

**KARNATAKA STATE TEACHERS BENEFIT FUND,
SHIKSHAK SADAN, K.G. ROAD,
BANGALORE – 560002,**

**Tender Document
of
House Keeping & Security Services
2012-2013**

Address for communication

The Secretary/Treasurer,

Office of the Karnataka State Teacher's Benefit Fund,
Shikshak Sadan, K.G.Road, Bangalore-560 002

Email: kstbf@dataone.in

Website: <http://www.schooleducation.kar.nic.in>

Phone No: 080-22483434

Fax No: 080-22483860

**THE SECRETARY/TREASURER,NATIONAL FOUNDATION FOR TEACHERS WELFARE,
KARNATAKA STATE TEACHERS BENEFIT FUND AND KARNATAKA STATE
STUDENTS WELFARE FUND,‘SHIKSHAK SADAN’, K.G. ROAD, BANGALORE-560002.**

1. Invitation for Providing the service of Manpower like Maintenance Engineer, House Keepers, Supervisors, Securities, Technician, Room Boys and Driver etc., to the maintenance of “Shikshak Sadan” building, KSTBF Office, Shikshak Sadan , K.G. Road, Bangalore – 560002.

The Building comprises of Administration wing (KSTBF office & toilets), Guest Rooms wing (33Rooms & Gents Domitory) and other building premises (Auditorium hall, Meeting Hall, Lifts lobbies, Utilities, Terrace, Upper & Lower Basement and external area of the building).Tenders are called for administrative wing and other areas of the building premises.

Clarification if any may be had from the Joint Director and Officer-In-Charge, KSTBF at the above given address, Phone: 080-22483434.

An “Expression of Interest” is invited in the prescribed format from consulting firms / companies / Organizations for the mentioned services. The bidder has to submit the proposal along with EMD of Rs.25,000/-.

The prescribed Tender-Forms will be available for sale in the above given address and may be obtained on payment of Rs.500/- only (Non-refundable) from Date 11.10.2012 to Date 27.10.2012 on all working days between 10.30 AM and 04.00 PM or can be downloaded from the website <http://www.schooleducation.kar.nic.in> and in the latter case application fee of Rs.500/- may be paid through Demand Draft in favour of Secretary / Treasurer, KSTBF, Bangalore, along with the application before the last Date for submission.

2. The pre-proposal conference will be held at the above said address on 18.10.2012 at 11.00 PM.
3. The Completed document “Request for Proposal” should be submitted on or before 27.10.2012 by 4.00 PM. The technical proposal will be opened on 27.10.2012 at 4.10 PM. Financial bid of the successful bidders in Technical / Pre-qualification bid will be opened on 27.10.2012 at 05.10 PM For further details contact the Joint Director & Officer In Charge, KSTBF, K.G Road, Bangalore – 560 002 during office hours or call Ph: 080-22483434.

KARNATAKA STATE TEACHERS BENEFIT FUND, KARNATAKA STATE STUDENTS WELFARE FUND, 'SHIKSHAK SADAN', K.G. ROAD, BANGALORE- 2

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

1. This is the RFP to procure services of Manpower to the maintenance of "Shikshak Sadan" building, KSTBF Office, Shikshak Sadan , K.G. Road, Bangalore – 560002.

**Details of approximate number of Manpower to be provided by the agency to the above office.
The number may vary slightly at the time of actual appointment.**

<u>Sl No</u>	<u>Manpower Required</u>	<u>Required Numners</u>
1.	Maintenance Engineer	01
2.	Supervisors	02
3.	Technician	01
4.	Driver	01
5.	Security Guard	06
6.	House Keepers	06 (4 Female + 2 Male)
7.	Office Attender	02
8.	Guest room Boys.	04
9.	Scavengers	02
10.	Gardner (Male)	01
	Total No's	24

2. Proposals are invited from professional Firms/ Companies/ Organizations to participate in the tender for providing the services of Manpower to our Office.
3. The proposal to be submitted along with Earnest Money Deposit (EMD) of Rs.25,000/-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 our office , for any extension in Proposal Validity Period.

3.1The Bid Security shall be in the form of Demand Draft in favour of Secretary/Treasurer, KSTBF, Bangalore.

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

- a. The bidder shall provide EMD of Rs: 25,000/- .
- b. The bidder security shall be in Indian Rupees and shall be in the form of Demand Draft in favour of Secretary/Treasurer, KSTBF, Bangalore.
- c. Any bid submitted with out EMD will be rejected by the purchaser as non-responsive.

