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**SAINIK SCHOOL GHORAKHAL
DISTT- NAINITAL(UTTARAKHAND)
PIN-263156**

RFP No: SSGK/QM/HAIR CUTTING/2024-25

Date _____

Cost of the form Rs. 500/- paid vide SSGK MR No. / DD No. _____ dated _____

Earnest Money Rs 3000/- paid vide DD No. _____ dated _____

**INVITATION OF TENDER FOR PROVISIONING OF HAIR CUTTING SERVICES
FOR THE PERIOD FROM 01 Dec 2024 TO 30 Nov 2025**

1. Sainik School Ghorakhal, Nainital as buyer is inviting bids for Provisioning of Hair Cutting Services. Bids in sealed cover are invited for services required listed in this RFP. Please superscribe the above mentioned Title, RFP No. and Date of opening of the bids on the sealed cover to avoid the bid being declared invalid. Bid envelope should clearly state “**Provisioning of Hair Cutting Services.**”

2. The address & contact number for sending tender/bids or seeking all clarification regarding this RFP are given below:-

- | | | |
|-----|------------------------------------|--|
| (a) | Bids/queries to be addressed to: | Principal, Sainik School Ghorakhal
Post Office – Ghorakhal
District- Nainital (Uttarakhand)
PIN- 263156 |
| (b) | Postal Address: | Principal, Sainik School Ghorakhal
Post Office – Ghorakhal
District- Nainital (Uttarakhand)
PIN- 263156 |
| (c) | Telephone No. of Contact Personnel | 05942-220051 |

3. This RFP is divided into six parts as follows:-

- (a) **Part-I** – Contains general information & instruction of bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders etc.
- (b) **Part-II** – Contains essential details of the items/ services required, such as the Schedule of Requirements (SOR), Delivery period, Mode of delivery and Consignee details.
- (c) **Part-III** – Contains standard conditions of RFP, which will form part of the contract with the successful Bidder.
- (d) **Part-IV** – Contains special conditions applicable to this RFP and which be also form part of the contract with the successful Bidder.
- (e) **Part-V** – Contains evaluation criteria, Terms & conditions, format for price bids along with returnable Performa and Technical specifications.
- (f) **Part-VI** – Financial Bid.

4. This RFP (single copy priced @ Rs 500/-) is issued with no financial commitment. The Buyer reserves the right to change or vary any part of RFP at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage. Bidders willing to quote the rate of items list provided in the RFP as **Appendix 'B'**.

5. Bidders are requested to indicate their acceptance of the above offer based on the terms and conditions as mentioned in the succeeding paragraph and as per **Appendix-C**.

Administrative Officer
For Principal

Part-I General Information

1. **Last Date and Time for Depositing the Bids:** 04 Nov 2024 (1500 hrs).
2. **Manner of Depositing the Bids:** Sealed Bids will be dropped in the Tender Box marked as **INVITATION OF TENDER FOR PROVISIONING OF HAIR CUTTING SERVICES** kept at:-

Guard Room, Main Gate-02, Sainik School Ghorakhal, Nainital

The bids should reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for delay or non delivery/non-receipt of Bid documents. Bids sent by post, Fax or email will not be considered. The bid shall be signed by the authorized person and his/her full name and status to be indicated below the signature along with the official stamp of the firm. The bid should be packed in envelope before dropping into the tender Box. The tender will be placed in sealed envelop & addressed to The Principal, Sainik School Ghorakhal. The Name & address of the tenderer will inevitably be mentioned. The envelop will be marked in bold with “**INVITATION OF TENDER FOR PROVISIONING OF HAIR CUTTING SERVICES.**”

3. **Time and Date for opening of Bids:** 04 Nov 2024 (1530 hrs)

(If due to any exigency, the due date of opening of the bids is declared a 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).

4. **Location of the Tender Box:** Guard Room, Main Gate No 02, Sainik School Ghorakhal. Only those Bids which are found in the tender box will be opened for consideration. Bids dropped in the wrong Tender box or received after the due date and time will not be accepted and it will be rendered invalid.

