

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

**Tender document
Of
House keeping and security servies
2011-2012**

Invitation for Bids for Providing of house keeping, Security ,maintance engineer,and room boys, and etc.,to the Building of K.S.T.B.F. Shikshak Sadan, K.G.Road, Bangalore – 560 002.

1. foreword

1).01 The Karnataka Statate Teacher Benefit Fund, running in its own building requires **Security, house keepers, maintance engineer, room boys etc.,to the Building of K.S.T.B.F. Shikshak Sadan** The building comprises of Administration wing and guest rooms wing and other building premises. Tenders are called for Administrative wing as well as guest room wing The proposal is that the selected agencies will

- (a) Provide security services for 24 hours every day including guiding the parking of vehicles.
- (b) Cleaning of the entire building including administration wing & guest rooms twice a day, all the toilets are to be cleaned thrice a day, all the racks, glasses, tables, chairs, furniture are to be cleaned and wiped.

02. Basic criteria for the agencies to participate in the bid process are hereunder.

- i) Should have given its security / cleaning services to any Government / Quasi Govt/ Major Industries etc.,
- ii) Should have experience in providing such services for a minimum of 05 years previous .
- iii) Should have minimum turnover of RS 10.00 lakhs per year.
- iv) Should be a registered firm.

1.03 Interested and eligible bidders may furnish the following informations .

- i) The bids must be furnished separately for individual or for all the packages.
- ii) The bids must be accompanied by bid security as specified below and submitted on or before the prescribed date, at place and time given in section-1 of this document.
- iii) All bids must accompany with bid security,and bids submitted without security will summarily be rejected.

1.04 Interested and eligible bidders may obtain bid document by paying Rs. 500/- (Rs.Five hundred only) in the form of D.D or Banker's cheques of nationalised banks in favour of Secretary/Treasurer K.S.T.B.F., payable at Bangalore. Bidding document may be collected in the Office of the Karnataka State Teachers Benefit Fund. Shikshak Sadan, K.G.Road, Bangalore-560 002.,in person by paying the cost of bidding document as specified above during office hours.

The bidding document will be sent by Regd.post or Courier at the risk and responsibility of the possible bidder.

Interested and eligible bidders may obtain further information or clarification at Office of the Karnataka State Teachers Benefit Fund. Shikshak Sadan, K.G.Road, Bangalore-560 002.

1.05 Cost of bidding:-

The bidder shall bear all costs associated with the preparation and submission of its bids and Secretary/Treasurer K.S.T.B.F. hereinafter referred to as the purchaser will in no case be responsible or liable for these costs, regardless of the conduct and outcome of the bidding process.

Details of the bidding document:-

- 1) Invitation for bids.
- 2) Instructions to bidders.
- 3) Description and scope of the contract.
- 4) Terms and conditions of the contract.
- 5) Bid form.
- 6) Bid security form.
- 7) Performance security form.
- 8) Statement of past performance.
- 9) Acceptance of implementation of schedule.
- 10) Undertaking , MOU of contract and for following of labour laws.
- 11) Details of the organisation.
- 12) Details of numbers of years of experience in providing security services and cleaning services.
- 13) Check list of documents submitted.
- 14) Price schedule.
- 15) Assumption made by the bidder on the basis of which rates have been quoted
in price schedule.

Note:-

The bidder is expected to examine all instructions, forms, terms and specification in the bidding document. Failure to furnish all or any information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every aspects will be at the bidder's risk and may result in rejection of bid.

Terms and conditions of the requirement:

1)Security Services, house keeping & Building maintenances services:

Successful Bidder should provide services as specified below:

Security service

3 security personals are required for the morning session between 8.00 a.m. to 8.00 p.m.and for night session between 8.00 p.m. to 8.00 a.m. 2 security personals are required. All the Security service workers should wear uniforms and the same are to provided by the successful bidder. They should maintain a muster, which should be open for verification by the authorities concerned as and when required.

Job requirement:

- *security of the building*
- *security of the movable and immoveable article in the premises.*
- *guiding the vehicles for parking in the premises.*
- *security of the property of K.S.T.B.F., in the building*

2)House keeping Services:

Total of 6 persons are required for cleaning the premises and building. All the cleaning service workers should wear uniforms and the same are to be provided by the successful bidder. They should maintain a muster, which should be open for verification by the authorities concerned as and when required.

