



Government of India  
Ministry of Communications  
Department of Telecommunications  
Office of the Controller of Communication Accounts  
Karnataka Telecom Circle  
Amenity Block, Palace Road, Bengaluru – 560 001  
Tender No.12 / Admn / I / 164 (1) / 2018

### BID DOCUMENTS

For providing **Data Entry Operators** (semi-skilled manpower)

### Part B

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## SECTION I

### INSTRUCTIONS TO BIDDERS

#### 1. Definitions:

- i. 'The purchaser' means the office of the CCA, Karnataka Circle, Department of Telecommunications, Ministry of Communications, Government of India.
- ii. 'The bidder' means the individual or firm or the Company who participates in this tender and submit its bid.
- iii. 'The supplier' means the individual or firm or the Company providing services under the contract.
- iv. The Services means all the Services, which the supplier is required to provide to the purchaser under the contract.
- v. Letter Of Intent (LOI) means the written communication to the successful bidder of the intention of the purchaser to accept the tender as per the terms & conditions contained & referred to there in.
- vi. 'The Purchase Order' means the written order placed by the purchaser on the supplier signed by purchaser including all sections incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- vii. 'The contract Price' means the price payable to the supplier under the purchase order/work order for the full & proper compliance of his contractual obligations.
- viii. The records, terms & expressions not specifically defined herein or in the tender documents, shall have the same meaning assigned to them, as the case may be. The Head notes are for guidance only & shall not affect the interpretation or construction of any provision thereof in the tender documents.
- ix. Date of receipt of communication of purchase order will be taken as actual date of receipt or 7 days from date of dispatch in case of postal delivery; whichever is earlier unless specifically mentioned.

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2. Services to be provided: As per Section IV.

3. Eligibility Criteria

i. The tendering Company / Firm / Agency should be registered with appropriate registration authorities, as given below:-

- a. Under Indian Companies Act or any other Act as applicable
- b. Labour License, if applicable as per Labour Laws
- c. Income Tax
- d. Service Tax
- e. EPF
- f. ESI

ii. The Company/Firm/Agency should have at least one years experience in providing Manpower to Public Sector Companies/Banks/Government Departments etc, as on 1-04-2018 within the last 3 years.

iii. The Company/Firm/Agency should have a minimum financial turnover of Rs.5 lakhs in the financial years 2015-16 or 2016-17.

4. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of the bid. DoT in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

5. Bid Document

i. Bid document includes

Part A

a. Notice Inviting Tender

Part B

- b. Instructions to Bidders- Section I
- c. General Conditions of Contract- Section II
- d. Special Conditions of the Contract- Section III
- e. Schedule of Requirements- Section IV
- f. Special instructions to bidders for e-tendering – Section V
- g. Technical Bid Form – Annexure I
- h. Declaration – Annexure II
- i. Declaration regarding near relatives – Annexure III
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- n. Format for letter of Authorization for attending of Bid Opening - Annexure VIII
- o. Certificate for documents downloaded from e-procurement website – Annexure IX

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- ii. The bidder is required to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive may result in rejection of the bid.
  - iii. A prospective bidder requiring any clarification on the Bid documents shall have to notify the purchaser in writing or online through e-procurement portal. The purchaser shall respond in writing to any such request which it receives not later than **06.08.2018**.
6. Amendment to bid document
- i. At any time, prior to opening of bid, office of the CCA Karnataka may, for any reason whether at his/her own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
  - ii. Such amendments shall be notified on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) & these amendments will be binding on all the bidders.
7. Bid Form : The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document as per Annexure I & Annexure IV
8. Bid Price:
- i. The supplier shall quote the price as per format enclosed (Annexure IV) and make entries in the BoQ provided separately.
  - ii. Bids submitted with variable prices shall be rejected as a non-responsive bid.
  - iii. The price quoted by the bidder shall remain firm during the entire period of the contract.
  - iv. The unit prices shall be quoted with sufficient details to enable the purchaser to arrive at total prices of the services offered.
  - v. Bids, offering rates lower than the minimum statutory wages for the pertinent category, will be rejected.
  - vi. The rates quoted by the tenderer must be reasonable & logical. The tender can be rejected on the basis of unreasonable or illogical rates.
  - vii. 'DISCOUNT' if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount etc. into account.
  - viii. Bid Price shall be quoted exclusive of applicable taxes, duties, levies etc. Statutory taxes, duties, levies etc. applicable will be borne by the purchaser. However, at the time claiming, taxes, duties, levies etc. applicable should be specifically indicated in the bills. Copies of notifications issued by authorities concerned specifying applicability & rates should be submitted to the purchaser along with the first bill and subsequently in case of any changes.
  - ix. The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

