

Government of Karnataka



Administrative Training Institute (ATI)

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Tender Document for

Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE Year and subject to extension for further period of 03 months.

(Through e-procurement Portal Only)

<https://www.eproc.karnataka.gov.in>

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Tender Notification

INVITATION FOR TENDER (IFT)

(ONLY THROUGH e- PROCUREMENT)

SCHEDULE OF EVENTS

Sl. No.	Events	Date, Day & Timings - Venue
1	Tender Reference (IFT No)	Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE year and subject to extension for further period of 03 months No.ATI/EST(2)/CR:70/2014-15 Date: 28.11.2014
2	Date of Publication of Tender	1.12.2014 at 11-30 AM
3	Last date and Time for receipt of Tenders	30.12.2014 at 05-30 PM
4.	Time and date of opening the Technical Tender Bids	03.01.2015 at 11-30 AM
5	Pre- Bid Meeting	12.12.2014 at 04-30 PM at Tungabhadra Hall, ATI, Mysuru-11
6	Time and date of opening the Financial Bids	As e-portal
7	Address for Communication	Director General, Administrative Training Institute, LalithaMahal Road, Mysuru- 570 011.

Tender

For

Providing 28 security personnel and 02 security supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of one year and subject to extension for further period of 03 months

Section i. Invitation For Tenders (IFT)

No.ati/est(2)/cr:70/2014-15

date:28.11.2014

1. The **Director General, Administrative Training Institute (ATI), Lalithamahhal Road, Mysuru** invites tenders from eligible tenderers for providing services listed below:

Providing 28 security personnel and 02 security supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of one year and subject to extension for further period of 03 months

The tenderers may submit tenders for **providing 28 security personnel and 02 security supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of one year and subject to extension for further period of 03 months** .

- 1a. Two cover tender procedure as per rule 28 of the KTPP act shall be followed.

The tenderers are required to submit the **technical bid tender** which will be opened first and the **financial bid tender** which will be opened only if the **technical bid tenderer** is found to be qualified to provide the services.

- 1b. Tenderers are advised to note the qualification criteria specified in section vii to qualify for award of the contract.

2. Tender documents may be downloaded from the website of e-governance, government of Karnataka, through the website <http://eproc.karnataka.gov.in>

The tenderers have to deposit the earnest money deposit to the account of e-governance / e-portal for **providing 28 security personnel and 02 security supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of one year and subject to extension for further period of 03 months**

Earnest money deposit will have to be in any one of the forms as specified in the tender document and shall have to be valid for **45 days beyond** the validity of the tender.

3. Tenders must be submitted to the **Director General, Administrative Training Institute (ATI), Lalithamahhal road, Mysuru**, through the e-procurement portal through the website <http://www.eproc.karnataka.gov.in>
4. **The technical bid tender will be opened on 3.01.2015** in the presence of the tenderers or their authorized representatives who wish to attend. If the office happens to be closed on the date of opening of the tenders as specified, the tenders will be opened on the very next working day at the same time and venue.

5. Other details can be seen in the tender documents.
6. For any additional information regarding the above tender, the tenderers who are interested to quote, may contact office of the undersigned at the office address given below on all working days during office hours (10.30 am to 05:30 pm) or e mail dgatimysore@gmail.com
7. List of documents to support qualification of bidder is to be uploaded to the e procurement website www.eproc.karnataka.gov.in.
8. Tender Accepting Authority reserves the right to cancel or annul the entire or part of this process of invitation at any time without assigning any reason.

SECTION II: INSTRUCTIONS TO TENDERERS (ITT)
TABLE OF CLAUSES

Clause Number	Topic Number
A. Introduction	
1.	Eligible Tenderer
2.	Cost of Tendering
B. Tender Documents	
3.	Contents of Tender Documents
4.	Clarification of Tender Documents
5.	Amendment of Tender Documents
C. Preparation of Tenders	
6.	Language of Tender
7.	Documents Comprising the Tender
8.	Tender Form
9.	Tender Prices
10.	Tender Currency
11.	Documents Establishing Tenderer's Eligibility and Qualifications
12.	Documents Establishing Goods Eligibility and Conformity to Tender Documents
13.	Earnest Money Deposit
14.	Period of Validity of Tenders
15.	Format and Signing of Tender
D. Submission of Tenders	
16.	Sealing and Marking of Tenders
17.	Deadline for submission of Tenders
18.	Late Tenders
19.	Modification and Withdrawal of Tenders
E. Tender Opening and Evaluation of Tenders	
20.	Opening of Tenders by the Purchaser
21.	Clarification of Tenders
22.	Preliminary Examination
23.	Evaluation and Comparison of Tenders
24.	Contacting the Purchaser
F. Award of Contract	
25.	Post-qualification
26.	Award Criteria
27.	Purchaser's Right to Vary Quantities at Time of Award
28.	Purchaser's Right to Accept any Tender and to Reject any or all Tenders
29.	Notification of Award
30.	Signing of Contract
31.	Performance Security
32.	Corrupt and Fraudulent Practices

SECTION II: INSTRUCTION TO TENDERERS (ITT)

A. Introduction

1. Eligible Tenderers

1.1 Tenderers should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Tenders.

1.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka.

2. Cost of Tendering:

2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and **The Director General**, hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

B. The Tender Documents

3. Contents of Tender Documents

3.1 The Services required, tendering procedures and contract terms are prescribed in the tender documents. In addition to the Invitation for Tenders, the tender documents include:

- (a) Instruction to Tenderers (ITT);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Schedule of Requirements (SR);
- (e) Contract Form;
- (f) Performance Security Form;
- (g) Performance Statement Form;

3.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.

4. Clarification of Tender Documents

4.1 A prospective Tenderer requiring any clarification of the tender documents may notify the Purchaser in writing or by telex or cable or fax at the Purchaser's mailing address indicated in the Invitation for Tenders. The Purchaser will respond in writing to any request for clarification of the tender documents which it receives no later than 15 days prior to the deadline for submission of tenders prescribed by the Purchaser. The purchaser response will be communicated through e-procurement flat form. A pre-bid meeting has been fixed in this regard on **12.12.2014 at 4.30 PM** at Tungabhadra Hall, ATI, Mysuru. Interested bidders may participate in the meeting and may clarify any doubts.

4.2 The purchaser may hold a pre-bid meeting of prospective bidders in case if any clarification so sought by the bidders prior to the deadline for the submission of tenders.

A pre bid meeting is scheduled to be held on **12.12.2014** at 04.30 PM Thungabhadra Hall, ATI, Lalitha Mahal Road, Mysuru-570011.

5. Amendment of Tender Documents

5.1 At any time prior to the deadline for submission of tenders, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment and the amendments will be published through the e-portal

5.2. Amendment will be through e-procurement flat form.

5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Purchaser, at its discretion, may extend the deadline for the submission of tenders.

C. Preparation of Tenders

6. Language of Tender

6.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Tender, the translation shall govern.

