



# **SARVA SHIKSHA ABHIYAN**

**Karnataka - Bangalore**

## **TENDER NOTIFICATION**

**To provide services of about 921 Accounts Assistants to schools of the State pertaining to Sarva Shiksha Abhiyan on Mobility basis**

### ***TENDER DOCUMENT***

#### ***Address for communication***

**STATE PROJECT DIRECTOR  
Sarva Shiksha Abhiyan Samithi - Karnataka,  
New Public Offices,  
Nrupatunga Road, Bangalore – 01**

**Phone No: 22103092**

**Fax No:22104179**

## SARVA SHIKSHA ABHIYAN

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

Invitation providing services of about 921 Accounts Assistants to schools of the State on Mobility basis

- (1) An "Expression of Interest" is invited in the prescribed format from Firms/ Companies/ Organisations for providing services of about 921 Accounts Assistants to the schools of the State on Mobility basis in four packages Bangalore, Mysore, Gulbarga, Belgaum Revenue Divisions of the State. The Firm has to submit the proposal along with EMD as per Table Below:

Sl. No	Package	EMD Amount in Rs.
1	Package-I Bangalore division	7,00,000/-
2	Package-II Mysore division	5,00,000/-
3	Package-III Gulbarga division	4,00,000/-
4	Package-IV Belgaum division	5,00,000/-

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 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 080-22485867.

- (2) The pre-bid conference will be held at SPO, SSA, Bangalore on **5.12.2011 at 3.00 pm**.
- (3) The Completed document "Request for Proposal" should be submitted on or before **24.12.2011 at 15.00 hrs**. The technical proposal will be opened on **27.12.2011 at 16.00 hrs**.
- (4) For further details contact the **Chief Accounts Officer, SSA** during office hours Ph:080-22103092

**Sd/- 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 Sarva Shiksha Abhiyan Programme services of about 921 Accounts Assistants to the schools of the State on Mobility basis in 4 packages
2. Proposals in Electronic Form are invited from Financial Firms/Companies/Organisations who are the Man Power Suppliers to provide the services of about 921 Accounts Assistants to the schools of the State on Mobility basis in 4 packages as per table below.

Sl. No.	Package	No. of Mobile Accounts Assistants to be provided
1	Package-I Bangalore division	319
2	Package-II Mysore divison	218
3	Package-III Gulbarga division	159
4	Package-IV Belguam division	225

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	Package-I Bangalore Division	7,00,000/-
2	Package-II Mysore Division	5,00,000/-
3	Package-III Gulbarga Division	4,00,000/-
4	Package-IV Belguam Division	5,00,000/-

### **Bidders may quote for one or more packages**

- 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 of Axis Bank

The Firm' bid will be evaluated only on confirmation of receipt of the payment (EMD) in the GOK's central pooling a/c 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 about 921 Accounts Assistants to the schools of the State on Mobility basis in 4 packages for SSA programme

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- 1 You are here by invited to submit Technical and Financial proposal for providing services of about 921 personnel to work as Accounts Assistants in the schools of the State on Mobility basis in 4 packages to compile the accounts of SSA programme at School level. The service of Accounts Assistants is proposed to be obtained upto 31.03.2013 from date agreement
- 2 The purpose of this assignment is, to get smooth, efficient and timely feedback from Schools to Block Office on SSA Releases, Expenditure as well as Utilisation Certificates.

Releases	-	Monthly statement during Financial Year
Expenditures	-	Monthly
UCs	-	Immediately after completion of the accounting year or as per guidelines - Manual on Financial Management and Procurement of SSA.

This service is needed from qualified, competent, efficient and experienced account personnel.

- 3 The request for proposal contains the following documents.
  - ❖ Terms of References
  - ❖ Technical Proposal – Standard Form
  - ❖ Financial Proposal – Standard Form
- 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 **Chief Accounts Officer, State Project Office, SSA, Karnataka, K.R. Circle, Bangalore.**
- 5 A pre-proposal conference open to all prospective Firm will be held on **5.12.2011 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 3 years.
- 6.3 Company/firm should have an Turnover of Rs.2.50 crores for applying one package, Rs. 5.00 crores for two packages, Rs. 7.50 crores for three packages and Rs. 10.00 crores for applying for all the four packages during the past two audited years i.e. 2009-10 and 2010-11
- 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 two financial years i.e., 2009-10 and 2010-11
- 6.6 Company/firm should have an acknowledgement of Income Tax returns filed in the last two years i.e. 2009-10 and 2010-11
- 6.7 Company/firm should have a EPF Registration and EPF returns filed in the last two financial years i.e., 2009-10 and 2010-11
- 6.8 Company/firm should have a ESI Registration and ESI returns filed in the last two financial years i.e. 2009-10 and 2010-11

- 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.

