



/214317/2025

ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರ ಕಾರ್ಯಾಲಯ, ಬೆಳಗಾವಿ ವಿಭಾಗ ಬೆಳಗಾವಿ
OFFICE OF THE REGIONAL COMMISSIONER, BELAGAVI DIVISION,
BELAGAVI-590002

ದೂರವಾಣಿ Telephone: 0831-2404007, 2461401, 2461402

E-mail: rcbgm-kar@nic.in ; rcbelagavi@gmail.com Website: www.regional-commissioner-belgaum.gov.in

ಕ್ರ:ಪ್ರಾಆಬಿ/ಒಳಾಡಳಿತ-1/ಸಿಆರ್-22/2024-25

ದಿನಾಂಕ: 18-02-2025

ಟೆಂಡರ್ ಪ್ರಕಟಣೆ

ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರು ಬೆಳಗಾವಿ ವಿಭಾಗ, ಬೆಳಗಾವಿ ಕಾರ್ಯಾಲಯಕ್ಕೆ ಆಗತ್ಯವಿರುವ 02 ವಾಹನ ಚಾಲಕರು ಹಾಗೂ 08 ಡಿ ದರ್ಜೆ ನೌಕರರ ಸೇವೆಯನ್ನು ಹೊರಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ ಪಡೆದುಕೊಳ್ಳಲು ಅರ್ಹ ಹಾಗೂ ನೋಂದಾಯಿತ ಏಜೆನ್ಸಿಗಳಿಂದ E-Procurement portal ಮೂಲಕ ಟೆಂಡರ್ ಆಹ್ವಾನಿಸಲಾಗಿದೆ. ಹೆಚ್ಚಿನ ಮಾಹಿತಿಗಾಗಿ E-Procurement portal ನಲ್ಲಿ ಆಪಲೋಡ್ ಮಾಡಲಾಗಿರುವ ದಸ್ತಾವೇಜುಗಳನ್ನು ಪರಿಶೀಲಿಸುವುದು.

- 1) ಟೆಂಡರ್ ಅಂದಾಜು ಮೊತ್ತ ರೂ. 24.00 (ಇಪ್ಪತ್ತ ನಾಲ್ಕು) ಲಕ್ಷಗಳು
- 2) ಇ ಎಂ ಡಿ ಮೊತ್ತ ರೂ. 60,000/- E-Procurement portal ಮೂಲಕ ಪಾವತಿಸುವುದು.
- 3) ಟೆಂಡರ್ ನ್ನು Online ಸಲ್ಲಿಸಲು ಕೊನೆಯ ದಿನಾಂಕ : 07-03-2025 ಮತ್ತು ಸಮಯ ಸಂಜೆ 5.30 pm ರವರೆಗೆ
- 4) ತಾಂತ್ರಿಕ ಬಿಡ್ ಗಳನ್ನು ತೆರೆಯುವ ದಿನಾಂಕ: 10-03-2025 ರಂದು ಬೆಳಿಗ್ಗೆ 11.30 ಗಂಟೆಗೆ (ಸಾಧ್ಯವಾದಲ್ಲಿ)
- 5) ಆರ್ಥಿಕ ಬಿಡ್ ಗಳನ್ನು ತೆರೆಯುವ ದಿನಾಂಕ: 12-03-2025 ಸಂಜೆ 4.30 ಗಂಟೆಗೆ (ಸಾಧ್ಯವಾದಲ್ಲಿ)

Signed by

Sanjay Bhalchandra Shettennavar

Date: 18-02-2025 13:26:14

ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರು,

ಬೆಳಗಾವಿ ವಿಭಾಗ, ಬೆಳಗಾವಿ

ಪ್ರತಿ ಇವರಿಗೆ

- 1) ಉಪ ನಿರ್ದೇಶಕರು, ವಾರ್ತಾ ಮತ್ತು ಸಾರ್ವಜನಿಕ ಸಂಪರ್ಕ ಇಲಾಖೆ, ಬೆಳಗಾವಿ
ಇವರಿಗೆ ಸದರಿ ಅಧಿಸೂಚನೆಯನ್ನು ನಿಯಮಾನುಸಾರ ದಿನ ಪ್ರತಿಗಳಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಕುರಿತು ಕಳುಹಿಸಿದೆ.
- 2) ಈ ಕಾರ್ಯಾಲಯದ e-Governance ಶಾಖೆಗೆ ಕಛೇರಿಯ ವೆಬ್ ಸೈಟಿನಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಕುರಿತು.
- 3) ಕಛೇರಿಯ ಸೂಚನಾ ಫಲಕಕ್ಕೆ



/214319/2025

ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರ ಕಾರ್ಯಾಲಯ, ಬೆಳಗಾವಿ ವಿಭಾಗ ಬೆಳಗಾವಿ
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ಕ್ರ:ಪ್ರಾಆಬೆ/ಬಳಾಡಳಿತ-1/ಸಿಆರ್-22/2024-25

ದಿನಾಂಕ: 18-02-2025

ಉಪ ನಿರ್ದೇಶಕರು,

ವಾರ್ತಾ ಮತ್ತು ಸಾರ್ವಜನಿಕ ಸಂಪರ್ಕ ಇಲಾಖೆ,

ಬೆಳಗಾವಿ

ಇವರಿಗೆ

ಮಾನ್ಯರೇ,

ವಿಷಯ:-ಟೆಂಡರ್ ಪ್ರಕಟನೆಯನ್ನು ದಿನಪತ್ರಿಕೆಗಳಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಕುರಿತು.

