



ಕರ್ನಾಟಕ ವಿಕಾಸ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

ಕೆನರಾ ಬ್ಯಾಂಕ್ ಪ್ರವರ್ತಿತ ಸರ್ಕಾರಿ ಸ್ವಾಮ್ಯತ್ವದ ಶೇಡ್ಯೂಲ್ಡ್ ಬ್ಯಾಂಕ್

Karnataka Vikas Grameena Bank

A Scheduled Bank Owned by Government- Sponsored by Canara Bank

ಪ್ರಧಾನ ಕಛೇರಿ : ಧಾರವಾಡ

Head Office : Dharwad

PERSONNEL & HUMAN RESOURCES DEVELOPMENT DIVISION

E-mail: phrdd@kvgbank.com

Mob: 9480699079

Ref. No.1595/RFP/HKP-SG/PHRDD/2024

DATE: 16.11.2024

REQUEST FOR PROPOSAL (RFP) FOR PROVIDING THE MANPOWER FOR HOUSEKEEPING AND SECURITY GAURDS (UNARMED) SERVICES FOR BRANCHES / OFFICES OF KARNATAKA VIKAS GRAMEENA BANK.

Karnataka Vikas Grameena Bank, sponsored by Canara Bank, invites Tenders in two-bid system i.e. Technical Bid and Financial/Price Bid for deployment of manpower for **Housekeeping and Security Guards (Un-Armed) Services** to our Branches and Offices spread over 9 districts Viz. Dharwad, Belagavi, Vijayapura, Bagalkot, Gadag, Haveri, Udupi, Dakshina Kannada and Uttara Kannada from eligible established **Organizations/Agencies** having registered Branch/Offices in any of these districts. The present agreement will expire on 31.01.2025.

Presently, the requirement of manpower for Housekeeping and Security Guards (Un-Armed) Services are approximately about 500 and 5 respectively, which may vary according to the requirement.

Tender forms (prequalification Bid & Price Bid) can be collected against payment of ₹5000/- (exclusive of GST) non-refundable by way of DD drawn from Nationalized Bank only in favour of "KARNATAKA VIKAS GRAMEENA BANK" payable at Dharwad during working hours from **15.11.2024 to 05.12.2024** up to 05.00 p.m. The tenders are also available on Bank's website www.kvgbank.com. Tenderer downloading documents from website, must submit DD for document cost (₹5000/-) while submitting the tender in a separate envelope super scribing "tender cost" else tender will not be considered for opening. The last date of submission of tender shall be **05.12.2024 up to 5.00 p.m.**

The Bank reserves the right to reject any or all applications / cancel the tender process without assigning any reasons whatsoever during any stages. Please refer bank website regarding any corrigendum/addendum for the subject tender till completion of the process.

NOTICE INVITING TENDER**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR PROVIDING THE MANPOWER FOR HOUSEKEEPING AND SECURITY GAURDS (UN-ARMED) SERVICES FOR BRANCHES / OFFICES OF KARNATAKA VIKAS GRAMEENA BANK.**

1. Sealed tenders are invited from eligible established **Organizations/Agencies** having registered Branch/Office in any of these districts Viz. Dharwad, Belagavi, Vijayapura, Bagalkot, Gadag, Haveri, Udupi, Dakshina Kannada and Uttara Kannada for deployment of manpower for **Housekeeping and Security Guards (Un-Armed)** to our Branches and Offices spread over these districts.
2. The tenders shall be submitted in two envelopes. The envelope No.1 shall be marked as "Technical Bid" and shall contain Technical Bid of the tender, EMD in the form of Demand Draft/ Pay Order drawn from Nationalized Bank, INTEGRITY PACT Prequalification application and any other information pertaining to bidder. The envelope No. 2 shall be marked as "Financial Bid/Price Bid".
All the above 2 envelopes to be put in 3rd envelope super scribing "Tender for Providing the Manpower for Housekeeping and Security Guards (Un-Armed) Services for Branches / Offices of Karnataka Vikas Grameena Bank" before submitting.
Please note that if any technical bid envelope contains financial offer together, that bid will be rejected summarily.
3. Envelope No.1. (Technical Bid) Will be opened on the due date of opening. Envelope No. 2 (Financial/Price Bid) of the bidders will be opened at later date (to be intimated subsequently) and of those whose prequalification application meets with eligibility criteria of the advertisement and the requirement of Tender fees, EMD and the terms/ conditions submitted, acceptance of technical bid, etc.
The tenderer must use only the tender forms issued for the purpose to fill in the rates. Intimation of tender quoted by letter, telegram/ telex will not be acceptable. The tender must be dropped in a tender box kept at Personnel & Human Resources Development Division, Head Office, Karnataka Vikas Grameena Bank, PB Road, Dharwad.
4. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.
5. Tenderers are advised not to make any alteration/modification in the tender documents, Item of work or in any respect whatsoever. Violation of this requirement will make the Tender liable for rejection.
6. In case of postal delivery, the tenderer has to ensure that tender is reached before the due date and time and dropped in the tender box. The Bank will not be responsible for damage in the transit and delay of receipt of tender, if any or sent by a special messenger. Tender received late shall be rejected.
7. Every page of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General and Special Conditions of Contract, Specifications etc. as laid down. Any tender with any of the documents not so signed will be subjected to rejection.
8. No consideration will be given to a tender received after the time stipulated above and no extension will be allowed for submission of the tender.
9. The Karnataka Vikas Grameena Bank shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

