



**GOVERNMENT OF KARNATAKA**

**DEPARTMENT OF PUBLIC LIBRARIES**

**CITY CENTRAL LIBRARY, MYSURU-570 001**

**TELEPHONE NO: 0821-2423678, 2430343, email: [ddclmys@gmail.com](mailto:ddclmys@gmail.com)**

No. ccl/mys/A1/ M.P/06/Vol-3/2018-19

Dated: 31.07.2018

**NOTIFICATION INVITING SHORT TERM TENDERS THROUGH e -PROCUREMENT PROVIDING DRIVER FOR MOBILE LIBRARY VEHICLE TO CITY CENTRAL LIBRARY, MYSURU, FOR THE YEAR 2018-19**

Short term Tenders are invited through e-procurement portal for providing driver for city central library, as per schedule given below for the year 2018-19. Detailed terms and conditions for the tender(s) can be downloaded from the website <https://eproc.karnataka.gov.in> free of cost as per details mentioned as under:-

| <b>S. No.</b> | <b>Name of the tender/item</b>                                | <b>Amount put to tender</b> | <b>Earnest money deposit</b> | <b>Last date time for queries and clarification</b> | <b>Last date &amp; time for submission of online tender</b> | <b>Time &amp; date for online opening of tender</b> |
|---------------|---|-----------------------------|------------------------------|---|---|---|
| 1.            | Providing driver to drive mobile library bus no: KA-55-G-7037 | 2,40,000.00                 | 6,000.00                     | 08.08.2018 at 17.30 PM                              | 14.08.2018 at 16.00 PM                                      | 20.08.2018 at 16.00 PM                              |

Registered firms/company's should participate only through e-procurement portal of government of Karnataka. Tender documents complete in all respects, must be uploaded on the Website <https://eproc.karnataka.gov.in> before last date & time of Submission of tender.

**Sd/-  
Deputy Director (I/C)  
City Central Library  
Mysuru.**

## **DOCUMENTS TO BE SUBMITTED IN E-TENDER**

1. The participating bidders will have to pay Earnest Money Deposit (EMD) of Rs.6,000 and pay through [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in)
2. The agency should have experience of providing man power services by deploying man power personnel to any government organization for a minimum period of 2years satisfactorily. (Documentary proof along with certificate of satisfactory service should be produced).
3. The annual turn over of the Agency for last 2 financial years.
4. The agency should have the following Registration and other certificates & shall upload copies of certificate along with the Technical bid:
  - a. Registration Certificate of the establishment from Government of Karnataka, Department of labour.
  - b. Registration Certificate under Employees State Insurance Act(ESI ACT)
  - c. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner (PF Registration).
  - d. Certificate of Registration under GST Act.
  - e. Professional Tax Registration Certificate
  - f. Copy of the pan card .
  - g. Any other registration required as per the existing laws

## **TERMS AND CONDITIONS**

1. The bidders can view the tender details from the Website <http://eproc.karnataka.gov.in>
2. The bids are to be uploaded within prescribed time limits on the respective dates as detailed in the calendar of events.
3. Tenders shall be valid for 90 days from the date of opening of tender cover (price quotation).
4. Alternative tender/s will not be considered.
5. Tender document is non-transferable.
6. Conditional tenders are liable for rejection.
7. Tenders without or insufficient amount of EMD will be rejected.
8. The successful tenderer shall enter into a contract agreement on a non-judicial stamp paper of Rs.200/- (Rupees Two hundred only) for due performance of the contract.
9. Security deposit as prescribed in the tender document will be collected at the time of execution of agreement.
10. Intending tenderers can have detailed information from the office during working hours.(10 am to 5.30 pm)
11. The Deputy Director reserves the right to reject any or all tenders without assigning any reason.
12. The agencies are free to submit their competitive bids.
13. The agencies shall submit their quotes in annexure - B of the tender documents.

14. The duration of the contract is for 12 months from the date of award of contract.. However, the contract can be terminated if any lapses from the agency.
15. The Agency should not sublet the contract. If the Agency found to have sublet the contract, the contract, will be terminated at the risk and cost of the contractor concerned.
15. The Agency should make its own arrangements for providing transportation to the cleaning personnel if any.
16. The agency shall also be responsible to fulfill all statutory obligations such as remittances of service tax ESI/PF etc. in respect of his cleaning personnel posted under this contract.
17. The above terms and conditions should be followed without fail, failing which, the loss will be forfeited from the bank guaranty amount and also a criminal case will be filed against you in the court, in case your activities are against the institutions.
18. The tenderer shall quote the amount as per the Labour Act Rules, Department of Labour.

