SARVA SHIKSHA ABHIYAN

Karnataka - Bangalore

“E-TENDER NOTIFICATION”

To provide the services of Data Entry Operators to State Office.

TENDER DOCUMENT

Address for communication

STATE PROJECT DIRECTOR
SSA, Karnataka, Annex Building,
Nrupatunga Road,
Bangalore -01
Email: ssakarnataka@gmail.com
Website: www.ssakarnataka.gov.in

Phone No: 22483038

Fax No: 22104179
22126718

Notification Date: 29.06.2013

SARVA SHIKSHA ABHIYAN

O/o the State Project Director, Annex Building, Nrupatunga Road, Bangalore-1

Invitation for providing the services of Data Entry Operators to State Office.

(1) A Tender has been invited in the prescribed format from firms/ companies / Organisations to provide the services of around 30 Data Entry Operators to State Office on indent basis. The bidder has to submit the proposal along with EMD of **Rs.85,000/-**

The document is available on the internet in the website http://www.eproc.karnataka.gov.in. The same can be downloaded from the internet.

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 bidders 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 EGovernance and could also be obtained over telephone at **080 22371090 & 080 25501216**

(2) The pre-proposal conference will be held at SPO, SSA, Bangalore on **06.07.2013 at 3.00 P.M.**

(3) The Completed document "Request for Proposal" should be submitted on or before **29.07.2013** at **5.00 P.M.** through e-procurement website only The technical proposal will be opened on **30.07.2013 at 11.00 AM**

(4) For further details contact the **Joint Director (Admin), SSA** during office hours or call Ph:080-22483038
Mobile No: 9448999423

State Project Director,
SSA, Karnataka, Bangalore.

SARVA SHIKSHA ABHIYAN

O/o the State Project Director, Annex Building, Nrupatunga Road, Bangalore-1

A Brief information on "REQUEST FOR PROPOSAL" (RFP)

1 Under SSA programme this is the RFP to procure services of around 30 Data Entry Operators to State Office on indent basis.

2 Proposals in Electronic Form are invited from professional Firms/ Companies/ Organisations to participate in the tender for providing the services of Data Entry Operators to State Office.

3 The proposal to be submitted along with Earnest Money Deposit (EMD) of **Rs.85,000/-** 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.

3.1 The Bid Security should be credited to the account of Centre for E-Governance through:

a) Credit Card
b) Internet Banking
c) National Electronic Fund Transfer
d) Remittance over the counter in the ICICI Bank.

The Bidders' bid will be evaluated only on confirmation of receipt of the payment (EMD) in the GOK's central pooling a/c held at ICICI 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 ICICI 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 shall be returned to the unsuccessful Bidders 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 the Performance Security in the required 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 period there of 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;

e) If the successful Bidder fails to provide the suitable candidates with in the stipulated time**.**

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

LETTER FOR INVITATION

Sir,

Sub: Request for proposal to provide around 30 Data Entry Operators to State Office.

****

1 You are here by invited to submit Technical and Financial proposal for providing services of personnel to work as Data Entry Operators in the State office. The services of Data Entry Operators is proposed to be obtained initially up to **31.03.2014** from date of execution of MOU.

2 Introduction

Sarva Shiksha Abhyan Samithi, Karnataka, is implementing the programme "Sarva Shiksha Abhiyan" in Karnataka through its district and block offices. The main objective of this scheme is universalisation of Elementary Education. Sarva Shiksha Abhiyan Samithi intends to procure the services of the Data Entry Operators for the Data Entry and Computer work at the state office. The Data Entry Operators will have to work in the State Project Office in Bangalore 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 office of State Project Office, or by anybody authorized in this regard.

3 The request for proposal contains the following documents.

- Terms of References
- Technical Proposal
- 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, Nrupathunga Road, Bangalore-01.**

5 A Pre-proposal conference open to all prospective Bidders will be held on **06.07.2013 at 3.00 PM** at State Project Office, SSA, Annex Building, Nrupathunga Road, Bangalore-01. The Prospective agencies/ firms/ 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 registrar.