7. Documents Constituting the Tender

~~**7.1** The tender prepared by the Tenderer shall comprise the following components~~

~~(a) A Tender Form and a Price Schedule completed in accordance with ITT Clauses 8, 9 & 10;~~

~~(b) Documentary evidence established in accordance with ITT Clause 11 that the Tender is eligible to tender and is qualified to perform the contract if its tender is accepted;~~

~~(c) Documentary evidence established in accordance with ITT Clause 12 that the goods and ancillary services to be supplied by the Tenderer are eligible goods and services and conform to the tender documents; and~~

~~(d) Earnest money deposit furnished in accordance with ITT Clause 13.~~

8. Tender Form

8.1 The Tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided, a brief description of the goods and services and prices.

9. Tender Prices

9.1 The Tenderer shall indicate on the Price Schedule the unit prices and total tender prices of the Services it proposes to provide under the Contract. To this end, the tenderers are allowed the option to submit the tenders for any one or more schedules specified in the '**Schedule of Requirements**' and to offer discounts for combined schedules. However, tenderers shall quote for the complete requirement of services specified under each schedule on a single responsibility basis, failing which such tenders will not be taken into account for evaluation and will not be considered for award

9.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- i) the price of the goods & services, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-self (as applicable), including all duties and sales and other taxes already paid or payable
 - a) on components and raw material used in the manufacture or assembly of goods quoted ex-works or ex-factory; or
 - b) on the previously imported goods of foreign origin quoted ex-showroom, ex-warehouse or off-the-self.

(ii) Any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;

(iii) The price for inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination; and

(iv) The price of other incidental services listed in Clause 4 of the Special Conditions of Contract including the price for annual maintenance services for three years after expiry of Warranty as indicated in GCC Clause 14.

9.3 The Tenderer's separation of the price components in accordance with ITT Clause 9.2 above will be solely for the purpose of facilitating the comparison of tenders by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

9.4 Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITT Clause 22.

10. Tender Currency

10.1 Prices shall be quoted in Indian Rupees:

11. Documents Establishing Tenderer's Eligibility and Qualifications

11.1 Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.

11.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its tender is accepted, shall establish to the Purchaser's satisfaction:

- (a) that in the case of a Tenderer offering to supply goods and services under the Contract which the tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized (as per authorization form in Section XIII) by the goods Manufacturer or producer to supply the goods in India. (The item or items for which Manufacturer's Authorization is required should be specified)

(Note: Supplies for any particular item in each schedule of the tender should be from one manufacturer only. Tenders from agents offering supplies from different manufacturer's for the same item of the schedule in the tender will be treated as non-responsive)

- (b) that the Tenderer has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the Qualification requirements specified in Section VII. To this end, all tenders submitted shall include the following information:

(i) The legal status, place of registration and principal place of business of the company or firm or partnership, etc.;

(ii) Details of experience and past performance of the tenderer on services offered and on those of similar nature within the past three years and details of current contracts in hand and other commitments (suggested proforma given in **Section XII**)

12. Documents Establishing Goods & Services Eligibility and Conformity to Tender Documents

12.1 Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all services which the tenderer proposes to supply under the contract.

12.2 The documentary evidence of conformity of the services to the tender documents may be in the form of literature, drawings and data, and shall consist of :

(a) a detailed description of the essential technical and performance characteristics of the goods & services ;

(b) a list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for period of two years, following commencement of the use of the goods by the Purchaser ; and

(c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

(d) a confirmation that, if the tenderer offers system and/or other software developed by another company, such software operates effectively on the system offered by the tenderer; and the tenderer is willing to accept responsibility for its successful operations; and

(e) a confirmation that the tenderer is either the owner of the Intellectual Property Rights in the hardware and software items offered, or it has the proper authorization and/or license from the owner to offer them. Willful misrepresentation of these facts will lead to the cancellation of the Contract without prejudice of other remedies that the Purchaser may take.

12.3 For purposes of the commentary to be furnished pursuant to ITT Clause 12.2(c) above, the Tenderer shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Tenderer may substitute alternative standards, brand names and/or catalogue numbers in its tender, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

13. Earnest Money Deposit

13.1 Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its tender, earnest money deposit in the amount as specified in Section-V - Schedule of Requirements.

13.2 The earnest money deposit is required to protect the Purchaser against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 13.7.

13.3 The earnest money deposit shall be denominated in Indian Rupees and shall:

- (a) At the tenderer's option, be in the form of either a certified check, letter of credit, a demand draft, or a bank guarantee from a nationalized/Scheduled Bank located in India or specified small savings instruments;
- (b) Be substantially in accordance with one of the form of earnest money deposit included in Section IX or other form approved by the Purchaser prior to tender submission;
- (c) Be payable promptly upon written demand by the Purchaser in case any of the conditions listed in ITT Clause 13.7 are invoked;
- (d) Be submitted in its original form; copies will not be accepted; and
- (e) Remain valid for a period of 45 days beyond the original validity period of tenders, or beyond any period of extension subsequently requested under ITT Clause 14.2.

13.4 Any tender not secured in accordance with ITT Clauses 13.1 and 13.3 above will be rejected by the Purchaser as non-responsive, pursuant to ITT Clause 22.

13.5 Unsuccessful Tenderer's earnest money deposit will be discharged/returned as promptly as possible as but not later than 30 days after the expiration of the period of tender validity prescribed by the Purchaser, pursuant to ITT Clause 14.

13.6 The successful Tenderer's earnest money deposit will be discharged upon the Tenderer signing the Contract, pursuant to ITT Clause 30, and furnishing the performance security, pursuant to ITB Clause 31.

13.7 The tender security may be forfeited:

- (a) if a Tenderer (i) withdraws its tender during the period of tender validity specified by the Tenderer on the Tender Form; or (ii) does not accept the correction of errors pursuant to ITT Clause 22.2; or
- (b) in case of a successful Tenderer, if the Tenderer fails:
 - (i) to sign the Contract in accordance with ITT Clause 30; or
 - (ii) to furnish performance security in accordance with ITT Clause 31.

14. Period of Validity of Tenders

14.1 Tenders shall remain valid for 90 days after the deadline for submission of tenders prescribed by the Purchaser, pursuant to ITB Clause 17. A tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.

14.2 In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex or fax). The earnest money deposit provided under ITT Clause 13 shall also be suitably extended. A Tenderer may refuse the request without forfeiting its earnest money deposit. A Tenderer granting the request will not be required nor permitted to modify its tender.

15. Format and Signing of Tender

15.1 The Tenderer shall prepare two copies of the tender, clearly marking each "Original Tender" and "Copy Tender", as appropriate. In the event of any discrepancy between them, the original shall govern.

15.2 The original and a copy of the **Technical Bid and Financial Bid** of the tender shall be typed or written in indelible ink and shall be signed (Digital) by the Tenderer or a person or persons duly authorized to bind the tenderer to the Contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

15.3 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons or persons signing the tender.

