



## SAINIK SCHOOL GHORAKHAL

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**Total Pages: 27**

### REQUEST FOR PROPOSAL FOR SECURITY SERVICES FOR SAINIK SCHOOL

**This RFP is divided into following four parts:-**

- (a) **Part I** – General Information.
- (b) **Part II** – Terms and Conditions.
- (c) **Part III** – Technical Bid and check list.
- (d) **Part IV** – Financial Bid (BOQ).

This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage. The Principal Sainik School Ghorakhal reserves the right to reject any offer without assigning any reason whatsoever.

Jul 2021

Principal

**Note: All pages are to be signed before dropping in tender box.**

**PART – I**  
**GENERAL INFORMATION**

Tender are invited by Sainik School Ghorakhal for **SECURITY SERVICES FOR SAINIK SCHOOL** as per two bid system (technical bid and financial bid should be in separate envelop)

**1. General Information:-**

- (i) Total area of the School Campus – 130 Acres
- (ii) Location of Work – 24 hrs duty at School Campus including gates

2. **Cost of Tender Form:-** Bidders are required to submit **Cost of Tender Form an amount of Rs. 500.00 (Rupees Five Hundred only) NON REFUNDABLE** alongwith their technical bid. The Cost of tender form may be submitted through a bank draft in favour of Principal, Sainik School Ghorakhal, drawn at State Bank of India, Bhowali (Code 1352) Distt. Nainital, Uttarakhand or can be obtained from School on cash payment. The receipt may be enclose with the Technical Bid.

3. **Earnest money deposit (EMD):** Bidders are required to submit **EMD for an amount of Rs 20,000.00 (Rupees Twenty thousand only)** alongwith their technical bid. The EMD may be submitted through a bank draft in favour of Principal, Sainik School Ghorakhal, drawn at State Bank of India, Bhowali (Code 1352) Distt. Nainital, Uttarakhand.

4. **Last date and time for depositing the Bids:** 13 Jul 2021 by 12.00 hrs separate sealed tenders (Technical and Commercial) are called for should be desoposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

5. **Two-Bid system:** Only technical bid would be opened at the time and date mentioned above. Date of opening of the commercial bid will be intimated after acceptance of the technical bid. Commercial bids of only those firms will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the buyer

6. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the tender box or sent by post at the the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of bid documents. Bids sent by fax or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

**Note: Vendors will submit their Technical and Commercial bid on the original tender document which can be downloaded from the school web site [www.ssghorakhal.org](http://www.ssghorakhal.org). If not able to download the same can be obtained from school office. Technical and Commercial Bids are to be submitted in two separate envelopes duly sealed and indicated accordingly on the top of the envelope along with the date of opening.**

**7. Time and date for opening of technical Bids:** 13 Jul 2021 at 12:30 hrs (if due to any exigency, the due date for opening of the Bid is declared as closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

**8. Location of the tender box:** At Guard room gate (near Golu mandhir) only those bids that are found in the tender box will be opened. Bids dropped in the wrong tender box will be rendered invalid.

**9. Place of opening of the Bids:** At Reception room near Golu mandhir/Adminstrative block. The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important technical clauses quoted by all bidders will be read out in the presence of representatives of all the bidders. This event will not be postponed due to non-presence of any representative.

**10. Forwarding of Bids:** Bids should be forwarded by bidders under their original memo/letter pad interalia furnishing details like GST number, EPF,ESI, Labour Licence, PSARA No, bank address with NEFT account details etc and completed current postal and e-mail address of their office.

**11. Payment Terms.** It will be mandatory for the Bidders to indicate the bank account numbers and other relevant – payment details so that payments could be made through ECS/NEFT wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS (as per Form DPM-11) is to be submitted by bidders. A copy of ECS form is placed at **Appendix A to this RFP.**

(a) The payment will be made as per monthly invoice raised on the actual personnel supplied by the vendor and based on the copy of attendance sheet register jointly signed by the representative of the department and contractor.

(b) The payment will be made as per the approved State Govt. of Uttarakhand Minimum Wages rate mentioned above and can only be revised time to time according to the amendments and notification effecting Labour rates, the copy amendments and notification effecting Labour rates of latest should be enclosed with the claim of month bill.

(c) A copy of previous month EPF challan and ESIC deposits should also be submitted with every bill as payment proof then only the amount of EPF & ESIC will be paid.

(d) Any violation of instructions/agreement of suppression of facts will attract cancellation of the agreement without any reference.

(e) Payment will be made by NEFT/RTGS, Account transfer drawn in favour of the firm, once in a month, within a week from the date of the receipt of the corrected monthly bill from the firm, Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system. **2.0%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

**MODEL ECS MANDATE FORMAT**  
**(FORM DPM-11)**

**Customer's option to receive payments through e-Payment (ECS/ EFT/ DIRECT CREDIT/ RTGS/ NEFT/ Other payment mechanism as approved by RBI.)**

**CREDIT CLEARING MECHANISM**

1. Customer's name .....
2. Particulars of Bank Account .....
- (a) Bank name .....
- (b) Branch name .....
- (c) Address of Bank .....
- (d) Telephone numbers of Bank .....
- (e) IFS code of Bank .....
- (f) 9 Digit code number of Bank and Branch appearing on MICR cheque issued by Bank .....
- (g) Account Type (S.B. Account / Current Account or Cash) .....
- (h) Ledger number .....
- (j) Ledger Folio number .....
- (k) Account number as appearing on Cheque Book .....
3. Please attach a blank cancelled cheque, or, photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars.
4. Date of Effect .....