Job requirement

- The building should be cleanly broomed and wiped with wet cloth.
- All furniture, windows, doors, panel boards are to be wiped every day
- The building premises is to be broomed every day
- Keep all the furniture in order)
- Cleaning materials including cloth, brooms, detergents, vacuum cleaners are to be provided by the successful bidder
- Cleaning work of the building should commence at 8.30 a.m. and should be completed before 04.00 P.m.
- The cleaning services workers are to be present in the premises till 5.30 p.m. in the evening
- Building maintenance, and guest room maintenance and other electrical equipments over all supervision to be done by one maintenance engineer and one technician.

3) SCAVENGER- One scavenger is required

The scavenger shall clean all the toilets twice a day once in the morning and once in the after noon

GARDENER- One gardener is required

One gardener is required for maintainance of the garden , He shall water the garden daily trim the grass and remove the weeds

3) SUPERVISOR's- One supervisor for house keeping service and one supervisor for guest rooms service, They shall supervice and maintance see the above works are carried out daily

4) TECHNICIAN- – One technician is required, He shall look after all technical equipment (electrical, plumbing and other works)in the building

5) ROOM BOYS- Three Room Boys are required

They shall keep all guest rooms clean and verify the articles in the guest rooms while checking in and checking out, They are responsible for the guest room articles

6) MAINTANCE ENGINEER- One maintance engineer is required for overall spuervison of building electrical and other equipment, building cleaning guest house rooms maintane and other works entrusted by officers of fund

Pre bid meeting:- The bidder or his official representative is invited to attend a pre bid meeting which will take place at office of the Secretary/Treasurer K.S.T.B.F., Shikshak Sadan, K.G.Road, Bangalore-2.

The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at this stage. Minutes of the meeting including the text of the questions raised (without identifying the source of inquiry) and the responses given will be transmitted without delay to all purchasers of the bidding documents.

(Any modification of the bidding documents listed in sub Clause 1.05 which may become necessary as a result of the pre bid meeting shall be made by the purchaser exclusively by issuing an Addendum pursuant to Clause 1.05 and not through the minutes of the pre bid meeting. Non attendance at the pre bid meeting will not be a cause for disqualification of a bidder.

2.01 Price Schedule

The Bidder shall complete the Price Schedule furnished in the Bidding documents indicating the category wise, package wise (a) The cost of security services for each personal per month (b) The cost of Guest room boys service per month. (c) The cost of house keeping services per month. (d) The Cost of one Maintenance Engineer Service & one Technician personnel per month.

- (a) At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- (b) The amendment will be notified in writing to all prospective Bidders who have received the Bidding Documents and will be binding on them.
- (c) In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may at his discretion, extend the dead line for the submission.

2.02 Language of Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language only.

2.03 Documents Comparing the Bid.

The Bid prepared by the Bidder shall be submitted in “ Two Envelopes” comprising the following components

3. Technical bid envelope shall contain attested copies of documents showing that bidder has the financial, Technical and Service capability, necessary to perform the contract and meet the criteria outlined in the qualification requirements and to **full-fill** these bids which shall include the following information.

(i) Attested copies showing the legal status, place of registration and principal place of business of the firm.

(ii) Attested copies of documents showing that the firm have average turnover of RS. 10.00 lakhs per year in security and house keeping services, maintenances Engineer services for the past Three years.

(iii) Attested copies showing that the bidder has capability for taking of such services.

(iv) Attested copies of the Registration of the firm.

(v) Attested copies of the Income Tax returns submitted to IT Department PAN Number service tax. ESI monthly returns. PF monthly returns service monthly retruns copy

vi) Attested copies of the audited financial statements.

(vii) Details of accreditation if any under D.O.C/any affiliation/Recognition by GOI/GOK.

(viii) Details of organisation as per table VII A

(ix) Details of qualified persons.

(x) Details of number of years experience in providing above said displeans

(xi) Details of centers set up by the bidder in the state of Karnataka as per table__VII_____

(xii) Bid form as per Table (i)

(xiii) Statement of past performance as per table IV

(xiv) Format of acceptance as implementation schedule as per table V

(xv) Under taking as per table VI

Commercial bid envelope shall contain.

The rate quoted for each package as per the price schedule provided in the table__X ___It is to be noticed by the bidder has the option to bid for one or all the

packages. **3.01 Bid Security.**

Any Bid not in accordance with clause 2 above will be rejected. The Bidder shall furnish, as part of its Bid, Bid security as specified below.

The Bidder shall provide a security of Rs. 25,000/- as bid security.

The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security

The Bid security shall be in Indian Rupees and shall be in one of the following forms.

Demand draft or Banker's Cheque drawn on a Nationalised Bank in favor of the Secreatary Tresurer K.S.T.B.F. Bangalore.