ಉಲ್ಲೇಖ:-ಈ ಕಛೇರಿಯ ಅಧಿಸೂಚನೆ ಸಮ ಸಂ. ದಿನಾಂಕ: 18-02-2025

ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಈ ಕಛೇರಿಗೆ ಹೊರಗುತ್ತಿಗೆ ಆಧಾರದ ಮೇಲೆ ಮಾನವ ಸಂಪನ್ಮೂಲವನ್ನು ಪಡೆಯುವ ಕುರಿತು ಹೊರಡಿಸಲಾಗಿರುವ ಉಲ್ಲೇಖಿತ ಟೆಂಡರ್ ಪ್ರಕಟನೆಯ ಪ್ರತಿಯನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿ ಕಳುಹಿಸುತ್ತಾ, ಇದನ್ನು ದಿನಪತ್ರಿಕೆಗಳಲ್ಲಿ ಆದಷ್ಟು ಸಣ್ಣ ಅಕ್ಷರಗಳಲ್ಲಿ ಜಾಹೀರಾತು ರೂಪದಲ್ಲಿ ನಿಯಮಾನುಸಾರ ಪ್ರಕಟಿಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳಲು ಕೋರಿದೆ. ಈ ಕುರಿತು ತಗಲುವ ವೆಚ್ಚವನ್ನು ಈ ಕಛೇರಿಯಿಂದ ಭರಿಸಲಾಗುವುದು.

ತಪ್ಪು ವಿಶ್ವಾಸಿ,

Signed by

Sanjay Bhalchandra Shettnavar

ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರು, ಬೆಳಗಾವಿ ವಿಭಾಗ, ಬೆಳಗಾವಿ

Date: 18-02-2025 13:27:28

I/214309/2025 Tender document for providing manpower on outsource basis – Office of Regional Commissioner Belagavi

GOVERNMENT OF KARNATAKA

Office of the Regional Commissioner, Belagavi
Division, Court Compound, Belagavi

Tele 0831-2404007, 2404267 Email: rcbelagavi@gmail.com,

rcbgm-kar@nic.in

Website: <https://rcbelagavi.karnataka.gov.in>.

**TENDER FOR PROVIDING MANPOWER TO Regional Commissioner
office, Belagavi Division, Belagavi ON OUT SOURCE CONTRACT
BASIS**

Through

E-procurement system

Karnataka Public Procurement Portal <https://kppp.karnataka.gov.in>

NOTIFICATION No. RCB/HKEST1/CR-22/2024-25, Dated: 18-02-2025

CONTENTS OF TENDER DOCUMENT

1. Instructions
2. Annexure 1
3. Annexure 2
4. Annexure 3
5. Annexure 4
6. Technical Bid Form along with Declaration by the bidder
7. Financial Bid Form (*For reference only*)

TENDERERS TO NOTE:

- (1) All the tenderers should furnish the name and full address of man power service providing institution vis-à-vis the man power they intent to quote. Tenders are liable for rejection if full and correct address of the institution is not mentioned in the tender.
- (2) The tenderers should submit the tenders through e-procurement only
Website: <https://kppp.karnataka.gov.in> Helpdesk: +91-8046010000+91-8068948777

Tender Preview

Tender Amount	Rs: 24.00 Lakhs (Approximately)
Amount of EMD	Rs.60,000/- (To be paid at e-procurement portal)
Tender Processing Fee	As per e-procurement system
Last Date and Time for tender submission	07-03-2025 Up to 05-30 PM IST
Date and Time for opening of Technical Bid	10-03-2025 at 11:30 AM IST
Date and Time for opening of Financial Bid	12-03-2025 at 04-30 PM IST
	Office of the Regional Commissioner, Belagavi Division, Belagavi
Contact details for enquiry	Tele- 0831-2404267 Email: rcbelagavi@gmail.com , rcbgm-kar@nic.in

INFORMATION FOR THE BIDDERS:-**1. Background.**

The Department intends to outsource certain categories of manpower through duly registered high quality experienced Manpower Servicing Agencies. Hence the Department invites tenders through Government of Karnataka's e-procurement portal. Tender is invited in two tender document system (through e-portal, hard copies are **not** accepted) consisting of both technical and financial bids for providing services of different categories of man power as specified in the section **Annexure-I** of this document, through e-procurement system, from the registered outsourcing Agencies.

2. Overall Responsibilities of the Manpower Servicing Agency

- a. To identify and provide the suitable candidates for different positions as per the eligibility criteria set out by the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI (as in Annexure-1 of tender document) as and when required and place them at the disposal of the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI at Head Quarters, Districts and Talukas.
- b. The Manpower deployed by the Manpower Servicing Agency shall be fully dedicated for the services of the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI and will perform their duties wherever the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI directs.

- c. To provide additional Manpower whenever requirement arises, both short term and long term.
- d. To provide and replace the staff whenever required.
- e. To provide guidance to the outsourced staff with regard to their roles and responsibilities as per the specific services required by the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI.
- f. If any of the outsourced staff provided doesn't function satisfactorily, or is absent without reason for more than 48 hours, the agency shall provide replacement within specified period as required by the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI.
- g. To follow laws and rules of the Government and Labour Department and in particular, Minimum Wages Act and Rules and Notifications and Contract Labour (Regulation and Abolition) Karnataka Rules as amended from time to time to ensure quality required by the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI, which is on par with the agreed terms and conditions of the Man Power Agency with the REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI
- h. To adhere to the provisions of the relevant acts & rules wherever applicable.
- i. To strictly adhere to the directions given by the Designated Officer, REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI and the agreement.

3. Eligibility criteria / Pre qualification

- a) The Agency should have minimum Five years of experience in providing Manpower Services to Government of Karnataka /Government of India/ Government Institutions etc.
- b) The Agency should have experience in providing Manpower Services of workers and technical manpower/ specialists in field of Drivers and Group-D to Government Offices and Government Boards & Corporations.
- c) The Agency should not have been declared as ineligible under corruption and fraudulent practices issued by Government of Karnataka / Government of India / Government Institutions etc., as blacklisted.
- d) The Agency should have total turnover of at least Rs. 10 crores (cumulative) during last three years. The Agencies should submit proof of Audited Balance Sheet and Profit and Loss Accounts Income and Expenditure Accounts.
- e) The agency should have the following Registration and other certificates & shall upload copies of certification along with the technical bid.
 - i. Registration certificate for having registered under Contract Labour Act of competent Government authority (Certified copies of the same should be uploaded).
 - ii. PAN and TAN of Income Tax Department (Certified copies of the same should be uploaded).
 - iii. GST registration certificate (Certified copies of the same should be uploaded).