5. **Place of opening of the Bids:** The Reception room of Sainik School Ghorakhal. Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-

- (a) Firm Name including complete postal/ e-mail address and Fax/ Telephone No.
- (b) Photocopy of PAN Number
- (c) Photocopy of Aadhar Card
- (d) GST number/TIN number/ Registration Certificate of Shop (if any)
- (e) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
- (f) Character Certificate/Experience Certificate related services (if any)
- (g) Detail of EMD Bank Draft
- (h) Price Bid Performa

7. **Two Bid System:** The bids are being invited under Two Bid System and separate commercial and technical clauses (bids) will be considered. Only technical bid would be opened at the time and date mentioned above. Date of opening of the financial bid will be intimated after acceptance of the technical bid. Financial bid of only those firms will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the buyer.

(Sig. of bidder)

(Sig. of Presiding Officer)

8. **Clarification regarding contents of the RFP:** 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 Ten (10) 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.
9. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modifications or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail/Fax but it should be followed by a signed confirmation and should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security deposited by the bidder.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to Quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bids, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids:** The Bids should remain valid till 120 days from the last date of submission of bids.
14. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) as per advertisement published along with the Bid. The EMD may be submitted in the form of Demand Draft in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), A refundable amount of **Rs. 3000/-** (Rupees three thousand only) will be charged as EMD against the tender. As per chapter 4.7.7 of DPM 2009, bid security is not required to be submitted by those firms, who are registered with the central purchase organization DG S & D, MSME and organizations registered with National Small Industries Corporation (NSIC) or concerned department of Ministry of the Government of India like NCCFI and Kendriya Bhandar. EMD is to remain valid for a period of 90 days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them without any interest whatsoever before the 30 days after the award of the contract. The bid security of the successful bidder would be returned without any interest whatsoever, after the receipt of the Performance Security (PBG) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

(Sig. of bidder)

(Sig. of Presiding Officer)

PART II - Essential Details of Items/Services

1. **Contract Period:** Contract period would be with effect from **01 Dec 2024** for one year. It can be extended upto 03 years subject to mandatory good performance and absolute discretion of Principal, Sainik School Ghorakhal. Please note that contract can be cancelled unilaterally by the School in case of any violation of terms and conditions of contract/default by the contractor as provided elsewhere in the contract documents/RFP.

2. **Eligibility Criteria:**
 - (a) An Indian national holding the valid identity proof such as Voter ID Card issued by Electoral Commission of India /Aadhaar Card/ Ration Card/Driving License/Passport. He should not have any adverse/disciplinary case in police station.

 - (b) Self attested copies of following documents need to be attached:-
 - (i) Firm Name including complete postal/ e-mail address and Fax/ Telephone No.
 - (ii) Photocopy of PAN Number
 - (iii) Photocopy of Aadhar Card
 - (iv) GST number/TIN number// Registration Certificate of Shop (if any)
 - (v) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (vi) Character Certificate/Experience Certificate related services (if any)
 - (vii) Detail of EMD Bank Draft
 - (viii) Price Bid Performa

 - (c) Earnest Money Deposit of **Rs. 3000.00** (Rupees three thousand only) is to be deposited as per advertisement payable by Demand Draft in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (CODE NO. 1352), with other documents as mentioned in RFP.

3. **Signing of Contract Agreement:** The successful bidders/contractor will be required to sign an agreement with the buyer within 30 days from the date of written intimation to the bidder to this effect.

4. **Contract Operating Authority:** The contract for Provisioning of Hair Cutting Services for Sainik School Ghorakhal, Nainital once finalised, will be operated by Principal, Sainik School Ghorakhal through its designated staff.

5. **Cancellation of the Contract in Part or in Full due to Contractor's Default:** If the contractor, in the opinion of the Govt/School authorities fails or neglects to comply with any of the terms and conditions of the contract or with any other issued there under then in such a case the Govt./School authorities shall without prejudice to any other right or remedies under this contract, have the right and be entitled to cancel the contract by giving 30 days notice in writing to the contractor, without being liable to pay any compensation for such cancellation. The contractor, however, will be entitled to be paid amount after deduction if any amount due to the Govt/School authorities towards outstanding rebate, water and electricity or rent and allied charges payable by the contractor. In the event of cancellation of the contract in the circumstances aforesaid, the contractor shall on demand by the Govt. or the authorized representative thereof, handover immediately, to the Govt, or the authorized representative of all Govt stores/components in the possession or custody of the vendors without waiting for the payment or even settlement of any claim already made or intended to be made by the contractor.

