



New Public Offices, K.R.Circle, Bangalore-560 001

## SARVA SHIKSHA ABHIYAN SAMITHI- KARNATAKA

### E TENDER NOTIFICATION

To provide services of Junior Computer Programmer to 203  
Offices of Block Resource Centres of the State pertaining to  
Sarva Shiksha Abhiyan

### TENDER DOCUMENT

#### Address for communication

Office of the State Project Director,  
New Public Offices, Nrupatunga Road,  
Bangalore – 560 001

Telephones: 22483580 Fax: 22126718

E-mail: [ssakarnataka@gmail.com](mailto:ssakarnataka@gmail.com)

website: [ssakarnataka.gov.in](http://ssakarnataka.gov.in)

### **DISCLAIMER**

The information contained in this tender document or subsequently provided to bidder(s) whether verbally or in documentary form by or on behalf of the Sarva Shiksha Abhiyan Samithi (SSA), is provided to the bidder(s) on terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the bidder(s) with information to assist the formulation of their proposals. This tender document does not purport to contain all the information that each bidder may require. This tender document may not be appropriate for all persons, and it is not possible for SSA to consider the investment objectives, financial situations and particular needs of each bidder who reads or uses this tender document. Each bidder should conduct its own visit and analysis and should check the accuracy, reliability and completeness of the information contained in this tender document and wherever necessary, obtain independent advice from appropriate sources. SSA makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

SSA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information contained in this tender document.

## **SARVA SHIKSHA ABHIYAN SAMITHI-KARNATAKA**

State Project Office, Nrupatunga Road, Bangalore-560 0011

Invitation providing services of Junior Computer Programmers to the offices of 203 Block Resource Centers in the state.

An Expression of Interest is invited in the prescribed format from Firms/ Companies/ Organisations for providing services of Junior Computer Programmers to the offices of 203 Block Resource Centers in four packages Bangalore, Mysore, Gulbarga, Belguam in the state. The Firm has to submit the proposal along with EMD as per table below:.

Sl.No.	Package	EMD Amount in Rs.
1	Bangalore division	1,50,000/-
2	Belguam divison	1,50,000/-
3	Gulbarga division	1,50,000/-
4	Mysore division	1,50,000/-

The document is available on the internet in the website <http://www.eproc.karnataka.gov.in>. It may be noted that all subsequent notifications, changes and amendments on the project/document would be posted only on the following website: <http://www.eproc.karnataka.gov.in>. The Firm will be required to register themselves with the centre for E-Governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website: <http://www.eproc.karnataka.gov.in>. Necessary training and hands on experience in handling e procurement system could be obtained from the centre for E- Governance. Necessary details could also be obtained over telephone at 080825501216.

The pre-proposal conference will be held at State Project Office, SSA, Bangalore on **25-04-2011 at 3.00 PM**.

The Completed document "Request for Proposal" should be submitted on or before - **18-05-2011 at 5.00 PM**. The technical proposal will be opened on **23-05-2011 at 3.00 PM**.

For further details contact the Joint Director (Admin), SSA during office hours Ph:080-22483038.

State Project Director  
Sarva Shiksha Abhiyan, Karnataka.

**SARVA SHIKSHA ABHIYAN SAMITHI-KARNATAKA**  
State Project Office, Nrupatunga Road, Bangalore-1

A Brief information on **“REQUEST FOR PROPOSAL”** (RFP)

1. Under Sarva Shiksha Abhiyan Programme, services of Junior Computer Programmers in 4 packages to the Offices of 203 Block Resource Centres in the state.
2. Proposals in Electronic Form are invited from professional Firms/Companies/Organisations to participate in the tender providing the services of Junior Computer Programmers in 4 packages to the Offices of 203 Block Resource centers in the State as per table below.

Sl.No.	Package	No. of Junior Computer Programmers to be provided
1	Bangalore division	59
2	Belguam divison	58
3	Gulbarga division	33
4	Mysore division	53

Package wise detailed list is at APPENDIX-H.

3. The proposal to be submitted along with Earnest Money Deposit (EMD) as per the table below. The EMD shall be kept valid for at least 45 days in addition to the Proposal Validity Period and would need to be extended, if so required by the SSA Samithi, for any extension in Proposal Validity Period.