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9. Earnest Money Deposit:

- i. Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of Account payee Demand draft or Banker's cheque drawn in favour of the AO (Cash), Office of the CCA Karnataka payable at Bengaluru from any of the Commercial Banks should be submitted as indicated in Part A.
- ii. Amount or amounts payable, if any, to the bidder or the bid security furnished by the bidder in respect of an earlier bid, shall not be adjustable against this bid.
- iii. The amount deposited as bid security shall carry no interest during the entire period it remains with Department of Telecommunications.
- iv. The Earnest Money Deposit of unsuccessful bidders will be discharged / returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.
- v. The Earnest Money Deposit of the successful bidder will be converted as part of performance guarantee.
- vi. The bid security shall be forfeited:
  - a. if the bidder withdraws his bid during the period of bid validity ; or
  - b. In the case of a successful bidder, if the bidder fails to sign the contract and/or fails to furnish performance bank guarantee (PBG) in accordance with the relevant clauses of the bid documents.
- vii. A bid not accompanied with EMD shall be summarily rejected as a non-responsive bid.

10. Filling-up of Bid Document

- i. The bid shall be filled either typed or printed or neatly hand written and all pages of the bid document should be signed by the bidder or a person duly authorized to bind the bidder to the contract.
- ii. Over writing/erasures if any in the technical bid must be duly authenticated with the full signature of the person signing the bid. Overwriting/Corrections are not permitted in the financial bid.
- iii. Violation of the above clauses will lead to the rejection of the tender.

11. Submission of Bid: Keeping the instructions in Section V and Part A scanned copy of the bid documents (including specified annexures) are to be uploaded in the e-procurement portal and no hard copy need be submitted, except submission of DD or banker's cheque.

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12. Bid Opening:

- i. The bids shall be opened on date and time as specified under NleT, in the presence of such bidder(s) or their representatives who may be present. The bidder(s) or the authorized representative(s) who are present shall sign an attendance register. The authorized representative(s) of the bidder(s) shall submit letter(s) of authority before they are allowed to sign the attendance register and participate in the bid opening.
- ii. For any bidder, not more than two persons shall be allowed to attend the bid opening.
- iii. The bidder's name, bid prices, modification etc. & any other details as the purchaser may consider appropriate at his discretion will be announced at the time of opening financial bid to all the bidders.

13. Summary Rejection of Bid:

One or more of the following reasons will render a bid liable to be rejected.

- i. A bid not accompanied with EMD in accordance with para 9 above.
- ii. Conditional bid or bid received with validity for a shorter period than prescribed.
- iii. Documents establishing eligibility as per clause 3 not submitted.

14. Evaluation:

- i. All bids will be examined for responsiveness with respect to terms & conditions in the bid document.
- ii. Thereafter the evaluation will be done for substantively responsive bids only.
- iii. A substantively responsive bid is one that conforms to all the terms and conditions of the Tender Documents without any material deviations. The bid's responsiveness shall be based on the contents of the bid itself without recourse to any extrinsic material.
- iv. A bid determined as substantively non-responsive shall be rejected.
- v. The bidder(s) shall not be permitted to make corrections after opening of bid to make such bid(s) substantively responsive.
- vi. The purchaser is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender and of allotting the quantities offered. The bidders shall supply the quantities as decided by the purchaser at the approved rates.
- vii. The purchaser may waive minor non-conformance or irregularity(s) in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of the bids.

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viii. Arithmetical error, if any shall be rectified in the following manner:

- a. If there is a discrepancy between the unit price & the total price that is obtainable by multiplying the unit price with quantity, the unit price shall prevail & the total shall be corrected accordingly.
- b. If there is a discrepancy between words & figures; the amount in words shall prevail.
- c. If there are errors in the calculations or rate of applicable Govt. levies, duties & taxes, the same will be corrected by the purchaser.

15. Commercial Evaluation of Substantively Responsive Bids:

On bid opening day mentioned in the NIEt, only technical bids will be opened which will be evaluated for responsiveness. Financial bids of those bidders whose technical bids are found to be responsive only will be opened and commercially evaluated, on a subsequent date. Date of opening of financial bids will be intimated to all eligible bidders.

The ranking shall be based on the prices offered inclusive of all taxes.

16. Documents comprising the bid

The submitted bid document shall comprise the following components.