3.2The 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 thereof provided by our office.
- 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 bidders are enumerated in this request for proposal.

LETTER OF INVITATION OF TENDER

Sir,

Sub: Request for proposal to procure the services of Manpower
to KSTBF office, Shikshak Sadan, KG Road, Bangalore.

1. You are here by invited to submit Technical and Financial proposal for providing services of personnel to work as Maintenance Engineer, House Keepers, Supervisors, Securities, Technician, Room Boys, Officer Attender and Driver etc., in various other posts . The services proposed to be obtained initially up to One Years from date of execution of MOU.
2. Karnataka State Teachers' Benefit Fund is running in its own building, it requires Maintenance Engineer, House Keepers, Securities, Electrician, Room Boys, Officer Attender and Driver etc., to the maintenance of "Shikshak Sadan" building, KSTBF Office, Shikshak Sadan , K.G. Road, Bangalore – 560002.
The Building comprises of Administration wing (KSTBF office & toilets), Guest Rooms wing (33Rooms & Gents Dormitory) and other building premises (Auditorium hall, Meeting Hall, Lifts lobbies, Utilities, errace, Upper & Lower Basement and external area of the building). Tenders are called for administrative wing and other areas of the building premises. Clarification if any may be had from the Joint Director of Public Instruction and Officer-In-Charge, NFTW, KSTBF and KSSWF, at the above given address, Phone: 080-22483434. The prescribed Tender-Forms will be available for sale in the above given address and may be obtained on payment of Rs.500/- only(Non-refundable) from Date 11.10.2012 to Date 27.10.2012 on all working days between 10.30 AM and 04.00 PM or can be downloaded from the website <http://www.schooleducation.kar.nic.in> and in the latter case application fee of Rs.500/- may be paid through Demand Draft in favour of Secretary / Treasurer, KSTBF, Bangalore, along with the application before the last Date for submission.
Proposals are invited from the firms or agencies having experience in providing manpower resources of the like type for providing the services of Maintenance Engineer, House Keepers, Supervisors, Securities, Technician, Room Boys, Officer Attender and Driver etc., to the "Shikshak Sadan" building, KSTBF Office, Shikshak Sadan , K.G. Road, Bangalore – 560002, as per the requirements in Appendix-G of this Bid document.
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 O/o Secretary/Treasurer, KSTBF, KSSWF, Shikshaksadan, K.G Road, Bangalore – 560 002, during office hours or call Ph: 080-22483434.

5. A pre-proposal conference open to all prospective Bidders will be held on 18.10.2012 at 11.00.AM at KSTBF office, K.G Road, Bangalore – 560 002 . 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. Minimum period of 3 years.
 - 6.2 Company should have been in the business of providing man power related professions at least for the last three years.
 - 6.3 The agency should have provided earlier, similar services by deploying at least 200 Highly skilled, Semiskilled, Unskilled personnels having business units at more than one location in the State Govt. continously for one year, out of the last two preceding financial years and should have rendered service satisfactorily. Documentary proof along with certificate of satisfactory service issued by the previous employee should be submitted. The company will verify the documents with the concerned wherever necessary. However documents like Service agreements, Work Orders/any other documents with incomplete details, will not be considered for the purpose.
 - 6.4 Company should have an average annual turn over of Rs.70.00 lakhs during each of the past three audited years 2009-10, 2010-11, 2011-12.
 - 6.5 Company should have a Certificate of legal status, place of registration and principal place of business of the firm, renewal of registration should be produced.
 - 6.6 Company should have a Service tax Registration and Service tax returns filed in the last three financial years 2009-10, 2010-11, 2011-12.
 - 6.7 Company should have an acknowledgement of Income tax returns filed in the last 03 Years ie. .
 - 6.8 The firm should have provided Manpower - Maintenance Engineer, House Keepers, Supervisors, Securities, Technician, Room Boys, Officer Attender and Driver Etc., for out sourcing to a single agency for 3 years.
 - 6.7(a) The Private Security Agency should have register their firm as per the Private Security Agencies (Regulation) Act 2005 & the Private Security Agencies (Karnataka) Rules 2008.
 - 6.9 The “TECHNICAL PROPOSAL” 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 bidder should be registered under the following Act. (1) Labour Act, (2) Employees EPF Act, (3) ESI Act, (4) Income Tax Act, (5) Sales Tax Act.