6.2 Company should be in the business of man power out sources atleast for the last three years

6.3 Company should have provided the services of 25 Data Entry Operators at least during the last 3 years.

6.4 Company should have an accumulate turn over of Rs.50 lakhs of the last two audited years. i.e., 2011-12, 2012-13.

6.5 Company should provide Certificate of legal status, place of registration and principal place of business of the firm.

6.6 Company should have a Service tax Registration and Service tax returns filed in the last two financial years i.e., 2011-12, 2012-13.

6.7 Company should provide an acknowledgement of Income tax returns filed in the last 02 Years i.e., 2011-12, 2012-13.

6.8 Company should have registered in the Labour Department submitted with the registration certificate.

6.9 The "TECHNICAL PROPOSAL" should include the description of the firm/ organization, 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.

The Financial proposal will be the total contract value of the service for all Data Entry Operators for the entire contract period as per appendix F. The financial proposal shall be inclusive of all duties, and all types of taxes etc. as applicable under the statutory obligations.

6.10 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 **30.07.2013** 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.

7. 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.

Sl No		Description	Minimum numbers expected	Maximum Weightage in points
1		Number of Human Resource provided		50
	1a	Number of years in Business; Minimum 3 years; One point per year; hence minimum is 3 points; one point for additional year in business; maximum of 5 years and hence maximum is 5 points	3	5
	1b	Number of HR supplied	100	---
	1b.1	Data Entry Operator	50	25
	1b.2	All other skilled like IT, ITeS, BPO, KPO, etc excluding unskilled category	50	15
	1c	language and the experience of HR supplied in the Karnataka region		5
2		Process of Selection		50
	2a	Maintains a live register (manual or web based) that has current entries in each category a minimum number as under		
	2a.1	Data Entry Operator	100	15
	2a.2	All other skilled like IT, ITeS, BPO, KPO, etc excluding unskilled category	100	5
	2b	How does bidder proposes to select Technical's in the present instance. To provide details as under		
	2b.1	Proof of Testing Technical for selection of Data Entry Operator		20
	2b.2	Proof of Technical's testing and evaluation tool to be conducted before sponsoring candidates.		5
	2c	Firms Involvement in skill transfer programme and training ability		5

8. 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 60% of the total points will only be considered for financial evaluation.

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 proposals of the firms those who are technically qualified shall be opened in the electronic form only.

d. The Firm which quotes the least in financial bid will be considered as L1.

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 personnel 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.

f. The successful bidder has to ensure that manpower provided has not worked with the State Project Office more than 2 years in a span of 3 last years.

9. 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 the lowest price.

The successful Bidder will be required to furnish Performance Security in the form of DD/Bank Guarantee equal to 5% of the contract value within 10 days Successful bidders are required to execute an agreement with SPD.

10. You are requested to hold your proposal valid for 9O days 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 Bidder within this period

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

12. Please note that if you consider that your firm does not have all the expertise for the assignment there is no objection to your firm associating with any other firms to enable for the fulfillment of the contract. The request for joint venture with full details for the proposed associations are to be submitted along with the technical bid. The request for Joint Venture for association will not be considered after opening the technical bid.

13. We would appreciate if you inform us the following by Telex/E-mail.

a) Your acknowledgement of the receipt of this letter of invitation.
b) Whether or not you will be submitting a proposal.

State Project Director
Sarva Shiksha Abhiyan-Karnataka
Nrupathunga Road, Bangalore

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;

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 2.1.

d) "Contract Price" means the price to be paid for the performance of the services, in accordance with clause 6;

e) "GC" means these General conditions of contract;

f) "Government" means the Government of Karnataka;

g) "Local Currency" means Indian Rupee;

h) "SSA" means Sarva Shiksha Abhiyan Samithi-Karnataka

i) "SPD" means State Project Director

j) "SPO" means State Project Office"

k) "Member" in case the Agency/Firm consists of a joint venture of more than one entity, means any of these entities, and "Members" means all of these entities; "Member in Charge" means the entity specified in the GC to act on their behalf in exercising all the Firm rights and obligations towards the client under this contract.

l) "Party" means the client or the Agency as the case may be, and parties means both of them;

m) "Personnel" means persons hired by the Bidders and assigned to the performance of the services or any part hereof;

n) "Services" means the work to be performed by the Bidders 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

2.1 Effectiveness of Contract

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

2.2 Commencement of Services

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

2.3 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.