3.02 Any Bid not secured in accordance with Clause 2.04 and 3.01 above will be rejected by the purchaser as non-responsive.

3.03. Unsuccessful Bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the purchaser.

3.04. Any Interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

3.05 The successful Bidder's Bid security will be adjusted towards performance security to be furnished by the Bidder before signing the contract agreement.

3.06 The Bid security may be forfeited.

(a) If a Bidder withdraws his Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

(b) In case of a successful Bidder, if the Bidder fails

(i) To sign the contract agreement

And

(ii) To furnish performance security.

4. Period of Validity of Bids

4.01 Bids shall remain valid for two years after the date of opening of Second Envelope. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

4.02 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The bid security provided under Clause 3 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

5. Format and Signing of Bid

5.01 The Bidder shall prepare two copies of the bid, clearly making each "Original Bid" and "Copy Bid", as appropriate. In the event of any discrepancy between them, the original shall govern.

5.02 The original and all copies of the bid shall be typed or written in indelible ink and

shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the Contract. The letter of authorisation shall accompany the Bid. All pages of the Bid, except for UN amended printed literature, shall be initialed by the person or persons signing the bid.

5.03 The bidder shall submit the Bids in Table XIII price schedule for a minimum of one package. The Bidder shall Bid for a minimum of one package as per the details of packages provided in section VI. However, the Secretary/Treasurer, KSTBF reserves the right to allot another package within the same Revenue Division for the same price.

6. Sealing and Marking of Bids.

6.01 The Bidder shall submit the Envelope in the following manner.

First Envelope which is sealed and should contain the original documents and duplicate as mentioned in clause 3 and also as explained in clause 5 and shall be superscribed as “Technical Bid during the year 2011-12 for Security Services and Cleaning Services and Annual Maintenance contract .

Second Envelope which is sealed and should contain the original document and duplicate of the lowest price schedule as quoted by the bidder as per the details mentioned vide clause 4.03 and also explained in clause 5 and shall be super scribed as “ Commercial Bid during the year 2011-12 for Security Services and house keeping services.

6.02 The first and Second sealed Envelopes shall be addressed to the purchaser at the following address:

**The Secretary/Treasurer,
Karnataka State Teachers Benefit Fund,
Shikshak Sadan,
K.G.Road,
Bangalore 02.**

6.03 All the sealed envelopes as mentioned in clause 3.00 shall indicate the name and address of the Bidder to enable the purchaser to return the same unopened to the bidders in case it is declared late.

6.04 If the two Envelopes are not sealed and superscribed as Tender Document as required by Clause 6.01 the purchaser will assume no responsibility for the bid’s misplacement or premature opening.

Mode of submission of bids.

6.05. The Bids could be sent by Speed Post or Registered Post or Courier or delivered personally at the above address well in time.

6.06 Bids sent by Telex or Fax or E-mail will be rejected.

7. Deadline for Submission of Bids.

7.01 Bids must be received by the Purchaser not later than the time and date specified in the Invitation for Bids (section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

7.02 If the Bids are sent by Speed Post or Registered post or Courier, it should reach the purchaser on or before the scheduled last date and time fixed for receipt of Bids as per **Section i**. The purchaser shall not be responsible for any delay in transit when Bids are sent through post/Courier.

7.03 The Purchaser may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

8. Late Bids

8.01 Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser pursuant to clause 7 will be rejected and/or returned unopened to the Bidder.

9. Modification and Withdrawals of Bids

9.01 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

9.02 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 6. A withdrawal notice may also be sent by Fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

9.03 No bid may be modified subsequent to the deadline for submission of bids.

9.04 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to ITD Clause 12.7

10. Opening of Bids by the Purchaser

10.01 The Purchaser will open the **FIRST ENVELOPE of the Bidder**, in the presence of Bidder's representatives who choose to attend, at 11.30 A.M on 17th august 2011 **At Officer chamber of K.S.T.B.F.**

The SECOND ENVELOPE of the qualified bidder would be opened on 17th August 2011 only after verifying the first cover. The Bidders or representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

10.02 The Bidders Names, Bid Modifications, or Withdrawals, Bid prices, Discounts and the presence or absence of the requisite Bid security and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the time of opening. No Bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder pursuant to Clause 8.

