



**KALAKSHETRA FOUNDATION**

An autonomous Body under  
Ministry of Culture  
Government of India  
Thiruvanmiyur, Chennai-6000041

PH- (044) 2452 4057, 2452 0836 FAX- (044) 24524359

**TENDER NO- 001/ADMIN/2017-2018, Dt-03.07.17**

**NOTICE INVITING TENDERS FOR OUTSOURCING OF HUMAN RESOURCE  
SERVICES ON CONTRACT BASIS**

Director, Kalakshetra Foundation invites sealed Tender in Two Bid System from experienced and reputed human resource agencies for the following work:

“Supply of Highly skilled, skilled and unskilled employees to Kalakshetra Foundation on outsourcing basis”

**Tender Form:** The tender document can be downloaded from Kalakshetra Foundation Website [www.kalakshetra.in](http://www.kalakshetra.in) from 10.07.2017 at 10.30 hours to 01.08.2017 at 17.00 Hours. Tender documents are in 2 (two) parts viz., Part I (Technical Bid) and Part II (Price Bid).

**Visit of the Campus:** Tenderers are advised to visit the Kalakshetra Foundation premises and ascertain the nature and quantum of work before tendering.

**Last date for receipt:** The tenders are to be submitted in sealed envelopes superscribing the name of the work clearly so as to reach on or before 13.00 hours on 02.08.2017

**Opening of Part I of the bid:** Only Part I (Technical Bid) will be opened on 02.08.2017 at 14.30 hours in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and stand summarily rejected.

Details EMD, submission of tender, etc. are indicated elaborately in the tender document.

**Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in this notification will be opened.

In case any information or document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

**Evaluation of tender:** Evaluation will be done on the sole criterion for selection of L-1 bidder out of the financial bids/ proposal will be the service charges of the bidder as quoted in Annexure-B "Price Bid". In case two or more tenders are equal on service charges, work will be awarded to the contractor who has executed contracts of higher values and more experienced based on the certificates of experience submitted along with tender papers.

The prime evaluation criterion is based on the service charge quoted by the vendor. Whoever is quoting less service charge will be selected, subject to the company meeting all other statutory requirement.

However, if two or more companies have quoted the same service charge the evaluation criterion will be as follows:

- (i) Turnover of the company in 2015-16: 1 mark per ten crore of turnover.
- (ii) No.of employees they have outsourced as on 31<sup>st</sup> March 2017: 1 mark per 100 employees.
- (iii) No.of years of experience in the field: 1 mark per year.
- (iv) Office at Chennai: 1 mark

The Director, Kalakshetra Foundation reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not bind himself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website [www.kalakshetra.in](http://www.kalakshetra.in)

Director



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**TENDER NO- 001/ADMIN/2017-2018 Dt-03.07.2017**

**Name of work: "Supply of Highly skilled, skilled and unskilled employees to Kalakshetra Foundation on outsourcing basis"**

**Download of tender document:** 10-07-2017 10.30 hours to 01-08-2017 17.00 Hours.

**Last date for receipt of tender:** 02-08-2017 by 13.00hrs

**Opening of Part -I of the tenders:** 02-08-2017 by 14.30 hours

**INSTRUCTION TO TENDERERS**

1. **Submission of tender:** Tender should be submitted in two parts.
2. **Part I** should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained human resources to be provided for each work etc.
3. **Part II** should contain only the price.
4. **Earnest Money Deposit (EMD):** EMD of Rs.5,00,000-00(Rupees five lakh only) is a must and should be submitted along with the tender/bid. The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque or Bank Guarantee from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai. In case of entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned on receipt of Performance Security. EMD submitted by other bidders will be returned within 30 days after the award of contract.

5. **Tenders received without valid EMD will be automatically rejected.**

EMD should be kept in a separate sealed cover super-scribed as “EMD – for human resources supply”.

6. **Envelopes:** Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super scribed as “Tender for ‘Supply of skilled and unskilled human resources to KALAKSHETRA FOUNDATION’ Part I (Technical)” and the cover for Part II should be super-scribed as “Tender for ‘Supply of skilled and unskilled human resources to KALAKSHETRA FOUNDATION’ Part II (Price)”.