10. This notice inviting tenders, the conditions of tender and the duly completed form of tender etc. will form part of the Agreement to be executed by the successful tenderer with the Bank.
11. Tender submitted without EMD from Nationalized Bank will be treated as incomplete and the same will be rejected out rightly. The EMD shall be strictly in the form of Pay Order / Demand Draft. No Cheques will be accepted on account of EMD. Tenders submitted with the cheque as EMD will be treated as incomplete and will be rejected.
12. The tender rate against each item of work/ price indicated in the schedule of quantities and rates/ prices should be indicated both in words and figures. In case of any discrepancy, the rates indicated in words would prevail.
13. The successful bidder will have to submit performance security deposit for a sum of 2% of the value of the accepted tender in the form of an Account Payee DD or Performance Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the bank in all respect. The Earnest Money shall be returned to successful bidder on submission of performance Bank Guarantee or retained in the case the successful tenderer desires to do so, as part of the performance security deposit for due fulfillment of the Contract. No interest shall be paid on this deposit.
14. Failure to enter into the Contract agreement within the stipulated time of 10 days from the date of acceptance of work order or withdrawal from bidding during bid validity period shall entail the forfeiture of the Earnest Money Deposit.
15. The Earnest money of unsuccessful tenderer will be released after issue of work order, without any interest.
16. Security money deposit of the successful contractor who fails to carry out the job after issue of work order by the bank shall be forfeited.
17. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
18. This tender notice shall form part of the contract documents.
19. Notwithstanding the above condition, bank shall have the right to reject any bid without assigning any reason thereof.
20. The Bidder requiring any clarifications on the bidding documents may obtain the same by submitting written queries through email on or before **25.11.2024** to the Bank.

Contact Person and address of the Bank:

Mr. Ashok S Sangati,
Chief Manager,
Karnataka Vikas Grameena Bank,
Personnel and Human Resources Development Division,
Vikas Bhavana, Head Office, Dharwad-580008.
Mobile No. 9480699151/9480699079
Email Id: phrdd@kvgbank.com

21. **Last date for submission of Tender: Technical and Financial bid shall be submitted at the Bank's Head Office before 05.00 pm on or before 05.12.2024.** At any time prior to the deadline for submission of bids, the Bank reserves the right to modify the bidding document.