6.10 FINANCIAL PROPOSAL- In the financial proposal the rate of tender should be in words and figures. In the financial tender the agency should quote the service charge with respect to each category. This service charge should be calculated on the total salary (Basic + allowance) on the percentage basis. The tenderer who quote the lowest service charge will be the successful bidder.

6.11 They should submit attested copies regarding the registration of Manpower likely labour act, Employee EPF act, ESI act, Income tax act, sales tax act.

6.12 They should submit Certificate regarding satisfactory services for the supply of Manpower to Govt. Department and non government offices, for last three years.

6.13 The company which offers lowest price should not be less than the minimum wages fixed by labour dept.

7. **Opening of Proposal:**

The first sealed cover should be superscribed with the words "Technical / Pre-qualification bid" in the prescribed format. The second sealed cover should contain the financial bid in the prescribed format and should be superscribed with the words "Financial Bid ". The sealed covers containing the technical / pre-qualification bid and the financial bid should be enclosed in another sealed cover superscribed with the words "**Tender for Manpower Service**" and should be addressed to the Commissioner for Public Instructions & Ex-Officio SECRETARY/ TREASURER, at the above given address. The bids should be unconditional. Conditional bids will be summarily rejected. The financial bid covers of only those bidders who satisfy the technical / pre-qualification requirements upon evaluation of the pre-qualification bid will be opened.

The last date for submission of tender is 27.10.2012 upto 4.00 P.M. The sealed cover containing both the 'technical / pre-qualification bid' and the 'financial bid' covers should be delivered to the Joint Director of Public Instruction and Officer-In-Charge, NFTW, KSTBF and KSSWF, 'Shikshak Sadan', Kempegowda Road, Bangalore-560002. Tenders received after 4.00 PM on 27.10.2012 will be rejected.

The proposals containing technical proposal will be opened by the Secretary/Treasurer, Karnataka State Teachers Benefit Fund , Bangalore or his authorised representative in his office on 27.10.2012 at 4.10 PM. It may please be noted that the Financial Proposal containing the detailed price offer will be opened after completion of technical evaluation.

The technical / pre-qualification bids will be opened on dt. 27.10.2012 at 04.10 AM in the presence of available bidders [no written intimation to this effect will be given to individual bidder].

Only the financial bid of the successful bidders in Technical / Pre-qualification bid will be opened on 27.10.2012 at 5.10 PM at the above office, I st Floor, Shikshak Sadan, Kempegowda Road, Bangalore - 560002.

8. Please note that the Secretary/Treasurer, Karnataka State Teachers Benefit Fund , Bangalore, is at full liberty to reject the RFP without assigning any reason. Further, as quality is the principal selection criterion, the Secretary/Treasurer, Karnataka State Teachers Benefit Fund, 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.

- 8.1 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 bidders are required to execute an agreement with Secretary/Treasurer, Karnataka State Teachers Benefit Fund.
9. You are requested to hold your proposal valid for 30days from the date of submission without changing the personnel proposed for the assignment and your proposed price. The Secretary/Treasurer, Karnataka State Teachers Benefit Fund, Bangalore will make best efforts to select a Bidder within this period
10. The payment payable under this assignment will be subject to normal tax liability in India .
11. 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.

Yours faithfully,

Secretary/Treasurer,
Karnataka State Teachers Benefit Fund,
Shikshak Sadan, KG 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) "KSTBF" means Karnataka State Teachers Benefit Fund,
- i) "Member" in case the consultants 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 consultants' rights and obligations towards the client under this contract.
- j) "Party" means the client or the consultants as the case may be, and parties means both of them;
- k) "Personnel" means persons hired by the Bidders and assigned to the performance of the services or any part hereof;
- l) "Services" means the work to be performed by the Bidders pursuant to this contract as described in Terms of Reference.
- m) "Consultant" means the person or the firm which is filing the bide as per this document.
- n) "Clients" means the organisation which seeks the services of the bidder.

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 or Kannade 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 contract.

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

The 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 successful Bidder shall begin carrying out the services within fifteen (15) 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 the 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 the 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 the 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 (b):

- a) If the successful Bidder 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 the contract.

2.5.2 By the Bidder

The Bidder may terminate the 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 amount due to the bidder pursuant to the contract within forty-five (45) days after receiving written notice from the consultants 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 within 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. Re-imbusement 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, re-imbusement of any reasonable cost incident to the prompt and orderly termination of the contract.