Sl.No.	Package	EMD Amount in Rs.
1	Bangalore division	1,50,000/-
2	Belguam divison	1,50,000/-
3	Gulbarga division	1,50,000/-
4	Mysore division	1,50,000/-

Bidders may quote for one or more packages but one bidder will be awarded with only one package.

- 3.1 The Bid Security shall be credited to the account of Centre for E-Governance
  - a) Through Credit Card
  - b) Internet Banking
  - c) National Electronic Fund Transfer
  - d) Remittance over the counter in the selected 10 branches of Axis Bank in Bangalore

The Firm' bid will be evaluated only on confirmation of receipt of the payment (EMD) in the GOK's central pooling account held at Axis Bank

EMD amount will have to be submitted by the Bidder taking into account the following conditions:

- a) EMD will be accepted only in the form of electronic cash (and not through Demand Draft or Bank Guarantee) and will be maintained in the Govt.'s central pooling account at Axis Bank until the contract is closed.
- b) The entire EMD amount for a particular tender has to be paid in a single transaction.

**3.2** The EMD will be returned to the unsuccessful Bidder within a period of eight (8) weeks from the date of announcement of the Successful Bidder. The EMD submitted by the Successful Bidder shall be released upon furnishing of the Performance Security in the form and manner as stipulated in the Agreement.

**3.3** 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 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 Samithi;
- d) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect;

**4.** The letter of invitation, terms of reference and information for Firm are enumerated in this request for proposal.

## LETTER FOR INVITATION

Sir,

**Sub:** Request for proposal to provide services of Junior Computer Programmers to the offices of 203 Block Resource Centres in the state for SSA programme.

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1 You are here by invited to submit Technical and Financial proposal for providing services of personnel to work as Junior Computer Programmers in the offices of 203 Block Resource Centres in the State as per appendix H to manage the data related to SSA programme/RTE at Block level. The service of Junior Computer Programmers is proposed to be obtained upto 31.03.2013 from date of execution of MOU. There are 4 packages, you may quote for one or more packages.

2 Introduction

Sarva Shiksha Abhyan Samithi, Karnataka, is implementing the programme "Sarva Shiksha Abhiyan" in Karnataka through its districts and Block Resource Centers. The main objective of this scheme is universalisation of Elementary Education. Sarva Shiksha Abhiyan Samithi is using the Information Technology for the implementation of various activities in the state. Statistical information from Cluster, Block, District and State level will have to be periodically collected, fed in to computers, update, analyze and generate reports according to our requirements. Presently the project is working on software like District Information System for Education (DISE), Child Census, Progress Monitoring, Letter and file tracking system(LPO), Counseling of teacher transfer, etc on visual studio 2005, Oracle, Sql server and MS Access in addition to the regular applications like MS office. Sarva Shiksha Abhiyan Samithi intends to procure the services of the Junior Computer Programmers for the management of the said software/data at the Block Resource Center. The Junior Computer Programmers will have to work at the respective Block Resource Center Offices on all the working days during the office hours and co-ordinate the data collection, data entry, report generation and such other activities related to information technology and or any other duties assigned to her/him by the State Project Office or the District Project Co-ordinator or anybody authorized by her/him in this regard.

3 The request for proposal contains the following documents.

- ❖ Terms of References
- ❖ Technical Proposal – Standard Form
- ❖ Financial Proposal

- 4 In order to obtain more information on the assignment, it is considered desirable that a representative of your firm visits the office of the State Project Director, SSA Karnataka, Bangalore before the proposal is submitted. Your representative may meet the **Joint Director (Admin), State Project Office, SSA, Karnataka, K.R.Circle, Bangalore.**
- 5 A pre-proposal conference open to all prospective Firm will be held on **25-04-2011 at 3.00 PM** at State Project Office, SSA, New Public Office, Nrupatunga Road, Bangalore. The Prospective agencies/ firm/ company will have an opportunity to obtain clarification regarding the scope of work, terms of reference, contract conditions and any other pertinent information.
- 6 **Eligibility for Bidder :**
  - 6.1 The Bidder must have a Company Registered under the provisions of the Companies Act or A firm Registered in Karnataka with the Competent Authority.
  - 6.2 The Company/firm should have been in the business for providing Man power Resource at least for the last 2 years.
  - 6.3 Company/firm should have an average Annual Turnover of Rs.50.00 lakhs during each of the past two audited years i.e., 2008-09 and 2009-10.
  - 6.4 Company/firm should have a certificate of legal status, Place of Registration and Principal place of business of the Firm.
  - 6.5 Company/firm should have a Service Tax Registration and Service Tax returns filed in the last two financial years i.e., 2008-09 and 2009-2010.
  - 6.6 Company/firm should have an acknowledgement of Income Tax returns filed in the last two years i.e., 2008-09 and 2009-10.
- 7 The **“TECHNICAL PROPOSAL”** should include the description of the Firm/ Organisation, the firm's general experience in the field of assignment, qualification and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference.
  - 7.1 The **“FINANCIAL PROPOSAL”** will be on **monthly lump sum basis for providing** the services of one Junior Computer Programmers to the office of the Block Resource Center. The financial proposal shall be inclusive of all duties, and all types of taxes etc as applicable. However, Service Tax will be paid extra.
8. **Opening of Proposal:**