"I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under scheme."

(.....)  
Date - Signature of Customer

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp: (.....)  
Date:  
Signature of the Authorized Official from the Bank

**12. Clarification regarding contents of the Request for Proposal:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

**13. Quantified Work for Various Place:**

The contractor has to deploy security guards at

- i. Main Entry gate near principal residence (24hrs services) - 08 hrs duty of each guard.
- ii. Entry gate near Golababa Mandir (24 hrs Service) - 08 hrs duty of each guard.
- iii. Night patrolling guards.
- iv. Supervisor.
- v. The deployed guards will be properly dressed, physically fit, disciplined, courteous & alert on their duty.
- vi. If any Guard found unfit by the school the contractor is liable to change the Guard immediately.
- vii. At all entry gates the Security guard will check all visitors for the safety & security of the student and employees.
- viii. Patrolling guards deployed at residential area will be always alert and strictly take round at night

**14.** In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

**15.** Contractor has to provide the services on Sunday and closed holiday also as a normal routine. The duty roster has to be managed accordingly.

**16.** The contractor should be registered with State /Central Labour Commissioner, EPF authority and also be service tax payer. He shall mention PAN No., EPF Registration No., ESI Registration No. and Service Tax Payee No. while applying for the tender.

**17.** The persons supplied by the Agency should not have any Police records/ criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Contractor before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The contractor will also ensure

that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.

**18.** The contractor shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

**19.** The contractor shall engage necessary persons as required by this office. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave rules and weekly off days. The bidder will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the contractor shall be the employee of the contractor and it shall be the duty of the contractor to pay their salary every month, as agreed upon.

**20.** There is no Master and Servant relationship between the employees of the contractor and this office and further that the said person of the contractor shall not claim any absorption in this office. The personnel employed by the contractor shall not claim any benefit/ compensation/ absorption/ regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the contractor to this office. The personnel employed by the contractor shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.

**21.** The personnel employed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work. The contractor shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer I/C upon any matter arising under the clause shall be final and binding on the agency.

**22.** The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency. This office may require the contractor to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the contractor shall forthwith comply with such requirements. The Contractor shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

**23.** The contractor has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The transportation, food, medical and other statutory requirements in respect of each personnel of the contractor shall be the responsibility of the service provider.

**24.** Payments to the contractor would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider. The contractor will provide the required

personnel for a shorter period also, in case of any exigencies as per the requirement of this office. The contractor shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

**25.** The contractor should be contactable at all times and messages sent by phone /e-mail/ fax/ special messenger from this office should be acknowledged immediately on receipt on the same day. The Contractor shall strictly observe the instructions issued by the School in fulfillment of the contract from time to time.

**26.** That the Contractor on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency; the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.

**27.** This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates. The register has to be put up to Administrative officer on daily basis.

**28.** The successful bidder will enter into an agreement with this office for the offer of services on these terms and conditions on non-judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement.

**29.** The contractor shall not assign, transfer, pledge or sub contract the services without the prior written consent of this office. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Contractor from the office shall be forfeited.

**30.** That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

**31.** The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.

- 32.** EPF and ESI contribution to be paid for personnel employed by bidder shall be the responsibility of the bidder.
- 33.** The service provide shall be liable to payment of rent for any building/ house, if and when occupied by him in the course of the contract at the rate to be fixed by the Principal, Sainik School Ghorakhal.
- 34.** The legible copies of all documents/certificates required as per this RFP are to be submitted. Any case of any doubt, the bidder will be asked to produce original document/certificate for verification. The purchaser has the right to verify the documents/certificate submitted by bidders through concerned authorities. The Financial bid is to be submitted exactly as per the BOQ. No other format will be accepted.
- 35.** The bidder (seller in the contract) shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.
- 36.** The bidder acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supply/ services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services /supplies tendered by him or with a view there to making for enhancement of any rates agreed to in the contractor to evade any of the obligations under the contract.
- 37.** If any document attached by the bidder found to be fake /bogus/ tempered, that bidder and his firm/ corporation/ society will be banned from dealing for minimum one year by the Principal, Sainik School Ghorakhal.
- 38.** The bidder (service provider in contract) will be liable for penalty for violating any of the clauses of this RFP as decided by the board of staff detailed by the Principal, Sainik School Ghorakhal or his representatives.
- 39.** The contract agreement will come into execution once it is signed by both parties i.e. the seller on the one part and the Principal, Sainik School Ghorakhal on the other part.
- 40.** All the terms and conditions enumerated in this Bid documents will form part of contract agreement.
- 41.** The technical bids only will be opened on the time and date mentioned. Commercial Bids will be opened after evaluation and acceptance of the Technical Bids. Commercial Bids of only those bidders/firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.
- 42.** **Extension of Services**. Principal Sainik School Ghorakhal has the right to extend the existing Services with same terms, conditions etc. for a maximum period of 03 (R) 03 months, with the consent of the rate contract holders. The notice for extension of Services will be issued 30 days prior to the expiry of Services. The suppliers are to give their consent for willingness/unwillingness for extension of