D. Submission of Tenders

16. Sealing and Marking of Tenders

16.1 As per e – Procurement, upload (A). Technical Bid details and (B). Financial Bid details

17. Deadline for Submission of Tenders

17.1 As mentioned in the e-Procurement Portal

17.2 The Purchaser may, at its discretion, extend this deadline for submission of tenders by amending the tender documents in accordance with ITT Clause 5, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Tenders

18.1e-Procurement

19. Modification and Withdrawal of Tenders

19.1 The Tenderer may modify the contents of the Technical Bid or Commercial Bid covers separately for each cover or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of tenders.

19.2 e-Procurement

19.3 No tender may be modified subsequent to the deadline for submission of tenders.

19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the Tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its earnest money deposit, pursuant to ITT Clause 13.7.

E. Tender Opening and Evaluation of Tenders

20. A. Opening of Technical Bid Cover of Tenders by the Purchaser

20.1 (a) The tender will be open for the bidders on the appointed date & time on e-Procurement Portal. The date & time is **11:30 AM on:03.01.2015.**

20.1 The Purchaser will open all tenders, in the presence of Tenderers' representatives who choose to attend, at **11:30 AM on: 03.01.2015** and in the following location:

Office of the Joint Director, Administration, Administrative Training Institute,
LalithaMahal Road, Mysuru-570011

The Tenderers' representatives who are present shall sign a register evidencing their attendance. The tender shall be opened on the e-platform even when no tenderers representative are present at the appointed date and time. In the event of the specified date of Tender opening being declared a holiday for the Purchaser, the tenders shall be opened at the appointed time and location on the next working day.

(i) The Tenderers' names, the Tender prices, the total amount of each Tender, any discounts, Tender modifications and withdrawals, and such other details as the Purchaser may consider appropriate, will be announced through e-Procurement flat form

21. Clarification of Tenders

21.1 During evaluation of tenders, the Purchaser may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in prices or substance of the tender shall be sought, offered or permitted.

22. Preliminary Examination

22.1 The Purchaser will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order. Tender from agents, without proper authorization from the manufacturer as per Section XIII, shall be treated as non responsive.

22.1.1 Where the Tenderer has to quote for another schedules and the security shall be for whole of the tender price. The Tender will be considered as a whole though schedules are furnished.

22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the lowest of the two will prevail. If the supplier does not accept the correction of errors, its tender will be rejected and its tender security may be forfeited.

22.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer.

22.4 Prior to the detailed evaluation, pursuant to ITT Clause 23, the Purchaser will determine the substantial responsiveness of each tender to the tender documents. For purposes of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 6), Force Majeure (GCC Clause 24), Limitation of liability (GCC Clause 28), Applicable law (GCC Clause 30), and Taxes & Duties (GCC Clause 32) will be deemed to be a material deviation. The Purchaser's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

23. Evaluation and Comparison of Tenders

23.1 The Purchaser will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to ITT Clause 22 for each schedule separately. No tender will be considered if the complete requirements covered in the schedule is not included in the tender. However, as stated in ITT Clause 9, Tenderers are allowed the option to tender for any one or more schedules and to offer discounts for combined schedules. These discounts will be taken into account in the evaluation of the tenders so as to determine the tender or combination of tenders offering the lowest evaluated cost for the Purchaser in deciding award(s) for each schedule.

23.2 The Purchaser's evaluation of a tender will exclude and not take into account:

(a) any allowance for price adjustment during the period of execution of the Contract, if provided in the tender.

24. Contacting the Purchaser

24.1 Subject to ITT Clause 21, no Tenderer shall contact the Purchaser on any matter relating to its tender, from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the purchaser, it should do so in writing.

24.2 Any effort by a Tenderer to influence the Purchaser in its decisions on tender evaluation, tender comparison or contract award may result in rejection of the Tenderer's tender.

F. Award of Contract

25. Post qualification

25.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender meets the criteria specified in ITT Clause 11.2 (b) and is qualified to perform the contract satisfactorily.

25.2 The determination will take into account the Tenderer's financial, technical and Service providing capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT Clause 11, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Purchaser will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform the contract satisfactorily.

26. Award Criteria

26.1 Subject to ITT Clause 28, the Purchaser will award the Contract to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

27. Purchaser's right to vary Quantities at Time of Award

27.1 The purchaser reserves the right at the time of Contract award to increase or decrease by up to 25 percent of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

28. Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders

28.1 The Purchaser reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or Tenderers.

29. Notification of Award

29.1 Prior to the expiration of the period of tender validity, the Purchaser will notify the successful tenderer in writing by registered letter or by cable/telex or fax, to be confirmed in writing by registered letter, that its tender has been accepted.

29.2 The notification of award will constitute the formation of the Contract.

29.3 Upon the successful Tenderer's furnishing of performance security pursuant to ITT Clause 31, the Purchaser will promptly notify the name of the winning Tenderer to each unsuccessful Tenderer and will discharge its earnest money deposit, pursuant to ITT Clause 13.

29.4 If, after notification of award, a Tenderer wishes to ascertain the grounds on which its tender was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Tenderer.

30. Signing of Contract

30.1 At the same time as the Purchaser notifies the successful tenderer that its tender has been accepted, the Purchaser will send the Tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

30.2 Within 21 days of receipt of the Contract Form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser.

31. Performance Security

31.1 Within 21 days of the receipt of notification of award from the Purchaser, the successful Tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents or in another form acceptable to the Purchaser.

31.2 Failure of the successful Tenderer to comply with the requirement of ITT Clause 30.2 or ITT Clause 31.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the earnest money deposit, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new tenders.

32. Corrupt or Fraudulent Practices

32.1 The Government requires that Tenderers/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of Government financed contracts. In pursuance of this policy, the Government:

(a) defines, for the purposes of this provision, the terms set forth as follows :

(i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government, and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

32.2 Furthermore, Tenderers shall be aware of the provision stated in sub-clause 4.4 and sub-clause 23.1 of the General Conditions of Contract.

SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)
TABLE OF CLAUSES

Clause Number	Topic Number
A. Introduction	
1.	Definitions
2.	Application
3.	Standards
4.	Use of Contract Documents and Information; Inspection and Audit by Government
5.	Patent Rights
6.	Performance Security
7.	Inspection and Tests
8.	Packing
9.	Delivery and Documents
10.	Insurance
11.	Transportation
12.	Incidental Services
13.	Spare Parts
14.	Warranty
15.	Payment
16.	Prices
17.	Change Orders
18.	Contract Amendments
19.	Assignment
20.	Subcontracts
21.	Delays in Supplier's Performance
22.	Liquidated Damages
23.	Termination for Default
24.	Force Majeure
25.	Termination for Insolvency
26.	Termination for Convenience
27.	Settlement of Disputes
28.	Limitation of Liability
29.	Governing Language
30.	Applicable Law
31.	Notices
32.	Taxes and Duties