(Sig. of bidder)

(Sig. of Presiding Officer)

PART III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the standards condition of the request for proposal mentioned below which will automatically be considered as part to 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 the Bid submitted by the bidder.

1. **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.
2. **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 contract.
3. **Arbitration:** All disputes or differences arising out of or in 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, shall be referred to the sole arbitration of the Principal, Sainik School Ghorakhal or person appointed by him on his behalf in terms of arbitration and conciliation act, 1996 as amended from time to time and the decision of such arbitration shall be final and binding on both the parties.
4. **Penalty for use of Undue Influence:** The bidder undertakes that he has not given offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the present contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour 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 any one 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 any 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 affect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any officer/employee of the Buyer or to any other person in a position 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, forfeiture of the bank guarantee and refund of the amounts paid by the Buyer.
5. **Non-disclosure of Contract Documents:** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

(Sig. of bidder)

(Sig. of Presiding Officer)

06. **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 registered pre-paid mail, addressed to the last known address of the party to whom it is sent.

07. **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.

08. **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 other part thereof.

PART IV – Special Conditions of RFP

The bidder is required to give confirmation of their acceptance of special conditions of the RFP mentioned below 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.

1. **Security Deposit:** The bidder will be required to furnish a security deposit for Security against tender against an official receipt issued by school authority within 30 days of signing of the contract. The Security Deposit will be released only after expiry of the contract after adjusting outstanding dues, if any payable by the contractor. The security deposit is to be made in favour of Principal Sainik School Ghorakhal. The bidder is to note that once contract is finalised, after due negotiations of rates, has to deposit **security amount @ 10% of the total cost in the form of DD,** before the indent for supply is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he would have no further claim of the contract and forfeited amount.

2. **Payment Terms:** It will be mandatory for bidder to include their Bank account numbers and other relevant e-payment details so that payment could be made through RTGS/NEFT etc or through cheques wherever feasible.

3. **Claims:** The following claims clause will form part of the contract period on successful Bidder:-

(a) The quality claims will be raised solely by the buyer and without any certification/counter signature by the seller's representative.

(b) The contractor will be responsible for any eventuality such as specified at Part II, Part III and Part IV of RFP during the contract period. Discipline/adherence to security safety norms is the responsibility of contractor.

(c) The contractor and the personnel employed by him in discharge of the service shall observe all rules regarding security precaution as applicable to and enforced by Principal, Sainik School Ghorakhal. The decision of Principal in this regard would be final and binding.

(d) Principal, Sainik School Ghorakhal reserves the right to reject any offer without assigning any reason.

(Sig. of bidder)

(Sig. of Presiding Officer)

- (e) The contractors undertake to see that no inflammable article is brought within the school campus area and on default the action will be decided by the Principal, Sainik School Ghorakhal.
- (f) Any damages to the vendor occurred due to force Majeure or any negligence, Sainik School Ghorakhal will not be held responsible for the same.
04. **Paying Authority:** Administrative Officer, Sainik School Ghorakhal, Nainital will be the paying authority. The payment of bills will be made on submission of the following documents by the contractor to the Paying Authority along with the bill (As applicable)
- (i) Ink- signed copy of Commercial Invoice/Contractor's bill.
- (ii) Details for electronic payment viz Account holder's Name, Bank Name, Branch Name and Address, Account Type, Account Number, IFSC Code, MICR Code (if these details are not incorporated in supply order/ contract)
05. **Inspection Authority:** Principal/Administrative Officer, Sainik School Ghorakhal, Nainital is the inspecting agency.

Part V – Evaluation Criteria & Price Bid Issues

1. **Evaluation Criteria** – The broad guidelines for evaluation of Bids will be as follows:
- (a) Only those Bids will be evaluated which found to be fulfilling all the eligibility and qualifying requirement of the RFP.
- (b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (c) **Finalising of L1 Firm** – The lowest bid will be decided on total sum of prices quoted for 1st & 2nd Hair Cut in respect of boy and girl cadets. Rates quoted for Hair Cut Services for staff will not be considered for evaluation of financial bid. Further the financial implication in the interest of school (Total Cadet x Total Cost of Hair Cut, thereafter Net Cost). Cost of all items will be the deciding factor in addition to other parameters of RFP.
- (d) All taxes and levies including GST must be mentioned with their rates and value. No further correspondence on submitted quotations will be entertained after closing date of tender.