3. Obligations of the Bidders

3.1 General

The Bidders 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 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 the 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 of 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 conflicting 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 the 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 the contract, such other activities as may be specified in the SCC.
- c. During the terms of the contract no more persons other than Security Guards, Room Boys should not reside at the premises.

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 the contract, disclose any proprietary or confidential information relating to the fund, the services, the contract or the client's business or operations without the prior written consent of the client.

4. Bidder's personnel and Partners

4.1 General The Bidders shall employ and provide such qualified and experienced and physically fit personnel as are required to carry out the services as per the Terms of Reference.

5. Payment

The payment to the Bidders towards providing the services of Manpower shall be paid once in a month, during the contract period based on the attendance certificate obtained from the State Office to whom the services of Manpower services are provided. The charge becomes due on satisfactory completion of service every month and shall be paid during the succeeding month after deducting the absentees pay according to attendance maintained by the client.

6. Payments to the Bidders:

6.1 Currency of payment:

All payments shall be made in Indian 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 the contract or the interpretation thereof.

TERMS OF REFERENCE FOR PROVIDING MAINTAINANCE ENGINEER, SECURITY GUARDS, SUPERVISORS, ROOM BOYS, TECHNITIAN, DRIVER, HOUSE KEEPING & OTHERS SERVICES TO KARNATAKA STATE TEACHERS BENEFIT FUND OFFICE.

1. BACKGROUND :

“Shikshak Sadan” building, KSTBF Office, Shikshak Sadan , K.G. Road, Bangalore – 560002. The Building comprises of Administration wing (KSTBF office & toilets), Guest Rooms wing (33Rooms & Gents Domitory) and other building premises (Auditorium hall, Meeting Hall, Lifts lobbies, Utilities, Terrace, Upper & Lower Basement and external area of the building).Tenders are called for administrative wing and other areas of the building premises.

2. TERMS & CONDITIONS OF THE SERVICE:

- a. The Selected candidates would be required to be present and work in the KSTBF Office on all working days and discharge their duties to the satisfaction of the officers under whom they would be allotted to work. The security guard should work in shifts.
- b. 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.
- c. The candidates would be eligible for 12 days Casual Leave during a year subject to 1 day for every completed service of 1 month. However the candidates would be required to get the prior approval and sanction of the head of the office to avail of such Casual Leaves. In case the candidate for whatever reason absents herself/himself from the duties beyond the eligible leave, such candidates should be replaced by the agency.
- d. The MAINTAINANCE ENGINEER, DRIVERS, TECHNITIAN, SECURITY GUARD, OFFICE ASSISTANT , SUPERVISOR, ROOMBOYS AND HOUSE KEEPEING STAFF so provided by the agency will not in way be considered Government Employees and will not be eligible for any benefits that are available to the Government Employees.
- e. In case the candidate provided by the agency fails to discharge the duties assigned to her/him to the satisfaction of the concerned head of the office, the agency would be required to replace the candidate/s within 15 days from the date of intimation to this effect.
- f. Karnataka State Teachers Benefit fund office will not be in any way directly or vicariously liable for any injury or damage caused to the personnels out sourced by the bidder.
- g. The agency shall be required to pay the monthly payment to the candidates as per the minimum wages prescribed under the provisions of the acts and rules in India and Karnataka and the agency can quote their price bids keeping in view the service charges, other benefits to be passed on to the MAINTAINANCE ENGINEER, DRIVERS, TECHNITIAN, SECURITY GUARD , OFFICE ASSISTANT , SUPERVISOR, ROOMBOYS AND HOUSE KEEPEING and other STAFF as per laws applicable and taxes as applicable.

- h. The payment for the personnel for every completed month should be paid before 5th of succeeding month by the bidder.
- i. It is the responsibility of the successful bidder to safeguard the movable & immovable property of the client. Any damage or theft caused by any sources, the bidder will be held responsible for the loss and the loss shall be recovered by the bidder.

2. Qualification and Experience:

The MAINTAINANCE ENGINEER, DRIVERS, TECHNITION, SECURITY GUARD, SUPERVISOR, ROOMBOYS AND HOUSE KEEPEING STAFF to be posted to KSTBF office should have qualification & experience as follows.

