



Empowerment through livelihood

**Government of Karnataka**

**Rural Development and Panchayath Raj Department**

**Karnataka State Rural Livelihood Promotion Society**

**i-145, 1<sup>st</sup> Floor, infantry Road, Bangalore-560001**

**Contact No: 080 2286271 / 080 22534800**

**Tender No. KSRLPS/179/2012-13**

**Dated: 10.1.2013**

**INVITATION FOR BIDS**

Karnataka State Rural Livelihood Promotion Society, RDPR Dept, Govt of Karnataka invites tenders from eligible Man Power Agencies in two part tender system in technical and financial proposals for out sourcing the services for (i) Accountants, Executives, Assistants Office Peons etc, for its State level office at Bangalore. The technical and financial proposals shall be in separate covers and shall indicate clearly **“technical proposals for personnel required”** and **“financial proposals for personnel required”**. Details are available in the web site: [www.rdpr.kar.nic.in](http://www.rdpr.kar.nic.in). **Last date for receipt of applications is at 16.00 hrs on or before 28-1-2013** and to be addressed to the Mission Director, KSRLPS, **i-145, 1<sup>st</sup> Floor, infantry Road, Bangalore-560001**.

The personnel requirement for State level office is given below: **Table A.**

<b>Sl. No</b>	<b>Details of Personal</b>	<b>No. of Personnel required</b>
1	Executives	2
2	Accountants	1
3	Assistants	4
4	Office Peons	3
	<b>Total Personnel</b>	<b>10</b>

## 2.00 SCOPE:

- (i) Out sourcing the services by engaging personnel as per table above through Man-Power Agencies at the State level.
- (ii) KSRLPS, RDPR, Govt. of Karnataka shall have the right to vary the number of personnel in each of the category of personal.
- (iii) KSRLPS, RDPR, Govt. of Karnataka may ask for similarly qualified personnel to be provided by a Man Power Agency at the State level.
- (iv) The per month payment rate (exclusive of all taxes and duties) for the personnel shall be as per **Table B** below.

Sl. No	Details of Personnel	No. of Personnel required	Per Month Rates to be paid.
1	Executives	2	@ Rs. 20000 & Rs. 19000
2	Accountant	1	@ Rs. 20000
3	Assistants	4	@ Rs. 12000, Rs. 9000, Rs. 8000 Rs.8000
4	Office Peons	3	@ Rs. 7000 x3=21000
	<b>Total Personnel</b>	<b>10</b>	<b>Rs.117000</b>

- (v) 1. Professional Tax shall be deducted from the salary of the personnel by the Man Power Agency and remitted to the PT office.
2. Statutory deductions have to be made by the employer wherever Necessary.
3. Service Tax will be borne by the Man Power Agency @ 12.36 % and On claim filled with the KSRLPS.
4. The contribution rate of EPF and ESI shall be as prescribed from time-to-time;  
The EPF Contribution shall be 13.61% and 12.00% for the employer and Employee respectively. The ESI contributions shall be at the prescribed rate and Present rates of 4.75% and 1.75% for the employer and employee respectively.

(vi) The Bid Winner shall make payment to all personnel deployed by him within the 5<sup>th</sup> day from the date of receipt of monthly payment from KSRLPS. These payments to the deployed-personnel by the Bid Winner shall be into the Bank Accounts of the concerned personnel. The Bid Winner shall furnish the documentary proof of having disbursed the payments into the bank accounts of the deployed personnel by way of a copy of the “*Bank Statement*”. Non-submission of such a *Bank Statement* proving disbursement of payments into the bank accounts of the deployed personnel shall lead to disallowing of further payments to the Bid Winner from KSRLPS side in the subsequent month until such a Bank Statement is actually submitted. In case of persistent default in timely submission of such a *Bank Statement* for each month, the contract to the Bid Winner shall be cancelled treating persistent delayed submission of such a *Bank Statement* as violation of “Scope of Work” and, thus, a “Breach of Contract”. In this “persistent default” means non-submission of such a Bank Statement until 25<sup>th</sup> of the month in which it is due, and, such default occurs for more than 2 months in any continuous period of 12 months. In other words in a continuous period of 12 calendar months the persistent default is said to have occurred the moment it occurs for the 3<sup>rd</sup> time during such a 12-month period.

(vii) The bid winner shall offer and actually make available manpower of requisite qualifications adequate in numbers as per tables above. The KSRLPS shall conduct a “suitability-cum-aptitude test” and pick only those who meet the minimum suitability-cum-aptitude requirements. The personnel once placed at disposal of a KSRLPS cannot be changed without prior information in writing to the MD, KSRLPS who shall have right and duty to assess or cause to be assessed the suitability for any such new personnel of the requisite qualifications before any payment become liable to be paid for such a new personnel. The bid winner shall not be entitled to be paid for any personnel until the said personnel is declared to meet the “suitability-cum-aptitude” requirements as determined through a test conducted in this regard. The “suitability-cum-aptitude” test shall be prepared and centrally prescribed from the KSRLPS and shall be in writing/computer based.