A. Terms and Conditions

- i. The Security Guard Services shall be provided in **3** shifts of Eight hours each, as under:
 - a. Shift 1: from 06.00 a.m. to 02.00 p.m.
 - b. Shift 2: from 02.00 p.m. to 10.00 p.m.
 - c. Shift 3: from 10.00 p.m. to 06.00 a.m. (next day)
 - d. Weekly off shall be provided after every six working days
- ii. The duty time for Housekeeping Services will be from 10.00 a.m. to 5.00 p.m. Subject to the modification of the Duties as per the decision of the competent authority.
- iii. The Security Guards/Housekeeper should have completed Matriculation or equivalent qualification.
- iv. The Age of Security Guards and Housekeepers should be between 18 to 45 years.
- v. Security Guard (Unarmed) shall perform duty in proper uniform and should be in possession of photo – identity card provided to them by Private Security Agency.
- vi. The agency will not engage any sub-contractor or transfer the contract to any other person
- vii. The manpower engaged by the bidder shall not have any criminal record as verified from the police authorities. The bidder shall conduct necessary due diligence on such records from the police authorities to ensure the same before deployment.
- viii. If the services rendered by the agency are found to be unsatisfactory at any stage, the contract can be terminated by giving **one month's Notice** to the agency.
- ix. In the event of any dispute regarding the contract, the decision of the Chairman, Karnataka Vikas Grameena Bank, HO: Dharwad will be final and binding
- x. The agency's personnel shall not misbehave with any of the Bank's staff members/ customers and shall not enter into any unlawful activities in the premises
- xi. Bank staff/security guards will have the right to check/search or interrogate any of the agency's personnel while entering/working/leaving the premises.
- xii. The agency shall issue identity cards to their workers. The agency personnel while on duty carry identity card provided by the service provider. No person without this card shall be allowed any entry in to the Bank's premises.
- xiii. The worker to be deployed at a Branch preferably from service area and he/she should be well known of the operating area of the Branch. Experience if any shall be solicited. He/ She shall not have involved in any police case/criminal offence. He/ She shall be acceptable to the Branch Manager/Regional Manager/Chief Manager of the concerned Branch/RO/HO. The Bank reserves the right to accept/ reject the person deployed by the agency.
- xiv. **It is the obligation/responsibility of the agency to obtain attendance/duty certificates of its personnel in time and to claim bill basing on the actual number of days worked. The agency is responsible for any delay in submission of bills to the Bank due to non-receipt of duty certificates and the consequences thereon in the statutory remittances i.e. Penalty etc are to be paid by the agency only.**
- xv. The Bank shall notify to the Bidder about the wages to be paid in accordance with the Minimum Wages Act. The Bidder has to pay the wages on a monthly basis to the persons engaged for the Bank within the time prescribed under the relevant laws, at the rate informed by the Bank.
- xvi. The Bidder shall produce a certificate to the Bank, considering that they have made payment of the full wages to the persons engaged for the Bank on monthly basis.
- xvii. The Bidder shall strictly abide by all statutory requirements as per Minimum Wages Act, Employees' Provident Funds and Miscellaneous Provisions Act, Workmen's Compensation Act, The Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and all other relevant labour related and other related Acts in force from time to time. The Bidder hereby agrees and declares that it shall be their sole responsibility to comply with the provisions of all the applicable laws in force or as are or as made applicable in future, concerning or in relation to rendering of services by them as envisaged under this agreement or pertaining to or applicable to them, their

- business, their employees / agents / representatives / associates, etc.
- xviii. he Bidder undertakes to obtain any license, permit, consent, sanction etc., as shall be required or called for from/by local or any other authority for doing such work. The Bidder shall comply with all applicable laws, rules and regulations in force. The Bidder undertakes to obtain such permission/license as shall be required under the Contract Labour (Regulations and Abolition) Act, 1970. The Bidder undertakes to produce the license/permission etc. so obtained, to the Bank or furnish copies thereof, as and when required by the Bank. The Bidder also undertakes to keep and get renewed such license, permission etc. from time to time. The Bidder shall be responsible for any contravention of the local, municipal, central, state, any other laws, rules, regulations, etc.
- xix. The Bidder shall be solely liable and responsible for compliance of applicable Labour Laws in respect of its employees, agents and representatives and in particular laws relating to terminal benefits such as Pension, Gratuity, Provident Fund, Bonus or other benefits to which they may be entitled to and the Bank shall have no liability in this regard.
- xx. In the event of any failure or omission to do as above, the Bidder shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Bank and its employees, officers, staff, personnel, representatives, agents, etc., from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom and the Bank will give notice of any such claim or demand of liability within reasonable time to the Bidder.
- xxi. This indemnification is only a remedy for the Bank. The Bidder is not absolved from its responsibility of complying with the obligations as specified above.
- xxii. The Bidder hereby represents and warrants that it has full authority to enter into this Agreement and render the services as envisaged under this agreement and all necessary approvals, if any, have been obtained from the respective competent authority for entering into this Agreement with the Bank.
- xxiii. TDS income tax and GST (as per the extant Govt guidelines) on eligible amount in invoice cost will be deducted in every payment
- xxiv. There will be no increase in the administrative charges during the contract period. However, minimum wages may be increased as per GOI orders or at the discretion of the Bank
- xxv. The bidder has to ensure that minimum wages as per the rate informed by the Bank are being paid to the skilled and unskilled work force and has to produce the requisite challan/certificate of depositing the desired amount of deductions i.e. EPF/ESI etc. as per Labour act with appropriate authorities. Further, monthly payment will be released only after receipt of EPF&ESI counterfoil.
- xxvi. Minimum wages, EPF and ESI payment to the deployed personnel in our Bank shall be in accordance with extant guidelines of the Government.
- xxvii. Agency/Service Provider shall ensure that the wages of their workforce deployed at our Bank is credited to their respective bank account in our Bank only.
- xxviii. The Agency shall bear all the costs and expenses in respect of all charges, stamp duties etc. relating to the contract, documents etc. to be signed.
- xxix. Agencies shall ensure that full and timely payments are made to the Security Guards/Housekeepers deployed in the Karnataka Vikas Grameena Bank as per the provision of the Contract Labour (Regulation & Abolition) Act, 1970 and rules made there under.
- xxx. The payment/wages to manpower deployed to our Bank shall be made on monthly basis on completion of each calendar month based on the actual number of days worked / actual shift manned/operated by the Guards subject to production of bills/invoice /vouchers to the satisfaction of the Bank latest by 10th of the succeeding month. The Bank has to reimburse the amount along with the service charges and applicable taxes. The bidder should have TIN No. GST No etc as per Govt Guidelines.