Sl No	Designation	Qualification	Experience
1	MAINTAINANCE ENGINEER	BE / Diploma in Electrical / Electronics.	5 years
2	SUPERVISOR	Pass in PUC.	3 years
3	DRIVERS	Should posses driving license from the concerned dept. Should have First aid certificate.	3 years
4	TECHNITION	Pass in ITI Course in connection with Electrical & Wiring in reputed organisations.	2 years
5	SECURITY GUARD	Pass in 7 th Std.. Physically fit (Age- within 40 years)	1 year
6	OFFICE ASSISTANT	Pass in 7 th Std.. Physically fit	2 years
7	ROOMBOYS	Pass in 7 th Std. Physically fit	1 year
8	HOUSE KEEPEING	Knowledge in Cleaning.	1 year
9	SCAVENGER	Knowledge in Cleaning	1 year
10	GARDENER	Knowledge in gardening.	1 year

4. Replacement:

Any Employee who intends to quit the service or if found to be not satisfactory KSTBF should be given suitable and equivalent replacement immediately without any delay by the bidder.

5. Payment to the SECURITY GUARD, HOUSE KEEPEING STAFF & others:

1. A consolidated bill of all the Manpower will be prepared by the bidder every month and submitted to the Officer in charge, KSTBF Office, Shikshak Sadan, K.G. Road, Bangalore – 560002, along with attendance certificate & The agency should submit ESI, EPF & PT detail. The Officer in charge, KSTBF office after verifications / scrutiny of the bill will arrange payment to the Firm within reasonable time, from the date of receipt of the bill.
2. The Consultants shall be required to pay the monthly payment to the candidates as above and the Consultants can quote their price bids keeping in view the service charges applicable.
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 and the rules framed by GOK.
4. The payment for the House Keepibg & Others for every completed month should be the paid before 5th of succeeding month in the form of Cheque payable to the respective personnel by the consultant.

5. The agency should submit detail of payment of ESI, EPF & Other Benefit to the different Types of Staff, Follow Appendix-G for this purpose. The net take home salary as specified in the pay slip should be mandatorily deposited in the employees account by cheque before 5th of every month.
6. The salaries paid to the employee along with said benefit will be paid to the Agencies on a reimbursement basis every month after receipt of bill.
7. Only specified benefit and Taxes need to be cut from the Salary of the employee. Staff receiving the gross salary more than 6,500/- will not come under EPF scheme.
8. Payment to the agency on re-imbursement basis will be made only after submission of the bills with all details of payment as well as the certification by the respective branches of the Bank.
9. Agency has to open ESI, EPF account for every employee within 2 months of appointment, failing which the contract will be cancelled. These benefits will not be subject to deduction from the Gross Salary till account is opened. Gross Salary has to be paid to the employees in full, till account are opened. The KSTBF will not clear any bills till this process is completed.
10. EPF :- Employees with Gross Salary of Rs.6,500/- and above are exempted from EPF payment. In case of Employees less than Rs.6,500/- salary per month there should be deduction of 12% in the salary of the Employees towards the EPF payment. The KSTBF will contribute 13.6% of the Employee's salary towards EPF which sums upto 25.6% of the Employee's salary towards EPF. The EPF total amount so deducted should be credited to the Employees EPF account which is denoted by the EPF Department.
11. ESI :- It is not compulsory to deduct ESI for a person whose gross salary is more than Rs.10,000/-. ESI is compulsory for Employee drawing a gross salary less than Rs.10,000/-. 6.5% of ESI contribution has to be made for all such Employees. This 6.5% is composed of 1.75% from Employees Salary and 4.75% as employers contribution. This amount has to be credited to the employees ESI account which is given by ESI Department. There should be no deduction for employees without ESI account, such deductions will be treated as violation of tender document.
12. Employee drawing less than Rs.10,000/- gross salary are exempted from profession tax. Others who receive higher salary upto Rs.10,000/- has to pay Rs.150/-. Those whose pay exceeds Rs:10,000/- are liable to pay Rs.200/- towards Prof.Tax. These amount has to be deducted by agency every month and credited to the appropriate account of the Govt.
13. Service tax – The Agency that supplies manpower has to pay 10.3% of gross salary of the all the employees to the Govt Services tax. Agency has to submit the tax paid challan every month to the KSTBF, to facilitate to reimburse it to the agency.
14. The Agency will advance all type of payment – Salaries ESI, EPF, PT, Service tax, etc..., submit consolidated challans, vouchers, Bank Statement for purpose of re-imbursement payment which are delayed beyond 2 months on any account should be treated as violation of tender condition and become liable for cancellation of agreement.
15. In case deduction on account of ESI, EPF, PT, ST are made from the employee and not credited to respective account, this will be eligible for penal action. KSTBF will have the right to initiate the criminal proceedings on agency.
16. The agency should not transfer or sub-lease the contract. This will be treated as violation of tender condition.
17. Employee should get the payment through bank by 5th of every month and employee should be given deduction statement every 6 months.
18. Agency should sign contract that they will conform to the conditions of the tender.