(viii) **Schedule of requirements:** The successful agency should provide the services of personnel within 15 days from the date of award.

(X.)The period of contract shall be one year from the date of award unless cancelled as per terms & conditions and this tender. The contract is extendable by a period of one year at the discretion of KSRLPS, RDPR, Govt. of Karnataka. The Manpower Agency shall cooperate and integrate in all efforts of computerization of KSRLPS.

**3.00 Quantity:** As given in Table A above.

**4.00 EMD:** 1.5% of the Value of the contract (rounded off to the nearest rupee)  
To be paid through DD in the name Mission Director, KSRLPS,  
Bangalore- 560001.

**\*Note:** Government of India and Government of Karnataka Undertakings are not Exempted from payment of Bid Security.

## **5.00 MINIMUM QUALIFYING REQUIREMENTS FOR BIDDERS:**

### **A. Technical:**

#### **1. Qualifying requirements to participate in the bids:-**

i) The bidder should be a registered firm with P.F., ESI, IT, service Tax and with contract licences (as applicable) etc from Labour department.

a. The bidders should have provided similar services of providing manpower to Government Departments or Govt Authorities or Local bodies or Govt PSUs or to private companies continuously for at least one year during the last three financial years. Performance certificate from this organization shall be furnished. Provided that in case of experience to provide personnel as Man Power Agency to Private Companies/Groups – the Private Company must be registered under Indian Companies Act, 1955,

**Note:** “Similar Services” means experience in providing personnel in (i) graduates or (ii) computer operators, (iii) as a Manpower Agency or Manpower Supplier. The experience in providing manpower in unrelated fields such as “Security Agencies”, “Manual Labour or Housekeeping Services or Cleaning/Sweeping Works” etc shall not be counted as experience in this regard.

ii) The Bidder must have provided at least 25 personnel (read with clause ii above) on average in the last three financial years (2009-10, 2010-11, 2011-12).

- iii) The bidders should not be a defaulter or a black listed firm in respect of any tender or contract in any of the Government departments/authorities/PSUs/Local Bodies or Private Companies (see clause (ii)). The bidder should furnish self-declaration in this regard.
- iv) The firm should be conversant with all labour rules and Regulations and EPF & MP Act, ESI Act, Minimum Wages Act,, Payment of Wages Act, Contract Labour (R&A) Act etc.
- v) The relevant supporting documents in respect of the eligible criteria for the above items should be furnished **along with the tender documents without which the tender is liable for rejection.**

#### **B. Financial capability:**

**1.** In order to bid, the Bidder shall have the financial annual turnover in at least one financial year in the preceding three financial years (2011-12 or 2010-11 or 2009-10), **equal to the value of those 25 lakhs.**

The rejection of bid shall be at the sole discretion of KSRLPS, RDPR Dept, Govt of Karnataka, and, the bidder shall have no choice whatsoever in this regard.

**Note:** The bidder shall furnish documentary evidence in support of the above qualifying requirements stipulated. Bidder not satisfying any of the above qualifying requirements will be summarily rejected.

#### **6.00 Evaluation of Financial Bids**

The monthly payment rates of the personnel shall be fixed and as stated in table-B above. The bidder giving the **Lowest “Service Charge” (L1)** shall be the bid winner. Provided that, any bid with negative “Service Charge” shall be rejected.

Further, in case, more than one bidders emerge L1 (Lowest Bidder) as per above financial evaluation criteria, the decision to pick the bid winner shall be taken by random “draw of lots” among all such L1 bidders. Accordingly, the bidder whose name emerges in the draw of lots shall be declared the bid winner.

Note: Please, see the Performance Guarantee clause – a lower “Service Charge” bid will attract a higher Performance Guarantee.

**7.00 BID DOCUMENT:** Bid documents in the following formats will be available on the on Website [www.rdprkar.nic.in](http://www.rdprkar.nic.in)

1. Invitation for Bids
2. Instruction to Bidders.
3. Technical & Financial Bid proposal

**8.00 CALENDAR OF EVENTS:**

- i. Start date and time for tender : **10-1-2013 from 10:30 Hrs**
- ii Pre-Bid Meeting : **16.1.2013 at 11:00 Hrs** at i-145, Hotel, Infantry Road, Bangalore-560001.
- iii. Last Date & time for tender: **24. 01.2013 up-to 16:00 Hr**
- iv. Date & time of opening of tender (Technical Bid) : **30.01.2013 @ 16:00 Hrs**
- v. Date and time of opening of financial bids : **02.02.2013 @ 16.00 hrs**

(of only Technically Qualified Bidders)

vi. If the date of opening of the tenders happens to be holiday, the tenders will be opened on the next working day. The bidders can obtain the tender details from Web site free of cost.

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**(D. Padma Krishna Rao)**

**i/c State Project Manager (Adm.) &**

**State Project Manager (F)-cum Tender Inviting Authority**

**Karnataka State Rural Livelihood Promotion Society, RDPR.**