SECTION III – GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

2.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) **"The Contract"** means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) **"Contractor"** the successful tenderer with whom the contract is entered into.
- (c) **"The Contract Price"** means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (d) **"Services"** means **Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE year and subject to extension for further period of 03 months** and other obligations of the tenderer covered under the Contract.
- (e) **"GCC"** means the **General Conditions of Contract** contained in this Section.
- (f) **"SCC"** means the **Special Conditions of Contract**.
- (g) **"The Purchaser"** means ATI ,Mysuru
- (h) **"The Purchaser's country"** is India
- (i) **"The tenderer"** means the firm Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE year and subject to extension for further period of 03 months
- (j) **"The Government"** means the Government of Karnataka State.
- (k) **"The Project Site"**, where applicable, means the place or places named in SCC.
- (l) **"Day"** means calendar day.
- (m) **"Director General" (DG)** means the Director General of ATI
- (n) **"Joint Director"** means Joint Director (Administration) of ATI
- (o) **"ATI"** ATI means Administrative Training Institute, LalithaMahal Road, Mysuru
- (p) **"SIUD"** means State Institute for Urban Development, ATI Campus LalithaMahal Road, Mysuru
- (q) **"Director"** means **Director of State Institute for Urban Development**.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3. Standards and Safety

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

3.2 The term food safety and standard means the terms and meanings defined in food safety and standards act 2006 for all academic and legal purposes.

4. Use of Contract Documents and Information; Inspection and Audit by the Government

4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, enumerated in GCC Clause 4.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

4.4 The supplier shall permit the Government to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have the audited by auditors appointed by the Government, if so required by the Government.

5. Patent Rights

5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trade mark or industrial design rights arising from use of the Goods or any part thereof in India.

6. Performance Security

6.1 Within 21 days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid upto 60 days after the date of completion of performance obligations including Warranty obligations. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected/ replaced material shall be extended to a further period of 12 months and the Performance Bank Guarantee for proportion at value shall be extended 60 days over and above the initial Warranty period.

6.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

6.3 The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:

- (a) A Bank guarantee or irrevocable Letter of Credit, issued by a Nationalized/ Scheduled bank in the form provided in the tender documents or another form acceptable to the Purchaser; or
- (b) A cashier's check or Banker's certified check, or crossed demand draft or pay order drawn in favour of the Purchaser ;or
- (c) Specified small savings instruments pledged to the Purchaser.

6.4 The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any Warranty obligations, under the Contract.

6.5 In the event of any contract amendment, the Supplier shall, within 20 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract as amended for 60 days after the completion of performance obligations including Warranty obligations.

6.6 Failure to submit the bank guarantee for annual maintenance service in the period specified above will constitute sufficient ground for forfeiture of the performance guarantee.

7. Inspections and Tests

7.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.

7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data -shall be furnished to the inspectors at no charge to the Purchaser.

7.3 Should any inspected or tested Goods fail to confirm to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

7.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.

7.5 Nothing in GCC Clause 7 shall in anyway release the Supplier from any warranty or other obligations under this Contract.

7.6 Manuals and Drawings

- 7.6.1 Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals together with drawings of the goods and equipment. These shall be in such detail as will enable the Purchaser to operate, maintain, adjust and repair all parts of the equipment as stated in the specifications.
- 7.6.2 The manuals and drawings shall be in the ruling language (English) and in such form and numbers as stated in the contract.
- 7.6.3 Unless and otherwise agreed, the goods and equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

8. Packing

- 8.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 8.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in SCC and in any subsequent instructions ordered by the Purchaser.
- 8.3 Packing Instructions: The Supplier will be required to make separate packages for each Consignee. Each Package will be marked on three sides with proper paint/indelible ink the following:
- i)Project, ii)ContractNo.,iii)SuppliersName,andiv)PackingListReferencenumber.

9. Delivery and Documents

- 9.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of Award. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10. Insurance

- 10.1 The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All-risks" basis including Warrisks and Strikes.

11. Transportation

- 11.1 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India defined as Project site, transport to such place of destination in

India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price

12. Incidental Services

12.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligation under this Contract; and
- (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

12.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

13. Spare Parts

13.1 As specified in the SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) In the event of termination of production of the spare parts:
 - (i) advance notification to the Purchaser Of The Pending Termination, insufficient time to permit the Purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

13.2 The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within 3 months of placement of order.

14. Warranty

14.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or materials required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

14.2 This warranty shall remain valid for* hours of operation or 12 months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for 15 months after the date of shipment from the place of loading whichever period concludes earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion either:

- (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC Clause 2; OR
- (b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be as specified in the Technical Specifications.

14.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

14.4 Upon receipt of such notice, the Supplier shall, within the period of 7 days and with all reasonable speed, repair or replace the defective Goods or parts thereof, free of cost at the ultimate destination. The Supplier shall take over the replaced parts/ goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected or replaced material shall be extended to a further period of 12 months.

14.5 If the Supplier, having been notified, fails to remedy the defect(s) within 8 days, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

15. Payment

15.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the SCC.

15.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 9, and upon fulfillment of other obligations stipulated in the contract.

15.3 Payments shall be made promptly by the Purchaser but in no case later than sixty (60) days after submission of the invoice or claim by the Supplier.

15.4 Payments shall be made in Indian Rupees.

16. Prices

16.1 Prices payable to the supplier as stated in the contract shall be firm during the performance of the contract.

17. Change Orders

17.1 The Purchaser may at any time, by written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipping or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

18. Contract Amendments

18.1 Subject to GCC Clause 17, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

19. Assignment

19.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

20. Sub contracts

20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in his original tender or later, shall not relieve the Supplier from any liability or obligation under the Contract. Subcontracts shall be only for bought out items and sub-assemblies.

20.2 Sub contracts must comply with the provisions of GCC Clause 2.

21. Delays in the Supplier's Performance

21.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

21.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the SR.

21.2 If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

21.3 Except as provided under GCC Clause 24, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of liquidated damages.

22. Liquidated Damages

22.1 Subject to GCC Clause 24, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, an amount equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 23.

23. Termination for Default

23.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 21; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

23.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 23.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

24. Force Majeure

24.1 Notwithstanding the provisions of GCC Clauses 21, 22, 23, the Supplier shall not be liable for failure of its performance security, liquidated damages or termination for default, if and to the extent that, its delaying performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

24.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

24.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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.

25. Termination for Insolvency

25.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

26. Termination for Convenience

26.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

26.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(a) to have any portion completed and delivered at the Contract terms and prices; and/or

(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

27. Settlement of Disputes

27.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct or formal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

27.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been

given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

27.2.2 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.3 Notwithstanding any reference to arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or will full misconduct, and in the case of infringement pursuant to Clause 5,

(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and

(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

29.1 The contract shall be written in English language. Subject to GCC Clause 30, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Union of India.