The proposals containing technical proposal will be opened by the State Project Director, SSA, Karnataka, Bangalore or his authorised representative

in his office on **23-05-2011 at 3.00 PM**. in the e form. It may please be noted that the Financial Proposal containing the detailed price offer will be opened after completion of technical evaluation.

## **9. Evaluation:**

A two -stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria.

- The consultant's relevant experience for the assignment (25 points)
- The quality of the methodology proposed for providing the services of Junior Computer Programmer to the Block Resource Centres. (25points)
- The qualification and experience of the staff proposed for the assignment (50points)

Curriculum Vitae of the proposed personnel to be deployed shall be provided in the proposal. These personnel will be rated in accordance with:

- General qualifications (30 points)
- Adequacy for the project (suitability to perform duties for this assignment. These include education and training, length of relevant experience on fields similar to those required as per terms of references, type of positions held, time spent with the firm, etc) (60 points)
- Their language and the experience in the Karnataka region( 5 points )
- Involvement in skill transfer programme and training ability ( 5 points )
- The firm should have an administrative office at Bangalore.

## **10. Deciding Award of Contract:**

- a. The client will carry out the evaluation of proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria and marking system specified. Each responsive proposal will be given a technical score (TS). A proposal to be considered unsuitable shall be rejected at this stage if it does not respond to the important aspects of the terms of reference or if it fails to achieve the minimum technical score indicated.



- b. 'Technical proposal' scoring not less than 75% of the total points will only be considered for financial evaluation. The marks obtained in the technical proposal will have the additional weight -age for financial proposals.

The SSA will notify the names of the Firms, whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the letter of invitation and terms of reference, indicating that their financial proposals will be kept unopened. The SSA will simultaneously notify the Firms / Agencies that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals.

- c. The financial proposal shall be opened in the electronic form only, those Firms who are technically qualified.
- d. The lowest Financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores (SF) of the other financial proposals will be computed as price offer of the proposal under consideration. Proposals will be ranked according to their weights (T=0.75 and P=0.25)  $S = S_t \times T\% + S_f \times P\%$ . The Firm securing the highest combined technical and financial score will be considered.
- e. Negotiations with the successful bidder

The aim is to reach an agreement on all points and sign a contract. Negotiations will include discussion on the Technical proposals, staffing and any suggestions made by the firm to improve the terms of reference. The client and firm will then work out the agreed final terms of reference. The client expects to negotiate a contract on the basis of the personal named in the proposal. Before contract negotiations, State Project Director, SSA, Karnataka, will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. The negotiations will complete on signing the agreed contract by the State Project Director, SSA, Karnataka and the firm.

**11.** Please note that the State Project Director, SSA, Karnataka, Bangalore, is at full liberty to reject the RFP without assigning any reason. Further, as quality is the principal selection criterion, the State Project Director, SSA, Karnataka, Bangalore is not bound in any way to select the firm offering the lowest price and will have all the right to reject RFP though the firm offered lowest price.

**11.1** The successful Bidder will be required to furnish Performance Security in the form of DD/Bank Guarantee equal to 5% of the contract value. Successful Firm are required to execute an agreement with SPD.

**12** You are requested to hold our proposal valid for 90days from the date of submission without changing the personnel proposed for the assignment and your proposed price. The State Project Director, SSA, Karnataka, Bangalore will make best efforts to select a consultant within this period.