The “TECHNICAL PROPOSAL” should include the following.

- i. Letter of proposal Appendix-A
- ii. Power of Attorney Appendix-B
- iii. Details of bidder/service provider Appendix-C
- iv. Statement of Experience Appendix-D
- v. Statutory auditor certificates Appendix-E
- vi. Registration Certificate
- vii. IT returns acknowledgement
- viii. Audited balance sheet certified by Chartered Accounts
- ix. Service Tax registration issued by appropriate authority.
- x. Selection process plan.

7.1 The “**FINANCIAL PROPOSAL**” will be on **monthly lump sum basis for providing** the services of one Account Assistant to the schools of the State on Mobility basis. The financial proposal shall be inclusive of all duties, and all types of taxes etc as applicable.

#### 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 **27.12.2011 at 16.00 hrs.** 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.

SI No		Description	Minimum numbers expected	Maximum Weightage in points
<b>1</b>		<b>Number of Human Resource provided</b>		<b>50</b>
	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 as average per year for number of years indicated in 1a above and considered under two categories as under; Weightage= number supplied /minimum indicated *100, in each category.	500	---
	1b.1	Accounts support	250	25
	1b.2	All other skilled like IT, ITeS, BPO, KPO, etc excluding unskilled category	250	15
	1c	language and the experience of HR supplied in the Karnataka region		5
<b>2</b>		<b>Process of Selection</b>		<b>50</b>
	2a	Maintains a live register (manual or web based) that has current entries in each category a minimum number as under		
	2a.1	Accounts support	750	15
	2a.2	All other skilled like IT, ITeS, BPO, KPO, etc excluding unskilled category	500	5
	2b	How does bidder proposes to select HR in the present instance. To provide details as under		

2b.1	Proof of Testing tools-Technical for selection of Accounts support		20
2b.2	Proof of HR testing and evaluation tool to be conducted before sponsoring candidates.		5
2c	Firms Involvement in skill transfer programme and training ability (related to Tally)		5

#### 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 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 proposal shall be opened in the electronic form only, those Firms who are technically qualified.
- d. The Firm quoted the L1 (least) in financial bid 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.
- 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,

**Sd/-**  
**State Project Director,**  
**Sarva Shiksha Abhiyan-Karnataka**  
**K.R.Circle, 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;

- 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**

### **2.1 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.

### **2.2 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.

### **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 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 conflict 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**

The payment to the Firm towards providing the services of Accounts staff shall be paid once in a month, during the contract period based on the attendance certificate obtained from all the Block Education Officers to whom the

services of Accounts Assistants are provided. 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 ABOUT 921  
ACCOUNTS ASSISTANTS TO THE SCHOOLS OF THE STATE PERTAINING TO  
SARVA SHIKSHA ABHIYAN ON MOBILITY BASIS IN 4 PACKAGES**

**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.

There are about 45,677 (Department of Education) Primary Schools pertaining to Sarva Shiksha Abhiyan, Karnataka. Each Accounts Assistant is responsible for about **50** schools. So the required number of Mobile Accounts Assistants are of about 921.

**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 Chief Accounts Officer of the SPO along with attendance certificate and satisfactory working certificate of each Accounts Assistant obtained from the concerned Block Resource Centres. The Chief Accounts Officer 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 Salary to be paid to the One Accounts Assistant should be Rs. 6000.00 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.***

***Sarva Shiksha Abhiyan also intends to provide an Annual increment of 5% of the total payment to those candidates who worked as satisfactorily for continuous period of one year.***

### 6. Leave facilities:

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

### 7. Benefits to be paid:

Accounts Assistants should be provided ESI, 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  
New Public Offices Annex  
Nrupatunga Road  
**Bangalore – 560 001**

Sir,

Re: Providing services of Accounts Assistants at Schools on Mobility basis in 4 packages

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 Accounts Assistants at Schools on Mobility basis in 4 packages 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 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 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.

**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 :

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.

**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- F**

**FINANCIAL PROPOSAL (PRICE BID)**

From

To

\_\_\_\_\_  
Director \_\_\_\_\_  
Bangalore.