A. Technical Bid

- i. Technical Bid form duly filled in (as per Annexure I).
- ii. EMD amounting to Rs. 20,000/- in the form of DD / Banker's Cheque from any of the commercial banks drawn in favour of AO (Cash), office of the CCA, Karnataka Circle payable at Bengaluru.
- iii. Documentary evidence established in accordance with clause 3 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted. The following documents shall be submitted along with the technical bid form.
  - a. Self attested copy of Certificate of Incorporation and/or valid Shop & Establishment Registration Certificate, as applicable
  - b. Self attested copy of Article/Memorandum of Association or Partnership Deed or Declaration stating that the firm is a proprietary concern as the case may be, of the Company/Firm/Agency in respect of clause 3(i)(a)

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- c. Self attested copy of labor license of the Company/Firm

Or

Declaration regarding exemption/non-applicability of labour license quoting relevant clause(s) of Labour Laws duly notarized on Rs. 100/- stamp paper.

- d. Self attested copy of PAN/GIR card of the Company / Firm / Agency in respect of clause 3(i)(c)
- e. Self attested copy of the GST/Service Tax registration of the Company / Firm/ Agency in respect of clause 3(i)(d)
- f. Self attested copy of the EPF Certificate of the Company / Firm / Agency in respect of clause 3(i)(e).
- g. Self attested copy of the ESI Certificate of the Company / Firm / Agency in respect of clause 3(i)(f).
- h. Self attested copy of experience certificates, work orders etc. establishing at least one year's experience (within the last 3 years) of providing manpower services to Public Sector Companies, Banks, Government Departments etc. in respect of clause no. 3(ii).
- i. Self attested copy of the audited profit & Loss account statement of the Company/Firm/ Agency for the financial year 2015-16 or 2016-17 with a minimum turnover of Rs. 5 lakhs in respect of clause no. 3(iii).
- iv. Certification regarding near relatives as per Annexure-III. In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all partners and in case of limited company by all the Directors of company.
- v. Tender document duly signed and stamped on all pages (page 1 to 25, 34 & 36).
- vi. Declaration as per Annexure-II.

At any point of time original documents may be asked for verification. In case originals are not produced before due date bids may be rejected.

#### B. Financial bid

Financial bid at Annexure IV in excel format (BoQ) duly filled in and digitally signed is to be uploaded in the e-procurement portal as provided.

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## SECTION II

### GENERAL CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIEt.

2. Period of validity of bids: The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected as nonresponsive.

3. Cancellation of bid

DoT reserves the right to cancel the bid (Tender) partly or fully without assigning any reason.

4. Contacting the Purchaser

No bidder shall try to influence the Purchaser on any matter relating to its bid, at any stage. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

5. Award of Contract

Office of the CCA, Karnataka Circle shall consider placement of letter of intent to the bidder whose offer has been found technically, commercially and financially acceptable.

6. The bidder, within 15 days of issue of letter of intent, shall give his acceptance along with performance security in conformity with section VIII of the bid document.

7. Annulment of Award

Failure of the successful bidder to comply with the requirement of Clause 6 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the work may be awarded to any other bidder at the discretion of the office of the CCA, Karnataka Circle or call for new bids.

8. Signing of Contract

Signing of Agreement shall constitute the award of the contract on the bidder.

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9. Performance Security

- i. The successful tenderer will have to execute a Performance Bank Guarantee (PBG) within 15 days of the issue of the formal order, for a sum equivalent to 5% of contract value. The PBG should remain valid for a period of 90 days beyond the date of completion of all the contractual obligations of the supplier.
- ii. PBG will be discharged after three months (from the end of contract) after compliance of contractor's performance obligations under the contract.
- iii. If the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the PBG shall be realized without giving any further notice.
- iv. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for the office of the CCA, Karnataka Circle to realize either whole or any part of PBG furnished by the bidder as compensation for any loss resulting from such failure.
- v. In case of breach of any terms and conditions attached to this contract, the PBG of the agency will be liable to be realized besides annulment of the contract.

10. Extension of contract period.

The contract shall be for one year, unless otherwise specified. However the purchaser reserves the right to extend the contract period by 1 year beyond the period specified in the letter of Intent, on the same rates and terms & conditions, if mutually agreed.

11. Right to vary quantities:

Office of the CCA, Karnataka Circle reserves the right at the time of award of contract or at any time during the contract period, to increase or decrease the number of manpower up to 50%. Office of the CCA Karnataka Circle also reserves the right to reduce the manpower requirement to less than 50% also with one month prior notice.

12. PAYMENT TERMS

The agency shall raise the bill, in duplicate, along with attendance sheet, duly verified by Dy.CCA (Admn) in respect of the persons deployed and submit the same in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The claims in bills regarding Employees State Insurance, Provident Fund, and service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.