I/214309/2025 Tender document for providing manpower on outsource basis – Office of Regional Commissioner Belagavi

- iv. Certificate of Registration under Professional Tax issued by Commercial Tax Department, Government of Karnataka. (Certified copies of the same should be uploaded).
- v. Registration Certificate under Employees State Insurance Act (ESI ACT). Previous year's statements yearly returns submitted to Employee State Insurance (ESI) authorities (upload last 3 years, year wise ESI returns details). Agencies with proof of over Rs 30 lakhs return to ESI in previous three years only need apply.
- vi. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner (Upload last 3 years, year wise statement of yearly returns submitted to PF authorities.). Agencies with proof of payment over Rs 3 crore return to PF in previous 3 years only need apply.
- vii. Any other registrations required as per the existing laws relating to Man Power Services (Certified Copies of the same should be uploaded).
- f) The Agency should have administrative staff with required skills, qualifications, good service record and should be free from litigations.
- g) The Agency should have paid all statutory taxes like service tax or GST professional tax, timely payment of TDS deducted to IT department etc. (upload the related documents as specified)
- h) Agency should have remitted the entire service tax / GST collected for the preceding three years, 2021-22, 2022-23 and 2023-24 (Upload the yearly returns certificates).
- i) The Agency shall abide by the provisions of Employees Provident Fund & Miscellaneous Provisions Act & Rules there under, ESI Act, the Contract Labour (R&A) Act and Workmen's Compensation Act, Minimum Wages Act and Rules etc. Should have enrolled the eligible employees working with the Manpower Agency and remitted the required contributions at applicable rates to the concerned authorities regularly.
- j) Agencies black listed by Government of Karnataka / Government of India / Government Institutions in the last ten years are liable for rejection. REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI holds the right to terminate the agreement if any of the agencies are found black listed subsequently or later.
- k) The Agency should not be involved in any litigation with any Government Department or Institution. REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI holds the right to terminate the agreement if any of the agencies are found to be involved in any litigation subsequently or later.
- l) If the selected agency doesn't have its office in BELAGAVI, it should open an office in BELAGAVI for correspondence and interaction with the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI whenever required.

4. Details of Man Power & Services required

Manpower to be provided: **GROUP D-08 and DRIVERS-02 TOTAL 10***

* See **Annexure-I** for different types of Man Power required and place of staff positioning. OT as per rules will be paid extra based on certified attendance records. EPF & ESI Contribution will be deducted out of Employees' Wages as per rules and Employer Share will

be paid by REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI as per rules. Agency Charges and Taxes will be paid separately.

*This number is variable since the out sourcing contract will be against existing vacancies which is variable.

5. General Terms and Conditions for Successful Manpower Agency

- a) The successful Lowest (L1) Man Power Agency has to deposit 5.00 percent of contract value as performance security deposit or Bank guarantee to that extent.
- b) The L1 Agency shall call for suitable candidates through newspapers and shortlist eligible candidates based on eligibility criteria and submit for interview by the Tendering Authority and only after clearance by Tendering Authority after background and document verification as per required qualification and experience, will the Agency issue a formal work order to all the personnel deployed under this contract along with all the relevant details and terms and conditions of appointments and submit the copy of the same to REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI. These personnel will be employed for the entire work period and under no circumstances should any person be made to do part time duty to accommodate more persons. No temporary replacement should be made without approval of the Designated Officer or the Superintendant after verification of qualifications and records. If the Designated Officer or Superintendant makes a complaint about any employee that person should be replaced immediately and should not be taken back or accommodated elsewhere.
- c) The Agency shall issue Laminated ID cards with 1 inch thick yellow satin lanyard to all the employees with Agencies logo (ID card should have Name, Designation and Photo of the employee).
- d) The Agency shall provide 4 sets of uniform in the full year and provide washing and ironing allowance as required to each worker as per following colour code and material :
 - a. Orderly : Blue Bush Shirt with 4 pockets and Trousers in 70% Cotton and 30% polyester for men or Blue Sari & Blouse for women
 - b. Driver : White Bush Shirt with White Trouser in 70% Cotton and 30% Polyester
- e) The Agency shall send monthly attendance data along with the bill and wages calculation to the REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI monthly. The Agency shall furnish wages slips to all the employees indicating Gross wages and Net wages showing all the statutory deductions. The agency shall make the payment of wages to the outsourced employees within the 5th of following month and submit the bills for reimbursement within 10th of the following month along with statutory deductions with all details. The Agency shall make the payment of wages to outsourced staff deployed through individual Bank Account and shall arrange to remit all statutory deductions like ESI/PF to the designated authorities along with the Agency's contribution as per law, wherever applicable. The Agency will ensure ESI & PF registration and Card is renewed / delivered to the eligible outsourced workers within 45 days of joining. If the Agency fails in the above or there is any complaint of delay or improper deduction, the Principal Employer shall pay