2.4 Force Majeure

2.4.1 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.

2.4.2 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 Bidders and sixty (60) days’ in the case of the event referred to in:

a) If the successful Bidder do not find a remedy, for the 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 Bidder

The Bidder may terminate this contract, by not less than thirty (30) days’ a 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 amount due to the bidder pursuant to this contract with in forty-five (45) days after receiving written notice from the Agency 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 Bidders may have subsequently approved in writing following the receipt by the client of the Bidders' 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 Bidders after offsetting against these payments any amount that may be due from the Bidder 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. <u>Obligations of the Bidders</u>

3.1 General

The Bidders shall perform the services and carry out their obligations here under with all due deligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. The Bidders 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.

3.2 Conflict of Interests

3.2.1 Bidders not to benefit from commissions, discounts, etc.

The remuneration of the Bidders pursuant to clause GC 6 hereof shall

constitute the Bidders sole remuneration in connection with this contract or the services and the Bidders 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 or their obligations here under, and the Bidders shall use their best efforts to ensure that any partner 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 Bidders shall not engage, and cause their personnel as well as their partner and 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 Confidentiality

The Bidders and their personnel or 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 Bidders to be the property of the client.

All reports, other documents and software prepared by the Bidders for the client under this contract shall become and remain the property of the client, and the Bidders 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 Bidders may retain an copy of such documents and software.

4. <u>Bidder's personnel and Partners</u>

4.1 General

The Bidders 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

The payment to the Bidders agency towards providing the services of Data Entry Operators shall be paid once in a month, during the contract period based on the attendance certificate obtained from all the State Officers to whom the services of Data Entry Operators are provided. The Service charge becomes due on satisfactory completion of service every month and shall be paid during the succeeding month.

6. Payments to the Bidders:

6.1 Cost Estimates:

The agency should quote lump sum amount for the entire project.

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 AROUND 30 DATA ENTRY OPERATORS TO THE OFFICE OF the STATE PROJECT DIRECTOR, SSA KARNATAKA, BANGALORE.

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:

Sarva Shiksha Abhyan Samithi, Karnataka, is implementing the programme "Sarva Shiksha Abhiyan" in Karnataka through its State Office. 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, updated analyzed and reports generated according to our requirements.

Sarva Shiksha Abhiyan Samithi intends to procure the services of the Data Entry Operators for the management of the said software at state office. The Data Entry Operators will have to work at the State Project Office in Bangalore on all the working days during the office hours and co-ordinate the data collection, data entry.

3. Qualification and Experience:

The Data Entry Operators to be posted to State could be of the following

i Pass in PUC or 10+2 examination in any discipline with certificate course in computer applications.

ii The candidates should be well versed in typing with good command over Kannada and English Typing / Drafting.

iii The candidates should have proficiency in M.S word, excel and power point applications of office applications.

iv The successful bidder has to ensure that manpower provided has not worked with the State Project Office more than 2 years in a span of 3 last years.

4. 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

5. The candidates should have good personality and well mannered to suit the ethics of working in Government offices.

6. The candidates should be capable of raising to the needs of the occasion, take up responsibilities and achieve tasks independently and in groups

7. The selected candidates would be required to be present and work in the State Project Office on all working days during the working hours

8. The candidates should be 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

9. The Data Entry Operators so provided by the Agency will not in way be considered as Government Employees

10. Sarva Shiksha Abhiyan Samithi will not be in any way directly or vicariously liable for any injury or damage caused to the Data Entry Operators provided by the Agency

11. Sarva Shiksha Abhiyan SPO Office will conduct the test for the candidates before appointing him/her.

12. **Replacement:**

1) Any Data Entry Operator Employee who intends to quit the service or if the service is found to be not satisfactory the Agency should be given suitable and equivalent replacement immediately without any delay.

2) Any Data Entry Operator Employee who finds to be unruly and arrogant behavior will not be tolerated. The employee who goes on strike will be viewed seriously and replaced immediately.