31. Notices

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by cable, telex or facsimile and confirmed in writing to the other Party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes and Duties

32.2 Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. The bidder shall ensure credit of Tender processing Fee and EMD into the respective receiving bank accounts of e-procurement on or before the last date of bid submission E-Payment only i.e., online Payment/credit Card/Debit Card/O.T.C/NEFT Challan (NEFT Challan request must be made atleast 2 days prior to date of receipt of filled Tender documents).
2. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka. The agencies participating in the tender must not be black listed by any Department/Organisation. A self-declaration in this regard must be submitted .If any of the participating bidders are found to be black listed then such tender bids will be rejected.
3. Bidder must have not less than 05 years experience (from 2009-10 to 2013-14) in the same line with any Government Institution / Organization / Department and satisfactory Certificates obtained from the service user organisation also mentioning the total cost of the tender must be compulsorily uploaded at the time of applying tender. Tenders without relevant experience certificates issued by the service user organisation will be rejected.
4. Bidder must provide the following documents. All the **documents should be scanned and uploaded along with the tender document without fail**. Failure to do so will result in the rejection of tender. The details of required documents are as follows:
 - Valid Firm / Company Registration Certificate obtained under the Karnataka Labour Act (Labour Department)
 - Valid License issued by the Office of the Additional Director General of Police for providing security services to a government office
 - Valid EPF Registration Certificate issued by the Department of EPF
 - Valid ESI Registration Certificate issued by the Department ESI
 - Valid Service Tax Registration issued by the Service Tax Department
 - PAN Number
 - Income Tax returns filed for the last five Assessment Years (from 2010-11 to 2014-15)
 - The bidders must upload annual Turnover Statement of not less than the last 05 years audited by Registered Chartered Accountant / Auditors
 - Of which Annual Turnover should not be less than **Rs.27,20,000/-** in any of the **two years**, during the last five years,2009-10,2010-2011,201112, 2012-2013,2013-14
 - Experience Certificate in providing security services to reputed service users in any two years out of the last five years to be filled and uploaded in Section XII Proforma A
5. The bidders must mention the service charges both in words and figures. In case of discrepancies, whichever is lowest will be considered.
6. The rates quoted are in accordance with the Minimum Wages Act of 2014-15.
7. If the bidder quotes 0% and negative percentage (-%)the bid is liable for rejection.

8. The successful tenderer should submit 5% of the total amount as performance security deposit in the form of bank guarantee within 15 days from the date of issue of work order. If the agency fails to do so then the EMD amount will be forfeited.
9. The Successful tenderer will have to start working from the date ordered by the Director General. The Contract will be for a period of 12 months. The period of contract can be extended for further period of not more than three months with mutual consent. The period is liable for alteration at the discretion of the Director General. The Director General reserves the right to terminate the contract at short notice of one month.
10. Successful bidder should provide 28 security personnel and 2 supervisors as specified in the tender by ATI, Mysuru. The agency should not withdraw and transfer their staff from ATI to other places without the prior information of the respective nodal officer. If the agency, violates the above conditions action will be taken against the agency as per tender regulations.
11. The agency should not transfer and sub-let the contract to others. If the agency transfers and sub-lets the contract to others, it will then be treated as violation of the tender agreement and the contract will be terminated and the security deposit will be forfeited.
12. The agency should provide 01 day leave with salary per month for the allocated manpower. If the agency fails to do so, it will attract penalty as per penalty clause.
13. The 28 security personnel must work in 03 shifts of 8 hours each at places specified by ATI. Similarly the two Supervisors. The security personnel must not have any criminal cases, any FIR pending against them and must work in the shifts allotted to them. Police verification certificate for each of the deployed security personnel is mandatory.
14. The agency should provide compensation to their employees and are responsible for the employees. If the allocated employees of the agency cause any loss or damage to the organization (ATI, SIUD) then the agency should compensate for the same and the organization is not responsible.
15. The agency should remit all applicable PF, EPF, ESI as per the acts and rules for the provided staff.
16. The agency should make pay the salaries of all the provided staff in advance before 5th of every month and should not await submitting bills for respective months to the organization for reimbursement.

17. Payment Terms & Conditions:

- 17.1 The proof for payment of PF, ESI, Service Taxes are to be produced for the previous month to accept and pass the bill for payment.
- 17.2 The payment to the agency will be made on monthly basis. Bill shall be submitted within 5 working days of the succeeding month. Submission of complete bills including statutory remittance details by the agency. All payments shall be made through RTGS.
- 17.3 Income Tax will be deducted at Source.

- 17.4 Bills will be paid only if the services of the agencies are satisfactory.
- 17.5 The agency should make payment to the security personnel and supervisors as approved in the contract as per the Karnataka Minimum Wages Act. The payments shall be made by adjusting the amount to the Bank accounts of the employees(RTGS) and produce copy of adjustment for making payments along with the next month's bill.
- 17.6 Any change in the working staff must be intimated to the DG ATI well in advance.
18. The agency should provide ID card, approved uniforms, shoes, socks, belt, cap, muffler, sweater, water proof jacket, lathi and torch (for night duty staff) for their staff. Agency should also provide monthly washing allowances to all the staff.
19. The awarded agency should ensure transfer of ESI, PF and EPF amount of respective employee to their individual accounts and submit the challans for the same to the organization along with the monthly bill. After scrutiny of the above deductions the organization will cross check all the above deductions from respective authorities and if the agency fails to do so, then the contract will be terminated and the performance security deposit of the agency will be forfeited.
20. The agency should remit all applicable service taxes of 12.36% paid by ATI/SIUD to the Government and agency should submit the challans for the same along with other deductions (ESI, PF and EPF) to the organization during submitting bills.
21. The salaries of all the provided staff should be deposited within the 5th of every month without fail to their respective savings bank account. All payments will have to be made by RTGS. If it fails to do so, then it will be penalized as per penalty clause. The Price Validity of the Tender will be for one year from the date of agreement.
22. Payment will be made as per the agreed tender price. Requests for increase in the tender price will not be entertained at any point of time.
23. The ESI list of the employees must be separately enclosed with the monthly bill.
24. The responsibility of granting leave, bonus etc. as specified by the Government lies with the agency and the Institute is absolved of any responsibility regarding this.
25. Successful tenderers should execute a bond of contract to the effect that he/she will follow rules, regulations and conditions of the tender and of the contract that is entered between the Agency and ATI(including SIUD).
26. If any of the above conditions are violated, the organization reserves the right to cancel the contract by issuing a month's notice to the agency and the service for the remaining period will be awarded to L2 bidder and expenditure incurred will be deducted from the performance security deposit of the pervious agency.
27. In case of theft loss, trespass or damage to the Institute the agency will be held directly responsible and then the agency should compensate for the same and apart from initiating action as per law the Security deposit of the agency will be forfeited.
28. It is the responsibility of the security personnel to safeguard the campus, buildings, machinery and equipment, food items and other items of all the Institutes.