- xxxi. The number of personnel and the locations where they are required will be decided solely by the Bank as per its own assessment so as to ensure effective Housekeeping arrangements. The rest and relief arrangements will be made at the discretion of the bidder, for which the Bank will not be liable to pay any wages or compensation. The bidder should agree to provide the required manpower immediately to the concerned location on receipt of written intimation by the Bank.

B. General Indemnity:

- a. The Bidder should agree and hereby keeps the Bank indemnified against all claims, actions, loss, damages, costs, expenses, charges, whatsoever including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in services rendered by the Bidder, or violation of any law or any acts of commission / omission on the part of its employees, agents or representatives pursuant to this agreement. The Bidder should agree to make good the loss suffered by the Bank on first demand made by the Bank in this regard which shall be final conclusive and binding on the Bidder.
- b. The Bank shall hold the Bidder responsible for any deficiency of service by the Bidder or the personnel deployed by the Bidder as manpower to the Bank and the Bank may recover the costs / charges / loss occurred to the Bank due to deficiency of service or any other reason.
- c. The Bidder further undertakes to promptly notify the Bank in writing any breach of obligation of the agreement by its employees or representatives including confidentiality obligation and in such an event, the Bank will, in addition to and without prejudice to any other available remedies be entitled to immediate equitable relief in a Court of competent jurisdiction to protect its interest including injunctive relief.
- d. The Bidder should directly and vicariously liable to indemnify the Bank in case of any misuse of data / information of the Bank by the Bidder or its employees / agents / representatives / associates, etc., deliberate or otherwise and this includes against intangible/ reputation losses.
- e. The liability of the Bidder under this clause will survive the termination of this agreement.
- f. In no event the Bank will be liable to the Bidder for any direct, indirect, special, punitive, consequential or incidental damages, or damages for the loss of use, profits or other intangibles or the cost of procurement of substitute services whether based on breach of contract, under statute, in equity, at law or otherwise, whether or not the Bidder has been advised of the possibility of such damage.

C. Confidentiality:

- a. The Bidder is aware that all information disclosed to the Bidder and /or its employees, by the Bank and all records, accounts, documents maintained by the Bidder are confidential in nature and having regard to the sensitive nature of the information and records, the Bidder specifically agrees to maintain secrecy and confidentiality of all the information and records, accounts in respect of the outsourced services, with utmost care.
- b. The Bidder shall ensure that appropriate and suitable undertaking / agreements are obtained and maintained from its employees, agents and representatives as the case may be, to ensure compliance with confidentiality obligations of the Bidder.
- c. The Bidder should agree to indemnify and hereby keeps the Bank indemnified

against all actions, claims, loss, damages, costs, charges, expenses (including Attorney / Advocate fees and legal expenses) which the Bank may suffer or incur on account of breach of confidentiality obligations by the Bidder or its employees, agents, representatives. The Bidder further agrees to make good the proven loss suffered by the Bank upon first demand by the Bank which shall be final, conclusive and binding on the Bidder.