13. Payment to the Data Entry Operators:

1. Sarva Shiksha Abhiyan intends that the candidates posted to work as Data Entry Operators in the State Project Office should be paid the minimum consolidated remuneration at the following rates by the Agency.

Sl. No	Qualification	Number of Personnel	Take home remuneration to the candidate to be paid (In Rs)
1	Pass in PUC or 10+2 examination in any discipline with certificate course in computer applications. The candidates should be well versed in typing with good command over Kannada and English typing. The candidates should have proficiency in M.S word, excel and power point applications of office applications.	30	Rs.9298/-

2. 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.

3. 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.

4. The payment for the Data Entry Operators for every completed month should be paid before 5th of succeeding month directly to the Bank Account of the concerned Data Entry Operator and necessary proof of the same should be submitted along with the bills.

5. The necessary Tax deductions will be effected in the bills as per rules**.**

14. **Leave facilities:** Leave facility of One day per each calendar month is allowed to a Data Entry Operator

15. **Benefits to be paid:** Data Entry Operators are provided Provident Fund & Other statutory benefits as per the existing rules of the State Government if any.

TECHNICAL PROPOSAL STANDARD FORM

APPENDIX-A

Format for Letter of Proposal

(On the Letter head of the Bidder)

Date:

To,

The State Project Director
Sarva Shiksha Abhiyan
Annex Building,
Nrupatunga Road
Bangalore – 560 001

Sir,

Sub: Providing services of Data Entry Operators to State Office

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Bidder"), and having reviewed and fully understood 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 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 residential address) who is presently employed with us and holding the position of ..... as our 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 Data Entry Operators to State Office 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 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

Details of Bidder

1. Name
2. Address of the office(s)
3. Date of incorporation or commencement of business.
4. Brief description of the Bidder
5. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:

    a. Name :
    b. Designation :
    c. Company :
    d. Address :
    e. Telephone Number: :
    f. Fax Number :
    g. Mobile Number :
    h. E-Mail Address :

Details of individual (s) who will serve as the point of contact / communication for Sarva Shiksha Abhiyan Samithi:

a. Name :
b. Designation :
c. Company :
d. Address :
e. Telephone Number :
f. Fax Number :
g. Mobile Number :
h. E-Mail Address :

7. In case of Consortium:

Information above (1-4) should be provided for all the members of the Consortium and information regarding role of each member should be provided as per table below:

Section 1.01 Sl. No	**Name of the Member**	**Role (Lead Member or Operating Member)**

APPENDIX D

Format for Statement of Experience

(On the Letter head of the Bidder or Lead Member, in case of Consortium)

Experience Criterion No 1	
Name of the project	
Name, address and contact details of Client	
Scope of the project	
Name(s) of other members of consortium, in case the said project was executed as a consortium	
Scope of work of Bidder	
Date of commencement of the project	
Date of completion of the bidders scope of work	
Total billings from project for Bidder	

The above statement shall be supported by.

1 a certificate issued by the Client clearly stating the scope of the project, cost of the project and date of successful completion.

2 copy of the joint venture agreement, in case the project was executed as a consortium.

3 certificate from statutory auditor certifying date of successful completion of bidder's scope of work in the project and total billings till such date.

APPENDIX – E

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.

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

Signature and seal

And registration number of Statutory Auditor

APPENDIX – F

FINANCIAL PROPOSAL (PRICE BID)

From

_____

_____

Bangalore.

To

The State Project Director
SSA, Karnataka.

Sir,

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

Qualification	**Number of Personnel**	**Minimum Take Home Remuneration fixed to the Candidate (Net pay-take home)**	
1	2	3	
Pass in PUC or 10+2 examination in any discipline with certificate course in computer applications. The candidates should be well versed in typing with good command over Kannada and English typing. The candidates should have proficiency in M.S. word, excel and power point applications of office applications.	30	1.Net Take Home Remuneration- 2.ESI – (Employee & Employer Contribution)- 3.Service Charges – 4.Service Tax- (1+2+3) at 12.36% (Inclusive of All Tax) Total-	9298/- 605/-

Signature of the Authorized Signatory.
Name and Designation
Address