29. In order to provide effective security service the security personnel must behave with courtesy towards any suspicious persons and carry out inspection.
30. It is the duty of the security personnel to scan vehicles and conduct the visitors of the staff/officers of the Institute during visiting hours.
31. During night hourly beats must be carried out.
32. It is the duty of the security personnel to safeguard the buildings, campus, and open spaces of the all the Institutes.
33. Any knowledge of unlawful activities being carried out in the Institute must be immediately reported in writing to the DG,ATI by the security personnel.
34. Security shall not allow any trespassing into the ATI premises.
35. Agency can provide only Ex-military personnel, Para Military, CRPF as security personnel.
36. During duty hours the security personnel must wear starched and ironed uniforms along with polished shoes. If the security personnel are found wanting in this regard during inspection then a fine of Rs. 50/- will be levied.
37. The bidders may inspect the campus and buildings of the Institutes before submitting their bids.
38. The bidders must have their head office or branch office in the Mysuru city
39. The agency should make payment not less than the minimum wages as per the Karnataka Minimum Wages Act.
40. In case of accidents/problems encountered by the employees then the compensation must be paid in accordance with the Workman Compensation Act by the agency itself.
41. The security personnel must be provided the agency uniform or uniform specified by the Institute. Photo ID cards along with badges must be provided to all personnel from the agency. Failure to do so will attract penalty.
42. The manpower provided by the agency should have good behaviour, obedience, good health and physical fitness. They should be within the age group of 35 to 55 years and should be Ex-military personnel, Para Military, CRPF only.
43. The appointment of the security personnel is purely on outsourcing through a contracted agency and they cannot approach the Institute or Government or the Court for permanent employment.
44. In case two or more bidders quote the same price then the past experience and past track record of the agency will be considered for the award of tender and preference will be given to an agency whose proprietor or ownership lies with Ex-military personnel, Para Military, CRPF only.
45. The right to award the tender to a firm with irrefutable reputation even though they are not L1 rests with the Tender Accepting authority.
46. The manpower provided by the agency should have good behaviour and must conduct themselves with courtesy when interacting with Officers/Staff of the three Institutes.
47. The agency must strictly adhere to the rules laid down by the Labour Department and Police Verification must be conducted as per norms without fail by the agency.

48. The security personnel are not eligible for any facilities provided by Government to the permanent employees of the Institute.
49. The security personnel posted at the main gates of the Institutes must compulsorily record the arrival time and departure time of all the vehicles including those of the Officers and Staff of the Institute in the book provided by the Institute. The same must be submitted to the competent authority at the end of each week for verification.
50. The final quoted price in the financial bid must not be overwritten.
51. The price bid of the tender is a confidential process until the opening of the financial bid by the tender inviting authority. The bidders must not try to establish contacts which are questionable in nature with the tender inviting authority and Tender Scrutiny Committee. Such acts will lead to disqualification of tender.
52. In order to carry out the tender process in good faith the bidders cannot take any of the members involved in the tender process to court.
53. If the agency fails to start the process as per the agreement then the security deposit and EMD of the agency will be forfeited and the tender will be cancelled after giving a month's notice.
54. The EMD amount of the successful tenderer will be returned only after the successful completion of the tender and after verifying that all the pending salaries, ESI and EPF have been paid.
55. The bidder shall ensure credit of Tender processing Fee and EMD into the respective receiving bank accounts of e-procurement on or before the last date of bid submission.
56. The participating bidders should not make any complaint against Non-accessibility of e-procurement portal due to internal connectivity, technical issues and the organization is not liable.
57. The Acts and Rules of KTPP Act 2000 are applicable for this tender.
58. Only eligible tenderers who have submitted their technical bids along with all the required documents, details and information will be considered for opening of financial bid.
59. Tenders with pre conditions and G.P.A will be rejected.
60. The Director General, ATI Mysuru reserves the right to accept and reject the tenders without citing any reasons.
61. More information regarding e-tendering can be obtained from <http://eproc.karnataka.gov.in> or contact e-procurement helpdesk 080-22485867 and 22485927
62. For any other information / clarification the bidders can contact the Joint Director, Administrative Training Institute (ATI), Lalithamahal Road, Mysuru – 570011 during office hours.
63. The tender documents will be available online from 01.12.2014 and the last date for the submission of the tenders is 30.12.2014

64. The tender documents will **be opened on 03.01.2015 at 11.30 AM** in the Administrative Training Institute, Mysuru in the presence of the bidders or their representatives or even if none of the bidders are present.
65. Bidders can contact our Office on the following telephone numbers; 0821-2443264 / 2443863 / 2443831.

(15). **DURATION OF AGREEMENT:**

- a) The tender shall be valid for a period of **ONE year** starting from the forenoon of first day till last day (afternoon) of the contract, subject to extension for a further period of 03 months
- b) Contract may be terminated by the **ATI Mysuru** at any time by giving one month's notice in writing to the agency / firm without assigning any reasons thereof and the decision to do so shall be final or without any notice in case of violation of any of the tender terms and conditions. **ATI Mysuru** shall not be responsible for any loss, damage etc. incurred to the contractor as a result of the termination of the contract. **ATI Mysuru** shall be free to take due action for appointment of a new agency / firm during the period under notice or thereafter.

SECTION V- A :SCHEDULE OF REQUIREMENTS(SR)

The bidder shall provide 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE year and subject to extension for further period of 03 months .

Sl. No	Designation of Employee	No. of Posts	Educational Qualifications	Experience
1.	Security Supervisor	02	II PUC pass	Ex-military personnel, Para Military, CRPF only with minimum 3 years experience as security personnel in reputed institutions
5.	Security Personnel	28	SSLC	Ex-military personnel, Para Military, CRPF only with minimum 2years experience as security personnel in reputed institutions

The personnel provided shall possess skill, knowledge and attitude to the satisfaction of the Director General, ATI, Mysuru.

1.0 All the above personnel to be deployed shall be as per the following criteria:

- 1.1 All the above personnel shall be approved to be fit for work with scrutiny of certificates issued by the competent authority on their military service and educational qualifications by a panel of Officers/ Faculty approved by Director General, ATI, before actually being allowed on the campus.
- 1.2 All employees, before they are recommended for services shall also under the agreement shall have police clearance certificate, proof of local residence and one reference from a well known person of the area where he/she resides.
- 1.3 The employees recommended for employment under this agreement shall present their certificates of educational qualification and experiences in military personnel, Para Military, CRPF in original for scrutiny.
- 1.4 The experience certificates presented for the requisite number of years of service shall be from reputed service users only. Such certificates shall be in original only.
- 1.5 No personnel shall reside within the ATI premises or in the ATI Vidhyanager Quarters.
- 1.6 All personnel shall possess the PF, ESI registration numbers for at least two years for Security Personnel and at least three years for Security Supervisors before the date of this agreement.

- 1.7 No Personnel provided by the Agency shall have any case against him in any court of law.
- 1.8 The attendance of all the employees will be biometric based. The outsourcing agency shall provide at its own cost a biometric device for tracking attendance of its personnel and shall be installed at ATI.
- 1.9 Biometric attendance shall be taken four times in a day and such attendance shall be available to the Director General, ATI and Director, SIUD and any staff/trainee who wishes to inspect and seeks details.
- 1.10 The weekly shift wise duty chart of the security personnel shall be submitted before the start of the week, showing point wise allotment of personnel and shall also be displayed in the booths.
- 1.11 Such duty personnel will report at least 15 minutes before the appointed time of the shift.
- 1.12 The security personnel will be responsible for the safety of life and property in the ATI campus.
- 1.13 The security supervisors will have to do hourly rounds and sign in the beat books located at vantage points.
- 1.14 The Security Supervisors shall be responsible for the behavior and discharge of duties of the security personnel.
- 1.15 For Any theft, trespassing into the premises, the Security Supervisor and Personnel shall be held responsible and shall be subjected to legal action.
- 1.16 All personnel shall wear badges indicating their names, at all times on the premises.