- d. The bidder should agree that all the data and other information supplied to the Bidder during the course of engagement is proprietary information owned by the Bank and the Bidder shall not have any claim or right or ownership over such information.
- e. The Bidder specifically should agree that the confidentiality obligations of the Bidder in terms of this agreement shall survive termination of this agreement.
- f. The Bidder will submit to the Bank all and any Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA) entered in relation to implementation of the Project including the non-disclosure of data of the clients of the Bank and maintenance of the confidentiality.
- g. The Bidder agrees to implement appropriate measures designed to ensure the security of and confidentiality of confidential information against any anticipated threat or hazards to the security or integrity of such information and to protect against unauthorized access to or use of, confidential information that could result in substantial harm or inconvenience to any customer of the Bank or any of its subsidiaries, affiliates, or licenses. The Bidder further agrees to cause all the Bidder's employees, agents, representatives, subcontractors, or any other party to whom the Bidder may provide access to or disclose confidential information to implement appropriate measures designed to meet the objectives set forth in this Agreement and the Bidder shall provide the Bank with the copies and its test result information sufficient to assure the Bank that the Bidder has implemented information security measures consistent with this agreement.

The Bidder must comply with the secrecy provision pursuant to provision of Banking Regulation Act, 1949 and other applicable laws. The Bidder will follow professional ethics and conduct in performing their duties. The Bank has the right to terminate the services of the Bidder if it fails to comply with the conditions imposed.

D. Duties of Private Security Guard (Un-Armed) at Office/Branch:

- a) Security Guard shall perform duty for eight hours and shall report to the Site 15-30 minutes prior to duty/shift hours.
- b) On starting/ending of duty at the Office/Branch the Security Guard shall inform the Branch Manager/Authorised official about the satisfactory condition at starting/ending of his duty.
- c) Security Guard shall perform duty only in prescribed uniform provided to him by his employer i.e., PSA.
- d) Security Guard while performing duty at the office shall keep watch on persons visiting the office and guard against infiltration and against removal of Bank property by any unauthorized person and inform Authorized Officer of any suspicious movement/activity.
- e) In case anybody leaves behind any bag, suspicious item, etc., Security Guard, on duty, should immediately inform Branch Manager/ Official or Police.
- f) Security Guard should report any untoward incident to Branch Manager/Branch officials/Authorized bank official and PSA supervisors immediately.
- g) At Office location the Guard shall ensure that only desired electrical lights in the periphery and inside are kept on during night time and put off during day time.
- h) Ensure to keep the premises clean

E. Duties of Housekeeper at Offices/Branches:

- a) Cleaning the office premises, furnitures and keeping the office, computers, stationeries clean and tidy.
- b) Opening and closing of the office premises in the presence of branch staff.
- c) Arranging to store water for the use of office/staff.
- d) Removing ledgers from the cupboards / shelves and placing in under branch supervision.
- e) Movement of ledgers, books, files, forms and slips etc under branch supervision.
- f) Undertaking the whole process of sorting, arranging, numbering, tallying the total number of vouchers and stitching the vouchers under Branch Supervision.
- g) To buy stamps and to carry insured letters etc., to post office.
- h) Simple binding of books and registers.
- i) Photo copying.
- j) Filing letters and other papers in receipt files as per indications marked thereon under branch supervision.
- k) Bringing the stationery from other office / place / Assisting in issuing stationery / Packing / un-packing of stationeries.
- l) Stacking under guidance old records in orderly manner and assisting in giving them out when required.
- m) Bringing, packing, mailing /couriering of letters / postal materials.
- n) Local delivery of letters, notices and allied materials.
- o) Any other works to be entrusted by the Managers and other staff.
- p) In addition to the above, the bank reserves its right to modify/reallocate any such duties which shall be communicated by the agency to the Housekeepers.

F. APPLICATION FEE:

Agencies shall pay Non Refundable Application fee of **₹5,000/-** in the form of Demand Draft/Pay order in favour of Karnataka Vikas Grameena Bank, Dharwad.