Services within 10 days from the issued to such notice. If any suppliers fail to submit the consent, it will be presumed that he is unwilling for extension of Services. The extension of Services will be communicated to Services holder in writing. Mere issue of notice for seeking Services holders' consent is not to be considered as grant of extension of RC.

**43. Acceptance of Part Contract.** N/A

**44.** Tender are to go through the documents carefully to understand the documents required to be submitted as part of the bid. Please note the number of documents-including then a me sand contents of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid(s).

**45. Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

**46. Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the supply order.

**47.** Arbitration. All disputes or differences arising out of Orin connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final and binding on the contractor in all aspects which will be disposed off with in the Nainital court Jurisdiction only.

**48. Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage to any person in service of the Buyer or otherwise in procuring the Contracts or for bearing to door for having done or forborne to do any act in relation to the obtaining or execution of the present Contractor any other Contract with the Government of India for showing or for bearing to show favour or dispatch to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in opposition to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem

proper ,including but not limited to termination of the contract, imposition of penal damages, for feature of the Bank Guarantee and refund of the amounts paid by the Buyer.

**49. Agents/ Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/ provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign what so ever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; or as any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

**50. Termination of Contract.** The Buyer (Principal, Sainik School Ghorakhal) shall have the right to terminate the Contract in part or in full in any of the following cases:

**51.** By giving the supplier a notice 30 days in advance without assigning any reason what so ever.

**52.** The supplier is declared bank corruptor becomes in solvent.

**53.** The contactor utilising the services of any Indian/ Foreign agent in getting this contract paying any commission to such individual/company, etc.

**54.** If the supplier or any of his representative or his employees are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officers or persons in employment of the School.

**55.** If the supplier declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfill any condition of the contract. In case of recession, the Principal, Sainik School Ghorakhal shall be entitled to recover from the, supplier on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

- 56. Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered e-mail/ air mail, addressed to the last known address of the party to whom it is sent.
- 57. Transfer and Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
- 58. Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
- 59.** The rates quoted should be for Security services inclusive of all charges & GST for service at the school premises on stipulated dates & timing.
- 60.** The contract shall be for the period from 01 August 2021 to 31 July 2022. However, it will come in to effect from the date of actual issue of orders. A copy of labour incense certificates (PSARA), Pan card, ESI,EPF registration, Service/ GST registration must be attach alongwith tender papers as documentary proof. If contractor does not enclose the above mentioned copies of the documents, the tender will be rejected at the time of opening of technical bid.
- 61.** The Security Guards employed in the school should be properly trained, who would be able to discharge duties in a manner befitting this prestigious residential educational institution.
- 62.** The contractor will provide 24 hrs security at two gates (08 Hrs. duty per security guard) ,08 hrs services by two Patrolling guards in Officer & staff residential area from 2200 hrs to 0600 hrs of next day.
- 63.** Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.
- 64.** The firm is to note that once contract is finalised, after due negotiations of contractual rates, has to deposit security amount @ Rs 5% of the total cost by SBI Demand draft before the contractual orders is placed. The contractual employees deployed are required to live in the school campus accommodation provided by the school for which they will have to pay rent and allied charges as applicable. The contract shall be for the period from 01 Aug 2021 to 31 Jul 2022. However, it comes to effect from the day of issue of orders. In case the approved tenderer fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.

- 65.** Once approved, the Contractor will provide seasonal uniform/ search Torch/ Batten as applicable and shoes to the Security Guards employed and shall ensure that his security personnel are always properly, smartly and adequately dressed.
- 66.** Request for enhancement of rates of services under any circumstances shall not be considered once the rates are finalised. Hence, the tendered is to quote rates accordingly, keeping the market factors in mind. The market standing of the contractor in terms of permanent agency, infrastructure, financial soundness etc. shall be verified before award of the contract.
- 67.** Payment will be made by RTGS/NEFT drawn in favour of the firm, once in a month, on receipt of the corrected monthly bill from the firm, Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system **2.0%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**
- 68.** In the event of unsatisfactory deployment or failure of deployment of Security Guards on the stipulated date and time or misbehavior by the deployed Security Guards, the school is at liberty to dismiss such guards and the percentage of amount as deemed fit will be recovered from the bill submitted for payment during the succeeding month. The School is also at liberty to deploy the required number of Security Guards out of local resources without prejudice. The excess cost paid over and above the contract rate of such manpower deployed, inclusive of other charges will be recoverable from the amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit. In addition, penalty to the extent of Rs.500/- will be imposed for any day during the month if the Principal, Sainik School Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the contractor.
- 69.** It shall be the sole responsibility of the contractor to meet, handle and settle all the demands, claims, liabilities, complaints, grievances and disputes of his employees engaged by him for the purpose of executing and administering all the contracted job.
- 70.** Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, without any prejudice.
- 71.** In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.
- 72.** Non- compliance of terms and conditions will result in forfeiture of security deposit. Similarly, non-acceptance of contract by the successful firm will also result in forfeiture of earnest money.
- 73.** Contract may be terminated if services not found satisfactory.