Amount put to Tender :Rs. 34,00,000/-
EMD Amount: Rs. 68,000/-

2 .Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka. The agencies participating in the tender must not be black listed by any Department/Organisation. A self-declaration in this regard must be submitted If any of the participating bidders are found to be black listed then such tender bids will be rejected.

3.Bidder must have not less than 05 years experience (from 2009-10 to 2013-14) in the same line with any Government Institution / Organization / Department and satisfactory Certificates obtained from the service user organisation also mentioning the total cost of the tender must be compulsorily uploaded at the time of applying tender. Tenders without relevant experience certificates issued by the service user organisation will be rejected.

4.0 Security Services Penalty

- (a) In case of deficient service where the Agency(outsourced contracting agency)fails to provide security at the designated place and shift a fine of Rs. 5000/- will be levied and in case of five such incidents the tender contract will be summarily cancelled without any notice.
- (b) In case of delayed service, designated security personnel joining duty beyond 30 minutes, a penalty of Rs. 500/- will be leviable in each case.
- (c) Indiscipline & misbehavior by security personnel a fine of - Rs. 1500/- in each case and the personnel shall be sent back to the Agency not to be deployed again.
- (d) Security personnel or supervisor without proper uniform or ID card will be fined Rs. 50/- per day of default per person
- (e) For not adhering to weekly job allotment chart , a fine of Rs. 500/- per day will be levied

(f) The Officer in charge or any official deputed by ATI will have the liberty to inspect daily or periodically the deployment of security personnel and the beat books maintained by the security supervisors to ensure that the entire area under the contract is properly secured. If the inspecting officer finds any discrepancy in the working of, he will report to the DG ATI, to impose monetary penalties to an extent to **Rs 500/-** in each case for **5 instances**. Thereafter it may impose penalty of **10 % deduction** from the bill or deduction of part or whole of security or termination of the agreement at one month notice.

5.0 The Successful tenderer will have to start working from the date ordered by the Director General. The Contract will be for a period of 12 months. The period of contract can be extended for further period not more than three months with mutual consent. The period is liable for alteration at the discretion of the Director General. The Director General reserves the right to terminate the contract at short notice of one month.

6.0 Persons who are less than 18 years of age should not be employed. Employing child labour for security services is strictly forbidden and violation would attract penal provisions of the law

7.0 The DG, ATI is absolved of any responsibility attached to in respect of the workers engaged by the Agency(outsourced agency contractor). All wages etc., for the workers should be properly disbursed by him and books of accounts, etc., should be made available to the committee for checking. The remuneration shall be paid on or before 5th of every month. The statutory payment such as E.S.I./E.P.F. etc should be remitted before 5th of the following month. The contractor shall produce the register maintained in this regard to the committee every month. The contractor shall conform to all labour regulations that are in force in the State of Karnataka from time to time including the Contract Labour (R & A) Act, E.S.I., E.P.F., W.C., P.W. Act, as and when applicable in respect of all persons employed by him and the DG shall not in any way be liable or responsible for any act of omissions or commission by him in this regard. The Agency shall comply with all statutory provisions, regulations, etc. applicable from time to time for running a mess including the provisions relating to various taxes and shall absolve the committee from the provisions of the said act.

SECTION VII : QUALIFICATION CRITERIA

1. The bidder should have satisfactorily completed 80% of the amount put to tender in providing similar services to various State/Central Government, state level organization/ MNCs in any two years of the last five years' and a certificate to be enclosed in proforma –A of Section XII, to this effect.
2. **Annual Turnover of Rs.27,20,000/- for any 02 years in the preceding 05years** in which the tenderer should have executed similar Services for the reputed Institutions.
3. EMD for Rs. 68,000/- in the form of Bank Guarantee as explained in para 13 of ITT.

Bidder must provide the following documents. All the documents should be scanned and uploaded along with the tender document without fail. Failure to do so will result in the rejection of tender. The details of required documents are as follows:

- Valid Firm / Company Registration Certificate obtained under the Karnataka Labour Act (Labour Department)
- **Valid Licence issued by the Office of the Additional Director General of Police**
- **Valid EPF Registration Certificate issued by the Department of EPF**
- **Valid ESI Registration Certificate issued by the Department ESI**
- **Valid Service Tax Registration issued by the Service Tax Department**
- **PAN Number**
- Experience Certificate in providing security services to reputed service users in any one year out of the last three years to be filled and uploaded in Section XII Proforma A
- **Income Tax returns filed for the last five Assessment Years (from 2010-11 to 2014-15)**
- **The bidders must upload annual Turnover Statement of not less than the last 05 years audited by Registered Chartered Accountant / Auditors**
- Of which Annual Turnover should not be less than **Rs.27,20,000/-** in any of the two years, during the last five years, 2009-10, 2010-2011, 2011-12, 2012-2013, 2013-14
- Please upload copies of ITR and authorized Balance Sheet & Profit & Loss A/c. and turnover details certified by Chartered Accountant **or** turn over details of any 02 year during the last 05 years certified by Chartered Accountants

_____ (Scanned copies to be uploaded)

SECTION VIII: TENDER FORM

Date:.....

IFTNo:No.EST(2)/CR:70/2014-15

To,
The Director General,
Administrative Training Institute,
Mysuru-570 011

Sir/Madam

Having examined the Tender Documents including Addenda Nos.....[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **providing 28 security personnel and 02 security supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of one year and subject to extension for further period of 03 months** in conformity with the said tender documents for the sum of _____ (Rs. _____ only) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this tender.

We undertake, if our tender is accepted, to provide the services of Man power in accordance with the schedule specified in the Schedule of Requirements.

If our tender is accepted, we will obtain the guarantee of a bank in sum equivalent to 5% percent of the Contract

We agree to abide by this tender for the Tender validity period specified in Clause 14.1 of the ITT and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We undertake that, in competing for (and, if the award is made in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any tender you may receive.

We clarify/confirm that we comply with the eligibility requirements as per ITT Clause 1 of the tender documents. Dated this.....day of.....20.....