- directly all dues and deduct the same from the agency's bill as provided in the Contract Labour (Regulation & Abolition) Karnataka Rules.
- f) The Agency shall make timely payment of wages to its employees effecting authorized deductions and shall also be responsible to fulfill all statutory obligations such as remittance of PF, Professional Tax, TDS Amount, ESI remittance etc., in respect of its outsourced staff posted under this contract. If it fails to do so, it will be breach of contract and REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI has its discretion to cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws. If the Agency does not pay the full minimum wages as determined under law as per hours of work, or if the Agency deducts any amount besides the statutory deductions, it will be liable for severe penalty, prosecution, blacklisting and also cancellation.
 - g) The Agency shall submit the biometric attendance record, calculation of days and hours of work, bank statements, TDS, Professional Tax and ESI remittance challans of the staff deployed under this contract separately with all employee wise details along with the monthly bills. The Agency shall also submit the copy of the remittance of GST to the appropriate authorities along with the Bills.
 - h) Remuneration for the outsourced Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the services as consolidated remuneration, including PF, ESI, PT etc. And also it includes management contribution and employee contribution to PF and ESI etc, as applicable (Cost to Company) and OT where applicable. The Agency will maintain daily attendance record if possible in biometric form and hard copy, duly signed by a nodal officer of the Principal Employer or printout of Biometric attendance device (wherever available) three times daily : (1) When the outsourced employee reports for duty, (2) After 4 hours of duty and (3) when the employee leaves.
 - i) The Agency shall maintain proper records pertaining to outsourced staff deployed including the wages slips, disbursement of wages, and remittance of payments, to the various statutory authorities and present the same to the REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI/ concerned authorities whenever called for verification.
 - j) The Agency shall maintain the muster roll/ pay roll and other wages relevant particulars pertaining to the outsourced staff deployed and shall make available for inspection by the officials of REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI, Labour Department and any other department as required by them, as and when arises.
 - k) The Agency should not sublet the contract. If the Agency is found to have sublet the contract, the contract will be terminated at the risk and cost of the Agency concerned.
 - l) The scopes of services in respect of number of employees are liable for addition, deletion and modification and are at the discretion of the REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI.

6. Duration of the Contract

The Duration of the contract is for the period of 12 months and extendable for one more year on same terms and conditions on approval of RC or further period as decided by the Government. However the Department has the right to terminate the contract with three months prior written notice if situation arises.

7. General information for submission of Tenders:

- a. REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI is the Tender Inviting and the Tender Accepting Authority.
- b. All the tenders shall be prepared and submitted in accordance with the instructions provided in the Tender Notification.
- c. All the tenders should be uploaded within the prescribed time limits on the respective dates and will not be accepted after the fixed time and date.
- d. The Agency shall be deemed to have been carefully examined the terms and conditions before applying for tender.
- e. Two Tender Document bid system as per e-procurement method is adopted; both technical and financial bids are to be uploaded.
- f. The Tender Accepting Authority reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.
- g. Tenders not submitted in the prescribed form will be rejected. Tenders, which propose any alterations in the service specified or containing any other conditions of any sort, will be rejected.
- h. Tenders without EMD will be rejected.
- i. Both Technical & Financial Bidding is through e-tendering only. The bidders shall upload all the specified documents along with duly filled technical bid form through online. Financial bids will be opened only for those bidders who qualifies in the technical bid.
- j. The successful Lowest (L1) bidder shall attend the office on a date to be fixed and intimated to him for executing agreement. Failure on the part of the successful bidder to execute the contract agreement within 14 working days from the receipt of written communication, letter of acceptance to that effect would entail for rejection of tender & his EMD will be forfeited.
- k. Any changes, modifications or amendments to the tender documents will be notified on e-procurement portal and they shall be part of the original tender document.
- l. The Tenderers shall digitally sign their bids with their valid Digital Signature Certificate (DSC) issued under the Information Technology Act 2000(Central Act)
- m. It shall be the responsibility of the tenderers to ensure that their tender is submitted in e-procurement portal within the specified date and time.
- n. The "Financial Bid" to be quoted on e-procurement portal should contain only rates in percentage for outsourcing services (calculated as in Annexure-4). Taxes applicable if any as per law will be paid by REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI in addition to consolidated service charges rate in percentage.

8. Opening of Tenders:

- a. The tenders whose tender payments (Tender processing fee, EMD, etc) were successfully received in e-procurement system only will be opened.
 - b. The Technical Bids shall be opened in e-procurement portal at the specified date and time.
 - c. The Tender Accepting Authority may constitute the Technical Evaluation Committee to assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be eligible for financial bid opening.
 - d. The financial bids of the bidders who qualified in technical evaluation shall be opened at the notified time and date in e-procurement portal.
9. The bidder will follow complete integrity and any false information will lead to cancellation of tender and confiscation of EMD / SD and also prosecution.

10. RIGHT TO ACCEPT OR REJECT TENDERS

A. The tender may be rejected, inter-alia:

- i. If it is not in conformity with the instructions mentioned in the tender document.
- ii. If it is not accompanied by other requisite documents.
- iii. If it is conditional.
- iv. If bids are "freak bids" i.e. impracticably low or high.

B. This office reserves the right to:

- i. Accept or Reject any of the tender in full or part thereof.
- ii. Revise the requirement of manpower at the time of placing the order upto 25% either way.
- iii. Modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary.
- iv. Reject any or all the tenders in part or full without assigning any reason thereof.

11. Forfeiture of EMD/Bid security-

The EMD/Bid security taken from the bidder shall be forfeited in following cases:

- i. When the bidder withdraws or modifies his bid proposals after opening of bids.

- ii. When the bidder does not execute the agreement after placement of order within specified time.
 - iii. When the bidder fails to commence the supply of services as per work order/ letter of award within the time prescribed.
 - iv. When the bidder does not deposit the Performance Security amount after the work order is placed.
 - v. To recover any dues against the firm from any other contract with the REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI.
 - vi. When the successful bidder fails to complete the services satisfactorily within the time specified.
12. No interest will be paid on amount of EMD/ Security Deposit. Every bidder, participating in the bidding process must furnish the required Earnest Money Deposit as specified in Notice Inviting Bid (NIB). The EMD of unsuccessful bidders shall be refunded soon after final acceptance of bid and award of contract. In case of best/ successful bidder(s), the EMD, if feasible, may also be adjusted in arriving at the amount of the SD.
13. Details of Staff with minimum qualification, Preferred qualification, Minimum and Maximum Age, and experience is at **Annexure 1**.
14. The successful bidder will have to call for applications for the various services through newspapers with wide circulation and submit applications, photo, bio data and photo copy of testimonials duly attested by the bidder at time of deployment before the Screening Committee. The Screening Committee will conduct necessary scrutiny and interview and select the staff.
15. The contract period of this tender is for one year. The contract/agreement can be extended further by one year with approval of competent authority subject to satisfactory performance of the agency, and by Government only thereafter.
16. The bidder should note that although the Consolidated Service Charge in percentage would be base for selection as minimum bid. However, other factors like annual turnover, financial strength, experience of Govt. sector projects execution, etc. will also be taken into consideration for finalization of tender.
- 17. Period of Validity of Bids :**
- a. Bids shall remain valid for the period of 90 days, after the bid submission deadline date prescribed by the tendering authority. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.