**13** The payment payable under this assignment will be subject to normal tax liability in India.

Yours faithfully,

**State Project Director,  
Sarva Shiksha Abhiyan-Karnataka**

***Enclosures:***

1. Terms of References
2. General conditions of contract

## **General conditions of contract**

### **1. General provisions**

#### **1.1 Definitions**

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

- b) “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;
- c) “Contract” means the contract signed by the parties, to which these general conditions of contract (GC) are attached;
- d) “Effective Date” means the date on which this contract comes into force and effect pursuant of Clause GC 2.1.
- e) “Contract Price” means the price to be paid for the performance of the services, in accordance with clause 6;
- f) “GC” means these General conditions of contract;
- g) “Government” means the Government of Karnataka;
- h) “Local Currency” means Indian Rupee;
- i) “SSA” means Sarva Shiksha Abhiyan Samithi-Karnataka
- j) “SPD” means State Project Director
- k) “SPO” means State Project Office”
- l) “Party” means the client or the Firm as the case may be, and parties means both of them;
- m) “Services” means the work to be performed by the Firm pursuant to this contract as described in Terms of Reference.

#### **1.2 Law Governing the contract**

This contract, its meaning and interpretation, and the relation between the parties shall be governed by the Applicable Law.

#### **1.3 Language**

The contract has to be executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

## **1.4 Notices**

Any notice, request or consent made pursuant to this contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such party at the address specified in the SC.

## **1.5 Taxes and Duties**

The Bidders and their personnel shall pay taxes, duties, fee and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

## **2 Commencement, Completion, Modification and Termination of contract**

**3**

### **3.1 Effectiveness of Contract**

This contract shall come into effect on the date the contract is signed by both parties or such other latter dates as may be stated by the clients.

### **3.2 Commencement of Services**

The Firm shall begin carrying out the services within Thirty (30) days after the date the contract becomes effective, or at such other date as may be specified by the clients.

### **3.3 Modification**

Modification of the terms and conditions of this contract, including any modification of the scope of the services or of the contract price, may only be made by written agreement between the parties.

### **3.4 Force Majeure**

#### **3.4.1 Definitions**

For the purpose of this contract "Force Majeure" mean an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

#### **3.4.2 No Breach of contract**

The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract insofar as such inability arises from an event of force majeure, provided that the party affected by

such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

## **2.5 Termination**

### **2.5.1 By the Client**

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the Firm and sixty (60) days' in the case of the event referred to in (b):

- a) If the Firm do not remedy a failure in the performance of their obligations under the contract, within thirty(30) days of receipt after being notified or within such further period as the client may have subsequently approved in writing;
- b) If the client, in its sole, discretion and for any reason whatsoever, decides to terminate this contract.

### **2.5.2 By the Service Provider**

The Service Provider may terminate this contract, by not less than thirty (30) days' written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this clause.

- a) If the client fails to pay any monies due to the Firm pursuant to this contract with in forty-five (45) days after receiving written notice from the Firm that such payment is overdue;
- b) If the client is in material breach of its obligations pursuant to this contract and has not remedied the same with in forty-five (45) days (or such longer period as the Firm may have subsequently approved in writing following the receipt by the client of the Firms' notice specifying such breach;

### **2.5.3 Payment upon Termination**

Upon termination of this contract pursuant to clauses GC 2.5.1 or GC 2.5.2 hereof, the client shall make the following payments to the Firm (after offsetting against these payments any amount that may be due from the Firm to the client.

- a) Remuneration pursuant to clause GC 6 hereof for services satisfactorily performed prior to the effective date of termination.

- b) Reimbursement expenditures pursuant to clause GC 6 hereof for expenditures actually incurred prior to the effective date of termination; and
- c) Except in the case of termination pursuant to paragraphs (a) through (b) of clause GC 2.5.1 hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of the contract.

#### **2.5.4 Disputes about events of termination**

If either party disputes whether an event specified in paragraphs of clause GC 2.5.1 or in clause GC 2.5.2 hereof has occurred, such party may, within forty-five (45) days after receipt of notice of termination from the other party, refer the matter to arbitration pursuant to clause GC 7 hereof, and this contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

### **3. Obligations of the Firm**

#### **3.1 General**

The Firm shall perform the services and carry out their obligations here under with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. The Firm shall always act, in respect of any matter relating to this contract or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests in any dealings with Firm or third parties.

#### **3.2 Conflict of Interests**

##### ***3.2.1 Firm not to benefit from commissions, discounts, etc.***

The remuneration of the Firm pursuant to clause GC 6 hereof shall constitute the Firm sole remuneration in connection with this contract or the services and the Firm shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations here under, and the Firm shall use their best efforts to ensure that any sub-contract as the personnel and agents of either of them, similarly shall not receive any such additional remuneration.