The State Project  
SSA,Karnataka,

Sir,

We the undersigned 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:

<b>Sl. No</b>	<b>Qualification</b>	<b>Package</b>	<b>Minimum Salary fixed to the Candidate (Net pay-takehome)</b>	<b>No. of Personnel</b>	<b>Proposed price including all Taxes, Duties, Remuneration for each Candidate for each month</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	B.Com., / BBM	Package-I Bangalore division	Basic-4100 Allowances-1900 Total net take home pay-6000	319	
2	B.Com., / BBM	Package-II Mysore division	Basic-4100 Allowances-1900 Total net take home pay-6000	218	
3	B.Com., / BBM	Package-III Gulbarga division	Basic-4100 Allowances-1900 Total net take home pay-6000	159	
4	B.Com., / BBM	Package-IV Belguam division	Basic-4100 Allowances-1900 Total net take home pay-6000	225	



**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

**Package – I Bangalore Division**

Sl.No.	District	Block	No. of Schools	Required no. of Mobile Accounts Assistants
1	BANGALORE RURAL	DEVANAHALLI	217	4
2	BANGALORE RURAL	DODDABALLAPURA	359	7
3	BANGALORE RURAL	HOSAKOTE	266	5
4	BANGALORE RURAL	NELAMANGALA	296	6
5	BANGALORE U NORTH	NORTH1	120	2
6	BANGALORE U NORTH	NORTH2	59	1
7	BANGALORE U NORTH	NORTH3	83	2
8	BANGALORE U NORTH	NORTH4	254	5
9	BANGALORE U SOUTH	ANEKAL	274	5
10	BANGALORE U SOUTH	SOUTH1	234	5
11	BANGALORE U SOUTH	SOUTH2	72	1
12	BANGALORE U SOUTH	SOUTH3	126	3
13	BANGALORE U SOUTH	SOUTH4	198	4
14	CHIKKABALLAPURA	BAGEPALLY	304	6
15	CHIKKABALLAPURA	CHIKKABALLAPUR	246	5
16	CHIKKABALLAPURA	CHINTAMANI	356	7
17	CHIKKABALLAPURA	GOWRIBIDANUR	306	6
18	CHIKKABALLAPURA	GUDIBANDA	107	2
19	CHIKKABALLAPURA	SIDLAGHATTA	260	5
20	CHITRADURGA	CHALLAKERE	383	8
21	CHITRADURGA	CHITRADURGA	319	6
22	CHITRADURGA	HIRIYUR	327	7
23	CHITRADURGA	HOLALKERE	235	5
24	CHITRADURGA	HOSADURGA	300	6
25	CHITRADURGA	MOLAKALMUR	144	3
26	DAVANAGERE	CHANNAGIRI	281	6
27	DAVANAGERE	DAVANAGERE(N)	147	3
28	DAVANAGERE	DAVANAGERE(S)	146	3
29	DAVANAGERE	HARAPANAHALLI	269	5
30	DAVANAGERE	HARIHARA	141	3
31	DAVANAGERE	HONNALI	209	4
32	DAVANAGERE	JAGALUR	184	4
33	KOLAR	BANGARAPETE	335	7
34	KOLAR	K G F	133	3
35	KOLAR	KOLAR	383	8

36	KOLAR	MALUR	320	6
37	KOLAR	MULBAGAL	390	8
38	KOLAR	SRINIVASAPUR	325	7
39	RAMANAGARA	CHANNAPATNA	246	5
40	RAMANAGARA	KANAKAPURA	454	9
41	RAMANAGARA	MAGADI	412	8
42	RAMANAGARA	RAMANAGARA	289	6
43	SHIMOGA	BHADRAVATI	273	5
44	SHIMOGA	HOSANAGAR	233	5
45	SHIMOGA	SAGAR	317	6
46	SHIMOGA	SHIKARIPUR	229	5
47	SHIMOGA	SHIMOGA	322	6
48	SHIMOGA	SORAB	311	6
49	SHIMOGA	THIRTHAHALLI	236	5
50	TUMKUR	CHIKNAYAKANHALLI	322	6
51	TUMKUR	GUBBI	407	8
52	TUMKUR	KUNIGAL	423	8
53	TUMKUR	TIPTUR	288	6
54	TUMKUR	TUMKUR	499	10
55	TUMKUR	TURUVEKERE	313	6
56	TUMKUR MADHUGIRI	KORATAGERE	266	5
57	TUMKUR MADHUGIRI	MADHUGIRI	368	7
58	TUMKUR MADHUGIRI	PAVAGADA	244	5
59	TUMKUR MADHUGIRI	SIRA	436	9
		<b>TOTAL</b>	15,996	<b>319</b>