7. EMD should be in separate sealed covers as mentioned above. All the three covers should be kept in a big single sealed cover super-scribed as ‘Tender for human resources supply’. Failure to comply with this instruction renders the tender/bid automatically disqualified.

8. **Performance Security:** For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit Rs.10,00,000-00 (Rupees ten lakhs only) as Performance Security which will be free of interest, immediately on commencement of the contract. This security deposit is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker’s cheque or Bank Guarantee from any of the Nationalized Banks or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the Performance Security will be refunded within 60 days after adjusting dues if any to the KALAKSHETRA FOUNDATION from the Contractor.

9. Tenderer should read the ‘General Terms and Conditions’ of the KALAKSHETRA FOUNDATION annexed hereto and give their acceptance. The tenderer is advised to visit the KALAKSHETRA FOUNDATION on any working day between 10.00 hours and 17.00 hours to assess the nature and quantum of work before tendering.

10. The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with full signature shall invalidate the tender. The

tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

11. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
12. Failure to fulfil any of the conditions laid down renders the tender invalid.

### **PART - I (TECHNICAL DETAILS)-**

Technical Details should be provided in the prescribed format i.e. Annexure “A” which should inter-alia contain the following:

- (a) The tenderer should be a registered contractor having a valid license under ‘The Contract Labour (Regulation and Abolition) Act’ and should furnish the proof of relevant experience i.e. providing human resources in Government, Public Sector Undertaking, Autonomous Bodies and educational institutions.
- (b) The Annual Turnover of the firm should not be less than Rs.10 crore per annum during the last three financial years (copy of the audited reports should be enclosed)
- (c) Experience: The tenderer should have experience of having executed/completed similar works during the last 7 years in Government, Public Sector Undertaking, Autonomous Bodies and big educational institutions. Experience in other institutions will not be considered.

Note: “Similar work” means supply of highly skilled, skilled, semi-skilled and unskilled human resources for carrying out various jobs viz. electrical, plumbing, carpentry, shifting of furniture, guesthouse maintenance, gardening, digging, laying, masonry work, providing assistance in various offices, laboratories, classrooms, theatres, hostels etc.

- (d) The tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.

Note: Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.

(e) GST/Service Tax.No, PAN and License/Regn. number details of the firm have to be indicated along with a certified copy.

(f) An affidavit, in original, duly certified by a Notary that the firm or none of Partners of the firm or sole proprietor or Company as the case may be, has never been blacklisted and the name of the firm or company has not been changed.

(g) An affidavit, in original, duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been convicted by any Hon'ble Court.

(h) The entire tender document should be duly signed & sealed by the tenderer.

(i) The tenderer shall submit the information sought in the format enclosed as Annexure "A" as part of Technical bid along with the General Terms & conditions (duly signed). The Tenderer must have EPF/ESIC Registration number as per the rules to contribute to EPF/ESIC

(j) The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.

(k) The workers must be provided with uniform (and where required shoes and other materials for safety etc.) by the contractor from out of his service charges. The tenderer should guarantee that the workers provided by him maintain personal hygiene and behave politely and amenable to discipline.

(l) If in the opinion of the KALAKSHETRA FOUNDATION, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

(m) All the copies of mandatory documents, except affidavits mentioned in f) and g) above, submitted by the tenderer should be attested by the contractor. The affidavits mentioned in f) and f) above should be attested by a Notary Public. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.

## **PART - II (PRICE-BID)**

(a) Price bid should be in the format enclosed with tender at Annexure "B". Conditional offer will render the tender/bid automatically invalid.

(b) The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

(c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

(d) Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

**Annexure "A"**

**PART A – TECHNICAL BID**

**1. General Particulars of the human resource service Agency:**

a) Name of Firm/Tenderer/Company (in block letters) :

b) Full Address :

c) Phone / Fax :

d) Email :

e) Contact Person :

(i) Name :

(ii) Mobile No. Official Email ID :

f) Registered office with :  
Reg. No: (Address with URL)

g) List of major cities where agency :  
has offices in India

h) No.of employees outsourced by :  
The company as on 31.3.2017  
(Proof to be furnished)

i) Number of years in the field  
(Proof to be furnished)

j) Firm headed by :  
(i) Name :

(ii) Designation :



(iii) Phone No.