##### **3.2.2 Prohibition of confliction activities**

The Bidder shall not engage, and cause their personnel not to engage, either directly or indirectly, in any of the following activities.

- a) During the term of this contract, any business or professional activities in GOK which would conflict with the activities assigned to them under this contract; and
- b) After the termination of this contract, such other activities as may be specified in the SCC.

### **3.3 Confidentially**

The Firm, and their personnel of either of them shall not, either during the term or within two (2) years after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract or the client's business or operations without the prior written consent of the client.

### **3.4 Documents prepared by the Firm to be the property of the client.**

All reports, other documents and software prepared by the Firm for the client under this contract shall become and remain the property of the client, and the Firm shall not later than upon termination or expiration of this contract, deliver all such documents to the client, together with a detailed inventory there of. The Firm may retain a copy of such documents and software.

## **4 Firm personnel**

### **4.1 General**

The Firm shall employ and provide such qualified and experienced personnel as are required to carry out the services as per the Terms of Reference.

## **5 Payment**

During the contract period, the payment to the Firm towards providing the services of Junior Computer Programmer staff shall be paid once in a month based on the attendance certificate obtained from all the respective Block Resource Centre Officers and bank statement showing the release of payment to Junior Computer Programmers to their respective bank accounts from the Firms account. The charge becomes due on satisfactory completion of service every month and shall be paid during the succeeding month.

## **6 Payments to the Firm:**

### **6.1 Cost Estimates:**

The agency should quote lump sum amount per month to be paid for one Account Assistant.

### **6.2 Currency of payment:**

All payments shall be made in India Rupees.

## **7 Settlement of Disputes**

### **7.1 Amicable settlement**

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

### **7.2 Dispute Settlement**

Any dispute between the parties as to matters arising pursuant to this contract, which cannot be settled amicably within thirty (30) days after receipt by one of the party's request for such amicable settlement may be submitted by either party for settlement to arbitration mutually agreed by either parties. If either parties fail to arrive at an agreement on the arbitration, the same may be submitted for arbitration in accordance with the existing Arbitration Laws of the country.



# **TERMS OF REFERENCE FOR PROVIDING SERVICES OF JUNIOR COMPUTER PROGRAMMERS TO THE OFFICES OF 203 BLOCK RESOURCE CENTRES**

## **1. BACKGROUND :**

The Sarva Shiksha Abhiyan Samithi - 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 all the districts of Karnataka state for which funds are shared between the Government of India and State Government.

## **2. OBJECTIVES:**

Presently the project is working on software like District Information System for Education (DISE), Child Census, Progress Monitoring, Letter and file tracking system(LPO), Counseling of teacher transfer, etc on visual studio, Oracle, Sql server and MS Access in addition to the regular applications like MS office.

- a) Junior Computer programmer posted to the office of the Block Resource Centres should work under the guidance and direction of the Block Resource Co-ordinators.
- b) The Junior Computer programmer will be incharge of the MIS section of the Block Office.
- c) He/She should be conversant with Microsoft windows environment, visual studio, Oracle, Sql server and MS Access in addition to the regular applications like MS office and should know the installation of the software.
- d) He/she should be in a position to develop/update in house software as per the requirement under the guidance of State authorized persons.
- e) He/she should generate the reports from the database as per the requirement.
- f) He/She should maintain the data of the applications used by the department either existing or new.
- g) He/She should provide technical support at block/cluster/school level as and when required.
- h) He/She should visit the CALC centers as and when informed.
- i) He/should take the backups of the systems regularly
- j) He/should ensure that systems are installed with latest updates of the software and virus free.
- k) He/should may have to give the training on use of the software's to the officials whenever required as per the instructions of authorized persons.