(Sig. of bidder)

(Sig. of Presiding Officer)

2. **TERMS AND CONDITIONS FOR PROVISIONING OF HAIR CUTTING SERVICES**

(a) The rates quoted should be for military style hair cutting, using manual /electrical hair cut machine, to be given to the students of Sainik School Ghorakhal, at least one haircut in every 15 days. Rates quoted shall be inclusive of all charges, including GST, for service at the school salon on stipulated dates & timing.

(b) The firm must enclosed copy of PAN Card and GST registration alongwith tender for documentary proof. If the firm does not enclose the above mentioned copies of the documents alongwith tender, the tender will be rejected at the time of opening of tender. The contract shall be for the period from **01 Dec 2024 to 30 Nov 2025**. However, it will come in to effect from the date of actual issue of orders.

(c) 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.

(d) Hair cutting services will be provided as per the roster regulated by the school from time to time, on all the week days except on Tuesdays, between 2 PM to 2.50 PM and 4 PM to 5:30 PM. On Sundays, additional services be provided between 9 AM to 1100 AM and 2 PM to 5:30 PM as per direction of school authority. Venue of hair cut is hair dressing room in the school. Time will be varied as per requirement of the school.

(e) Blades, if used shall be disposed off after single use and it shall be ensured that no single blade is used for two different students. All used equipment will be cleaned and maintained hygienically to ensure any type of infection is not spread to the cadets. The barber shop and all equipments will be cleaned after every use.

(f) The barbers employed by the contractor will meticulously follow the house wise monthly schedule drawn by the school as also the standard of haircuts laid down for the students befitting the standards of Sainik School, if any such schedule is made. On an average **35** such hair cuts would be required every day. The barber, in addition to routine service, will also undertake the responsibility of giving special/additional haircuts to the students as and when required by the authorities. Replacement of any such barber, during the approved period of contract shall be meticulously ensured by the contractor. Also, it shall be ensured by the contractor to provide high quality hair cutting machines and other relevant equipment. Female hair dresser should be employed for Girls cadet.

(g) Monthly Rent of Electricity and Water charges will be levied as per the State Govt. rates/actual consumption. Any alteration/deletion in what ever form to the allotted accommodation for running the shop is not allowed. Cooking or lighting of fire in the shop premises is strictly prohibited.

(h) Request for enhancement of rates of any items under any circumstances, will not be considered once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc., shall be verified before award of the contract.

(Sig. of bidder)

(Sig. of Presiding Officer)

(j) Payment will be made by RTGS/NEFT only, once in a month on submission of the corrected bill, within a month from the date of the receipt of the corrected bill for the items actually received in good condition. 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.**

(k) The event of irregular, delayed or failure of services on the stipulated date and time, the school is at liberty to avail hair cutting services from the local market without prejudice. The excess cost paid over and above the contract rate of such services, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit. In addition a penalty to the extent of Rs.100/- 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 service provider.

(l) 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.

(m) The Principal, Sainik School Ghorakhal reserves the right to or not to demand any item / service, given in the tender.

(n) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed of within the Nainital court jurisdiction only

(o) Rates should be written in figure as well as in words also.

(p) After the tendering procedure if any contractor would like to withdraw his tender, shown his inability to take up the contract after negotiation or in any reason not able to sign the agreement bond, the EMD deposited by the contractor will stand forfeited and he will have no further claim for the contract and forfeited amount.

(q) 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.

(r) An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contractor before placement of order.

3. **Price Bid Performa:** Price bid performa for rate quoted by the bidder is attached as Appendix 'B'. The same must be used by the bidder for submitting the price bid for the Provisioning of Hair Cutting Services.

(Sig. of bidder)

(Sig. of Presiding Officer)

ELIGIBILITY DOCUMENT

1. The following documents are to be attached with the Technical bid:
 - (a) Firm Name including complete postal/ e-mail address and Fax/ Telephone No.
 - (b) Photocopy of PAN Number
 - (c) Photocopy of Aadhar Card
 - (d) GST number/TIN number/ Registration Certificate of Shop (if any)
 - (e) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (f) Character Certificate/ Experience Certificate related services (if any)
 - (g) Detail of EMD Bank Draft
 - (h) Price Bid Performa

Note:

1. All documents are to be self attested and all pages of RFP/contract documents are to be signed by Authorized Signatory.
2. Attach acceptance of terms and conditions provided with RFP duly signed.
3. Contract is for providing services at Sainik School Ghorakhal as per the services mentioned in Schedule of Requirement (SOR) mentioned at Part-II of RFP.
4. Contractors will be required to enclose necessary documents to prove their eligibility as given above and include affidavit for no recovery of outstanding/Undertaking or NOC, wherever required.
5. List of items such as furniture, containers, display cabinet, electric and electronic equipments proposed to installed is to be mandatory attached with RFP (in case it is required). Prior permission is to be obtained for installation of Principal (in case required).

