



**BANGALORE ELECTRICITY SUPPLY COMPANY LIMITED**  
(Wholly owned Government of Karnataka Undertaking)

BESCOM/ GM(A&HR)/BC-50/2505/2015-16- *cys-12*  
Encl: schedule A, B & C

Corporate Office  
K.R. Circle  
Bangalore - 560 001  
Date:  
**116 JUN 2015**  
BY RPAD

To,  
M/s Karnataka State Electronics  
Development Corporation Ltd,  
#2<sup>nd</sup> floor, TTMC 'A' Block,  
BMTC, Shantinagar, K.H. Road,  
Bangalore - 5600027

**CONTRACT ORDER**  
**2578**

Dear Sir,

**Sub: Providing Manpower services to BESCOM.**

- Ref:** 1. Contract Order No: BESCOM/BC-15/2501/2014-15/CYS-17/, Dtd:11.06.2015  
2. Your letter No: KSEDC/HR-3/BESCOM/2014-15, Dtd: 13.04.2015.  
3. Meeting Proceedings No: BESCOM/BC-15/2501/2014-15/170, Dtd:21.05.2015.  
4. MD PLO-1471 Approval Dtd:04.06.2015.

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BESCOM is pleased to place contract order on M/s Karnataka State Electronics Development Corporation Ltd for providing the following manpower services for Rs.6,42,33,564/- on outsource contract basis for a period of six months with effect from 01/06/2015 as per the schedule - A, B and C.

1	Project Engineers/Graduate Engineers	-	86 Nos
2	Project Executives	-	135 Nos
3	Personal Secretaries/Consultant Assistant	-	05 Nos
4	Data Entry Operators/Office Assistants	-	340 Nos
5	Office Attenders	-	142 Nos

Following will form the integral part of this contract order:

- 1) Schedule 'A' - Price Schedule.
- 2) Schedule 'B' - Schedule of terms and conditions of contract.
- 3) Schedule 'C' - Office wise details for providing manpower BESCOM and paying authorities.

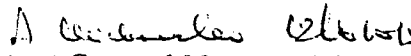
*[Handwritten Signature]*

**Revenue Budget Certificate**  
**For FY 2015-16**

1. BESCOM/D(F)/ GM (Exp)/BC- 30/2801/14-15/CYS 104 dated  
30-3-2015.

**Head of Account - 76.140**

1	<b>Adhoc Budget available</b>	<b>Rs.91,97,735.00</b>
2	Present Extension Work Award No.1 Placed on M/s.Keonics to be issued by GM(A&HR) for Manpower of BESCOM for for a Contract period of 6 months, <b>Now for period of 1 month i.e. from 1-6-2015 to 30-6-2015 is certified</b> in this FY 2015-16 from the adhoc budget allotted. (Inclusive of tax) <b>(Corporate office)</b>	Rs.28,21,149.00
3	Budget provision has been made for the period of 5 months i.e. from 1-7-2015 to 30-11-2015. Payments needs to made after obtaining the budget. <b>(Corporate office)</b>	Rs.1,41,05,745.00
4	Budget provision has been made for the period of 6 months i.e. from 1-6-2015 to 30-11-2015. Payments needs to made after obtaining the budget from <b>Respective offices</b>	Rs.4,73,06,670.00
5	<b>Closing Balance (Sl No.1-2)=5</b>	<b>Rs.63,76,586.00</b>

  
Assistant General Manager (I/A)  
Corporate Office, BESCOM,  
Bangalore.

Please return the enclosed "Acknowledgement and Acceptance" form of this contract order, duly signed within 7days from the date of receipt of this contract order.

Yours faithfully,

  
I/c General Manager (A&HR),  
BESCOM, Corporate office.

**Copy to:-**

1. All the Chief General Managers, Corporate Office, BESCOM.
2. All the Chief Engineers (Ele),/ Controller of Accounts O&M Zones, BESCOM.
3. All the General Managers, Corporate Office, BESCOM.
4. All the Superintending Engineers (Ele), Deputy Controller of Accounts O&M Zones, BESCOM.
5. All the Deputy General Managers, Corporate Office, BESCOM.
6. SP Vigilance, BESCOM, Bangalore.
7. All the Executive Engineers (Ele), /Accounts Officers O&M Divisions/Store, BESCOM.
8. PS to MD/DT/DF.
9. Assistant General Manager (E&S), Corporate Office, BESCOM.
10. DGM(P)/MF.