## **3. Qualification and Experience:**

- a) The Junior Computer Programmers to be posted to Block offices should have

Degree in BSc in Computer science or IT / BCA /Diploma in Computer Science or related higher qualification in Information Technology from reputed university

Note:Fixed salary will be provided at Block level irrespective of the higher qualification if any

- b) The candidates should be well versed in English and Kannada Languages with sufficiently good speed in the use of computer keyboard with English and Kannada Fonts.
- c) The selected candidates would be required to be present at Block Resources Center on all working days during the working hours.
- d) The candidates should be prepared to work even before and beyond office hours in case the situation so demands for the completion of a particular task
- e) The Junior Computer Programmers so provided by the Consultants will not in way be considered Government Employees.
- f) Sarva Shiksha Abhiyan Samithi will not be in any way directly or vicariously liable for any injury or damage caused to the Junior Computer Programmers provided by the Agency
- g) The Junior Computer Programmers should have minimum of one year experience as junior programmer and have good knowledge in visual studio 2005, Oracle, Sql server and MS Access in addition to the regular applications like MS office.
- h) Sarva Shiksha Abhiyan SPO Office or anybody authorized will conduct the test for the candidates before appointing him/her.

**4. (a) Replacement:**

If the service of any Junior Computer Programmer 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 Junior Computer Programmer for non compliance of replacement service will be levied to the agency.

**5. Payment:**

A consolidated bill of all the Junior Computer Programmers will be prepared by the Firm every month and submitted to the Joint Director (Admin)

of the SPO along with attendance certificate, satisfactory working certificate of each Junior Computer Programmer obtained from the concerned Block Resource Centers and bank statement showing the release of payment to the respective bank accounts of junior computer programmers. The Joint Director (Admin) of the SPO after verifications / scrutiny of the bill will arrange payment to the Firm within reasonable time, from the date of receipt of the bill. **Minimum net pay to be paid to the One Junior Computer Programmer should be Rs. 10,000.00 per month (Ten thousand only). The Firm shall be required to pay the monthly payment to the Junior Computer Programmer as above and they can quote their price bids keeping in view of the Services charges as applicable. Sarva Shiksha Abhiyan also intends to provide an Annual increment of 5% of the total payment to those candidates who have worked as satisfactorily for continuous period of one year.**

Sarva Shiksha Abhiyan samathi would bear the traveling costs at the rate given in the KCSR travel rules i.e., in the particular category II of the GO NO FD3 SRS 2008 Bangalore dated 14-08-2008.

#### **6. Leave facilities:**

Leave facility of one day for each calendar month is allowed to an Junior Computer Programmer.

#### **7. Benefits to be paid:**

Junior Computer Programmers should be provided Provident Fund & Other statutory benefits as per the existing rules of the Government. However, the Firm is required to furnish the details of Provident Fund and Statutory benefits paid to the Government to SSA once in two months.

**TECHNICAL PROPOSAL - STANDARD FORM**

**APPENDIX - A**

**Format for Letter of Proposal**

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

**Date :**

**To,**

**The State Project Director**

Sarva Shiksha Abhiyan,  
Nrupatunga Road  
Bangalore – 560 001

Sir,

Ref. : Providing services of Junior Computer Programmers at BRCs for the  
package(s)

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Being duly authorized to represent and act on behalf of.....  
(hereinafter 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 90 days from .....  
(Proposal Due Date)

Yours faithfully,

.....  
(Signature of the Authorised Signatory of Firm)

.....  
(Name and designation of the Authorised Signatory of the Firm)

**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 residential 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 services of Junior Computer Programmers at BRCs including signing and submission of all documents and providing information / responses to the Sarva Shiksha Abhiyan, representing us in all matters before Sarva Shiksha Abhiyan, and generally dealing with Sarva 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 fulfillment 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 Firm 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 Firm.
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

### Details of Firm

1. Name
2. Address of the office(s)
3. Date of incorporation and/or commencement of business.
4. Brief description of the Firm :
5. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Firm:
  - a. Name :
  - b. Designation :
  - c. Company :
  - d. Address :
  - e. Telephone Number :
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :
6. Details of individual (s) who will serve as the point of contact / communication for Sarva Shiksha Abhiyan Mission:
  - a. Name :
  - b. Designation :
  - c. Company :
  - d. Address :
  - e. Telephone Number :
  - f. Fax Number :
  - g. Mobile Number :
  - h. E-Mail Address :

## Appendix - E

### Format for Statement of Experience

Experience Criterion No 1	
Name of the project	
Name, address and contact details of Client	
Scope of the project	
Scope of work of Firm	
Date of commencement of the project	
Date of completion of the Firm scope of work	
Total billings from project for Firm	

**The above statement shall be supported by..**

1. Certificate issued by the Client clearly stating the scope of the project, cost of the project and date of successful completion.
2. Certificate from statutory auditor certifying date of successful completion of Firm scope of work in the project and total billings till such date.