(iv) Fax No. :

(v) Official Email ID :

k) An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black-listed or changed the name of the firm (in original).

l) An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original)

m) Details of Experience: Should be furnished in the following format-

Name of the Client and full address	Telephone and FAX number of the client	Tenure of contract	Value of contract

**Important: Only certificates issued by the clients in letter head with date of issue and containing requisite details will be considered. Copies of - work orders, extension letters, bills, and the like will not be considered.**

2. Details of statutory compliance (enclose copy of certificates):

a) License / Regn. No. (issued by appropriate authority):

b) Regn. No (under Shops and Establishment Act.) :

c) EPF Reg. No. :

d) ESIC Regn. No. :

e) Service Tax Reg. No :

3. Details of Financial Status:

a) PAN / TAN No. (enclose copy) :

b) Annual turnover for last 3 years viz. 2013-14, 2014-15 & 2015-16. Proof of IT Return and Audited statement of accounts to be attached. :

(Turn over should be above 10 crores per annum)

c) Banker's details (Name, Branch, Account No., etc..) :

Date: (Authorized signature with seal)

Name:

Designation:

C. Documents to be submitted by the successful Tenderer before award of work:

(i)	Proof of Financial Capacity from his bankers/Chartered Accountant
(ii)	Audited balance sheet and Profit/Loss A/c for 2013-14, 2014-15 & 2015-16

Date:

Signature of Tenderer, Seal & address



## GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

### **A. GENERAL INSTRUCTIONS:**

1. The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. The contract will be for a period of one year only.
3. In case the Contractor fails in fulfilling the obligations fully and in time, the KALAKSHETRA FOUNDATION shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor from including Security Deposit. The Foundation shall have right to recover compensation commensurate with the fault and amount towards damages if any, shall be recovered from the bill. The decision of the Foundation on the extent of loss shall be binding and final on the Contractor.
4. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the KALAKSHETRA FOUNDATION from any claims in this regard.
5. The Contractor would be required to send resumes of the candidates having relevant experience and qualification within 15 days (or earlier as the case may be) of sending the requisition.
6. The Contractor will facilitate interview of the short listed candidates on a date to be fixed by the Foundation in consultation with the Agency.
7. Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirement, the Foundation will select the candidates and the Contractor will facilitate deputation of such selected candidates to the Foundation within maximum period of 30 days.

8. Alternatively, the Foundation will identify suitable candidates for the required job and request the Contractor for inclusion in their roll.
9. The Contractor will be required to post skilled human resources as may be needed to supervise and guide the workers skilled as well as unskilled for proper execution of the work as per directions of the Officer-in-charge nominated by Director of the Foundation to administer the contract.
10. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
11. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on the KALAKSHETRA FOUNDATION. The decision of the Director of the Foundation in this regard shall be final.
12. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Foundation for the inferior works as determined by the KALAKSHETRA FOUNDATION and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Foundation and/or from any Security Deposit.
13. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by such persons. The Contractor shall indemnify the KALAKSHETRA FOUNDATION from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify KALAKSHETRA FOUNDATION against all claims in this regard. In the event of any claim being made by any such, person on the Foundation, the Foundation shall be entitled to withhold the payments due to the Contractor, to the extent of such claim made by the person(s).

14. The contractor shall be responsible for cleaning as well as security of the fixtures handed over at the time of commencement of the contract. In case of items/fixtures that are stolen/broken/missing due to the fault of the contractor's personnel then at the Foundations' option, either the costs to replace such fixtures shall be recovered from the Contractor or the contractor shall be required to replace these fixtures of the same quality and under approval from nodal officer appointed by the Director of the Kalakshetra Foundation.

15. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- (i) Employment of Children Act
- (ii) Workmen compensation Act
- (iii) Contract Labour (Regulation & Abolition) Act 1970
- (iv) Minimum Wages Act
- (v) Employee Provident Fund Act
- (vi) ESI Act
- (vii) Any other act or legislation as may be applicable and in force from time to time relating to any person engaged under this contract or the services being rendered hereunder.

16. Any liability arising on the KALAKSHETRA FOUNDATION shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the persons engaged by the contractor on KALAKSHETRA FOUNDATION.

17. The KALAKSHETRA FOUNDATION through its officers, reserves the right to alter the nature of services/ works by adding to or omitting any items of work or of having portions of the same carried out in the Foundation by others and such alterations and variations shall not violate this contract.

18. The Contractor is required to post his authorized representative at the Foundation who shall receive the instructions from the Officer (to be nominated

by the Director of the Foundation) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this contract.

19. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the KALAKSHETRA FOUNDATION totally at the cost & risk of contractor besides recovering any compensation or fine /penalty.

20. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the KALAKSHETRA FOUNDATION or its Staff Members/Students/Visitors by the contractor or his personnel.

21. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the personnel concerned when instructed by KALAKSHETRA FOUNDATION. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The KALAKSHETRA FOUNDATION will not have any responsibility with regard to staff on the role of the contractor what so ever.

22. The KALAKSHETRA FOUNDATION reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of three months, if contractor wishes to terminate the contract.

23. KALAKSHETRA FOUNDATION shall have the right to engage any other contractor for any work considered necessary by floating a separate tender during the subsistence of the contract.

24. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, KALAKSHETRA FOUNDATION or any other officer nominated by the Director, KALAKSHETRA FOUNDATION for arbitration whose decision shall be final and binding on the parties. The proceedings before the

Arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Chennai

25. The courts of Chennai will have exclusive jurisdiction for any issue/ dispute arising out of or in connection with the contract including relating to the arbitration proceedings.

26. The services of employees of Contractor should be made available on all days on six-day week basis irrespective of holidays and on Sundays, if required.

27. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Foundation along with photo and thumb impression should be handed over to the designated officer of KALAKSHETRA FOUNDATION. Any changes should be informed immediately.

28. The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

29. The contractor should not be employee of KALAKSHETRA FOUNDATION, Central or State Government, Autonomous Body, or PSU.

30. The contractor or his/her close relative and his staff will make their own residential arrangement outside the premises of the KALAKSHETRA FOUNDATION. No one will be granted permission to stay in the KALAKSHETRA FOUNDATION premises during night or during non-functional hours except as part of their duties.

31. The Contractor's Supervisor will maintain Daily Attendance Registers to keep record of personnel on duty.

32. The Contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Contractor shall make alternate



arrangement immediately (Maximum two hours) otherwise a penalty i.e. wages at double the rates would be deducted per day per person of absence.

33. That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and service tax levied by the appropriate Govt. (Central/State) from time to time shall be payable by the KALAKSHETRA FOUNDATION to the contractor. No escalation of percentage of Contractor's Service Charges and/or cost of materials shall be admissible during the term of the contract.

34. The bidder shall bear all costs associated with the preparation and submission of the bid. Kalakshetra Foundation in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

35. The prospective bidders are required to keep a watch on Kalakshetra website for any amendment to the tender document or to clarify to the queries raised by the bidders till 05 (five) days prior to the opening of the tender. Kalakshetra reserves the right to reject the bids if the bids are submitted without taking into account these amendments/clarifications. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, Kalakshetra, at its discretion, may extend the deadline for the submission of bids.

**B. MODIFICATION OF TERMS AND CONDITIONS:** The KALAKSHETRA FOUNDATION with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

**C. PAYMENT OF WAGES:** The contractor shall pay his workers' wages not less than the minimum wages fixed by the Central Govt. or State Govt. and all other statutory dues like EPF, ESI, bonus, etc., throughout the tenure of contract. Proof of the same should be enclosed along with the monthly bill.

**D.** In the event of local problems arising while discharging the functions KALAKSHETRA FOUNDATION the contractor will deal with them appropriately



and he/she will not bring KALAKSHETRA FOUNDATION on the scene for such matters.