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13. Delays in the Supplier's Performance:

- i. Services under the contract shall be provided strictly in accordance with the schedule specified in the purchase order.
- ii. Delay(s) in the performance of service obligations shall render the supplier liable to any or all of the following sanctions i.e. realization of PBG, imposition of liquidated damages and/or termination of the contract for default, and/or barring the supplier for 3 years.
- iii. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the services, the supplier shall promptly notify the purchaser in writing of the full fact about the delay, its likely duration & cause(s). As soon as practicable after receipt of the supplier's notice, the discretion to extend the period for performance of the contract after mutual discussions, lies with the purchaser.

14. Liquidated Damage Charges:

The selected agency shall immediately provide a substitute in the event of any person leaving the job due to any reason. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.200 per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.

15. Termination of Contract.

Office of the CCA, Karnataka may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

16. Termination for insolvency

Office of the CCA Karnataka may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

17. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockage or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality and given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be responsible of such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract and the contract shall be resumed as soon as practicable after such

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an event may come to an end or cease to exist, and the decision of CCA Karnataka as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

18. Resolution of disputes & Arbitration

Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 as may be appointed by Controller of Communication Accounts, Karnataka Circle and venue will be the office of the CCA, Karnataka Circle, Department of Telecommunications, Ministry of Communications, Bengaluru.

19. Set Off

Any sum of money due and payable to the contractor (including the proceeds of the PBG) under the contract may be appropriated by the office of the CCA Karnataka, and set off the same against any claim of office of the CCA Karnataka for payment of a sum of money arising out of this contract or under any other contract made by contractor with office of the CCA Karnataka.

20. In case of breach of any tender condition, delay or non-performance purchaser may take all or any of the following actions:-

i. Forfeiture of EMD ii. Realization of PBG iii. Cancellation of contract iv. Barring participation of bidder in all future tenders of DoT for a period of 3 years or more.

21. Right to Cancel the Contract.

- a. The purchaser shall have the right to cancel the contract wholly or in part in the event he is obliged to do so on account of any decline, diminution, curtailment or stoppage of the work(s), by giving one month's notice.
- b. The purchaser shall have the right to cancel the contract & realize the PBG if subsequently it is found that the approved contractor is a near relative of a Government servant employed in DoT or any of its subsidiaries.

22. Tenderers whose near relatives are employees of DoT or its subsidiaries are not eligible to participate in this tender. 'Near Relatives' in relation to a Government Servant includes:-

- i. Members of a Hindu Undivided Family,
- ii. They are husband and wife,
- iii. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

A declaration to this effect is required to be enclosed with the technical bid. Format for declaration is at Annexure-III.

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## SECTION III

### SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instructions to the Bidders as contained in section I and general (commercial) conditions of the contract as contained in section II and wherever there is a conflict, the provisions herein shall prevail over those in section II.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the bids will be opened on the next working day, time and venue remaining unaltered, without any change in the closing date for uploading in the e-procurement portal.
3. Office of the CCA Karnataka reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with other departments/offices of central government.
4. Office of the CCA Karnataka reserves the right for placement of full tendered quantity on the approved bidder.
5. The contract is likely to commence from Sept 2018 and would continue for a period of one year. The period of the contract may be further extended for a period of 1 year after the completion of contract provided the requirement of this office for manpower exists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm / Agency. This office, however, reserves the right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency.
6. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this office.
7. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
8. The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act.
9. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

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10. The contracting agency shall ensure that the manpower deployed in the office of CCA Karnataka, Department of Telecommunications conforms to the technical specifications of age and language skills prescribed in section IV of the Tender Document.
11. The manpower employed by the agency shall be required to work normally as per the office working days, i.e. from Monday to Friday from 0900 Hrs. to 1800 Hrs with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. The attendant, if deputed for any official work outside the office within Bengaluru, shall not be entitled to any other emoluments except only the actual bus fare for the purpose.
12. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work if required, within 2 days of being brought to their notice.
13. The tendering company shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
14. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
15. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.
16. The person deployed shall be required to report for work at 0900 hrs. and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 12 will be applicable.
17. The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services of the persons deployed by the agency could be availed without any disruption.
18. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in This office and This office will have no liabilities in this regard.