G. BID SECURITY (EMD):

The agency shall furnish, as part of its bid, a bid security for an amount of **₹1,00,000/-** (Rupees One Lakh only) in **f/o Karnataka Vikas Grameena bank, Head Office, Dharwad** for participation in the form of Demand Draft payable at Dharwad. The Bid Security Demand Draft should be enclosed in original with the "Technical Bid". Demand Draft shall be drawn on or after 15.11.2024. Applicants registered as MSME/ NSIC / Udyog Aadhar/ SSI Scheme are exempted from depositing cost of BID document/ EMD provided they attach self-attested copy of the relevant certificate.

The successful Agency's Bid Security will be discharged and returned upon the Agency signing the contract & submitting the Performance Security. Unsuccessful Agency's Bid Security will be discharged or returned immediately.

The bid security may be forfeited:

- If any agency withdraws their bid during the period of bid validity; or
- In case of a successful Agency: If the agency fails to sign the Contract within the stipulated time

H. CONTRACT AGREEMENT & SECURITY DEPOSIT

Contract will be for a period of two years from 01.02.2025 to 31.01.2027 and it may be renewed for further period of two years on the same terms and conditions at the discretion of the Bank, subject to satisfactory services rendered by the Agency during the contract period. The contract will be reviewed every year during the period of the contract and if found unsatisfactory performance, the contract may be terminated.

- a. Within 7 days of receipt of the format of Contract Agreement, which will be sent along with the work order, the successful bidder shall execute the contract under the authorized signature and date and return it to the Bank. The Performa of the Contract Agreement will be provided along with the work order, which is to be signed on ₹500/- value Non-Judicial Stamp paper after receipt of work order.
- b. **After entering into agreement, the successful bidder should submit Bank Guarantee of ₹10,00,000/- (Rupees Ten lakhs only) in favour of Karnataka Vikas Grameena Bank, Dharwad from a commercial bank** Within 10 days of the receipt of work order from the Bank. The successful bidder shall submit the performance security/Bank guarantee in the form of cash deposit with the Bank or Bank Guarantee. Performance security shall be for the **contract period + 3 months** which may be in the form of Cash Deposit with the Bank or in the form of Bank Guarantee from a commercial Bank.
- c. Failure of the successful bidder to comply with the requirement of executing Contract Agreement and submitting security deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Bank may make the award to the next lowest evaluated agency or call for new bids.

I. SELECTION CRITERIA:

- a. A Committee will scrutinize the eligibility parameters mentioned in the tender document and those agencies which are qualified in Technical bid will be recommended for financial bid.
- b. If there is a tie in financial bid, preference will be given in the following order.
 - i. Agency registered under MSME.
 - ii. Having on hand similar contract with Regional Rural Bank.
 - iii. On hand large number of personnel employed in Banking sector
 - iv. Managing Director of the agency is an Exserviceman

J. DISCLAIMER:

The information is provided to prospective tenderer having Registered Branch/Office in State of Karnataka, who intend to participate in bidding process for supply of manpower for housekeeping and security gaurds (Un-armed) services to our Branches and Offices spread over 9 districts Viz. Dharwad, Belagavi, Vijayapura, Bagalkot, Gadag, Haveri, Udupi, Dakshina Kannada and Uttara Kannada, for which this tender has been issued, as per the terms and conditions set out in this tender and any other terms and conditions related to such information.

This tender is neither an agreement nor an offer and the purpose of this Tender/ Request for Proposal (RFP) is to provide the Bidder(s) with information to assist the formulation of their proposals. The RFP does not claim to contain all the information each Bidder may require. While Bank has taken due care in the preparation of the information contained herein, it does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries/analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advices/clarifications. They should not rely solely on the information contained in the blank tender documents / forms. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. The Bank is not responsible if no due diligence is performed by the Respondents.

The Bank, its employees and advisors make no representation or warranty and shall have no

liability to any person, including any applicant or Bidder under any law, statute, rule or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way for participation in this Bid stage.

