



BRUHAT BENGALURU MAHANAGARA PALIKE

No:BBMP/ EE /BH/ 04 /2019-20

Office of the Executive Engineer
Bommanahalli Division
Begur road, Bommanahalli
Bangalore – 560 068
Dated : 17.05.2019

LETTER OF INVITATION **SHORT TERM TENDER NOTIFICATION** **(Single cover system)** **(Through GOK e-Procurement Portal Only)**

1. The Executive Engineer (Bommanahalli Division), BBMP, Bangalore invites Proposals on behalf of the Commissioner BBMP, Bangalore from Competent and experienced Agencies in the relevant field as vendors for secretarial staff and security Arrangements.
2. The Tenderers may submit proposal for services mentioned in the table through e procurement portal of the Government of Karnataka (viz <https://eproc.karnataka.gov.in>). The Tenderers are advised to note the minimum qualification criteria specified in document to qualify for award of the contract as per standard bidding document uploaded in e-procurement portal.
3. Tender documents may be downloaded from the e-procurement portal of the Government of Karnataka from **20.05.2019**.
4. Tenders must be accompanied by Earnest Money Deposit specified for the works in the table below. Earnest money deposit will have to be in any one of the forms as specified in the Tender document and as per circular PWD : IS : ITC 2008/2009 Dated : 02.12.2010 (Minimum of Rs 10,000 through e payment under of the following i.e. online /RTGS/NEET/OTC and Balance to be valid for 90 days beyond the validity of the tender.
5. Other details can be seen in the tender documents.

TABLE

SI No.	Name of the work	EMD in Rs.	Period Completion (Months)
1	Engaging secretarial staff (4 Nos) and security (8 Nos) Arrangements for Bommanahalli Zonal office Bommanahalli Zone for a period of 12 months	300000.00	12 months

Calendar of events:

- **Last Date for uploading the Filled Tender Document is 30.05.2019 upto 4.00 p.m.**
- **Date of Technical bid opening of Tenders is on 01.06.2019 at 11.00 AM**


TERMS & CONDITIONS:

1. The total requirement of secretarial staff is 4 persons and Security staff is 8 persons.
2. The staff engaged by the successful tenderer are required to work in day shift / night shift as instructed by the officer in charge.
3. The minimum wages as per the Labour Department applicable for 2019-20 shall be paid to secretarial staff and security staff.
4. The intending tenderer should quote the amount per month inclusive of applicable GST for providing required secretarial staff and security staff.

5. The successful tenderer will be awarded initially for a period of 12 months and after the expiry of first 12 months, the period may be extended depending on the mutual consent of both Department and Service Provider.
6. The tenderer is required to pay the above mentioned minimum wages as prescribed by the Labour Department to both secretarial staff as well as Security Staff without fail.
7. Any reputed Agency registered with Labour Department are eligible to apply.
8. The bidder should have carried out similar services relating to Secretarial staff and security staff preferably Govt / Public Sector undertaking in the last 3 years with annual turnover of Rs. 60.00 Lakhs from similar services.
9. Certificate of satisfactory performance for the same has to be furnished.
10. The bidder should own sufficient data bank of candidates so that continuity of service is maintained and supplied to BBMP
11. The agency should be registered with I.T, E.S.I, P.F, Labour Department and other statutory authority of Government of Karnataka
12. Agency should submit their company profile with previous year audit report.
13. All taxes as applicable time to time will be deducted in payment bills.
14. Tender documents may be downloaded from Government of Karnataka e-Procurement website <https://eproc.karnataka.gov.in> under login for Contractors. Aspiring Bidders/Contractors who have not registered in e-procurement should register before participating through the website <https://eproc.karnataka.gov.in>.
15. For details, registration and e-payment visit GOK e-Procurement website <https://eproc.karnataka.gov.in> or contact e-Procurement Helpdesk.
16. The Successful tenderer will have to execute an agreement with BBMP within seven days of receipt of intimation, failing which his tender will be rejected.
17. The Tender will remain valid for 180 Days from the Date of Opening of Tender.
18. The Service should be commenced with all earnestness within seven days from the date of Service order, failing which it would be presumed that he is not interested in the Service and action will be taken to get the Service executed through alternate agency at the risk and cost of the former tenderer.
19. The Bruhat Bangalore Mahanagara Palike reserves the right to accept/reject any or the entire tender's without assigning any reasons.
20. Any other details regarding the Services & other information's can be obtained from the above office during office hours.
21. Corrigendum/ modification/corrections, if any, will be published in the website only. For any clarification on e- Procurement on HP HELPDESK Ph Nos 080-22371090, 080-22340060, 080-22340948.

Sd/-
Executive Engineer
Bommanahalli, BBMP
Bangalore-68.

1. Copy Submitted to the Commissioner for kind information.
2. Copy Submitted to the Special Commissioner (Project) / Additional Commissioner (Finance) for kind information.
3. Copy Submitted to the Joint Secretary UD and Tender Bulletin Officer for kind information and requested to publish in the State Tender Bulletin.
4. Copy Submitted to the Deputy Commissioner, Bangalore Urban district, Tender Bulletin Officer for kind information and request to publish in the Tender Bulletin.
5. Copy submitted to the Engineer – in – Chief for kind information.
6. Copy submitted to the Chief Engineer (Project) / (West) / (East) / (South) / (MR) for kind information.
7. Copy to all the Executive Engineers with a request to display the same in Notice Boards.
8. Copy to C.A.O. for kind information.
9. Copy to AO (Projects) / Cashier for information to verify the Contractors' Pass Book and necessary entries have to be made while giving permission for downloading the Blank Tender Forms.
10. Copy to Public Relation Officer, BBMP for information and to publish in two leading National Newspapers in Kannada and English.
11. Copy to Additional I.T. Advisor, BBMP to publish in the BBMP Website.
12. Office Copy.


Executive Engineer
Bommanahalli Division
Bruhat Bangalore Mahanagara Palike