(signature) (in the capacity of)
Duly authorized to sign Tender for and on behalf of

SECTION IX: EARNEST MONEY DEPOSIT BANK GUARANTEE FORM

Whereas (*hereinafter called "the tenderer"*) has submitted its tender dated (*date of submission of tender*) for the **providing 28 security personnel and 02 security supervisors through outsourcing for administrative training institute and state institute for urban development, Mysuru for a period of one year and subject to extension for further period of 03 months**(*hereinafter called "the Tender"*)

KNOW ALL PEOPLE by these presents that WE (*name of bank*) of (*name of country*), having our registered office at (*address of bank*) (*hereinafter called "the Bank"*), are bound unto (*name of Purchaser*) (*hereinafter called "the Purchaser"*) in the sum of _____ for which payment well and truly to be made to the said service recipient, the Bank binds itself, its successors, and assigns by these presents. Sealed with the common Seal of the said Bank this _____ day of _____ 2013

THE CONDITIONS of this obligation are:

1. If the Tenderer
 - a) Withdraws its Tender during the period of tender Validity specified by the Tenderer on the Tender form; or
 - b) Does not accept the correction of errors in accordance with the ITT; or
2. If the Tenderer, having been notified of the acceptance of its tender by the purchaser during the period of tender validity:
 - a) Fails or refuses to execute the Contract form if required; or
 - b) Fails or refuses to furnish the performance security, in accordance with the instruction to Tenderers; We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed b it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

..... (Signature of the Bank)

SECTION X: CONTRACT FORM

THIS AGREEMENT made theday of....., 20... Between (Name of purchaser) of (Country of Purchaser) (hereinafter called "the Purchaser") of the one part and (Name of Supplier) of (City and Country of Supplier) (hereinafter called "the Supplier") of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., (Brief Description of Goods and Services) and has accepted a tender by the Supplier for the supply of those goods and services in the sum of (Contract Price in Words and Figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

SECTION XI. PERFORMANCE SECURITY BANK GUARANTEE FORM

To: (Name of Purchaser)

WHEREAS (Name of Supplier)

hereinafter called "the Supplier" has undertaken , in pursuance of Contract No.....
dated,..... 20... to supply.....(Description of Goods and
Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you
with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance
with the Supplier's performance obligations in accordance with the Contract.

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

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

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

Date.....20....

Address:.....

.....

.....

SECTION XII

(please see 11.2 (b) of the Instructions to Tenders)

Proforma for Performance Statement for the last five years

(After fill, to be uploaded in the e-portal by the Tenderer along with other tender Documents for Technical Bid)

IFT No:No.EST(2)/CR:70/2014-15

Date: _____

Date of Opening.....

Time _____

Name & address of the service provider.....

Order placed by (Name & Address of the person to whom the service was provided)	Order No.& date	Year (Order executed from year 2009-10,2010-2011,2011-2012, 2012-13&2013 -14 only)	Description & Quality of Service supplied	Value of Order (Annual)	Is the service satisfactory? Attach a certificate from the officer in-charge

Note:1. *Separate sheet to be enclosed for each order executed, in proforma A given below, which has to be given under seal and signature of the competent authority of the service user. All such Proforma A Certificates shall be uploaded.*

Signature & Seal of Tenderer

Proforma A

This is to certify that -----service providers has satisfactorily provided security services to this organization during the year ----- against Order No:----- dated -----
----- for an amount of Rs.-----.

Signature
Seal and signature of competent authority

DECLARATION BY THE TENDERER:

1. I have read and understood the Tender Terms and conditions relevant to Tender Notification No: **No.EST(2)/CR:70/2014-15** dated _____ and I have submitted the technical bid in accordance with the Terms and conditions of the above referred notification and in accordance with the terms of the tender document.

2. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.

3. The financial bid is separately submitted against this tender.

Place:

Seal & Signature of the Tenderer

Date:

Check List for Submission of Tender providing 28 security personnel and 02 security supervisors through outsourcing for administrative training institute and state institute for urban development, mysuru for a period of one year and subject to extension for further period of 03 months

Sl. No.	Check list of Documents for Technical Evaluation	Details of Documents to be scanned & uploaded Yes/No
01	EMD @ Rs. 68,000/-	As per e-Portal
02	Valid Firm / Company Registration Certificate obtained under the Karnataka Labour Act (Labour Department)	
03	Valid Licence issued by the Office of the Additional Director General of Police	
04	Valid EPF Registration Certificate issued by the Department of EPF	
05	Valid ESI Registration Certificate issued by the Department ESI	
06	Valid Service Tax Registration issued by the Service Tax Department	
07	PAN Number	
08	The bidders must upload annual Turnover Statement of not less than the last 05 years,2009-2010,2010-2011,2011-2012,2012-13,2013-14,audited by Registered Chartered Accountant / Auditors	
09	Of which Annual Turnover should not be less than Rs.27,20,000/- in any of the two year, during the last five years,2009-2010,2010-2011,2011-2012,2012-13,2013-14,	
10	Please upload copies of ITR and authorized Balance Sheet & Profit & Loss A/c. and turnover details certified by chartered accountant for the last five years.Income Tax returns filed for the last five Assessment Years (from 2010-11 to 2014-15)	
11	Experience Certificate in providing security services to reputed service users in the last five years2009-2010,2010-2011,2011-2012,2012-13,2013-14,, to be filled and uploaded in Section XII	
12	Corresponding Proforma A for section XII	
13	Local Contact details	
All above documents are uploaded in the above sequence in Technical Bid.		

Certified that I have checked all the documents and fully complied with the instructions contained in the Tender Schedule

Signature of Tender

TENDERS

FOR

Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE Year and subject to extension for further period of 03 months.

FINANCIAL BID SECTION

(Through e-procurement Portal Only)

<https://www.eproc.karnataka.gov.in>

PRICE SCHEDULE
FINANCIAL BID

Providing 28 Security Personnel and 02 Security Supervisors through outsourcing for Administrative Training Institute and State Institute for Urban Development, Mysuru for a period of ONE Year and subject to extension for further period of 03 months.

No. : e-Proc Tender No: EST(2)/CR:70/2014-15 Dated: 28.11.2014

Sl. No	Designation of Employee	unit	No. of Posts	Est Qty., (For the period of 12 Months)	Basic Pay + VDA	Washing Allowance	Cost of uniform, Boots, Socks, Sweater/jacket, lathi, Cap, Battery and Torch etc.,	Employer PF @ 13.61% on Pay	Employer ESI @ 4.75% on Pay	Total Salary	Service Charges Quoted in Percentage (to be quoted by the Agency)	
											in Figures	in Words
1.	Security Supervisor	Per Month/ Supervisor	02	24	7434.66	250.00	175.00	1011.85	353.14	9224.65		
5.	Security	Per Month/ Security	28	336	6663.11	250.00	175.00	906.84	316.49	8311.44		

Service Tax @ 12.36% for Gross bill Amount will be paid by ATI.

services charges Quoted in percentages in words and figures _____

Note:

1. Tenderer will quote service charge in percentage.
2. Service charge with value of zero or negative will be summarily rejected
3. Service charge should not be inclusive of service tax
4. Service tax will be paid by the institute at the rate of 12.36%
5. The institute will bear additional cost due to changes in statutory payments like min wages, PF, ESI
6. If there is a discrepancy in words and figures quoted for service charge, the amount in words shall prevail

Signature of Tenderer _____
Name & Address _____