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19. For all intents and purposes, the service providing agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of attendants so employed and deployed in this office. The persons deployed by the agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against office of CCA Karnataka, Department of Telecommunications.
20. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
21. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties or for payment towards any compensation.
22. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
23. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / any other capacity in this office.
24. The contractor shall be solely responsible for redress of grievances / resolution of disputes relating to the manpower deployed.
25. The office of CCA Karnataka shall not be responsible for any damages, losses, claims, financial or other injury or any person deployed by the contractor during the course of their executing the services, or for payment towards any compensation. Submission of tender documents shall be taken as indemnification of CCA Karnataka to the above effect by the contractor.
26. Payment shall be made only to the contractor and on monthly lump sum basis as per actual services provided.
27. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.
28. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Ministry of Communications to concerned tax collection authorities from time to time as per extant rules and regulations on the matter

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29. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
31. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the future or outstanding bills or to realize the PBG, to the extent of the loss or obligation in monetary terms.
32. Office of the CCA Karnataka DoT, Ministry of Communications reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
33. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Department before the commencement of work:
- a. List of Attendants short listed by agency for deployment at the office of the CCA Karnataka containing full details i.e. date of birth, marital status, address etc;
  - b. Bio-data of the persons.
  - c. Character certificate from a Gazetted officer of the Central / State Government.
  - d. Certificate of verification of antecedents of persons by local police authority.

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## SECTION IV

### SCHEDULE OF REQUIREMENT

1. No. of semi-skilled manpower as **Data Entry Operators** : 4 ( four) which may be increased or Decreased by 50% on need basis.
2. Period of Contract : 1 year extendable by further one year, if mutually agreed.
3. The manpower deployed should be between 18 to 50 years of age.
4. The semi-skilled manpower should be at least HSC/Intermediate/PUC pass from a recognized Institution and should be able to make data entries in the end user programmes.
5. The nature of services prescribed to be provided by the DEOs (semi-skilled manpower) include the following:
  - (a) Photocopying, making sets of reports and other general office documents
  - (b) distribution of office dak and files of general nature among the officers and sections
  - (c) receipt & despatch of dak including maintenance of registers and despatch journals
  - (d) Assistance to officers in the various works carried out by them
  - (e) any other miscellaneous type of work assigned

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## SECTION – V

### SPECIAL INSTRUCTIONS TO BIDDERS FOR e-TENDERING

#### General

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' as given in Section-I of Part B of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

#### e-Tendering

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Office of the CCA, Karnataka circle, DoT has decided to use the (<http://www.eprocure.gov.in>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications & Information Technology, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

#### Instructions:

- a. Tender Bidding Methodology: Sealed Bid System 'single Stage – 2 e-Envelopes .  
In the case of two e-Envelope system Technical and Financial bids shall be submitted online by the bidder at the same time.
- b. Broad outline of activities from Bidders prospective:
  1. Procure a Digital Signing Certificate (DSC)
  2. Register on NIC's (National Informatics Centre) Central Public Procurement Portal (CPPP)
  3. Create Users and assign roles on CPPP
  4. View Notice Inviting Tender (NIT) on CPPP
  5. Download Official Copy of Tender Documents from CPPP
  6. Clarification to Tender Documents on CPPP  
Query to DOT (Optional) **06.08.2018 (1600 Hrs)**  
View response to queries posted by DOT, as addenda. **06.08.2018 (1700 Hrs)**
  7. *Bid-Submission on CPPP: Prepare & arrange all document/paper for submission of bid online and offline.*
  8. Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno commercial Part
  9. View Post-TOE Clarification posted by DOT on CPPP (Optional) Respond to DOT's Post-TOE queries.
  10. Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part (Only for Technical Responsive Bidders)
  11. Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
  12. Please take care to scan documents that total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
  13. Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed.

The illustrative examples are given below:-

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<b>File name</b>	<b>Allowed or not allowed in CPPP - Reason for allowed / not allowed</b>
QA Certificate	not allowed Space in between words / characters not allowed
QACertificate(1)	not allowed Special characters not allowed
QA_Certificate	allowed Under score allowed between words /characters
QACertificate	allowed Upper & lower cases allowed.

14. It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VI (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size of documents (Preferably below 50 MB) may be checked. For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

c. Digital Certificates for integrity of data and its authenticity / non-repudiation of electronic records and to be compliant with IT Act 2000: It is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC) of Class 2 or above issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

d. REGISTRATION to use the NIC's Central Public Procurement Portal (<http://www.eprocure.gov.in>): Vendor needs to register on the portal. The vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and to the e-procure link then select Bidders Manual Kit. Note: Please contact NIC Helpdesk (as given below), to get your registration accepted / activated Help Desk Nos: Telephone No. 1800 233 7315 Email ID: [cppp-nic@nic.in](mailto:cppp-nic@nic.in) (Please Mark CC: [support-nic@ncode.in](mailto:support-nic@ncode.in))

e. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on CPPP.