**APPENDIX - F**

**Format for Statutory Auditor Certificates**

Date

We have verified the relevant statutory and other records of M/s.....  
(Name of the Firm) and certify the M/s..... had been appointed for  
the purpose of ..... ( name of the project)

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

Date of commencement of the project	Date of completion of the project	Billings for the Firm from the project ( Rs crores)

Signature and seal

And registration number of Statutory Auditor

**APPENDIX-G**  
**FINANCIAL PROPOSAL (PRICE BID) - STANDARD FORM**

From

\_\_\_\_\_  
\_\_\_\_\_

To

The State Project Director  
SSA, Karnataka, Bangalore.

Sir,

We the undersigned offer to provide the services of qualified Junior Computer Programmers in accordance with your 'Request for Proposal' and our Technical Proposal. Our financial proposal is as follows:

<b>Sl. No</b>	<b>Package</b>	<b>Minimum Salary fixed to the Candidate</b>	<b>Proposed price including all tax, service charges and remuneration for each Candidate for every month</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Bangalore	Rs.10,000/-	
2	Belgaum	Rs.10,000/-	
3	Gubarga	Rs 10,000/-	
4	Mysore	Rs 10,000/-	

**Signature of the Authorised Signatory.**

**Name and Designation**

**Address**

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
3. Bidders may quote for one or more packages but one bidder will be awarded with only one package.

## APPENDIX-H

### Package wise detailed List

#### One Junior Computer Programmer per Block

#### Package: Bangalore Division

Sl.No.	District	Block Sl.No.	Block
1	BANGALORE RURAL	1	DEVANAHALLI
2		2	DODDABALLAPURA
3		3	HOSAKOTE
4		4	NELAMANGALA
5	BANGALORE U NORTH	1	NORTH1
6		2	NORTH2
7		3	NORTH3
8		4	NORTH4
9	BANGALORE U SOUTH	1	ANEKAL
10		2	SOUTH1
11		3	SOUTH2
12		4	SOUTH3
13		5	SOUTH4
14	CHIKKABALLAPURA	1	BAGEPALLY
15		2	CHIKKABALLAPUR
16		3	CHINTAMANI
17		4	GOWRIBIDANUR
18		5	GUDIBANDA
19		6	SIDLAGHATTA
20	CHITRADURGA	1	CHALLAKERE
21		2	CHITRADURGA
22		3	HIRIYUR
23		4	HOLALKERE
24		5	HOSADURGA
25		6	MOLAKALMUR
26	DAVANAGERE	1	CHANNAGIRI
27		2	DAVANAGERE(N)
28		3	DAVANAGERE(S)
29		4	HARAPANAHALLI
30		5	HARIHARA
31		6	HONNALI
32		7	JAGALUR
33	KOLAR	1	BANGARAPETE
34		2	K G F
35		3	KOLAR
36		4	MALUR
37		5	MULBAGAL
38		6	SRINIVASAPUR
39	RAMANAGARA	1	CHANNAPATNA
40		2	KANAKAPURA
41		3	MAGADI
42		4	RAMANAGARA

43	SHIMOGA	1	BHADRAVATI
44		2	HOSANAGAR
45		3	SAGAR
46		4	SHIKARIPUR
47		5	SHIMOGA
48		6	SORAB
49		7	THIRTHAHALLI
50	TUMKUR	1	CHIKKANAYAKANAHALLI
51		2	GUBBI
52		3	KUNIGAL
53		4	TIPTUR
54		5	TUMKUR
55		6	TURUVEKERE
56	MADHUGIRI	1	KORATAGERE
57		2	MADHUGIRI
58		3	PAVAGADA
59		4	SIRA

**Package: Belgaum Division**

Sl.No.	District	Block Sl.No.	Block
1	BAGALKOT	1	BADAMI
2		2	BAGALKOT
3		3	BILAGI
4		4	HUNAGUND
5		5	JAMAKHANDI
6		6	MUDHOL
7	BELGAUM	1	BAILHONGAL
8		2	BELGAUM CITY
9		3	BELGAUM RURAL.
10		4	KHANAPUR
11		5	RAMDURG
12		6	SOUNDATTI
13	CHIKKODI	1	ATHANI
14		2	CHIKODI
15		3	GOKAK
16		4	HUKKERI
17		5	KAGWAD
18		6	MUDALGI
19		7	NIPPANI
20		8	RAIBAG
21	BIJAPUR	1	BASAVAN BAGEWADI
22		2	BIJAPUR RURAL
23		3	BIJAPUR CITY
24		4	CHADACHAN
25		5	INDI