- b. In exceptional circumstances, prior to the expiration of the bid validity period, the tendering authority may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its bid security i.e. EMD. A bidder granting the request shall not be required or permitted to modify its bid. The request and the responses shall be made in writing.

18. Evaluation of Technical Bids:

- a. The Tender Accepting Authority may constitute the Technical Evaluation Committee to assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be eligible for financial bid opening.
- b. The eligible bidders whose bid is determined to be substantially responsive shall be considered to be qualified in the technical evaluation, unless disqualified pursuant to clause "Conflict of Interest" or "Disqualification", and shall be informed, either in writing about the date, time and place of opening of their financial bids.
- c. The firms which could not qualify in technical evaluation will be informed about this fact.

19. Evaluation of Financial Bids

- a. The financial bids of bidders who qualify in technical evaluation shall be opened at the notified time, date and place in **e-procurement** portal.
- b. To evaluate a bid, the tendering authority shall consider the following: -

The bid price in percentage as quoted in e-procurement portal. No other method of quoting will be accepted and bid will be rejected.

20. Acceptance of the Tender/ Bid:

- a. Prior to the expiration of the period of bid validity, the tendering authority shall notify the Successful bidder(s), in writing, that its bid has been accepted.
- b. The tendering authority shall award the Contract to the bidder whose proposal/ bid has been determined to be the best value bid.
- c. Decision on bids shall be taken within original validity period of offers. If the decision on acceptance or rejection of a bid cannot be taken within the original bid validity period due to unavoidable circumstances, all the bidders shall be requested to extend validity period of their bids up to a specified date.
- d. As soon as a bid is accepted by the tendering authority, its written intimation (LOA) would be sent to the concerned bidder. In the same intimation the bidder may be

asked to execute an agreement in prescribed format on a non-judicial stamp of prescribed value Rupees 200/- and deposit the amount of prescribed performance security deposit within 7 days from the date of issue of acceptance.

- e. The acceptance of an offer is complete as soon as the letter of communication is posted to the address of the bidder(s) provided in the technical bid.
- f. The EMD of the bidders whose bids could not be accepted shall be refunded soon after the agreement with the successful bidder is executed and his performance security deposit is obtained. Until a formal Contract is prepared and executed, the letter of acceptance shall constitute a binding Contract.

21. Confidentiality:

- a. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract award.
- b. Any attempt by a bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.
- c. From the time of bid opening to the time of Contract award, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing
- d. The Tender Inviting Authority/Tender Accepting Authority/Tender Scrutiny Committee may seek *bona fide* clarifications from tenderers relating to the tenders submitted, during the evaluation of the tenders.

22. Conflict of Interest:

- a. REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI requires that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, and will take appropriate actions against the bidder(s), if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all bidders found to have a conflict of interest shall be disqualified.
- b. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates participated formally as a consultant in the preparation of the solicitation

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documents/RFP for the procurement of the goods and services that are the subject matter of the bid.

- c. It may be considered to be in a conflict of interest with one or more parties in the bidding process if:
 - i. they have controlling shareholders in common; or
 - ii. it receives or have received any direct or indirect subsidy from any of them; or
 - iii. they have the same legal representative for purposes of the Bid; or
 - iv. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process.

23. Tendering authority's Right to accept/ Reject any or all of the Bids:

The tendering authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

24. Sub-contracting:

The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchaser/ Tendering Authority.

25. Termination:

a. Termination for Default:

The tender sanctioning authority may, without prejudice to any other remedy for breach of contract, by a written notice of default, of at-least 30 days, sent to the supplier/ selected bidder(s), terminate the contract in whole or in part: - If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted.

If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or If the supplier/ selected bidder(s), in the judgment of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.

If the supplier/ selected bidder commits breach of any condition of the contract or any law like Minimum Wages Act or Rules or Contract Labour (Regulation & Abolition) Act or Rules.

b. Termination for Insolvency:

REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI may at any time terminate the Contract by giving a written notice of at-least 30 days to the supplier/selected bidder(s), if the supplier/ selected bidder become bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder(s), provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter.

26. Settlement of disputes

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this Contract, the aggrieved party shall issue a written notice setting out the dispute/differences or claim to the other party. Parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 30 days from the date of receipt of written notice, the matter will be referred for Arbitration.

27. Arbitration

In case the dispute is not resolved any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by Principal Secretary, Government of Karnataka, Department of Revenue. When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Contract.

28. GENERAL CONDITIONS OF CONTRACT

1. All services deliverables shall be provided by persons qualified and skilled in performing such services as per the eligibility criteria indicated in **Annexure 1**.
2. The deliverables provided for service points by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the deliverables whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider preferably through local police, collecting proofs of residence, Adhaar Card, EPIC, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the deliverables provided are medically fit and will keep in record a certificate of their medical fitness. The Birth Certificate / SSLC Certificate, the minimum and preferred educational /

technical qualification certificate, the minimum and preferred experience certificate, telephone number, residence address, Bank Account number, *Adhaar* Card and EPIC card shall be collected and submitted with 2 recent colour photos for interview and verification. The Service Provider shall withdraw such deliverables who are not found suitable or who do not have the required documents, by the office immediately.