10.03 Second Envelope of unqualified bidders will be returned and will not be opened under any circumstances.

10.04 Bids (and modifications sent pursuant to ITD Clause 10.02) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

10.05 The Purchaser will prepare minutes of the Bid opening.

10.06 The Bidder shall be responsible for properly super scribing and sealing the First and Second Envelopes and the Purchaser shall not be responsible for accidental opening of Envelopes that are not properly superscribed and sealed as per clause 15.0, before the time appointed for opening of Envelopes as per clause 19.0

11. Clarification of Bids

11.01 During evaluation of Bids, the purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

12. Preliminary Examination

12.01 The purchaser will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

12.02 Arthmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail and the bid shall stand corrected to the effect. If the Bidder does not accept the correction of errors, its bid will be rejected. The Purchaser may waive any minor infirmity or non conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.

12.03 Prior to the detailed evaluation, pursuant to Clause above the Purchaser will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents with our material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Applicable Law and taxes and duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

12.04 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

13. Evaluation and Comparison of Bids

13.01 The Purchaser will evaluate and compare the bids previously determined to the substantially responsive, pursuant to clause above for each package.

14. ACCEPTANCE OR REJECTION OF BIDS

a) The Secretary/Treasurer, K.S.T.B.F. reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected bidder or bidders of the grounds for the said action.

b) Any Bid with incomplete information is liable for rejection.

c) For each category of pre qualification criteria, the documentary evidence is to be produced duly attested by the contractor, serially numbered and enclosed with the bids. If the documentary proof is not enclosed for any/all criteria the Bid is liable for rejection.

d) If any information given by the contractor is found to be false/fictitious, the contractor will be debarred for 3 years from participating in any other tenders of Govt. of Karnataka.

e) if the selcted bidder fails to provide the said no.of security men/cleaning cost of loss will be recoverd from the . contractor with peality.

f) Security personnel will be responsible for all the movable /immovabe property belonging to the bldg, hence the agency will be held responsible for any kind of property loss.

TABLE-I

BID FORM

TO:

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

Sir,

Having examined the Bidding Documents including Addenda No.s_____the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the Security and House keeping services (in conformity with the said Bidding Documents as per the particulars of packages furnished in section) for which necessary Bid security amounting to Rupees -----at the prescribed rate is enclosed

SL. No.	Particulars of packages for which Bid form is submitted
1	5 . Security guards
2	6. House keepers
3	2. Scavangers
4	3. Guest room boys
5	2. Supervisors
6	1. Tecnician
7	1. Maintanance Engineer
8	1. Gardener (mali)
	Total No. of packages .21. (Approximate numbers subject to variation)

We undertake, if our Bid is accepted, to provide the security and cleaning services in accordance with the terms and conditions of the Bidding document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 5 % of the Annual Contract Price for the due performance of the Contract, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of one year after the date fixed for bid opening of Second Envelope under Clause 19 of the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract,) we will strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act 1988 ". We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2011

Signature: _____

(in the Capacity of): _____

Duly Authorized to sign bid for and on behalf of

TABLE-II

BID SECURITY FORM

(Bank Guarantee to be furnished on Rs 50/- stamp paper)

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

Whereas.....(hereinafter called “the Bidder”) has submitted its bid dated.....2011.. for providing Security and House keeping Services during the contract period of 1 year including the Guarantee / Warranty period for K.S.T.B.F., Shikshak Sadan , K.G.Road, Bangalore. (hereinafter called the “Bid”) KNOW ALL MEN by these presents that WE..... of.....having our registered office At(hereinafter called the Bank”) are bound unto.....(hereinafter called “the purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser , the Bank binds itself, its successors and assigns by these presents. Sealed, with the Common Seal of the said Bank this day of 2011..

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a)Fails or refuses to execute the Contract Form if required; or
 - (b)Fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that its demand the purchaser will note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

The guarantee will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

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TABLE-III

PERFORMANCE SECURITY FORM
(Bank guarantee to be executed on Rs. 50 Stamp paper)

To

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

Sir

WHEREAS.....(Name of the Contractor) hereinafter called “the Contractor” has undertaken, in pursuance of Contract No.....dated.....to provide Security Services and cleaning Services and related services hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalised Bank for the sum specified therein as security for compliance with the Contractors performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of(Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument , any sum or sums within the limit of(Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

This guarantee is valid until theday of.....

Signature and Seal of Guarantors

.....

.....

.....

Date.....

Address.....

.....

TABLE-IV

**STATEMENT OF PAST PERFORMANCE
(Proforma for performance statement)**

Bid No. _____ Date of opening _____ Time _____ Hours

Name of the Firm _____

Organisatio n or Govt. Dept for which the services were provided in years	Contract No. & date	Description of the contract	Value of Contract	Period of performance of contract	Remarks indicating reasons for non performance or delay, if any	Has the work entrusted completed satisfactorily (Attach certificate From an Officer who entrusted the work)
1	2	3	4	5	6	7

Signature and seal of the Bidder _____

TABLE-V

FORMAT OF ACCEPTANCE OF IMPLEMENTATION SCHEDULE

To
The Secretary/Tresurer
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 the implementation schedule 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-VI

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:

Signature & Seal of the Bidder

Date:

TABLE- VII 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

TABLE -IX

CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN FIRST ENVELOPE.