Broad outline of submissions are as follows:

Submission of DD/Banker's Cheque towards Earnest Money Deposit (EMD) offline

Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheet).

Tender Documents/Addendum/Addenda

Two Envelopes

Technical –Part

Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become – “Complete”.

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.

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Any error/ virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder's responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder's authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

- f. Offline Submissions: The bidder is requested to submit the DD or banker's cheque towards EMD in Original in accordance with instructions in Part A offline to office of the CCA, Karnataka circle, 1<sup>st</sup> floor , Palace road, Amenity block, Bengaluru-560001, on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall be super scribed as "e Tender for Data Entry Operator (Semi Skilled) at CCA Office, Karnataka Circle and the words **DO NOT OPEN BEFORE 1500 HOURS ON 21.08.2018**'.

Note: The Bidder has to upload the Scanned copy of DD or banker's cheque during Online Bid-Submission.

- g. Special Note on Security of Bids

Security related functionality has been rigorously implemented in CPPP in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below: As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server / portal.

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#### h . Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for ‘Public Online Tender Opening Event (TOE)’. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’ has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public Online Tender Opening Event (TOE)’.

CPPP has a unique facility of ‘Online Comparison Chart’ which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled ‘Minutes of Online Tender Opening Event (TOE)’ covering all important activities of ‘Online Tender Opening Event (TOE)’. This is available to all participating bidders for ‘Viewing/ Downloading’. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder’s end, especially during ‘critical events’ such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder’s responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service provider’s end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of DOT by the bidders in time, then DOT will promptly re-schedule the affected event(s).

#### i. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), click on eprocure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through ‘CPPP User-Guidance Center’ is available in three categories – Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

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Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on CPPP.
2. Register your organization on CPPP well in advance of your first tender submission deadline on CPPP.
3. Get your organization's concerned executives trained on CPPP using online training module well in advance of your tender submission deadline on CPPP.
4. Submit your bids well in advance of tender submission deadline on CPPP ((DOT is not responsible for any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the CPP-Portal, the fourth instruction is relevant at all times.

j. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)
- 2 Mbps Broadband connectivity with UPS.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s) for users.

k. PRICE SCHEDULE / BOQ: Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ Annexure IV (for Indigenous Item) in XLS format.
2. Fill rates in down loaded price schedule / BOQ as specified in XLS format only. Please enter only bidder name and rates in figures (excluding service tax).
3. BOQ Annexure IV file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet / BOQ, price schedule / BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

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ANNEXURE I

TECHNICAL BID

**For providing Data Entry Operators (semi-skilled manpower)  
to office of the CCA Karnataka, Department of Telecommunications**

1. Name of Tendering Company/Firm /Agency :
  
2. Particulars for the EMD of Rs.20,000 submitted separately  
DD/Banker's cheque No. :  
Name of the Bank :
  
3. Name of proprietor / Director of Company/Firm/agency :
  
4. Full Address of Regd. Office :  
  
Telephone No. :  
  
FAX No. :  
  
E-Mail :  
Address :
  
5. Full address of Operating Branch Office :  
  
Telephone No. :  
FAX No. :  
  
E-Mail :  
Address :
  
6. Banker of Company/ Firm/ agency with full address :  
  
Telephone Number of Banker :
  
7. PAN/ GIR No. :
  
8. Service Tax Registration No. :

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(Annexure I – Technical bid continued)

9. E.P.F. Registration No. :
10. E.S.I. Registration No. :
11. Turnover of the Company/ Firm/Agency for the financial year:
- a. 2015-16 : Rs.\_\_\_\_\_Lakhs or
- b. 2016-17 : Rs.\_\_\_\_\_Lakhs
12. Whether labour license is available: Yes/No
13. Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

Sl. No.	Details of client along with address, telephone & FAX numbers	Value of Contract in Rs. (lakhs)	Duration of Contract	
			From	To

(if the space provided is insufficient, a separate sheet may be attached)

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date :

Name :

Place :

Seal :

\*\*\*



Annexure II

DECLARATION

I, \_\_\_\_\_ son / daughter / wife  
of Shri/Smt. \_\_\_\_\_ Proprietor / Director /  
authorized signatory of the Agency / Firm mentioned herein is competent to sign  
this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them.

3. The information/ documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I / we, am / are well  
aware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

\*\*\*

Annexure III

DECLARATION REGARDING NEAR RELATIVES

I Son/Daughter of  
a resident of

hereby certify that none of my near relative(s) as defined below is/are employed in DoT and its subsidiaries. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have absolute right to take any action as deemed fit without any prior information to me.