**SCHEDULE-A****PRICE SCHEDULE**

For providing following manpower services on contract basis for a period of one year to the various offices of BESCO is as under										
Sl No	Name of the Manpower	Qty	Gross Amount (Break Up of Wages)						Total Amount	Total Amount for Period of six months
			Minimum Wages	EPF Employer Contribution @ 13.61 limited upto Rs 6500/-	ESI Employer Contribution @ 4.75 on gross	Service Charges @ 11.11%	Service Tax @ 12.36 %			
1	2	3	4	5	6	7	8	9	10	
1	Project Engineers	86	15000	885	713	1844	2279	20720	10691520	
2	Project Executives	135	12500	885	594	1553	1920	17452	14136120	
3	Personal Secretaries/ Consultant Assistant	05	15000	885	713	1843	2279	20720	621600	
4	Data Entry Operators	340	10000	885	475	1261	1560	14181	28929240	
5	Office Attenders	142	8000	885	380	1030	1272	11567	9855084	
Total		708							64233564	

Payment Details to Employee(Break Up of Wages)							
Sl No	Name of the Manpower	Qty	Minimum Wages	EPF Employee Contribution @ 12% limited upto Rs 6500/-	ESI Employee Contribution @ 1.75 on gross	Professional Tax	Take Home Salary
1	2	3	4	5	6	7	8=(4-5+6+7)
1	Project Engineers	86	15000	780	263	200	13758
2	Project Executives	135	12500	780	219	150	11351
3	Personal Secretaries	05	15000	780	263	200	13758
4	Data Entry Operators	340	10000	780	175	150	8895
5	Office Attenders	142	8000	780	140	0	7080
Total		708					



- a) The prices are **FIRM** and inclusive of all taxes and duties etc. and the **FIRM** shall not be entitled for any other charges.
- b) The payment shall be restricted to the no. of Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender services availed during that particular month as certified by the concerned various officers of BESCO.
- c) Details of manpower to be deployed at various offices of BESCO jurisdiction and paying authority is herewith enclosed – Schedule– C.
- d) As per the circular No: BESCO/GM(F&T)/BC-43/2012-13/cys-22, Dtd: 10/09/2012, the agency shall pay service tax of 25% and 75% by BESCO for the said contract order.

**Note:** - 1) Applicable Income Tax shall be deducted at source.

2) Any change in the local and Government taxes would be effective from the respective dates as mentioned in the relevant circular/order.



**I/c General Manager (A&HR)  
BESCO**

**SCHEDULE - B****TERMS AND CONDITIONS OF CONTRACT****1.0 Scope of the work:**

The agency should provide following manpower services on contract basis for a period of six months to the various offices of BESCOM as per Schedule – C with effect from 01/06/2014 in the interest of BESCOM services.

1	Project Engineers/Graduate Engineers	-	86 Nos
2	Project Executives	-	135 Nos
3	Personal Secretaries/Consultant Assistant	-	05 Nos
4	Data Entry Operators/Office Assistants	-	340 Nos
5	Office Attenders	-	142 Nos

**2.0** This contract order and your acceptance constitute the contract.

**3.0** The above manpower should discharge the duties as per the instructions of the concerned section heads.

**4.0** Minimum Qualifications and knowledge of required manpower is as follows:

Sl No	Name of the Manpower	Minimum Qualification required
1.	Project Engineers/Graduate Engineers	Engineering Degree (Electrical)/ (E&E/E&C/C&S/IS/IT) or equivalent with computer knowledge.
2.	Personal Secretaries/ Consultant Assistant	Diploma in secretarial practice or proficiency in stenography both in kannada and English should have speaking & writing fluency in Kannada language and should have minimum one year experience in any of the reputed organization.
3.	Project Executives	Any degree/Diploma or equivalent with computer knowledge with Experience Three years and above.
4.	Data Entry Operators / Office Assistants	SSLC/PUC with computer knowledge with experience One year and above.
5.	Office Attenders	VIIth Standard Passed
7.	i) They shall be able to work after office hours. ii) Speaking, reading and writing in Kannada are a must. iii) Should be within the age group of 18 to 45 years. iv) Details of personnels to be deployed at various offices of BESCOM jurisdiction and paying authority provided in Schedule C.	