6. DUTY & RESPONSIBILITY:

SECURITY SERVICES

- a) **Two** Guards are required for the morning session between **7.00 a.m to 2.00 p.m**
- b) **Two** Guards are required for afternoon session between **2.00 p.m. to 10.00 p.m**
- c) **Two** Guards are required for night session between **10.00 p.m. to 6.00 a.m**
- d) He must have a minimum qualification of **7 th standard** passing.
- e) Age limit of a guard should not exceed **40 years**.
- f) He should have a minimum **one year** work experience in reputed companies.
- g) The uniform, shoes, cap, badge, whistle, torch, umbrella, raincoat, etc., should be provided by the **successful bidder**.

Responsibilities:

- i. Security of the building.
- ii. Security of the movable and immovable article in the premises.
- iii. Guiding the vehicles for parking in the premises.
- iv. Security of the property of K.S.T.B.F in the building.
- v. Should wear Uniform, shoes, cap & badge, etc.,
- vi. Should maintain neatness and dress sense.

7. HOUSE KEEPING SERVICES

- a) **Six** House keepers are required for cleaning.
- b) Age limit of a House keeper should not exceed **50 years**.
- c) **Apron** should be provided by the successful bidder .
- d) **Cleaning materials** including cloth, brooms, brush, gloves, detergents, phenol, soap oil, etc., should be provided by the **successful bidder**.

Duty and Responsibility

- i. House keepers should wear Apron.
- ii. The building should be cleanly broomed and wiped every day.
- iii. All furnitures, windows, doors, panel boards are to be wipe every day.
- iv. The building premises like KSTBF Office, Auditorium Hall, Meeting Hall, Terrace, Guest Rooms, Gents Dormitory, Lift's Lobby, Corridors, Staircases, Portico's, Upper & Lower Basement, External area, etc., to be clean every day.
- v. Keep all the furniture's in order.
- vi. Cleaning work of the building should be commence before 9.00 a.m.

8. SCAVENGER

- a) **Two** scavengers is required.
- b) Age limit of a scavenger should not exceed **40 years**.
- c) He should have minimum **one year** work experience in reputed companies.
- d) The scavenger should clean all the toilets **neatly** in the building premises twice a day (**Once in the morning and once in the after noon**).

9. GARDENER

- a. **One** gardener is required.
- b. Age limit of a gardener should not exceed **50 years**.
- c. He should have a minimum of **one year** work experience.
- d. He should maintain the **garden** and all the **Flower Pots** every day.
- e. He shall water the plants **every day** and Trim the grass, remove the weeds, etc, regularly.

10. SUPERVISOR

House Keeping

- a. **One** supervisor required for house keeping services.
- b. Age limit of a supervisor should not exceed **50 years**.
- c. He must have a minimum qualification of **SSLC** passing.
- d. He must have a minimum **Two years** work experience in reputed companies.
- e. He should supervise and maintain all the cleaning works carried out at the building premises **daily**.

Guest Rooms :

- a. **One** supervisor required for guest rooms service.
- b. Age limit of a supervisor should not exceed **50 years**.
- c. He must have a minimum qualification of **II Year PUC** passing.
- d. He should have a minimum **Two years** work experience in reputed companies.
- e. He should supervise and maintain all the cleaning works carried out at the Guest Rooms (**33 Rooms**) and Gents Dormitory (**50 persons capacity**) **daily**.
- f. He should be **responsible and known** to maintain of guest rooms & gents dormitory ledger books / Receipt books, etc.

11. TECHNICIAN

- a. **One** technician is required.
- b. Age limit of a Technician should not exceed **40 years**.
- c. He must have a minimum qualification of **ITI** passing.
- d. He should have minimum **Two years** work experience in reputed companies.
- e. He shall look after all the electrical / technical equipments(electrical, plumbing and other works) in the building.

12. ROOM BOY

- a. **Four** Room Boys are required.
- d. Age limit of a Room Boy should not exceed **40 years**.
- e. He must have a minimum qualification of **7th** passing.
- f. He should be having minimum **One year** work experience in reputed companies.
- g. They should **clean** all the guest rooms & Gents Dormitory daily.
- h. Verify the articles in the guest rooms while **check in and check out time**,
- I. They are **responsible** for the guest room articles.
- J. At the time of programmees in the Auditorium Hall & Meeting Hall, they shall support in sofas / chairs / tables, etc., arrangements.