Definition: The near relatives of all employees working in the Department of Telecommunications; either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family,
- (b) They are husband and wife,
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

SIGNATURE WITH NAME AND ADDRESS

(In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all the partners and in case of limited company by all the directors of company)

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ANNEXURE IV

(The following information is to be uploaded separately in the excel format (BoQ) provided)

FINANCIAL BID

**For Providing Data Entry Operators (semi-skilled manpower) to Ministry of Communications , Department of Telecommunications.**

1. Name of tendering Company / Firm / Agency:

2. Bidders are required to quote the rates in the format given below

Sl. No.	Component of Rate (Subject to revision as per notification of authorities concerned)	Unit Rate (in Rs.) i.e., per manpower per month for <b>Semi-skilled Category.</b> (In figures & words)
1.01	Monthly Rate*: (subject to minimum wages as per GOI Minimum wages Act, 1948 as fixed by Central Labour Commissioner)	
1.02	Employees Provident Fund @ % of 1.01 above	
1.03	Employees State Insurance @ % of 1.01 above	
1.04	Contractor's Administrative charges per manpower per month (in Rs. Exclusive of wages as per MWA 1948, statutory taxes / statutory duties applicable)	
	Total wages	

\*Rates are to be quoted in accordance with Minimum Wages Act, 1948 as applicable to Bengaluru for semi-skilled daily wage workers on per month basis and other laws as applicable (inclusive of all statutory liabilities, taxes (except service tax), levies, cess etc.)

Wages as per applicable labour laws, other Statutory taxes/statutory duties/statutory levies (except service tax which is to be claimed separately in the monthly bills based on prevailing rate) as applicable in Bangalore from time to time during the contract period as per the rates fixed by the Central Labour Commissioner for the semi-skilled category of sweeping and cleaning will be paid to the contractor, over and above the contractor's administrative charges indicated in the above table.

Manpower employed by the agency shall be required to work normally as per the office working days, i.e. from Monday to Friday from 0900 hrs. to 1800 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs.

## ANNEXURE V

### PERFORMANCE BANK GUARANTEE

1. In consideration of DoT having agreed to exempt\_\_\_\_\_ (herein after called the said contractor) from the demand of security deposit money of Rs.\_\_\_\_\_( Amount equivalent to 5% of the contract value) on production of bank guarantee for Rs.\_\_\_\_\_/ - for the due fulfillment by the said contractor of the terms and conditions to be contained in an agreement in connection with the contract for supply of **Data Entry Operators** (semi-skilled manpower), we, (Name of the Bank) at the request of\_\_\_\_\_(contractor) do hereby undertake to pay the DoT an amount of not exceeding\_\_\_\_\_, against any laws or damage caused to or suffered or would be caused to or suffered by the CCA Karnataka Circle by reason of any breach by the said contractor of any of the terms and conditions contained in the said agreement.

2. We (Name of the Bank)\_\_\_\_\_do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the CCA Karnataka Circle stating that the amount claimed is due by way of loss or damages caused to or suffered by the CCA Karnataka by reason of breach by the said contractor of any of the terms and conditions contained in the said agreement or by reason of the contractor's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee where the decision of the CCA Karnataka in these counts shall be final and binding on the bank. However our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_/-.

3. We undertake to pay to the CCA Karnataka any money so demanded notwithstanding any disputes raised by the contractor /supplier in any suit or proceedings pending before any court or tribunal relating to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there-under the contractor / supplier shall have no claim against us for making such payment.

4. We (Name of the Bank)\_\_\_\_\_further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year and three months from the date herein and further agrees to extend the same from time to time (after fifteen months) so that it shall continue to be enforceable till all the dues of the CCA Karnataka under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till CCA Karnataka certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

5. We (Name of the Bank), further agree with CCA Karnataka that latter shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time to time any of the powers exercisable by the CCA Karnataka against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or any indulgence by the forbearance, or any omission on the part of the CCA Karnataka or any indulgence by the CCA Karnataka to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor / supplier.

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by CCA Karnataka.

Dated:

For

(Name of the Bank)

This guarantee should be issued on non-judicial stamped paper, stamped in accordance with stamp act.

\*\*\*

ANNEXURE VI

PROFORMA FOR AGREEMENT

1. This agreement is made this day the

between M/s.

(name of the Firm/Company) hereinafter called the Contractor the first party which expression shall include his heirs, executors and administrators / their successors and Department of Telecommunications, hereinafter called DoT, the second party, through CCA Karnataka, which include his/her successors and assignees.