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**5.0 Dispute:-** Any dispute or difference arising under or in connection with the contract the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred to the General Manager (A&HR), Corporate Office, BESCOM, K.R. Circle, Bengaluru.

**AND**

In case of any dispute between the Agency and the engaged manpower i.e., Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender it has to be resolved by themselves without involving BESCOM as party to the proceeding.

**6.0** The Agency shall ensure satisfactory standards by his staff posted as Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender and loss to BESCOM caused due to negligence, in duties undesirable act misbehavior and carelessness of Its employees shall be borne by the Agency itself. In case If the services are not up to the mark, such Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender have to be replaced at the request of local officers by the Agency.

**7.0** Agency shall take the responsibility of inspecting their employees on duty on regular basis by appointing one supervisor. Agency shall inspect from time to time and ensure satisfactory performance of the employees provided.

**8.0** The Agency shall ensured that the salary paid should not be lesser than as per prevailing "Minimum Wages Act 1948".

**9.0 Payment:**

- a) The payment will be made by the AGM (E&S), Corporate office, BESCOM on monthly basis to the Agency based on the satisfactory service duly certified by the concerned head of the Section/Office, BESCOM for the corporate office manpower and for other officers respective pay drawing officers will make the payment for the manpower and will be paid on or before 5th of each succeeding month, through Account Payee cheque/cash only.
- b) It is mandatory that, the agency shall make the payment to its employees within 5th of every month irrespective of payment received from BESCOM.
- c) 100% payment to be made by the agency/contractor.
- d) Before issuing the cheque the AGM (E&S) Corporate office and respective pay drawing officers should ensure that the Agency has paid the previous



month's EPF and ESI to the individual engaged manpower of the said contract order.

- e) The Agency should produce the salary slip by showing the authenticated EPF code, ESI code and corresponding EPF & ESI deductions to the individual employees of the said contract order.

**10.0** The Agency shall pay EPF, ESI, Service tax, of its employees directly to the respective Government/Central Government authorities. For the employees lists furnished by the contract agency. 12% of the engaged manpower share and 13.61% of the employer share towards EPF and 1.75% of the engaged manpower share and 4.75% of the employer share towards ESI amount be paid directly by Agency using their registered code. The concerned paid challans with applicable Certificates shall be furnished for verification to BESCOM along with the bills of succeeding month by Agency. Remittance of such amount is wholly the responsibility of the Agency.

**11.0** The Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender shall be issued a laminated 1.0. affixing latest photograph with details of Name, EPF & ESI Account numbers, designation, Name of the Agency, date of appointment, any other details etc by the agency and should be strictly worn by Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender during office hours.

**12.0** The agency must issue ESI card to the engaged manpower.

**13.0** All benefits as per the Acts noted below shall be provided to the employees by the Agency only.

- a) Minimum Wages Act, 1948.
- b) Payment of Wages Act, 1936.
- c) Contract Labour (Regulation and Abolition) Act, 1970.
- d) Employees PF and Miscellaneous Provision Act, 1952.
- e) Employees State Insurance Act, 1948.
- f) Workmen's Compensation Act
- g) And related all Labourers Law and Rules pertaining to labourers.

Providing benefits as per above Laws to its employees is the responsibility of the contract Agency itself.

**14.0** For the Agency the rate quoted by the firm is only applicable and shall be not entitled for any other charges.

**15.0** The Agency shall submit the monthly bill in duplicate with authenticate



seal and signature for payment.

**16.0** The Agency shall furnish the following original documents/enclosures in duplicate for payment. Otherwise the bills are liable to be rejected.

- a. Monthly Attendance Register.
- b. Attested copy of challan consisting details of EPF /ESI and Service Tax paid during previous month to the respective Govt/Central authorities along with the Employees details.
- c. Copy of EPF paid in the formats such as 5A, 10, 12A and ESI paid in format 7.
- d. Copy of format 3A and 6A (For annual EPF paid) and format 6 (For half yearly ESI paid).
- e. Copy of Service Tax paid in the format ST-3 and TR-6.
- f. Each year during the month of December, Rs 3/-from each Operator has to be deducted towards labour welfare fund and a contribution of Rs.6/- (each) from the contract agency Side has to be paid to Welfare Commissioner Karnataka Labour Welfare Board, My sugar building Annex, 2<sup>nd</sup>, Floor, J.C Road, Bangalore-2. The payment details pertaining to this has to be furnished in the next subsequent monthly bill.