Sl no	Description	Whether the Document is enclosed or not	Page No From and To
1	Bid form as per Table I	YES/NO	
2	BID SECURITY FORM (BANK GUARANTEE) OR DEMAND DRAFT as per Table II	YES/NO	
3	STATEMENT OF PAST PERFORMANCE as per Table IV	YES/NO	
4	FORMAT OF ACCEPTANCE OF IMPLEMENTATION SCHEDULE as per Table V	YES/NO	
5	UNDERTAKING as per Table VI	YES/NO	
6	DETAILS OF THE ORGANISATION INCLUDING LIST OF TECHNICAL EMPLOYEES as per Table VII	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) Rs10 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	DETAILS OF MAINTENANCE / SERVICE CENTRES SET UP BY THE BIDDER AS PER TABLE VIII	YES/NO	
14	ATTESTED COPIES OF TIE UP WITH MANUFACTURERS / AUTHROSIED DEALERS	YES/NO	
15	PARTICULARS OF PACKAGES FOR WHICH BIDS ARE SUBMITTED WHETHER BIDS SUBMITTED FOR PACAKGE-1-Security WHETHER BIDS SUBMITTED FOR PACAKGE-2-House keepers WHETHER BIDS SUBMITTED FOR PACAKGE-3-Guest room boys WHETHER BIDS SUBMITTED FOR PACAKGE-4-Scavengers WHETHER BIDS SUBMITTED FOR PACAKGE-5. Supervisor, gardener, Maintance engineer, & one technician	YES/NO	

PLACE:

DATE:

SIGNATURE OF THE BIDDER

**TABLE -X
PRICE SCHEDULE**

To

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

Sir/Madam

Having examined the tender documents including addenda number-----and dated--
-----the receipt of which duly acknowledged, We the under signed, offer to quote the rates
towards providing Security and Cleaning Services to the new building of K.S.T.B.F.Shikshak
Sadan, K.G.Road,Bangalore. We are interested to participate for -----packages for
which necessary Bid security /Bank Guarantee amounting to Rs -----@ the specified
rate is submitted in Envelope One.

Rates quoted by the bidder :

The Bidder should quote the rates towards providing Security Services and House keeping
Services to the K.S.T.B.F.,Shikshak Sadan, K.G.Road, Bangalore-2.

SL. No.	Package no	Cost towards providing below noted Services for one Security / Services Personnel per month (in rupees in figures and words)	Cost towards providing services per month to K.S.T.B.F.Office., Bangalore
1			
2			
3			
4			
5			
6			
7			
8			

CONDITIONS:

- 1) We undertake, if our Tender is accepted to provide the Security Services and cleaning Services in accordance with the terms and conditions in Tender document.
- 2) If our Tender is accepted we will obtain the Guarantee or Demand Draft from a Nationalised Bank for a sum of equivalent to -----percent of the total cost of the packages entrusted to us.
- 3) We agree to abide by this Tender for a period of one year after the date fixed for opening of Second Envelope under clause 13.1 of this Tender document and shall remain binding upon us and may be accepted at any time before the expiry of that period.
- 4) Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.
- 5) We understand that in competing for and if the award is made to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India namely “ Prevention of corruption act 1988”.
- 6) We understand that you are not bound to accept a lowest offer that you may receive.
- 7) Number of person - subject to change.
- 8) Excluding service / cleaning material charges and those materials will be supplied by purchaser.
- 9)

Tender validity.

The Tender is valid for a period of one year from the date of opening of Tender.

Dated this -----day of -----2011

Signature

(Name and address of the Tenderer with seal)

(In the capacity of ----- Duly authorised to sign the Tender for and on behalf of)

CALENDER OF EVENTS

- | | |
|--|---|
| 1. Distribution of Tender forms | : 03-08-11 to 12-08-2011 |
| 2. Last Date for Receiving filled Tender document | : 16-08-2011 4-00 P.M. |
| 3. Opening of Tender document (First cover) | : 17-08-2011 at 11.30 A.M. |
| Second cover of successful bidder – After the opening session of the first cover. | |
| 4. Place of opening the Document | : Office of the
Secretary/Treasurer.,K.S.T.B.F.,
Shikshak sadan, K.G.Road,
Bangalore-2 |