Karnataka Vikas Grameena Bank reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline bids without assigning any reason thereof.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery, fees, expenses associated with any demonstrations or presentations which may be required by Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process

GENERAL MANAGER

Enclosures:

1. Annexure-I: Proforma-Technical Bid
2. Annexure- II: Financial Bid/Price Bid
3. Annexure-III: Letter of Authorization to Bid
4. Annexure-IV: Bid Form
5. Annexure-V: Bid Security Form
6. Annexure-VI: Form of Bank Guarantee in favor of Karnataka Vikas Grameena Bank

Annexure – I
PROFORMA -TECHNICAL BID

TECHNICAL SPECIFICATIONS: (Eligibility Parameters)

- The bidder should have been in the sector of providing manpower services and having annual turnover of not less than 7 Crores for the previous 3 financial years each.
- The bidder should have Registration under shops & establishment act and certificate from ESI Corporation.
- The bidder should have Certificate from EPF Organization under EPF & Misc Provision act 1952 (latest).
- The bidder should have registered with Govt. under contract Labour Act 1970.
- The bidder must have covered under all statutory obligations like ESI, EPF, Labour License, GST and PAN.
- The bidder must have Valid license for providing Security Services as per Private Security Agencies Regulation Act 2005 (PSARA 2005) applicable in Karnataka.
- The bidder must have valid license for providing Manpower for Housekeeping Services under Contract Labour (Regulation and Abolition) Act, 1970.
- The bidder must have license/permission pertaining to EPF and ESIC Registration number as per the Government rules to contribute to EPF and ESIC. Agencies should have audited balance sheets and profit and loss accounts for the past three years. Audited balance sheets certified by Chartered Accountants shall be produced.
- Societies are not eligible.

Sl. No.	Eligibility Parameters	Documentary proof to be submitted by the bidder wherever required
1	Name of the Bidder/Agency/Company with complete address with phone No	Email:
2	Constitution:	Proprietorship/partnership/Company (Registrations, deeds, bylaws to be submitted)
3	Year of Establishment of the Bidder	Registration Copy
4	Name and Address of the Contact Persons of the Bidder	Mobile No: E-mail:
5	License from Competent Authority for providing Security Guards (PSARA)	Copy of Valid License
6	Certificates of satisfactory performance from clients	Certificate from any two clients in which one must be from Bank.
7	Agency GST registration No. with date	Registration Copy
8	Income Tax PAN in the name of Bidder	Registration Copy
9	Agency ESI registration No. with date	Registration Copy
10	Agency EPF registration No. with date	Registration Copy

11	Registration No. of Shop under Commercial Act - Dept. of Labour	Registration Copy
12	Annual Turnover should be at least ₹7 crore per year in previous three years and should have minimum three years of experience.	Copies of audited financial statements for the previous three financial years (2021-22, 2022-23 and 2023-24)
13	Bidder should not be in the black list by any Central Govt./State Govt./any PSU in any of its previous contract.	Affidavit stating that the agency is/has not been block listed by any Central Govt./State Govt./any PSU in any of its previous contract.
14	Company profile	
15	Presently the bidder should have two on hand contracts (one must be with Bank) with minimum 300 manpower supply.	Work order copy/any other document showing the no. of manpower supply to client
16	License issued under Contract Labour Act (Regulation & Abolition) Act 1970.	Copy of Valid License
17	EMD for ₹1,00,000/-	Demand Draft Number: Date Issue: Issued Bank: Branch:

Note:

1. Self-attested copy of the above documents (Sl. No.1 to 17) should be attached. Bank reserve the right to reject the technical bid of any tender if not found to the satisfaction without any notice.
2. I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the bank, if it deems fit.

Signature of the authorized person with seal

Name:

Designation:

Annexure - II
FINANCIAL BID/ PRICE BID

To,
The Chairman,
Karnataka Vikas Grameena Bank,
Head Office, Dharwad.

Date:

SUB: MANPOWER FOR HOUSEKEEPING AND SECURITY GAURDS (UN-ARMED) SERVICES FOR BRANCHES / OFFICES OF KARNATAKA VIKAS GRAMEENA BANK.

RFP Ref. No. _____ dated _____

Sl. No.	Particulars	Rate exclusive of GST in ₹ (Area B/Area C)
1	Service Charges for providing Manpower for Housekeeping and Security Gaurds (Un-Armed) Services	₹ _____ (Rupees _____) per person per month.

The bids with NIL/ miniscule/ negligible/ nominal service charges for winning the contract will be rejected

- 1) In case there is any discrepancy between figures and words, that bid will be rejected.
- 2) The L-1, L-2 and L-3 offer will be evaluated on the basis of the above quoted value.
- 3) **Conditional Bids are liable to be rejected.**

**Signature Authorized Signatory
With Seal and Date**

Annexure-III
LETTER OF AUTHORISATION TO BID

The Chairman,
Karnataka Vikas Grameena Bank,
Head Office, Dharwad.