**74. All the person working in the school are to be in possession of their photo**

**75. ID of must have cleared Police verification. ID issued by the Firm/ Agency. Aadhar Card of all the staff is to be submitted to 'Q' section on 1<sup>st</sup> day of services**

**76.** Payment will be made by NEFT/RTGS, Account payment drawn in favour of the firm, once in a month, within a week from the date of the receipt of the corrected monthly bill from the firm, Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system. **2% of TDS deduction from each payment will be made, as per rules of Income Tax. No advance payment is permissible.-**

**77.** During the period of contract, under mentioned instructions will be followed by the contractor / Security Guards as applicable :-

a. Round the clock strict security arrangements of the entire establishment/ premises as to prevent entry of un authorised persons, to prevent mischief, theft, pilferage of any property, to prevent damage to any property of the school or any offence on the said establishment/premises. Hence, it may be noted that all the security posts shall be manned on 24 hours basis , ensuring adequate rest for the guards between shifts and no one individual is continuously put on duty.

b. Regulation of entry and exit of students, staff, parents, other persons, visitors and vehicles in the said premises as per direction of school administration.

c. The security personnel deployed by the contractor shall be under the administrative control of the security officer or the person so authorised /designated by the school authority i.e. the Quartermaster of the school. **However, the supervisor of the contractor shall assist and also function as per his direction of school authority.**

d. Contractor will provide varied services, like watch and ward, security of establishments against theft, pilferage, regulation of various entry and gate points, providing security to the officers, staff families and students of the establishment, firefighting and safety against internal/external agitations etc., make periodical visits to inspect the working of his personnel and keep close, liaison with the school authorities. Security Guards will check for '**Gate Pass**' issued by Administrative Officer, for items if any, which are required to be carried out of School Campus for repair, rectification, replacement, etc. Local standing orders/duty orders as formulated in consultation and with approval of both the parties shall be strictly adhered to by the security personnel in performance of the duties and any deviation from such approved orders will be treated as lapse. The strategic points within and outside establishment/ premises determined by mutual consultation between school and the contractor.

- e. ID proof of security personal will be provided after finalization/ before commencement of the tender for issue of Security passes. ID issued by Firm/Agency. Aadhar Card of all the staff is to be submitted to 'Q' section on 1<sup>st</sup> day of services
- f. The contractor will provide proper dress to the Security Guards and instruct them to have daily shaving and proper turn out. They will give proper salute to the authorized person.
- g. Guard inspection will be carried by the School Authority once a week.
- h. Rate should be written in figure as well as in words also.
- i. Contractor has to provide the services on Sunday and closed holiday also as a normal routine, when the school session is on. The school security will not be hampered on account of function or holiday.
- j. The contractor shall be liable to payment of rent for any building/ house, if and when occupied by him in the course of the contract at the discretion of Adm Officer, Sainik School Ghorakhal.
- k. The contractor will maintained a duty roster register and same will be daily put to Quartermaster for verification. In case any guard found absent the payment will be deducted from contractor's monthly bill.
- l. In case the contractor desirous to change their employees during the contract, he will inform to the school in writing. Before employment of the person, he will submit their ID proof with Police verification.
- m. No quarter will be provided to the contractor in the school campus. It will be the sole responsibility of the contractor to arrange the quarters for their staff.
- n. In case the contractor desirous to change their employees during the contract, he will inform to the school in writing. Before employment of the person, he will submit their ID proof with Police verification.
- o. The cadet should not be supplied with any outside items such as mobile, eatables etc.

**78. Inspection Authority:** Principal /Administrative officer , Sainik school Ghorakhal, Nainital is the inspecting agency.

**79. Taxes and Duties.** As applicable as per GST Act 2017.

**80. Every page of the documents attached will be signed by the bidder.**

## **PART II TERMS AND CONDITIONS**

### **1. TERMS AND CONDITIONS FOR PROVISIONING OF SECURITY SERVICES**

(a) Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 13 Jul 2021 for provisioning of security services purely on contractual basis from 01 Aug 2021 to 31 Jul 2022.

(b) Tender forms would be available at school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), up to **12:00 hrs on 13 Jul 2021**. Earnest money of **Rs 20,000/-** is to be paid by SBI by Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is down loaded from the Internet, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 20,000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1230 hrs on 13 Jul 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons there**

(c) The rates quoted should be for Security services inclusive of all charges & GST for service at the school premises on stipulated dates & timing.

