions of the agency for last three years. (Agency should have a minimum turnover of rupees 10 lakhs)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PAN number</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Experience of three years in providing human resource services</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Details of ESI Registration</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Details of service tax registration.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Certificate of registration of professional tax.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Three years audit report of recent years.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Income tax returns</td>
<td></td>
</tr>
</tbody>
</table>

Date: 

Place: 

Seal and Signature of the
Authorised Signatory
of the agency
Annexure-2

Financial Bid

From

...........................................

...........................................

To

Deputy Director and
District Project Co-ordinator
SSA, Bangalore South,
Kalasipalyam, Bangalore-2

Sir,

We hereby offer to provide the services of qualified Accounts Assistants in accordance with your ‘Request for Proposal’ and our Technical Proposal. Our financial proposal is as follows:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Qualification</th>
<th>No.of Personnel</th>
<th>Min. salary fixed to the candidate (Net pay-Take Home)</th>
<th>Proposed price including all taxes</th>
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<tbody>
<tr>
<td>1</td>
<td>B.Com/BBM</td>
<td>23</td>
<td>1. Net take home pay per month per Accountant</td>
<td>7200/-</td>
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<td></td>
<td></td>
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<td>2. ESI (Employee and Employer Contribution)</td>
<td>468/-</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>3. Service Charges</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Service Tax (1+2+3 @ 12.36%)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount In Words Rs..................................................

Note:

1. The rates quoted shall be inclusive of all taxes, service charges and other charges.
2. In case of discrepancy between amounts quoted in price proposal, the amount quoted in words is taken as final price for evaluation.

Signature of the Authorized Signatory.

Name and Designation
Address