**E. The contractor shall provide:**

1. Uniforms: Two sets of uniforms (Pant & Shirt for males and Sari, blouse & petty coat for females) and one pair of footwear to each employee as approved by the KALAKSHETRA FOUNDATION, while on duty from out of his service charges. Sufficient number of uniforms would have to be provided so that the employee is always in neat and tidy uniform. It will be strictly monitored and fine may be imposed and deducted from the service charges of the contractor if the worker is found without uniform.
2. Identity Cards: The contractor will issue identity cards to his workers/supervisors after getting them verified by the KALAKSHETRA FOUNDATION. Any worker found without identity card will not be permitted to enter the premises. The contractor will post a supervisor at a specific point to receive & manage complaints & instructions.

**F. REPORT:**

1. The contractor or his representative shall daily report to the Administration Section, KALAKSHETRA FOUNDATION to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. The contractor shall preserve the said book and produce the same as and when required.
2. The contractor or his representative should approach the Administration Section, if any instruction /help is needed or has any difficulties.
3. The contractor or his representative should all the time be available at The Foundation during the course of his work.
4. Sufficient number of staff shall be posted by the contractor to attend the works and shifting of materials / instruments from one place to other, loading and unloading of materials / instruments from truck with in KALAKSHETRA

FOUNDATION as and when required in the exigencies of work without any additional payment.

5. Working timings are from 9-00 am to 5-30 pm, with half an hour lunch recess from 1.00 pm to 1.30 p.m. and wherever required staggered duty/shift duty/night duty for 8 hours shift will be adopted.

**G. SCOPE OF WORK:**

1. In brief the job function is to supply qualified and suitable human resources for day to day work in KALAKSHETRA FOUNDATION. The persons to be provided should be acceptable and meet the requirements of concerned Departments. Only such persons as are approved by concerned Departments will be provided. The number of employees may be increased or reduced during the tenure of the contract and accordingly the payment will be varied proportionately.

2. The contractor’s workers will be present in the premises and carry out duty for entire eight hours of a shift excluding lunch recess, in shifts / staggered duties as assigned by The Foundation.

3. The workers should maintain highest discipline and behave politely with the faculty, staff, students and guests. They should not argue with anyone.

4. The scope of work shall cover daily operation and all routine / specialized work in various units/departments of Kalakshetra as directed from time to time by the concerned supervisory officials.

**H. EMPLOYEES TO BE PROVIDED:**

SL. NO	CATE GORY	NATURE OF JOB	QUALIFICATIONS IF ANY	POSTS
1.	Highly Skilled	Office Staff	Good noting and drafting skills in English.  Minimum 10 years’ working experience in Govt. sector.	1

2.	Highly Skilled	Sound arrangement	10 years' of experience in operating modernized audio/video systems, stage arrangements preferably in auditoriums, reality shows etc.	1
3.	Highly Skilled	(Weaving/ carpentry/ textile dyeing)	At least 10 years' working experience in setting up of handlooms, natural dyes and related works	1
4.	Highly Skilled	Handling of college/school Hostel office	Graduate. Able to handle Hostel office. Should be fluent in English and speaking knowledge of Hindi. Should be able stay at female hostel round the clock. Food and accommodation are free	2
5.	Skilled	Handling of dance costumes	Diploma in Dance from Kalakshetra and having good knowledge of dance costumes.	1
6.	Skilled	Looking after female school & college students	Graduate. Able to handle female school & college students and ensure their safety and wellbeing. Should be fluent in English / any other South Indian language. Should be able stay at female hostel round the clock. <b>Food and accommodation free.</b>	2
7.	Skilled	Multi-tasking Staff (Electrical/	General works related to estate land	20

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		plumbing/ civil/gardening/ digging/ cleaning/ masonry)		
8.	Skilled	Cooking	Cooking experience of 10 years of vegetarian food in big establishments	2
9.	Skilled	MTS – Office side	Xerox machine operation, telephone attending, file moving, diary and dispatch, bank duties and other outdoor duties etc.	4
10.	Skilled	MTS (Driver cum mechanic)	Driving experience – 10 years, with valid badge for auto rickshaw	1
11.	Skilled	Office Staff	Higher Secondary. English stenography well versed in MS Office. Good communication skills in English	1
12.	Skilled	Music Instrument Repairs/Mechanic	Matriculate Five years' experience in carrying out repairs to musical instruments like Mridangam, Violin, Veena etc. and able to tune instruments correctly.	1
13.	Skilled	Typing and clerical	Higher Secondary English typing, billing and handling of visitors. At least five years' experience in Govt. sector.	1