3. The service provider shall engage necessary deliverables qualified and skilled in performing such services as per the eligibility criteria indicated for each category, as required by this office from time to time.
4. The service provider's deliverables shall not claim any benefit/compensation/absorption/regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
5. The service provider's deliverables shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as of confidential/secret nature.
6. The service provider's deliverables should be polite, cordial, positive and efficient and follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of deliverables provided by them. The agency shall be bound to prohibit and prevent any of their deliverables from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in-charge on any matter arising under the clause shall be final and binding on the agency.
7. The functional and disciplinary control over the deliverables provided by the Agency will rest with the REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI and the administrative/Technical control will be with the Agency. The REGIONAL COMMISSIONER, BELAGAVI DIVISION, BELAGAVI will have power to impose penalty for misbehavior / absence / deliberate delay / damage to REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI property / negligence as approved by the Designated Officer.
8. This office may require the service provider to dismiss or remove from the work place, any deliverables, provided by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its deliverable, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

9. The Agency will provide Photo Identity Cards and uniforms in certain cases to the deliverables provided by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
10. The transportation, food, medical and other statutory requirements in respect of each deliverables of the service provider shall be the responsibility of the service provider.
11. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.
12. The service provider shall ensure proper conduct of his deliverables in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work and if any worker is found wasting time excluding rest period of 30 minutes, penalty will be imposed and OT will be cancelled.
13. All deliverables will have to sign an attendance register and place thumb impression on biometric attendance system 3 times every day or in case of outdoor duty like drivers, obtain certified attendance reports else they will be considered absent from duty. The service provider will submit the bill in triplicate along with the print-out of monthly attendance in respect of a particular month in the first week of the succeeding month along with bank account number of the employees to which the service payments is credited. The payment will be released to the agency on *reimbursement basis* through **Khajane-2** online system on receipt of claims, complete in all respects, **subject to availability of grants**. The agency will have to provide its bank details / **Khajane-2** recipient ID to this office. Tax and statutory dues if any shall be deducted at source as per the relevant Act.

Methodology adopted for payment to the agency is shown in **Annexure 3**.

14. The service provider will also give undertaking they will not adopt any malpractices at any stage of bidding/execution.
15. Payments to the service provider would be strictly on the basis of certification by the officer with whom the deliverables is attached or as the case may be the head of the office that his services are satisfactory and attendance as per the bill preferred by the service provider.
16. The service provider shall provide uninterrupted services.
17. The service provider shall be contactable at all times and messages sent by phone /email/fax/ special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.

18. This office shall not be liable for any loss, damage, theft, burglary or robbery of any deliverable belongings, equipment or vehicles of the deliverables of the service provider.
19. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff provided by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
20. Normal working hours for full-time workers would be 8 hours in a day. However, the concerned worker may have to work beyond these hours if there is any urgency. In such cases OT beyond these hours of work will be paid as per law. The workers provided shall be punctual and shall abide by the directions of the Department in this regard.
21. The workers may avail of 1 rest day per week including notified holidays. This will be a paid holiday. However if they work on rest days/holidays they would be paid OT at twice the per diem rate as per norms of Minimum Wages Act. If the workers are absent more than 1 day per week or avail of any public holidays more than 1 day per week, they will not be paid any wages for the entire day.
22. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Procurer either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procurer in writing of such conditions and the cause thereof. Unless otherwise directed by the Procurer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
23. Any dispute arising out of the contract shall be settled within the jurisdiction of BELAGAVI.

29. Refund of E M D

The EMD money will be kept in the central pooling account until the tender is awarded to the successful bidder. Based on the instructions of Tender Accepting Authority the EMD amount of the unsuccessful bidders will be refunded to the respective Bank A/c of the bidder registered in the e-procurement system.

The bidders Earnest Money Deposit may be forfeited if a bidder: -

- a. Withdraws his tender during the tender period.
- b. If the successful L1 bidder fails to sign the contract agreement within 14 working days after the tender is awarded.
- c. After signing the contract, if bidder fails to supply the manpower as per the specifications and the time schedule mentioned in the contract agreement.

30. Period of Validity:

Tender shall remain valid for minimum of 90 days after the date of opening the tender.

31. Financial bid

- a. In the financial bid the bidder shall indicate only service charges in percent (%) for the total emoluments payable to all outsourced staff, in e-portal.
The methodology of calculation of Service Charge is as shown in Annexure-4.
- b. Service Charge quoted by the agency should inclusive of all administrative expenses of the Agency.
- c. GST will be paid separately as per the appropriate rates.

32. Details of the documents to be uploaded

1. Details of documents pertaining to 5 years experience for having satisfactorily provided Man Power Services. (Upload the certified copies).
2. Duly filled technical bid document along with declaration and other documents.
3. An affidavit on Rs 100/- non judicial stamp paper for not being blacklisted by any Government body for corrupt practices or penalized for not executing the order during the last ten years(Upload scanned copy)
4. Registration Certificate from Labour Department (Form-C)
5. PAN Card issued by IT Department
6. GST registration certificate
7. Latest GST tax returns filed and returns for 2021-22, 2022-23 and 2023-24
8. GST clearance certificate from the concerned department
9. Professional tax registration certificate issued by Commercial Taxes Department
10. Latest professional tax returns filed and returns for 2022-23 and 2023-24
11. EPF Registration Certificate issued by the Regional PF Commissioner
12. EPF returns filed for the last 3 years (2021-2022,2022-23 and 2023-24)
13. EPF ECR copies for the year 2023-24
14. ESI Registration Certificate
15. Latest ESI returns and returns for 2021-22, 2022-23 and 2023-24
16. ESI ECR copies for the year 2023-24
17. Income tax returns filed of the agency for last 3years (2021-22, 2022-23 and 2023-24)
18. Audited final accounts / profit & loss / income & expenditure & balance sheet for the last three years(2021-22, 2022-23 and 2023-24)
19. Annual turnover Certificate from Chartered Accountant for last 3years (2021-22, 2022-23 and 2023-24)
20. Any other documents as specified in the Tender Document

RCB-HKES0HKES/43/2024-BUD AND ACT-RC-BLGDIV

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Please Note:

1. Tenderer shall mark properly in the Technical Bid form whether the above documents are enclosed or not.
2. All the scanned documents uploaded to be clearly visible and in PDF format
3. All the documents shall be attested by the authorized person of the agency with agency seal and signature