## Package – II Mysore Division

Sl.No.	District	Block	No. of Schools	Required no. of Mobile Accounts Assistants
1	CHAMARAJANAGARA	CHAMARAJA NAGAR	267	5
2	CHAMARAJANAGARA	GUNDULPET	190	4
3	CHAMARAJANAGARA	HANUR	169	3
4	CHAMARAJANAGARA	KOLLEGAL	97	2
5	CHAMARAJANAGARA	YELANDUR	57	1
6	CHIKKAMANGALORE	BIRURU	189	4
7	CHIKKAMANGALORE	CHIKMAGALUR	355	7
8	CHIKKAMANGALORE	KADUR	250	5
9	CHIKKAMANGALORE	KOPPA	125	3
10	CHIKKAMANGALORE	MOODIGERE	186	4
11	CHIKKAMANGALORE	NARASIMHARAJAPURA	103	2
12	CHIKKAMANGALORE	SRINGERI	69	1
13	CHIKKAMANGALORE	TARIKERE	236	5
14	DAKSHINA KANNADA	BANTWAL	196	4
15	DAKSHINA KANNADA	BELTHANGADY	180	4
16	DAKSHINA KANNADA	MANGALORE CITY	31	1
17	DAKSHINA KANNADA	MANGALORE TALUK	136	3
18	DAKSHINA KANNADA	MOODABIDRE	66	1
19	DAKSHINA KANNADA	PUTTUR	184	4
20	DAKSHINA KANNADA	SULLIA	140	3

21	HASSAN	ALUR	183	4
22	HASSAN	ARAKALAGUDU	331	7
23	HASSAN	ARASIKERE	446	9
24	HASSAN	BELUR	325	7
25	HASSAN	CHANNARAYAPATNA	417	8
26	HASSAN	HASSAN	437	9
27	HASSAN	HOLENARASIPURA	271	5
28	HASSAN	SAKALESHAPURA	187	4
29	KODAGU	MADIKERI	125	3
30	KODAGU	SOMAVARPET	153	3
31	KODAGU	VIRAJPET	128	3
32	MANDYA	KRISHNARAJA PET	342	7
33	MANDYA	MADDUR	249	5
34	MANDYA	MALAVALLY	260	5
35	MANDYA	MANDYA NORTH	180	4
36	MANDYA	MANDYA SOUTH	112	2
37	MANDYA	NAGAMANGALA	363	7
38	MANDYA	PANDAVAPURA	182	4
39	MANDYA	SRIRANGA PATNA	125	3
40	MYSORE	H.D.KOTE	314	6
41	MYSORE	HUNSUR	289	6
42	MYSORE	K.R.NAGARA	228	5
43	MYSORE	MYSORE NORTH	76	2
44	MYSORE	MYSORE RURAL	219	4
45	MYSORE	MYSORE SOUTH	37	1
46	MYSORE	NANJANAGUD	274	5
47	MYSORE	PERIYA PATNA	292	6
48	MYSORE	T.N.PURA	230	5
49	UDUPI	BRAHAMAVARA	95	2
50	UDUPI	BYNDOOR	187	4
51	UDUPI	KARKALA	146	3
52	UDUPI	KUNDAPURA	131	3
53	UDUPI	UDUPI	59	1
		<b>TOTAL</b>	<b>10,619</b>	<b>218</b>

## Package – III Gulbarga Division

Sl. No.	District	Block	No. of Schools	Required no. of Mobile Accounts Assistants
1	BELLARY	BELLARY EAST	153	3
2	BELLARY	BELLARY WEST	128	3
3	BELLARY	HADAGALI	149	3
4	BELLARY	HAGARIBOMMANAHALLI	131	3
5	BELLARY	HOSPET	195	4
6	BELLARY	KUDLIGI	280	6
7	BELLARY	SANDUR	158	3
8	BELLARY	SIRUGUPPA	172	3
9	BIDAR	AURAD	300	6
10	BIDAR	BASAVAKALYAN	239	5
11	BIDAR	BHALKI	258	5
12	BIDAR	BIDAR	284	6
13	BIDAR	HUMNABAD	209	4
14	GULBARGA	AFZALPUR	175	4
15	GULBARGA	ALAND	268	5
16	GULBARGA	CHINCHOLI	280	6
17	GULBARGA	CHITTAPUR	286	6
18	GULBARGA	GULBARGA NORTH	182	4
19	GULBARGA	GULBARGA SOUTH	150	3
20	GULBARGA	JEWARGI	234	5
21	GULBARGA	SEDAM	231	5
22	KOPPAL	GANGAVATHI	316	6
23	KOPPAL	KOPPAL	232	5
24	KOPPAL	KUSTAGI	221	4
25	KOPPAL	YELBURGA	195	4
26	RAICHUR	DEVADURGA	321	6
27	RAICHUR	LINGASUGUR	314	6
28	RAICHUR	MANVI	291	6
29	RAICHUR	RAICHUR	266	5
30	RAICHUR	SINDHANUR	305	6
31	YADAGIRI	SHAHAPUR	289	6
32	YADAGIRI	SHORAPUR	351	7
33	YADAGIRI	YADGIR	295	6
		<b>TOTAL</b>	<b>7,858</b>	<b>159</b>