(d) The contract shall be for the period from 01 Aug 2021 to 31 Jul 2022. However, it will come in to effect from the date of actual issue of orders. A copy of labour incense certificates(if applicable),PSARA, Pan card, ESI,EPF registration, Service/ GST registration must be attached along with tender papers as documentary proof. If contractor does not enclose the above mentioned copies of the documents, the tender will be rejected at the time of opening of technical bid.

(e) The Security Guards employed in the school should be properly trained, who would be able to discharge duties in a manner befitting this prestigious residential educational institution.

**(f) The contractor will provide 24 hrs security at two gates (08 Hrs. duty per security guard) ,08 hrs services by two Patrolling guards in Officer & staff residential area from 2200 hrs to 0600 hrs of next day.**

(g) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.

(h) The tenderer is to note that once contract is finalised, after due negotiations of contractual rates, has to deposit security amount @ Rs 5% of the total cost by SBI Demand draft before the contractual orders is placed. The contractual employees deployed are required to live in the school campus accommodation provided by the school for which they will have to pay rent and allied charges as applicable. The contract shall be for the period from 01 Aug 2021 to 31 Jul 2022. However, it comes to effect from the day of issue of orders. In case the approved tenderer fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount

(j) Once approved, the Contractor will provide seasonal uniform/ search Torch/ Batten as applicable and shoes to the Security Guards employed and shall ensure that his security personnel are always properly, smartly and adequately dressed.

(k) Request for enhancement of rates of services under any circumstances, shall not be considered once the rates are finalised. Hence, the tendered is to quote rates accordingly, keeping the market factors in mind. The market standing of the contractor in terms of permanent agency, infrastructure, financial soundness etc. shall be verified before award of the contract.

(l) Payment will be made by RTGS/NEFT drawn in favour of the firm, once in a month, on receipt of the corrected monthly bill from the firm, Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system 2% of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

(m) In the event of unsatisfactory deployment or failure of deployment of Security Guards on the stipulated date and time or misbehavior by the deployed Security Guards, the school is at liberty to dismiss such guards and the percentage of amount as deemed fit will be recovered from the bill submitted for payment during the succeeding month. **The School is also at liberty to deploy the required number of Security Guards out of local resources without prejudice. The excess cost paid over and above the contract rate of such manpower deployed, inclusive of other charges will be recoverable from the amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit .** In addition, penalty to the extent of Rs.500/- will be imposed for any day during the month if the Principal, Sainik School Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the contractor.

(n) It shall be the sole responsibility of the contractor to meet, handle and settle all the demands, claims, liabilities, complaints, grievances and disputes of his employees engaged by him for the purpose of executing and administrating all the contracted job.

(p) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security



amount deposited with the school, without any notice and the contract shall be awarded to the next agency, with out any prejudice.

(q) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

(r) Non- compliance of terms and conditions will result in forfeiture of security deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of earnest money.

(s) Contract may be terminated if services not found satisfactory.

(t) Payment of wages should be quoted as per Minimum wages act (copy of same to be attached) EPF and ESI as per govt. rule is compulsory.

(u) Clarification if any can be obtained from School before placing of tender.

2. During the period of contract, under mentioned instructions will be followed by the contractor / Security Guards as applicable :-

(a) Round the clock strict security arrangements of the entire establishment/premises as to prevent entry of un authorised persons, to prevent mischief, theft, pilferage of any property, to prevent damage to any property of the school or any offence on the said establishment/premises. Hence, it may be noted that all the security posts shall be manned on 24 hours basis, ensuring adequate rest for the guards between shifts and no one individual is continuously put on duty.

(b) Regulation of entry and exit of students, staff, parents, other persons, visitors and vehicles in the said premises as per direction of school administration.

(c) The security personnel deployed by the contractor shall be under the administrative control of the security officer or the person so authorised /designated by the school authority i.e. the Quartermaster of the school. **However, the supervisor of the contractor shall assist and also function as per his direction of school authority.**

(d) Contractor will provide varied services, like watch and ward, security of establishments against theft, pilferage, regulation of various entry and gate points, providing security to the officers, staff families and students of the establishment, firefighting and safety against internal/external agitations etc., make periodical visits to inspect the working of his personnel and keep close liaison with the school authorities. Security Guards will check for 'Gate Pass' issued by Administrative Officer, for items if any, which are required to be carried out of School Campus for repair, rectification, replacement, etc.

(e) Local standing orders/duty orders as formulated in consultation and with approval of both the parties shall be strictly adhered to by the security personnel in performance of the duties and any deviation from such approved orders will be treated as lapse.