**Sd/-**  
**Deputy Director (I/C)**  
**City Central Library**  
**Mysuru.**

**GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING  
MAN POWER PERSONAL**

1. Drivers must follow discipline and adhere to the rules and regulations of the officer and must follow motor vehicle Rules and regulations or tender agreement will be cancelled.
2. Driver must enter all the details of Tour in log book and must get attested by the officer. Kilo meter reading should start from the office and end at the same point.
3. The appointment of the driver must be adhere to the current appointing law and regulations.
4. Driver must possess a valid driving license. He must carry a valid vehicle documents as well as valid driving license.
5. Must follow instructions from the office given at time to time without fail.
6. The agency shall arrange to provide driver for mobile library Bus No: KA-55-G-7037. The said driver should possess HMV License and should report to work at this office at 9.30 a.m. He shall work upto 6 pm everyday excluding on Government holidays and weekly off. Our libraries work on Sunday and Second Saturday. If driver goes on for a leave, the agency must provide an alternate driver without fail. The agency shall submit necessary details of the driver to this office.
7. If any man power personnel employed by the Agency are considered undesirable by the Deputy Director, it shall be the responsibility of the Agency to remove the said person or persons from the work and provide suitable replacements immediately. Such persons cannot be re-deployed by the Agency.
8. In case of any ambiguity or doubt, clarifications should be sought in writing, before the last date for submitting the tender documents, failing which the decision of the Library in all such matters shall be final and binding on the Agency.
9. The Library shall not be held responsible or called upon to make good any losses/costs incurred by the Agency on account of factors beyond one's control such as rain, earthquake, lightening, other natural phenomena, liabilities arising out of legal implications, etc., or for any reason whatsoever.
10. The schedule of service is liable for alteration by way of deletions or additions at the discretion of the Deputy Director.
11. If the Agency fails to provide man power services satisfactorily during the period of contract, the Deputy Director shall have the power to enter upon and take possession of the works and engage any other person, firm or agency to complete the work. Any extra cost incurred by the library due to such failure on the part of the Contractor shall be recovered from the Agency.
12. The Agency shall keep all persons deployed to render the man power services under its control and within the boundaries of the library and it will be held responsible for all the acts of the driver with all risks arising from carelessness, negligence or damage or loss by thefts, etc.
13. Uniform must be provided by the Agency at its own cost.

**14. REPLACEMENT:**

The Agency shall provide replacement for the person, in the event of sickness, absence, leave, national holidays, and weekly off at no extra cost. For this purpose the agency is expected to have a pool of additional man power personal so as to provide un-interrupted services during the period of contract.

**15. LOSS/LIABILITY:**

In case of a proven theft, or pilferage of goods the agency will depute its Investigators at its cost to conduct inquiry and will submit the report accordingly and similarly investigation will be initiated from the Deputy director and if required the matter will be reported to Police and other Authorities. If it is proved that the theft is directly due to the negligence of the staff of the Agency, the cost of the loss to the library will be recovered from the Agency.

**16. DURATION AND TERMINATION OF CONTRACT:**

The duration of the contract is for a period of 12 months from the date of award of contract and can be extended.

**17. PREMATURE TERMINATION OF THE CONTRACT:**

If the services of the employees deployed by the Agency found not satisfactory and if any one of the conditions of the contract agreement is violated, the Deputy Director reserves the right to terminate the contract prematurely without assigning any reasons therefore. In case of any dispute, the jurisdiction of the Court shall be at Bangalore.

**SECURITY DEPOSIT/PERFORMANCE SECURITY**

1. The Agency shall deposit an amount equivalent to 5 % of contract amount as security deposit at the time of entering into agreement. The same shall be refunded to the Agency after successful completion of service contract.
2. For all matters arising out of this contract either between the agency and the Deputy Director or between the personnel deployed by the agency with the Library/agency, the jurisdiction of the court shall be at Bangalore.
3. The Deputy Director reserves the right to extend or foreclose the contract depending upon the exigency and the Agency shall continue to provide man power service on the same terms and conditions of the contract during the extended period in the event of any extension given.
4. If any loss or damage is caused to the Library by non-compliance of the obligations under this agreement by the Agency, the Agency is liable to make good such losses and the Deputy Director shall be entitled to recover the same from the Agency.
5. The man power personnel provided by the Agency should have good knowledge of Kannada both for conversation as well as for reporting purpose.

6. The Agency, if required, may visit the Library premises before submitting the tender.

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Deputy Director(I/C)  
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**ANNEXURE-A**



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**DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID FOR PROVIDING MAN POWER SERVICES (DRIVER) TO CITY CENTRAL LIBRARY, MYSURU FOR THE YEAR 2018-19.**

1. Name of the firm :
2. Address :
3. Name & Address of Prop. :

| <b>S. No.</b> | <b>Name of desired Documents</b>   | <b>Whether copy of desired certificate/documents are enclosed</b> |
|---------------|--|---|
| 1.            | Registration Certificate of the establishment from Government of Karnataka, Department of labour.                |   |
| 2.            | Registration Certificate under Employees State Insurance Act(ESI ACT)  |   |
| 3.            | Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner (PF Registration).    |   |
| 4.            | Certificate of Registration under Goods & Service Tax(GST) Act.  |   |
| 5.            | Professional Tax Registration Certificate  |   |
| 6.            | Copy of the pan card of the Agency.  |   |
| 7.            | Previous 2 Years Experience Certificate for providing man power services(driver) to any government organization. |   |
| 8.            | Annual turnover certificate of the Agency for last 2 financial years.  |   |
| 9.            | EMD details(EMD shall be paid through e procurement only)  |   |

(Signature of tenderer with date)  
(Rubber seal)

**ANNEXURE-B**



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**PROFORMA FOR FINANCIAL BID FOR PROVIDING MAN POWER SERVICES TO CITY CENTRAL LIBRARY, MYSURU FOR THE YEAR 2018-19**

| <b>Sl.No.</b> | <b>Details</b>  | <b>Breakup details of Rates Per Month given by the agencies (inclusive of PF,ESI &amp; applicable taxes ) in Rupees for the below Basic and Dearness Allowance</b> | <b>In words</b> |
|---------------|---|--|-----------------|
| 1.            | Providing driver to drive mobile library bus no: KA-55-G-7037 | Basic – Rs. 11,715.00<br>DA – Rs.1,081.20  |                 |

(Signature of tenderer with date)

(Rubber seal)