**17.0 Penalty:**

**17.1** The Contractor shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 7th of every month, failing which penalty of Rs.500/- per day will be imposed up to 15th of the month and the contract shall liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The Client will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

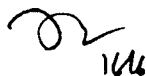
**17.2** In case the Contractor fails to fulfill the minimum statutory requirements (ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.

**17.3** In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or

that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.

- 18.0 Agreement:-** The Agency shall furnish an Agreement on Rs.100/- stamp paper in the prescribed format within 15 days from the date of contract order. The Agency shall also furnish the correct details of Employees name, EPF, ESI Account No.s, whenever the details sought for, failing which the order will be cancelled.
- 19.0** The Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender engaged by the firm will be the Employees of Contract Agency and at any cost they will not be considered as employees of BESCO.
- 20.0** In case of any accidents, injuries etc to the engaged Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender of the agency, compensation shall be payable to the next kith and Kin by the contract agency only and BESCO is not responsible in any way.
- 21.0** Agency will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970 and also under the order issued by the Government of Karnataka there under, and for its non-compliance, the Agency shall be responsible for penalties levied by the appropriate authority under the Act. The Agency shall also be liable to comply with all other Labour and Industrial Laws and such other Acts and Statutes (including Factories Act, Payment of Bonus Act, etc.). Depositing of PF & ESI contribution as may be applicable is the responsibility of the Agency at his own expenses and shall not be reimbursed by the BESCO. Any default in compliance, the Agency shall be held responsible.
- 22.0** The BESCO shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the Agency. The BESCO shall also be not liable for breach of any Labour Laws or any other Laws for the time being in force. The Agency shall not be entitled to any other allowances or benefits which are not included in the contract.

- 23.0** This contract is for a period of one year. In case of any unsatisfactory situations BESCOM has the right to cancel the order without giving any notice. Contract Agency and its employees has no right to disclose any Technical secrecy, Commercial secrecy and Social secrecy of BESCOM to others.
- 24.0** The Agency shall agree to BESCOM regulations and shall arrange to effectively carry out the social and other responsibilities. Staff of service provider shall not misbehave with Consumer or BESCOM permanent employees or officers nor shall cause any loss to BESCOM property. For any such lapses the Tenderer is solely held responsible.
- 25.0** Staffs provided by Contract Agency are not entitled for any permanency benefit in BESCOM.
- 26.0 Security Deposit:** M/s KEONICS shall furnish an Affidavit to stand as security for the performance of the personnel deployed by them to BESCOM within two weeks from the date of the contract order.
- 27.0** The service contract becomes effective for Project Engineers/Graduate Engineers, Project Executives, Personal Secretaries, Data Entry Operators/Office Assistants, Office Attender from 01/06/2015 which shall be valid for a period of six months BESCOM shall have right to terminate this contract without any notice or reason, if the service is not satisfactory or any malpractice is noticed.
- 28.0** The Agency shall agree to BESCOM regulations and shall arrange to effectively carry out the social and other responsibilities. Staff of service provider shall not misbehave with Consumer or BESCOM permanent employees or officers nor shall cause any loss to BESCOM property. For any such lapses the Tenderer is solely held responsible.
- 29.0** Staff provided by Contract Agency are not entitled for any permanency benefit in BESCOM.
- 30.0 Termination Of Contract:** The Contract is liable to be terminated at the absolute discretion of BESCOM without assigning any reasons on the following grounds and the Security Deposit /EMD amount paid by the contractor will be forfeited.



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- a. The services to be found unsatisfactory.
- b. Breach of any terms of the contract.
- c. If the Service Provider fails to provide the services as per the agreed terms and on violation of any of the terms of the contract, the firm is liable to be blacklisted besides termination of the contract.
- d. If the Service Provider fails to remit the ESI&PF amount of its employees to the concerned authority.
- e. If the Service Provider fails to make payment to Manpower within the time specified above under clause 9.0.

The decision of the company shall be final as regards the acceptability or otherwise of services provided.