- (f) The strategic points within and outside establishment/ premises where security personnel are to be deployed shall be determined by mutual consultation between school and the contractor.
- (g) ID proof of security personal will be provided after finalization/before commencement of the tender for issue of Security passes. ID issued by Firm/Agency. Aadhar Card of all the staff is to be submitted to 'Q' section on 1<sup>st</sup> day of services
- (h) The contractor will provide proper dress to the Security Guards and instruct them to have daily shaving and proper turn out. They will give proper salute to the authorized person.
- (j) Guard inspection will be carried by the Administrative Officer once a week.
- (k) Rate should be written in figure as well as in words also.
- (l) Contractor has to provide the services on Sunday and closed holiday also as a normal routine, when the school session is on. The school security will not be hampered on account of function or holiday.
- (m) The contractor shall be liable to payment of rent for any building/ house, if and when occupied by him in the course of the contract at the discretion of Adm Officer, Sainik School Ghorakhal.
- (n) The contractor will maintained a duty roster register and same will be daily put to Quartermaster for verification. Incase any guard found absent the payment will be deducted from contractor's monthly bill.
- (o) In case the contractor desirous to change their employees during the contract, he will inform to the school in writing. Before employment of the person, he will submit their ID proof with Police verification.
3. The tenderer is to submit tender in a sealed cover to the Principal, Sainik School Ghorakhal, suitable marked as '**TENDER FOR THE PROVISIONING OF SECURITY SERVICES**' for the period from 01 Aug 2021 to 31 Jul 2022.
4. An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contactor before placement of order.
5. The Bidder is required to give confirmation of their acceptance of Special Conditions of the Bid mentioned be low which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

6. **Performance Bank Guarantee/ Security Deposit.** The Bidder (i.e. Seller in the Contract) will be required to furnish a Performance Bank Guarantee (PBG)/Security Deposit by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business **for a sum equal to 5% of the total contract value i.e. for Rs...../- within 15 days of signing the contract.** Performance Bank Guarantee should be valid up to 60 days beyond the date of validity of contract period. The bidder (i.e. Seller in the Contract) will also be required to extend the performance Bank Guarantee for the suitable corresponding period, if the contract validity period is extended by buyer. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).
7. All money or compensation payable by the seller to the Sainik School Ghorakhal under the terms of the contract may be deducted from his PBG/security deposit or from any sums which may be due or may become due to him by the School under the contract.
8. The seller's PBG/ security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until his accounts have been finally audited and settled and until he has executed the usual "No Demand Certificate".
9. The rates quoted should be for Security services inclusive of all charges & GST for service at the school premises on stipulated dates & timing.
10. The contract shall be for the period from 01 Aug 2021 to 31 Jul 2022. However, it will come in to effect from the date of actual issue of orders. A copy of labour incense certificates (PSARA), Pan card, ESI,EPF registration, Service/ GST registration must be attach alongwith tender papers as documentary proof. If contractor does not enclose the above mentioned copies of the documents, the tender will be rejected at the time of opening of technical bid.
11. The Security Guards employed in the school should be properly trained, who would be able to discharge duties in a manner befitting this prestigious residential educational institution.
12. The contractor will provide 24 hrs security at two gates (08 Hrs. duty per security guard) ,08 hrs services by two Patrolling guards in Officer & staff residential area from 2200 hrs to 0600 hrs of next day.
13. **Paying Authority. Principal, Sainik School Ghorakhal.** The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the performa invoice/bill:
- (a) Ink-signed copy of Commercial invoice / Seller's bill.
  - (b) Inspection certificate signed by Administrative Officer.
  - (c) Copy of previous month EPF challan, ESIC deposits, salary slips of deployed personnel signed by individual and countersigned by service provider should also be submitted with every bill. In case of non- submission of salary slip of deployed personnel the current bill for the month will not be processed and may lead to termination of contract.

(d) Any other document / certificate that may be provided for in the Contract/Supply Order.

14. **Fall clause.** The following Fall clause will form part of the contract placed on successful Bidder

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/ Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the period of the contract the Seller reduces the sale price, sells or offer to sell such stores to any person/ organization including the Buyer or any Dept of central Govt or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be, at a price lower than the price chargeable under the contract, the seller shall forth with notify such reduction or sale or offer of sale to the buyer and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

15. **Force Majeure Clause.**

(a) Neither party shall be irresponsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of present contract),if the non-performance results from such Force Majeure circumstances as flood, fire, earthquake and other acts of God as well as war, Military operations, blockade, Acts or actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the times stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligation under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and the cessation of the above circumstances immediately, but in any case not later than 10 days from the moment of the beginning

(d) Certificate of a chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) In case the contractor fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract the Sainik School Ghorakhal reserves the right to impose the penalty as detailed below:

<b>Offences</b>	<b>Penalties (In Rupees)</b>
Workers found without photo ID in Sainik School Ghorakhal during duty Hours.	50/- per instance.
Worker not found in proper Uniform.	100/- per instance.
Indulging in smoking/ drinking/ sleeping or any other misconduct during duty hours by the worker at Sainik School Ghorakhal.	150/- with removal of the offender from service.
Unsatisfactory performance	Adverse report by adhoc Committee inspection: 200/- per instance. Adverse Monthly Report: 250/- per report
Machine out of order/deploying lesser no. of machines.	100/- per machine per day
For any other breach, violation or contravention of any terms and conditions.	Rupees 100/- will be imposed per day
In case the services remain consistently unsatisfactory for a period of more than one week.	Penalty of 1% of the Monthly Bill value will be imposed and deducted.
Any indiscipline act	As decided by the enquiry

(e) In case of any damage/loss/theft of property attributed to the personnel deployed by the contractor, the cost of the same will be recovered from the service provider/agency.