## Package – IV Belguam Division

Sl.No.	District	Block	No. of Schools	Required no. of Mobile Accounts Assistants
1	BAGALKOT	BADAMI	237	5
2	BAGALKOT	BAGALKOT	191	4
3	BAGALKOT	BILAGI	136	3
4	BAGALKOT	HUNAGUND	236	5
5	BAGALKOT	JAMAKHANDI	282	6
6	BAGALKOT	MUDHOL	233	5
7	BELGAUM	BAILHONGAL	231	5
8	BELGAUM	BELGAUM CITY	139	3
9	BELGAUM	BELGAUM RURAL.	291	6
10	BELGAUM	KHANAPUR	339	7
11	BELGAUM	RAMDURG	200	4
12	BELGAUM	SOUNDATTI	227	5
13	BELGAUM CHIKKODI	ATHANI	341	7
14	BELGAUM CHIKKODI	CHIKODI	267	5
15	BELGAUM CHIKKODI	GOKAK	150	3
16	BELGAUM CHIKKODI	HUKKERI	259	5
17	BELGAUM CHIKKODI	KAGWAD	113	2
18	BELGAUM CHIKKODI	MUDALGI	236	5
19	BELGAUM CHIKKODI	NIPPANI	200	4
20	BELGAUM CHIKKODI	RAIBAG	292	6
21	BIJAPUR	BASAVAN BAGEWADI	300	6
22	BIJAPUR	BIJAPUR RURAL	407	8
23	BIJAPUR	BIJAPUR CITY	122	2
24	BIJAPUR	CHADACHAN	187	4
25	BIJAPUR	INDI	280	6
26	BIJAPUR	MUDEBIHAL	249	5
27	BIJAPUR	SINDAGI	341	7
28	DHARWAD	DHARWAD	167	3
29	DHARWAD	DHARWAD CITY	65	1
30	DHARWAD	HDMC	88	2
31	DHARWAD	HUBLI	118	2
32	DHARWAD	KALGHATAGI	123	2
33	DHARWAD	KUNDAGOL	102	2
34	DHARWAD	NAVALGUND	110	2
35	GADAG	GADAG CITY	56	1
36	GADAG	GADAG RURAL	114	2
37	GADAG	MUNDARAGI	99	2
38	GADAG	NARAGUND	54	1
39	GADAG	RON	159	3
40	GADAG	SHIRHATTI	136	3
41	HAVERI	BYADAGI	106	2
42	HAVERI	HANAGAL	224	4
43	HAVERI	HAVERI	162	3
44	HAVERI	HIREKERUR	206	4
45	HAVERI	RANNEBENNUR	193	4

46	HAVERI	SAVANUR	113	2
47	HAVERI	SHIGGOAN	162	3
48	UTTARA KANNADA	ANKOLA	162	3
49	UTTARA KANNADA	BHATKAL	179	4
50	UTTARA KANNADA	HONNAVAR	277	6
51	UTTARA KANNADA	KARWAR	161	3
52	UTTARA KANNADA	KUMTA	216	4
53	UTTARA KANNADA SIRSI	HALIYAL	162	3
54	UTTARA KANNADA SIRSI	JOIDA	162	3
55	UTTARA KANNADA SIRSI	MUNDAGOD	137	3
56	UTTARA KANNADA SIRSI	SIDDAPUR	225	5
57	UTTARA KANNADA SIRSI	SIRSI	295	6
58	UTTARA KANNADA SIRSI	YELLAPUR	185	4
		<b>TOTAL</b>	11,204	<b>225</b>