Place: Belagavi

Date: 18-02-2025

Signed by

Sanjay Bhalchandra Shettnavar

Date: 18-02-2025 13:24:16

**Regional Commissioner
Belagavi Division, Belagavi**

Technical Bid FORM

For providing Manpower on outsource basis to the office of Office of Regional Commissioner Belagavi Division, Belagavi (Tender No:RCB/HKEST-1/CR-22/2024-25, Dated -02-2025)

I. Details of outsourcing Manpower Agency.

Sl. No. Details to be furnished		
1. Name and address of the Agency as per the Registration Certificate (enclose copy)		
2. Local Address of the Agency		
3. Registration No. and date		
Validity of Registration up to date.....		
4. Details of contact person		
a. Name		
b. Phone Number (Office) Landline		
c. Mobile Number		
d. E-mail ID		
5. Tender processing fee details (To be paid online at the portal)	Amount Rs.	Date:
6. EMD (To be paid online at the portal)	Amount Rs.	Date:
7. PAN number (Upload copies)		
8. GSTIN registration certificate (Upload copies)		
9. Latest GST tax returns filed and returns for 2021-22, 2022-23 and 2023-24 (upload copies)	2021-22	
	2022-23	
	2023-24	
10. GST Clearance certificate from the concerned department		
11. Professional tax registration certificate (Upload copies)		
12. Latest professional tax returns filed and returns for 2022-23 and 2023-24 (upload copies)		
13. PF Registration Certificate issued by the Regional PF Commissioner (Upload the certified copies)		
14. PF returns filed for the last 3 years (2021-22, 2022-23 and 2023-24) (upload the certified copies)	2021-22	
	2022-23	
	2023-24	

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I/214309/2025 Tender document for providing manpower on outsource basis – Office of Regional Commissioner Belagavi

15. EPF ECR copies for the year 2023-24		
16.ESI Registration Certificate (upload the certified copies)		
17.Latest ESI returns and returns for (2021-22, 2022-23 and 2023-24) (upload the certified copies)	2021-22	
	2022-23	
	2023-24	
18. ESI ECR copies for the year 2023-24		
19.Details of Income tax returns filed of the agency for last 3years (2021-22, 2022-23 and 2023-24) (Upload certified copies)	2021-22	
	2022-23	
	2023-24	
20.Audited final accounts / profit & loss / income & expenditure & balance sheet for the last three years(2021-22, 2022-23 and 2023-24) (Upload certified copies)	2021-22	
	2022-23	
	2023-24	
21.Annual turnover Certificate from Chartered Accountant for last 3years (2021-22, 2022-23 and 2023-24) (upload the certified copies)	2021-22	
	2022-23	
	2023-24	

II. Details of last five years' experience in providing manpower outsourcing services satisfactorily (Upload documentary proof for providing services to Government of Karnataka/ Government of India/Government undertakings/Government Institutions like Universities etc).

Details of Experience									
Sl No	Year	Department Name / Government Organisation Name	Order No & Date	High Skilled Staff like Typist/DEO	Group D	Driver	Cleaner / Ayah	Period Of Contract	Value of Contract
	2019-20								
	2020-21								
	2021-22								
	2022-23								
	2023-24								
	TOTAL								

Note: Please add extra rows for additional experience

III. Details of TDS deducted and remitted to IT department for the last 3 years (Rs. In lakhs)

:-

Sl No	Year	Amount Remitted to Concerned Department in Rs Lakhs
1	2021-22	
2	2022-23	
3	2023-24	
	TOTAL	

Note: Concerned Document to be uploaded

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IV. Details of GST/service tax collected & paid (Rs. In lakhs)

SI No	Year	Amount Remitted to Concerned Department in Rs Lakhs
1	2021-22	
2	2022-23	
3	2023-24	
	TOTAL	

Note: Concerned Document to be uploaded

V. Details of professional tax collected & paid (Rs. In lakhs)

SI No	Year	Amount Remitted to Concerned Department in Rs Lakhs
1	2021-22	
2	2022-23	
3	2023-24	
	TOTAL	

Note: Concerned Document to be uploaded

VI. Details of ESI remitted both employer & employee contribution (Rs. In lakhs)

SI No	Year	Number of Employees Contracted	Amount Remitted in Rs Lakhs	
			Employer Share	Employee Share
1	2021-22			
2	2022-23			
3	2023-24			
	TOTAL			

Note: Concerned Document to be uploaded

Total should not be less than Rs 30 Lakhs

VII. Details of PF remitted (Rs. In lakhs) Both Employer and Employee contribution

SI No	Year	Number of Employees Contracted	Amount Remitted in Rs Lakhs	
			Employer Share	Employee Share
1	2021-22			
2	2022-23			
3	2023-24			
	TOTAL			

Note: Concerned Document to be uploaded

Total should not be less than Rs 3 Crore

VIII. Annual turnover of the agency as per the audit reports (Rs. In lakhs)

Sl No	Year	Amount of Turnover in Rs Lakhs
1	2021-22	
2	2022-23	
3	2023-24	
	TOTAL	

IX. Address and contact numbers of the

Note: Concerned Document to be uploaded

Total should not be less than Rs 10 Crore

Department coming under Government of Karnataka / Government of India/ Government undertakings/ Government Institutions for having provided 3 years of services of Man Power on Outsourcing basis.

- a. Name of the client :
- b. Narrative description of the assignment:
- c. Contact person / Designation:
- d. Contact person's address, Telephone number, Email ID and Fax no. Website:

X. Furnish satisfactory certificate issued by the previous Heads of Departments/Agencies for having provided satisfactory services. (Upload the certified copies.)

DECLARATION BY THE BIDDER

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1. I have read and understood the tender terms and conditions relevant to the tender notification no. _____ dated _____ for providing manpower on outsource contract basis to the office of Regional Commissioner, Belagavi Division, Belagavi and submitted the technical and financial bid in accordance with the terms and conditions of the above referred notification.
2. The information furnished in the technical bid are true and factual and I clearly understand that our tender is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time of the department will have right to initiate any action deemed fit.
3. I have not been blacklisted or prosecuted or penalized by any Government Department or Institution where I have provided similar services in the last 5 years.
4. I am not involved in any litigation with any Government Department or Institution in relation to similar services provided by me.
5. I have not defaulted in remittance of any statutory dues (like EPF or ESI) to the concerted authorities in the last five years.