  
I/c General Manager, (A&HR)  
BESCOM



**Outsourced Manpower to various offices of BESCOM**  
**Schedule- C**

Sl No	Name of the office	Proj-Engineer	Proj-Executives	Data Entry Operator	PS	OA	Total
1	Director Finance	0	0	1	1	2	4
2	CGM (CA)	0	3	9	0	14	26
3	CGM (OP)	6	0	4	0	3	13
4	CGM (F &C)	0	0	3	0	3	6
5	GM (A&HR)	2	1	9	0	8	20
6	GM (F & T)	0	3	2	0	2	7
7	GM (Rev)	1	2	2	0	1	6
8	GM (M & Comml)	1	0	2	0	2	5
9	GM (PP)	0	0	5	1	2	8
10	GM (Procurement)	0	0	9	0	5	14
11	GM (DAS)	0	0	4	0	5	9
12	GM (DSM)	1	3	1	0	3	8
13	GM (ICT & MIS)	1	0	2	0	4	7
14	GM (CR)	0	0	1	0	9	10
15	GM (Expenditure) (Including MD's & Energy Department)	1	2	6	0	4	13
16	SP (Vigilance)	0	0	10	0	1	11
17	AGM (E &S)	0	0	3	0	6	9
18	AGM (E CS)	0	0	4	0	1	5
19	GM (Q &SS)	0	0	4	1	2	7
20	GM (I & A)	0	27	5	0	2	34
21	GM (Project)	0	0	5	0	4	9
22	Training Advisor	0	0	1	0	1	2
23	Company Secretary	1	0	2	1	2	6
24	PRO	0	1	0	0	1	2
25	Central Stores	0	0	4	0	0	4
26	MT Division	2		7			9
27	CE BMAZ	1	0	9	0	3	13
28	SE South Circle	0	0	5	0	2	7
29	EE Jayanagar Division	5	0	13	0	0	18
30	EE Kormangala Division	1	0	8	0	1	10
31	EE H.S.R Division	0	0	5	0	0	5
32	SE North Circle	2	0	1	0	6	9
33	PEENYA Division	4	0	1	0	0	5
34	Malleswaram Division	4	0	1	0	0	5
35	Hebbala Division	2	0	1	0	0	3



## Outsourced Manpower to various offices of BESCOM

### Schedule- C

Sl No	Name of the office	Proj-Engineer	Proj-Executives	Data Entry Operator	PS	OA	Total
36	SE West Circle	0	0	2	0	1	3
37	Rajajinagar Division	0	0	7	0	1	8
38	Rajarajeswarinagar Division	1	0	1	0	1	3
39	Kengari Division	1	6	5	0	0	12
40	SE East Circle	1	0	3	0	2	6
41	Vidhana Soudha Division	3	1	23	0	6	33
42	Indiranagar Division	2	4	20	0	0	26
43	Shivajinagar Division	5	0	15	0	1	21
44	CE BRAZ	2	3	8	0	4	17
45	SEE BRC	2	2	2	0	0	6
46	Nelamangala Division	5	1	13	0	0	19
47	EE Yelahanka Division	5	4	7	0	0	16
48	Ramanagar Circle	2	2	2	1	3	10
49	Kanakapura Division	3	8	2	0	5	18
50	Ramanagar Division	6	9	14	0	1	30
51	EE Chandapura Division	1	20	3	0	0	24
52	SE Kolar Circle	2	2	4	0	0	8
53	Kolar Division	1	10	14	0	1	26
54	KGF Division	1	4	11	0	0	16
55	Chinthamani Division	1	13	7	0	0	21
56	Chikkabalapur Division	2	0	6	0	0	8
57	CE,CTAZ	1	0	5	0	4	10
58	SE Tumkur Circle	1	1	0	0	2	4
59	Tumkur Division	0	0	1	0	4	5
60	Tiptur Division	0	0	3	0	3	6
61	Madhugiri Division	1	1	3	0	0	5
62	SE Davangere Circle	0	0	1	0	0	1
63	Chitradurga Division	2	2	3	0	1	8
64	Hiriyur Division	0	0	2	0	1	3
65	Harihar Division	0	0	1	0	1	2
66	Davangere Division	0	0	3	0	0	3
	<b>TOTAL</b>	<b>86</b>	<b>135</b>	<b>340</b>	<b>5</b>	<b>141</b>	<b>707</b>

  
I/c General Manager (A&HR),  
BESCOM, Corporate office.