2. That WHEREAS the first party will supply **Data Entry Operators** (semi-skilled manpower) to CCA Karnataka in accordance with Tender No. 12/Admn/1/164 (1) /2018 dated 23.07.2018 at the rates quoted by the supplier vide their financial bid in response to above Tender and as per all terms and conditions given in the aforesaid tender which shall become part and parcel of this agreement.
3. The performance Bank Guarantee would be encashed by second party in case first party fails to provide manpower and/or breaches terms & conditions of the aforesaid tender document.
4. This agreement is made for a period of one year with effect from

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS ----- DAY OF ..... TWO THOUSAND AND EIGHTEEN.

1. Witness

Signature:

Name & Address

Authorized Signatory of Contractor

Signature:

Name & Address

2. Witness

Signature:

Name & Address

Authorized Signatory of DoT

Signature:

Name & Address

## ANNEXURE VII

### Check List & Instructions for submission of bids

Check list of documents (All documents should be serially arranged & indexed before scanning & uploading)

Sl. No.	Particulars of document	Whether uploaded	Index No.
1.	Technical Bid (Page 26 – 27 Annexure I)		
2.	EMD of Rs. 20,000/ in the form DD/Banker's cheque		
3.	Self attested copy of Certificate of Incorporation and/or Shop & Establishment Registration Certificate		
4.	Self attested copy of AoA/MoA/Partnership Deed/Proprietorship declaration		
5.	Self attested copy of Labor license or declaration duly notarized		
6.	Self attested copy of PAN/GIR		
7.	Self attested copy of the Service tax registration		
8.	Self attested copy of the EPF Certificate		
9.	Self attested copy of the ESI Certificate		
10.	Self attested copy of experience certificates, work orders etc. establishing experience of at least one year (within the last 3 years) of providing manpower to Public Sector Companies, Banks, Government Depts. etc.		
11.	Self attested copy of the audited profit & Loss account statement of the Company/Firm/ Agency for the financial year 2013-14 or 2014-15 with a minimum turnover of Rs. 5 lakhs		
12.	Declaration regarding near relatives (Page 29 Annexure III)		
13.	Declaration (Page 28 Annexure II)		
14.	Certificate for documents downloaded from e-procure website (page 36 Annexure IX)		
15.	Tender Document with each page duly signed and sealed on all pages by the authorized signatory of the agency in token of their acceptance ( pages 1 to 3 of part A and pages 4 to 25&34 of part B)		
16.	Financial Bid [details as in page 30 in Annexure IV – to be entered only in BoQ format]		

*I. Technical Bid- All documents from Sl. Nos. 1 to 15 in the above checklist should be serially indexed and to be uploaded after scanning and no physical copy need be sent except EMD at Sl.2.*

*II. Financial Bid – (Sl. 16) in excel sheet should be completed in all respects and uploaded separately in excel (BoQ) format.*

*III. DD/Banker's cheque representing EMD (Sl.2) should be sent or handed over to this office so as to reach before the last date / time for receipt of tenders*

\*\*\*

ANNEXURE VIII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before date of bid opening)

To

Office of the Controller of Communication Accounts,  
Karnataka Telecom Circle,  
1st Floor, Amenity Block, Palace Road,  
Bengaluru – 560 001

Sub: Authorisation for attending bid opening on (date) in the tender for providing **Data Entry Operators** (semi-skilled manpower) to the Office of the CCA Karnataka Circle, Department of Telecommunications vide NIE T No.12/Admn/1/164 (1)/2018 dated 23.07.2018.

Following person(s) are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_(Bidder) in order of preference given below.

Order of Preference:

1. Name	Specimen Signature
2. Name	Specimen Signature

Signature of Bidder Or  
the Officer authorized to sign the bid Documents on behalf of the Bidder

Note: 1. *Not more than two representatives will be permitted to attend bid opening.*

2. *Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.*

\*\*\*



ANNEXURE-VIII

CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE WEBSITE

I, (Authorised signatory) hereby  
declare that the tender document submitted has been downloaded from the website  
<https://www.eprocure.gov.in> (or [www.dot.gov.in](http://www.dot.gov.in) or [www.ccakarnataka.gov.in](http://www.ccakarnataka.gov.in)) and no  
addition(s)/deletion(s)/correction(s) has/have been made in the document(s) downloaded. In case  
at any stage, it is found that the information given above is false / incorrect, DoT shall have the  
absolute right to take any action as deemed fit/without any prior intimation.

DATED SIGNATURE OF THE BIDDER WITH SEAL