			<b>(PWDs may also be considered)</b>	
14.	Un skilled	Ayah and Housemaids/ Kitchenmaids	For housekeeping viz. cleaning/ washing of vessels/ sweeping	20
			Total	58

Note: The employees provided should not be less than 18 years of age and not be more than 60 years of age.

**I. SUPERVISION-**

1. The Supervisor employed by the Contractor shall be responsible to coordinate, daily attendance, grant of weekly off, discipline, manage work, interaction with office-in-charge for the day-to-day work.
2. The service of the workers may be required on all days in a month irrespective of holidays and they should be prepared to work on shifts as may be required. The Contractor has to ensure proper attendance and proper weekly off of the personnel deployed and should produce Character and antecedent's verification reports of the persons engaged by the Contractor and the same shall be submitted to KALAKSHETRA FOUNDATION for verification. The weekly holidays of the persons will be staggered in such a manner that adequate personnel are available throughout the week.
3. The workers deployed by the Contractors shall maintain personal hygiene and wear prescribed uniform while on duty.
4. The persons deployed by the contractor should be reliable, trust worthy, alert and efficient.
5. The contractor's personnel should be well disciplined, polite with good behavior. In case of any complaint or any unusual behavior of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Foundation.

6. The contract personnel shall undergo medical examination at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for as and when required by the Foundation.

7. The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.

#### **J. PAYMENT CONDITIONS:**

1. The Contractor will submit, on or before 5<sup>th</sup> day of the month, monthly pre-receipted bills in triplicate after satisfactory completion of the work to the designated Officer of the Foundation for certification for pro-rata payment. The officer on the receipt of the bill will check the work record and thereafter process the bill for payment. All bills should be submitted on printed forms, duly signed and pre-receipted.

2. Payment will be made by the Foundation to the contractor on monthly basis on submission of bills in triplicate along with the attendance sheets and certificate of satisfactory performance of work from the concerned officer of the KALAKSHETRA FOUNDATION. A certificate to the effect that all labour laws including EPF, ESIC payments, etc., are being followed has to be furnished with proof along with the bill for payment. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.

3. In case of any delay in processing of the bills, the contractor would be required to ensure payment to its workers by 7<sup>th</sup> of every month and there should be no linkage between payment to workers and settlement of the contractor's bill from the KALAKSHETRA FOUNDATION.

4. The contractor should arrange deposit the wages of his workers in to their respective bank accounts preferably through ECS and submit a copy of the ECS statement to the Foundation as proof of payment of wages failing which the bill of the subsequent month will not be paid. The contractor shall facilitate his workers

in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.

**K. COMMENCEMENT OF WORK:**

The Contractor is required to start the work of supply of human resources with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, the KALAKSHETRA FOUNDATION at its sole discretion may cancel the contract and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.

**L. CANCELLATION OF CONTRACT:**

1. Notwithstanding any other provisions in this contract, the KALAKSHETRA FOUNDATION reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.

2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the contract issued to the Contractor shall be cancelled and Security Deposit issued to the KALAKSHETRA FOUNDATION shall be forfeited without any claim whatsoever on KALAKSHETRA FOUNDATION and the contractor is liable for action as appropriate under the extant laws.

**LETTER OF ACCEPTANCE**

I/We have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.