26		6	MUDDEBIHAL
27		7	SINDAGI
28	DHARWAD	1	DHARWAD
29		2	DHARWAD CITY
30		3	HUBLI
31		4	HUBLI CITY
32		5	KALGHATAGI
33		6	KUNDAGOL
34		7	NAVALGUND
35	GADAG	1	GADAG CITY
36		2	GADAG RURAL
37		3	MUNDARAGI
38		4	NARAGUND
39		5	RON
40		6	SHIRHATTI
41	HAVERI	1	BYADAGI
42		2	HANAGAL
43		3	HAVERI
44		4	HIREKERUR
45		5	RANNEBENNUR
46		6	SAVANUR
47		7	SHIGGOAN
48	UTTARA KANNADA	1	ANKOLA
49		2	BHATKAL
50		3	HONNAVAR
51		4	KARWAR
52		5	KUMTA
53	UTTARA KANNADA SIRSI	1	HALIYAL
54		2	JOIDA
55		3	MUNDAGOD
56		4	SIDDAPUR
57		5	SIRSI
58		6	YELLAPUR

**Package: Gulbarga Division**

Sl.No.	District	Block Sl.No.	Block
1	BELLARY	1	BELLARY EAST
2		2	BELLARY WEST
3		3	HADAGALI
4		4	HAGARIBOMMANAHALLI
5		5	HOSPET
6		6	KUDLIGI
7		7	SANDUR
8		8	SIRUGUPPA
9	BIDAR	1	AURAD

10		2	BASAVAKALYAN
11		3	BHALKI
12		4	BIDAR
13		5	HUMNABAD
14	GULBARGA	1	AFZALPUR
15		2	ALAND
16		3	CHINCHOLI
17		4	CHITTAPUR
18		5	GULBARGA NORTH
19		6	GULBARGA SOUTH
20		7	JEWARGI
21		8	SEDAM
22	KOPPAL	1	GANGAVATHI
23		2	KOPPAL
24		3	KUSTAGI
25		4	YELBURGA
26	RAICHUR	1	DEVADURGA
27		2	LINGASUGUR
28		3	MANVI
29		4	RAICHUR
30		5	SINDHANUR
31	YADGIRI	1	SHAHAPUR
32		2	SHORAPUR
33		3	YADGIR

**Package: Mysore Division**

Sl.No.	District	Block Sl.No.	Block
1	CHAMARAJANAGARA	1	CHAMARAJA NAGAR
2		2	GUNDULPET
3		3	HANUR
4		4	KOLLEGAL
5		5	YELANDUR
6	CHIKKAMANGALORE	1	BIRURU
7		2	CHIKMAGALUR
8		3	KADUR
9		4	KOPPA
10		5	MUDIGERE
11		6	NARASIMHARAJAPURA
12		7	SRINGERI
13		8	TARIKERE
14	DAKSHINA KANNADA	1	BANTWAL
15		2	BELTHANGADY
16		3	MANGALORE CITY
17		4	MANGALORE TALUK

18		5	MOODABIDRE
19		6	PUTTUR
20		7	SULLIA
21	HASSAN	1	ALUR
22		2	ARAKALAGUDU
23		3	ARASIKERE
24		4	BELUR
25		5	CHANNARAYAPATNA
26		6	HASSAN
27		7	HOLENARASIPURA
28		8	SAKALESHAPURA
29	KODAGU	1	MADIKERI
30		2	SOMAVARPET
31		3	VIRAJPET
32	MANDYA	1	KRISHNARAJA PET
33		2	MADDUR
34		3	MALAVALLY
35		4	MANDYA NORTH
36		5	MANDYA SOUTH
37		6	NAGAMANGALA
38		7	PANDAVAPURA
39		8	SRIRANGA PATNA
40	MYSORE	1	H.D.KOTE
41		2	HUNSUR
42		3	K.R.NAGARA
43		4	MYSORE NORTH
44		5	MYSORE RURAL
45		6	MYSORE SOUTH
46		7	NANJANAGUD
47		8	PERIYA PATNA
48		9	T.N.PURA
49	UDUPI	1	BRAHAMAVARA
50		2	BYNDOOR
51		3	KARKALA
52		4	KUNDAPURA
53		5	UDUPI