Sub: Letter of Authorization to bid for RFP floated by Karnataka Vikas Grameena Bank
for housekeeping, Security guards (unarmed) requirements.

We _____(Name and address of the Agency)
hereby authorize _____(Name and Address of Agents). as our
Authorized representative to submit a bid. and sign the contract on behalf of us for all the
requirements by the bank as called for vide the bank's RFP notification Ref.
No.1595/RFP/HKP-SG/PHRDD/2024 dated 15.11.2024.

1)

2)

Attestation of the specimen signature

Yours faithfully,

(NAME)

(Name of principal agency & seal on whose behalf the proposal is
submitted)

Note: This letter of authority should be on the letterhead of the Principal
Agency/Agency/Organization on whose behalf the proposal is submitted and should be
signed by a person competent and having the power of attorney to bind the principal. It
should be included by the Agency in its bid.

ANNEXURE IV**BID FORM**

To,

The Chairman,
Karnataka Vikas Grameena Bank,
Head Office, Dharwad.

Sir,

Having examined the Request for Proposal **Ref: 1595/RFP/HKP-SG/PHRDD/2024 Dated 15.11.2024**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the personnel for Housekeeping, Security (unarmed) of your Branches/ Offices in conformity with the said RFP for the sum mentioned in the Financial Bid or such other sums as may be ascertained in accordance with the Schedule of Prices attached and made part of this Bid.

We undertake, if our Bid is accepted, to provide personnel/Labour in accordance with the Schedule specified.

If our bid is accepted, we will obtain the Bank Guarantee from a commercial Bank for a sum of **₹10,00,000/- (Rupees Ten lakhs only)** for the due performance of the Contract, in the form prescribed by the Bank (Annexure-VI).

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

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

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

Dated this..... Day of.....2024

(Signature)

(In the capacity of duly authorized to sign bid for & on
behalf of (Name & Address of the Agency

Annexure-V
BID SECURITY FORM

Whereas _____ called ("the Agency") has submitted its Bid dated _____ 2024 for the supply of manpower for Housekeeping, Security service (hereinafter called "the Bid")

Know all people by these presents that We _____ having our Registered Office at _____ (hereinafter called "the Agency") are bound to Karnataka Vikas Grameena Bank, Head Office, Dharwad (hereinafter called "the Principal employer") for the sum of **₹1,00,000/-** (Rupees One Lakh Only) for which payment well and truly to be made by the said agency, the Agency binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Agency this _____
Day of _____ 2024

The conditions of this obligation are:

- 1 If the Agency withdraws its Bid during the period of bid validity specified by the Bank; or
- 2 If the Agency, having been notified of the acceptance of its Bid by the Principal employer during the period of Bid validity. Fails or refuses to execute the Contract Form if required; or
- 3 Fails or refuses to furnish the Performance Security, in accordance with the terms of the Bid.

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

(Signature of the authorized person from the bidder and Seal)

Annexure-VI**Form of Bank Guarantee in favor of Karnataka Vikas Grameena Bank**

To
The Chairman,
Karnataka Vikas Grameena Bank
Head Office, Dharwad.

WHEREAS..... (Hereinafter called "the Contractor) having its office at has undertaken pursuance of the Contract to provide outsourcing personnel for Housekeeping, Security Guards (unarmed).

We..... (Hereinafter referred to as "the Bank"), at the request of..... (Contractor(s)), do hereby undertake to pay to Karnataka Vikas Grameena Bank an amount not exceeding ₹10,00,000/- (Rupees Ten Lakh only) against any loss or damage caused to or suffered or would be caused to or suffered by the Karnataka Vikas Grameena Bank by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement.

We, the Bank do hereby undertake to pay amounts due and payable under this guarantee without any demur, merely on a demand from the Karnataka Vikas Grameena Bank, at any time during the period of guarantee, stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Karnataka Vikas Grameena Bank by reason of any breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Karnataka Vikas Grameena Bank under or by virtue of the said agreement have been fully paid and its claims satisfied or discharges or till Karnataka Vikas Grameena Bank, Head Office, Dharwad, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

We, the Bank lastly undertake not to revoke this guarantee during its currency, except with the previous consent of the Karnataka Vikas Grameena Bank in writing.

Notwithstanding anything contained herein:

This Bank Guarantee shall be valid up to theday of.....2024

Signature of the authorized person from the agency