Note: Fill the details in the soft copy available on e-procurement portal <https://kppp.karnataka.gov.in>

Place:

Date:

Seal of the Organization

Name, Seal & Signature Of the Bidder

FINANCIAL BID FORM (for reference only)

1/214309/2025 Tender document for providing manpower on outsource basis – Office of Regional Commissioner Belagavi

For providing manpower on outsource contract basis to the office of Regional Commissioner, Belagavi Division, Belagavi

Quote service charges in per cent (%) for the total monthly emoluments payable to the outsourced staff, including all administrative expenses of the Agency in the e-procurement portal

Sl No	Assignment	Quantity	Likely Amount per Annum	Statutory Deductions like EPF & ESI	Service Charge % in Figures*	Service Charge % in Words
1	Providing Outsourced Manpower in Various Categories to REGIONAL COMMISSIONER OFFICE, BELAGAVI DIVISION, BELAGAVI	10	Rs 24.00 Lakhs	As per Rules		

Note: The Applicable rate of the GST / Service Tax will be paid separately as per provisions.

***Please refer Annexure-4 for method of calculation**

Note: This format is for reference only. **NOT to be uploaded** on e-portal.

- Service Charge Should not Exceed 5%

Annexure -1
TENDER FOR PROVIDING Manpower TO office of the Regional Commissioner Belagavi Division,
Belgavi ON OUT SOURCE CONTRACT BASIS
DETAILS OF REQUIRED MANPOWER, AGE,QUALIFICATION AND EXPERIENCE

S L N O	Post	Job Description	NUMBER OF POSTS	Zone of Employment	MONTHLY WAGES INCLUDING BASIC AND VDA PER	Age Group (Years) Relaxable in Special Cases	Required Qualifications	Required Experience	Preferred Qualification	Other Qualifications	Documents to Be Produced
1	GROUP D	Assisting in Office and Camp Office and Carrying out Housekeeping tasks as assigned	8	ZONE 1 : BBMP & City Corporations	16198.22	21 to 45	SSLC	1 Year experience as Peon	PUC	1.Physically Fit, No Police Record, Other things being equal, Merit and higher relevant experience will be preferred 2. Should be able to Speak, Read and Write in Kannada	Adhaar Card, Education Certificate, Bank Account, EPIC, SSLC or Birth Certificate , Experience Certificate
2	DRIVERS	Operating, Driving and Maintaining Vehicles	2	ZONE 1 : BBMP & City Corporations	17335.62	25 to 45	SSLC & LCV badge	3 Year Experience as Driver	PUC & ITI Mechanic Certificate		

[illegible]

**TENDER FOR PROVIDING Manpower TO office of the Regional Commissioner Belgavi Division, Belgavi ON OUT
SOURCE CONTRACT BASIS Details of required Manpower and Likely Tender Amount**

S	L	N	O	Post	Job Description	Zone of Employment	MONTHLY WAGES INCLUDING BASIC AND VDA PER PERSON	UNIFORM CHARGES &	DAILY WAGES CALCULATED AS PER MINIMUM WAGES NOTIFICATION PER PERSON	HOURLY WAGES CALCULATED AS PER MINIMUM WAGES NOTIFICATION	DEDUCTION EPF EMPLOYEE SHARE 12%	DEDUCTION ESI EMPLOYEE SHARE 0.75%	CONTRIBUTION EPF EMPLOYER SHARE 13%	ESI CONTRIBUTION EMPLOYERS SHARE 3.25%	TOTAL AMOUNT IN RS PER PERSON	TOTAL AMOUNT IN RS PER Month	TOTAL AMOUNT IN RS PER Year
1		2				5	6	7	8	9	10	11	12	13	14	15	16
1	GROUP D	Assisting in Office and Camp Office and Carrying out Housekeepin			ZONE 1 : BBMP & City Corporations	16,198.22	150	623.00	77.8761	1943.7864	121.487	2105.769	526.44	18,980	1,53,040	18,36,480	

EMD 60,000

Page 28 of 30

Annexure-3

Calculation of Remuneration to be paid to Agency

In Rupees

Minimum Wages as per Labour Dept.	Basic	XXX
	VDA	XXX
	OT and Allowances if any	XXX
	Gross to Candidates-Total	XXXX
Employee Provident Fund(EPF)	(-) 12% Employees Contribution	XXX
Employee State Insurance(ESI)	(-) 0.75% Employees Contribution	XXX
	Net Take Home SALARY to the Candidate	XXXX
PAYABLE TO AGENCY BY THIS OFFICE		
Minimum Wages as per Labour Dept	Basic	XXX
	VDA	XXX
	OT and Allowances if any	XXX
	Gross to Candidates-Total	A
Employee Provident Fund(EPF)	(+) 12.50% Employer Contribution ON A	B
Employee State Insurance(ESI)	(+) 3.25% Employer Contribution ON A	C
Total CTC (Cost To Candidate)(A+B+C)		D
	(+) Service Charge Rs (.....percent of D)	E
	(+) GST on A+E	F
GROSS TO AGENCY(D+E+F)		G
Deductions	(-)IT TDS 2% ON G	H
	(-)GST TDS 2% ON G	I
TOTAL Deductions (H+I)	(-)	J
NET Amount Payable to the Agency (G-J)		K

*Rates (other than service charges) may vary from time to time as per existing rules/laws/Govt orders

I/214309/2025 Tender document for providing manpower on outsource basis – Office of Regional Commissioner Belagavi

Annexure -4***Calculation of Service Charge to be quoted by the Tender Agency in FINANCIAL BID***

Minimum wages per month as per rules (including OT and Allowances if any) Rs.	A
ESI Employer Share as per rules Rs.	B
EPF Employer Share as per rules Rs.	C
Total(A+B+C) Rs.	D
<i>Service Charge to be quoted by the Tender Agency shall be in percentage of D Value</i>	