16. **Documents required for security services for Sainik school.**

**(a) Valid Labour License, PSARA, EPF/ESI Registration Numbers & Indemnity Bond.** The contractor shall obtain valid labour license under Contract Labour (R&A) Act, 1970 (if applicable) and submit a copy of such license duly attested to the Sainik School Ghorakhal. No payments would be released till the contract license is submitted by the contractor. Moreover, he/ she shall abide by all the necessary provisions of various other Labour Laws/Acts viz. ESI/Bonus, Workmen's Compensation, EPF and any other laws and rules as applicable. It shall be the duty of the contractor to get EPF code number allotted by Regional Provident Fund Commissioner (RPFC) under which the EPF subscription, deducted from the payment of the personnel engaged and employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of every month. In case of failing to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the administrative head of Sainik School Ghorakhal is entitled to recover equal sum of amount from payment due or accrued to the contractor under this agreement or any other contract with RPFC, with intimation to RPFC, duly furnishing particulars of personnel engaged. The contractor shall issue EPF Passbook/ slips/ESI card to every worker and shall supply the Code Number allotted by the local ESI/EPF authorities. The contractor shall ensure compliance within **90 days** of the award of work. If any change is required on part of Sainik School Ghorakhal, a fresh list of personnel shall be made available by the contractor after necessary required changes. If on account of non-compliance with the provisions of any laws, Sainik School Ghorakhal is called upon to make any payment to or in respect of his employees, the service provider shall fully reimburse to Sainik School Ghorakhal for all such payment and Sainik School Ghorakhal shall be free to make deductions on this account from the amount of Performance Security Deposit, in which case, the Contractor shall immediately pay to the Sainik School Ghorakhal such

amount as may be necessary to make up the required Performance Security Deposit, or from the dues which may be payable by the Sainik School Ghorakhal to the Contractor. The Contractor will sign an Indemnity Bond in favour of Sainik School Ghorakhal to this effect. No liability whatsoever shall attract and applicable to the Sainik School Ghorakhal on account of or any failure on the part of the service provider to observe these regulations.

(b) The contract shall be for the period from 01 Aug 2021 to 31 Jul 2022. However, it will come in to effect from the date of actual issue of orders. A copy of labour license certificates, Pan card, ESI, EPF registration and service/GST registration, PSARA must attached along with tender papers as documentary proof, If contractor does not enclose the copies of above mentioned documents, the tender will be rejected at the time of opening of tender.

(c) The bidders are required to furnish and forward one legible self attested copy of each of following documents along with their bids .In case of non-receipt of any of the following document, the bid will be rejected without any intimation and justification :-

(i) Registration certificate of the firm.

(ii) GST registration number of the firm.

(iii) PAN card of the firm/ proprietier

(iv) Certificate of experience for a minimum period of two years issued by Central/ State Govt Department/ PSU/ Sainik School/ Military School regarding supply/ sale/ services of items/ range of items mentioned in Part-II of this RFP.

(v) EPF registration number, to be enclosed.

(vi) ESI registration number

(vii) Certificate of recognition/ license of contract labour as per Regulation and Abolition Act 1970 from concern office of Ministry of Labour.

(viii) The bidder should have submitted filed ITR copy for last three years i.e.. A.Y. 2018-2019, 2019-2020 & 2020-2021

(ix) A copy of PSARA Certificate.

(x) A copy of Minimum wages act.

(xi) A copy of labour incense certificates (if applicable)

(d) The contractor should be an income tax payee, should be registered with State/Central Labour Commissioner, EPF authority and also be service tax payer. He shall mention PAN No., EPF Registration No., ESI Registration No., PSARA No, copy of minimum wages act and Service Tax Payee No. while applying for the tender.

**Note: All pages are to be signed before dropping in tender box**

**PART III**  
**TECHNICAL BID**

**FORMAT OF TECHNICAL BID FOR**  
**SECURITY SERVICES FOR SAINIK SCHOOL**  
**(All pages to be signed )**

1. Vendor should furnish specific responses to all the questions given below. Vendor may please note that incase all/some answer(s) so furnished is/are not clear and/or evasive and/or incomplete; the tender shall be liable to be rejected.

2	Name of the firm & Address, Phone No.		
3	a.	PAN No	
	b.	GST No (Compulsory)	
	c.	EPF No. (Compulsory)	
	d.	ESI No. (Compulsory)	
	e.	Labour license No. & Authority (if applicable)	
	f.	PSARA License No (Compulsory)	
4	Experience in the field of Service to Govt Institutions/Sainik school (Attach Experience Certificates) if any		
6	Offer is open for acceptance till (period)		
7	Name & Full address of your Banker.		
8	Please furnish your performance certificates (if any)		
9	Business name and constitution of the firm. Is the firm registered under: (a) The Indian Companies Act 1965 (b) The Indian Partnership Act 1932. (Partner name) (c) Any Act: If not, who are the owners Full Name & Address		
10	State Specifically: Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for similar services to any or as well as Govt. Dept/ PSUs. Also indicate the margin of difference.		