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage. I/We will be blacklisted and will not have any dealing with the Department in future.

Date:

(Authorized Signatory of bidder)

Place

(Sig. of bidder)

(Sig. of Presiding Officer)

TECHNICAL BID

1. Firm Name including complete postal/ e-mail address and Fax/ Telephone No.
2. Photocopy of PAN Number
3. Photocopy of Aadhar Card
4. GST number/TIN number / Registration Certificate of Shop (if any)
5. Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
6. Character Certificate/ Experience Certificate related services/supply (if any)
7. Detail of EMD Bank Draft
8. Price Bid Performa

(Sig. of bidder)

(Sig. of Presiding Officer)

CHECK LIST

SI No	Bid Enclosures	Yes or No
	Bidder should positively write 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)?	
37.	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.	Whether Technical Bid (Envelope – A) contains the following:-	
5.1	Bidder's covering letter in the Letter Head signed and stamped by the Authorized Signatory.	
5.2	Detailed profile of the firm.	
5.3	Copies of the Permanent Account Number (PAN).	
5.4	Copies of the Registration of GST/TIN number/ Registration Certificate of Shop (if any)	
5.5	Copy of Aadhar Card	
5.6	Details of Bank A/c	
5.7	Certificate of recognition for satisfactory services by the institutions/organizations of repute.	
5.8	Copies of the Character/ Experience Certificate of educational institutions of repute where services have been provided.	
5.9	Declaration that the firm has not been black listed by department/agency etc either by the State or Central Government.	
6.	The Rate and Amount of each service along with the applicable taxes (Envelope – B) has been filled or not and the same is signed and stamped by the Authorized Signatory.	
7.	EMD Bank Draft	

(Sig. of bidder)

(Sig. of Presiding Officer)

PRICE BID FORMAT FOR PROVISIONING OF HAIR CUTTING SERVICES

1. **Price Bid:** The Price bid Format is attached with the RFP as schedule all Bidders are required to fill this up correctly for **Provisioning of Hair Cutting Services**.

Part-VI**FINANCIAL BID**

Note:- Rate for each service should be quoted please.

- (a) **Machine/ Scissor Cut (For Boys)** **Strength of Boys - 480**
- (i) Rate per cut (machine/ Scissor cut) : Rs. _____
- (ii) Rate for second cut in the same month : Rs. _____
(Machine/ Scissor cut)
- (b) **Machine/ Scissor Cut (For Girls)** **Strength of Girls - 45**
- (i) Rate per cut (machine/ Scissor cut) : Rs. _____
- (ii) Rate for second cut in the same month : Rs. _____
(Machine/ Scissor cut)

MISCELLANEOUS SERVICES FOR STAFF
(Rates will not be considered for evaluation)

Scissors Cut (For Staff)

- (i) Rate per cut (scissors) : Rs. _____
- (ii) Rate for second cut in the same month (scissors) : Rs. _____
- (iii) Rate for shaving : Rs. _____
- (iv) Rate for baby cut (boys) : Rs. _____
- (v) Rate for baby cut (girls) : Rs. _____
2. Taxes, if any.....
3. Any other relevant details.....

(Sig. of bidder)

(Sig. of Presiding Officer)

Appendix-C
RFP No: SSGK/QM/
HAIR CUTTING/2024-25

CERTIFICATE OF ACCEPTANCE OF
TERMS AND CONDITIONS OF TENDER

It is certified that all the terms and conditions as laid down in the RFP including its appendices and annexure are accepted by the company/bidder and the bidder undertakes to abide by all of them during entire tendering process and thereafter, if selected for Provisioning of Hair Cutting Services. It is further certified that any cost incurred on additional services required for completing the contract documents/process for providing related services would be borne by us.

Date:

(Authorized Signatory of bidder)

Place:

(Sig. of bidder)

(Sig. of Presiding Officer)