13. MAINTENANCE ENGINEER

- a. **One** qualified Maintenance engineer is required.
- b. Age limit of a Engineer should not exceed **50 years**.
- c. He must have a minimum qualification of **Diploma / BE** passing.
- d. He should have a minimum **Five years** work experience with **Operation & Maintenance of the building** in reputed companies.
- e. He should know the operation and maintenance of the **HT/LT Electrical Panels, 800 KVA Transformer, 500 & 82.5 KVA Generator, Electrical Distribution Boards, Electrification work, UPS/Inverters, Centralized Air Condition System, Split Air Condition, Fire Fighting System, Plumbing & Sanitary work with Civil work, etc.,**
- f. Overall maintenance, supervision & cleaning of building **and electrical gadgets / machines (Lifts, Generators, Fire Fighting system, etc.) in the building .**

14. OFFICE ASSISTANT:

- a. Two Office Assistants are required.
- b. Office Assistants must have a minimum qualification of 7th standard .
- c. All furnitures, windows, doors, panel boards are to be wipe every day.
- d. They should do the work promptly assigned to the officer.

15. Leave facilities:

The candidates would be eligible for 12 Casual Leave during a year subject to 1 day for every completed service of 1 month.

TECHNICAL PROPOSAL - STANDARD FORM

APPENDIX - A

Format for Letter of Proposal

(On the Letter head of the Bidder)

Date :

To,
The Secretary/Treasurer,
Office of the Karnataka State Teacher's Benefit Fund,
Shikshak Sadan, K.G.Road,
Bangalore-560 002

Sir,

Ref : Providing services of Security & House Keeping, etc to KSTBF Office..

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 KSTBF 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)

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 Security, Hoest Keeping & Others to KSTBF Office of all documents and providing information / responses to the KSTBF, representing us in all matters before KSTBF, and generally dealing with KSTBF 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.

Details of Bidder

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

Format for Anti-Collusion Certificate

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

We hereby certify and confirm that in the preparation and submission of our Proposal for the providing services of Security, House Keeping & Others to KSTBF Office, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

Dated this Day of, 2012

.....

(Name of the Bidder)

(Signature of the Authorised Person)

(Name and designation of the Authorised Person)

Format for Statement of Experience

Experience	
Name of the Project Ppreviously conducted	
Name, address and contact details of Client previously served	
Discription of the contract of the previous client	
Cost of the contract	
period of performance of the ontract	
Remarks indicating reasions for non performance or delay, if any.	
Has the work entrusted completed satisfactorily. (Attach certificate from an Officer who entrusted the work).	

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.

Note: Details of different projects undertaken in the previous years may be filled by making photo copies of 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 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 bidder from the project (Rs crores)

Signature and seal
And registration number of Statutory Auditor

APPENDIX - G

UNDERTAKING

We M/s..... (Name of the bidder) here in after called " the Contractor " do hereby affirm and undertake to abide by all the terms, conditions and specifications given in the bidding document while performing the contractual obligations relating to providing Security Services and House Keeping Services, to the building of K.S.T.B.F. Shikshak Sadan, K.G.Road, Bangalore. We do here by affirm and undertake to follow all labour laws that are applicable from time to time.

Yours faithfully,

Place:

Date:

Signature & Seal of the Bidder

APPENDIX - H

FORMAT OF ACCEPTANCE OF IMPLEMENTATION SCHEDULE

To
The Secretary/Treasurer
K.S.T.B.F.
Shikshak Sadan,
K.G.Road, Bangalore-2.

Sir,

We M/s..... (Name of the bidder) here in after called " the Contractor " have furnished the bid for providing Security and House Keeping Services , do here - by agree to abide by all terms, conditions & specifications given in the bidding document while performing the contractul obligations relating to his contract, failing which the K.S.T.B.F.,Shikshak Sadan, K.G.Road, Bangalore herein after called (the Purchaser) may at his discretion reject and cancel the contract agreement.

Yours faithfully,

Place:

Date:

Signature & Seal of the Bidder.