11	State whether business dealings with you have been banned by any of the Govt. Depts./ PSUs or any firm in the past.	
12	Please confirm that you have read all the instructions carefully and have complied with accordingly.	
13	Particulars of Earnest Money, if applicable.	
14	Any other information wishes to furnish.	

**CHECK LIST OF TECHNICAL BID**

SI No	Bid Enclosures Bidder should positively write YES or NO	Yes or No
1.	Whether Technical Bid (Envelope – A) and Commercial Bid (Envelope – B) prepared and stamped in all pages by the Authorized Signatory?	
2.	Whether EMD deposit is put in the Technical Bid (Envelope – A)?	
3.	Whether the Tender is submitted in two covers namely Technical Bid (Envelope – A) and Commercial Bid (Envelope – B)?	
4.	Whether two covers are put into an outer cover duly sealed with WAX?	
5.	<b>Whether Technical Bid (Envelope – A) contains the following:</b>	
5.1	Bidder's cover letter in the Letter Head signed and stamped by the Authorized Signatory.	
5.2	Detailed profile of the firm.	
5.3	<b>Copies of the Permanent Account Number (PAN/TAN).</b>	
5.4	<b>Copies of the Registration of GST number.</b>	
5.5	Copy of the last audited report/document showing annual turnover.	
5.6	Certificate of recognition for satisfactory installation by the institutions/organizations of repute.	
5.7	Name and current address of Firm mentioned in the bid.	



5.8	<b>Copy of Ministry of labour and employment License (PSARA) either by the State or Central Government.</b>	
5.9	<b>Copy fo PSARA License</b>	
5.10	Declaration that the firm has not black listed by department/agency etc either by the State or Central Government.	
5.11	<b>Declaration of satisfactory services.</b>	
5.12	<b>Copy of ESI and EPF Registration.</b>	
5.13	<b>Copy of Minimum wages act</b>	

This is to certify that I/we before signing this tender have read and dully understood all the terms and conditions contained herein in the entire documents and undertake myself / our self to abide by them.

Date:

Signature of the Contractor  
(With seal if available)

Place:

**Note: All pages are to be signed before dropping in tender box.**

**PART IV****FINANCIAL BID (BOQ) FOR  
SECURITY SERVICES FOR SAINIK SCHOOL**

<b>SI No</b>	<b>Category of Manpower</b>	<b>Total wages per month (Including EPF, ESI and all inclusive charges etc.)</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>01</b>	<b>Security Guard (8 +1 Person)</b>	

**Total amount in words:**

.....

.....

**\* Payment of wages should be quoted as per Minimum wages act (copy of same to be attached) EPF and ESI as per govt. rule is compulsory.**

**IMPORTANT INSTRUCTION: If any vendor quotes no service charge and later found to be recovering the same from their employees the tender will be cancelled along with blacklisting of vendor and same will be informed to Ministry of Labour for strict action.**

**Note:**

1. Sainik School Ghorakhal may increase or decrease number of manpower.
2. No other charges would be payable by the School.
3. There would be no increase in service charges during the contract period.
4. Release of full payment to be carried out to all manpower within 05 (five) working days of release of full payment by the School and compliance report to be submitted within 10 (Ten) days.
5. In case of non- adherence of above payment schedule, penalty @ 0.5 % of the total bill amount will be levied against per day delay and amount will be deducted from next month payment.
6. Proof of payment carried out during the preceding month signed by the deployed personnel and countersigned by the agency/ service provider has to be provided alongwith the current bill for the month.
7. In case of non- submission of salary slip of deployed personnel, the current bill for the month will not be processed and may lead to termination of contract.

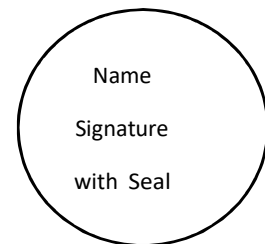
8. In case of non- production of EPF/ESI challan, the payment of EPF/ESI will not be made by the school and the agency/ Service provider will be personally liable for any legal issues arising due to nonpayment of same
9. Once approved, the Contractor will provide seasonal uniform/ shoes / search Torch/ Batten to the Security Guards employed and shall ensure that his security personnel are always properly, smartly and adequately dressed.
- 10. Clarification if any can be obtained from School before placing of tender.**
- 11. If the firm is found not paying as per minimum wages act at any point of time during the tender period, the security amount/performance bank guarantee will be forfeited and the tender will be immediately terminated/cancelled.**

**Declaration by the bidder:**

This is to certify that I/we before signing this tender have read and dully understood all the terms and conditions contained herein in the entire documents and undertake myself / our self to abide by them.

Date:

Place:



**Note: All pages are to be signed before dropping in tender box.**