Date: \_\_\_\_\_

Contractor's Seal & Signature

Address for Correspondence:

TENDER NO- 001/ADMIN/2017-2018 Dt-03.07.2017

**ANNEXURE “B”**

**PART – II - PRICE BID**

TENDER NO- 001/ADMIN/2017-2018, Dt-03.07.17  
 NOTICE INVITING TENDERS FOR OUTSOURCING OF HUMAN RESOURCE SERVICES ON  
 CONTRACT BASIS

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- a) Minimum number of workers to be engaged as assessed by Kalakshetra Foundation for human resources supply: Highly Skilled: 05 (Five), Skilled workers: 33 (Thirty-three) and Unskilled workers: 20 (Twenty).
- b) PRICE SCHEDULE (The tenders will be evaluated on the service charge levied on the monthly billing amount). Billing amount = Gross monthly payment made to employees posted at Kalakshetra Foundation on the basis of monthly attendance.
- c) Rate of Basic Wage shall not be less than the Central Government Minimum Wages. (Latest rates- 2017)
- d) The following is to be filled up by contractor without any cutting / overwriting / inking /erasing etc.

	<b>Service charges @ % (up to 2 decimals) In figures &amp; words</b>
Contractor’s service charges on total bill amount which includes basic wages, VDA, EPF, ESI, Bonus, uniform, foot wear and supervisor salary.	

- Contractor’s Service Charges should be quoted only in percentage, and not in rupees, failing which the tender stands automatically rejected as invalid.
- Contractor’s Service Charges should not be less than TDS.



- The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.
- Separate rate or amount should not be quoted for Supervisor, uniform and shoes and other items if any failing which the tender stands automatically disqualified.

Signature of the Bidder:

Name of the Bidder :

Seal of Bidder :

Date:

## **UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

Full human resources will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by KALAKSHETRA FOUNDATION. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.

I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at KALAKSHETRA FOUNDATION.

I/We agree that the payment will not be made for the work not carried out in any of the above areas.

I/We will provide staff for shifting of furniture and equipment as and when required by KALAKSHETRA FOUNDATION.

I/We agree to pay not less than statutory minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7<sup>th</sup> day of every month. Substitute workers/supervisor will be made available as and when required. Extra human resources if any called during conference/meetings etc. will be provided on 24-hour notice. Two sets of uniforms, Identity Card, and 1 pair of shoes will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.

Place:

Date:

Contractor's Signature and seal



## Letter of Consent

Date: \_\_\_\_\_

To  
The Director  
Kalakshetra Foundation  
Chennai

Tender Ref. No. \_\_\_\_\_

Name of Work: 'Supply of Highly skilled, skilled and unskilled human resources to KALAKSHETRA FOUNDATION'.

Sir,

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including General Conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 60 (Sixty) days from the date fixed for opening of the Part I.

I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Director, KALAKSHETRA FOUNDATION will be liable for forfeiture. The rate quoted is firm and I/we will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the KALAKSHETRA FOUNDATION, General Conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by KALAKSHETRA FOUNDATION.

Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of KALAKSHETRA FOUNDATION from a Scheduled bank is attached with the tender

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papers. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address

Note: The formats have been made available for the convenience of tenderers in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

CHECK LIST FOR BIDDERS

Sl. No.	Documents	Yes/No or N/A	Pg.No
1.	EMD DD No.: Amount Date:		
2.	Whether all the pages are stamped and signed and property tagged with all documents ?		
3.	Whether price Bid form is filled up?		
4.	Whether Technical is filled up?		
5.	Whether self-attested copy of registration of the firm (for partnership firm or Pvt. Ltd/Public Ltd company) is attached ?		
6.	Attach Notarized Affidavit towards sole proprietorship of firm/Self attested Partnership deed or incorporation certificate of Company/Article of Association/Memorandum of Association as applicable)		
7.	Self-attested copy of latest Income Tax Return (F.Y.2013-14, 2014-15 & 2015-16.		
8.	Self-attested copy of PAN Card		
9.	Self-attested copy of Service Tax Certificate		
10.	Self-attested copy of EPF Certificate		
11.	Self-attested copy of ESI certificate		

12.	Self-attested copy of experience certificate (Minimum one year in part or full during last three years in providing manpower services)		
13.	Declaration about Blacklisted/Non/Blacklisted company - stamp paper & notarized.		
14.	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.		
15.	Proof of office in Chennai		
16.	Any other relevant document(s)		

(Signature of the bidder)  
Name and address (with seal)