TABLE- A

DETAILS OF THE ORGANISATION:

Name and address Phone and Fax Nos	Year of Establishment	Registration No	No of People employed		Details of Security Services	Details of house keeping services provided	List of Projects handled

NOTE: FILL UP THE COLUMNS WHICH ARE APPLICABLE AND FOR OTHER MENTION

N.A FILL UP THE RELEVANT TABLE VII A / VIIB/VIIC AS PER THE PACKAGE APPLIED AND IF APPLIED FOR ALL THE PACKAGES ALL THE THREE TABLES SHOULD BE FILLED .

PLACE:

DATE:

SIGNATURE OF AUTHORISED
PERSON WITH SEAL

CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN FIRST ENVELOPE
(Technical Bid)

<u>Sl.No</u>	<u>Description</u>	<u>Weather the Document is enclosed or not</u>	<u>Page No From and To</u>
1	Bid form as per Appendix_A	YES/NO	
2	DETAILS OF BIDDER – ANNEXURE – C		
2	Statements of PAST PERFORMANCE as per Appendix - E	YES/NO	
3	Undertaking as per table –B & G	YES/NO	
4	EMD Demand Draft in Favour Of Secretary/Treasurer, KSTBF	YES/NO	DD No: Date: Bank
5	FORMAT OF ACCEPTANCE OF IMPLEMENTATION SCHEDULE as per Appendix H	YES/NO	
6	DETAILS OF THE ORGANISATION INCLUDING LIST OF TECHNICAL EMPLOYEES as per - Table A	YES/NO	
7	ATTESTED COPIES SHOWING THE LEGAL STATUS, PLACE OF REGISTRATION AND PRINCIPAL PLACE OF BUSINESS OF THE FIRM	YES/NO	
8	ATTESTED COPIES OF DOCUMENTS SHOWING THAT THE FIRM HAD AN AVERAGE TURNOVER OF(a) Rs70 lakhs/ year in Security & house keeping.	YES/NO	
9	ATTESTED COPIES OF Service TAX REGISTRATION AND SALES TAX RETURNS FILLED IN THE LAST YEAR.	YES/NO	
10	ATTESTED COPIES OF ACKNOWLEDGMENT OF INCOME TAX RETURNS FILED IN THE LAST YEAR.	YES/NO	
11	ATTESTED COPIES OF AUDITED FINANCIAL STATEMENTS FOR LAST YEAR.	YES/NO	
12	DETAILS OF ACCREDIATION, IF ANY, UNDER DOE/ AFFILIATION/ RECOGNITION BY GOI OR GOK	YES/NO	
13	FIRM REGISTRATION CERTIFICATE	YES/NO	
14	DETAILS OF MAINTENANCE / SERVICE CENTRES SET UP BY THE BIDDER AS PER TABLE - B	YES/NO	
15	ATTESTED COPIES OF TIE UP WITH MANUFACTURERS / AUTHROSIED DEALERS	YES/NO	
16	DETAILS PF APPLICATION FEE PAID(Rs:500/-) ENCLOSED	YES/NO	DD No: Date: Bank:

PLACE:
DATE:

SIGNATURE OF THE BIDDER

FINANCIAL PROPOSAL (PRICE BID)

From

To,
The Secretary/Treasurer,
Office of the Karnataka State Teacher's Benefit Fund,
Shikshak Sadan, K.G.Road,
Bangalore-560 002

Sir,

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

<u>Sl No</u>	<u>Designation</u>	<u>Qualification</u>	<u>Minimum Takehome Salary Fixed to the candidates</u>	<u>Required Numners</u>	<u>Proposed Service Charges including remuneration, all taxes and other statutory obligations if any other for providing each manpower for every month</u>	<u>TOTAL</u>
1	MAINTAINANCE ENGINEER	BE / Diploma in Electrical / Electronics.		01		
2	SUPERVISOR	Pass in PUC.		02		
3	DRIVERS	Pass in 10th Std. should posses driving license from the concerned dept.		01		
4	TECHNITION	Pass in ITI Course in connection with Electrical & Wiring in reputed organisations.		01		
5	SECURITY GUARD	Pass in 7th Std.. Physically fit (Age-within 40 years)		06		
6	ROOMBOYS	Pass in 7th Std. Physically fit		04		
7	HOUSE KEEPEING	Knowledge in Cleaning.		06		
8	SCAVENGER	Knowledge in Cleaning		02		
9	GARDENER	Knowledge in gardening.		01		
		TOTAL				

Signature of the Authorised Signatory.
Name and Designation
Address

Note: In case of discrepancy between amounts quoted in price proposal, the amount quoted in words is taken as final price for evaluation 26