



SAINIK SCHOOL GHORAKHAL

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Total Pages :06

No: SSGK /QM /SMS /2021-22 Date _____ Cost of the form Rs. 500 /-
paid vide SSGK MR/DD No _____ dated _____ Earnest
Money Rs 20,000 /- paid vide DD No. _____ Dated _____

TENDER FORM FOR PROVISIONING OF SWEEPING MANAGEMENT SERVICES FROM 01 MAY 2021 TO 30 APR 2022

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 22 Feb 2021, for provisioning of Sweeping management services purely on contractual basis from 01 May 2021 to 30 Apr 2022.

2. Tender forms would be available at school office on payment of **Rs 500/-** (non-refundable) through **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), up to 12:00 hrs on 22 Feb 2021. Earnest money of **Rs 20,000/-** is to be paid by SBI 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 22 Feb 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 of.**

Part I – General Information

1. **Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by registered post at 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) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.
2. **Time and date for opening of Bids:** 22 Feb 2021 (1230 hrs) (If due to any exigency, the due date for 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).
3. **Location of the Tender Box:** Guard Room, Main Gate No 02 ,Sainik School Ghorakhal only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

4. **Place of opening of the Bids:** Reception 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.
5. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-
 - (a) Complete postal and e-mail address and Fax/ Telephone No.
 - (b) GST number
 - (c) Bank Branch and address
 - (d) Name as it appears in the Bank Account
 - (e) Detail of Account number, Account Type IFSC, MICR code
6. **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 seven (07) 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.
7. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the Witten 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 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.
8. **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.
9. **Validity fo Bids:** The Bids should remain valid till 90 days.
10. **Inspection Authority:** Principal /Administrative officer , Sainik school Ghorakhal, Nainital is the inspecting agency.
11. **TERMS AND CONDITIONS FOR PROVISIONING OF SWEEPING MANAGEMENT SERVICES.**
 - (a) The rates quoted should be for Sweeping management services inclusive of all charges & GST for service at the school premises on stipulated dates & timing.
 - (b) The contract shall be for the period from 01 MAY 2021 TO 30 APR 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 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 interested parties may submit their tender after inspection of campus and buildings at the Sainik School Ghorakhal.

- (d) The inspection of the premises can be made between 0900 to 1300 hrs on all workings days from the date of issue of tender notice till the date of closures of tender.
- (e) 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.
- (f) The tenderer should also submit proofs in respect of his past successful performance in the field of cleanliness, sweeping and house keeping services.
- (g) **In case of unsatisfactory service rendered by the contractor the Principal, Sainik School Ghorakhal reserves the right to terminate the contract even during the currency of the contract and no payment will be made after that.** Of course, an opportunity shall be provided to him to clarify the position.
- (h) In case any accident occurs with any worker of the contractor while doing his job, the Sainik School Ghorakhal will not be liable in any way and the sole responsibility will be of the contractor.
- (i) The contractor shall abide by the terms & conditions of the tender strictly.
- (k) The cleanliness and sweeping personnel should be well behaved and matured person.
- (l) No labour below the age of 18 years shall be employed by the contractor.
- (m) **The tenderer should provide suitable uniforms for his personnel at his cost** and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in Housekeeping. Sainik School Ghorakhal shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees including their appointment, conduct, discipline termination, wages and terms and conditions of work etc. Which are the sole obligations of the tenderer.
- (n) The contractor shall arrange for reserve personnel in lieu of weekly off or leave periods of the regular persons. No separate payment shall be made for such arrangement.
- (o) **The cleaning work includes checking flush, Urinal, washbasin, drainage pipes, Taps etc. are in proper working condition.** In case of any problem, it should be brought to the notice of the office on account of damage or theft of material during discharge of cleaning activities.
- (p) **The contractor shall compensate in full the loss sustained by this office on account of damage or theft of material during discharge of cleaning activities.**
- (q) **Broom stick and soft broom will be provided by the contractor to his workers** and cleaning material like phenyl, tile cleaner, washing powder, Harpic, lyzol, Naphthelin ball will be provided by the school and contractor shall ensure cleanliness at all times and at all the prescribed places.
- (r) 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.
- (s) 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.

(t). Alterations to prices in this tender once quoted are not changeable, except when called for negotiation.

(u). Incomplete, illegible and over written tenders may be rejected by the board of officers.

(v). After submission of the tender, if tenderer wants to withdraw his tender, the earnest money deposited by him will be forfeited.

(w). After approval of the tender, if the tenderer is unable to provide the services, the security money deposited by the tenderer will be forfeited and the order will be treated as cancelled and can be given to other contractor.

(x). **All the person working in the school are in possession of their photo 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 1st day of services**

(y). Payment will be made by crossed cheque drawn in favour of the firm, once in a month, with in a month 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. **1.5%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

(z). In the event of unsatisfactory deployment or failure of deployment of safaiwala on the stipulated date and time or misbehavior by the deployed Safaiwala, the school is at liberty to deploy the required number of Safaiwala 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.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 contractor.

(aa). 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.

(ab). After final approval of the tender the contractor will have to deposit the security money @ 5% of the amount in accordance with the total cost of the tender however, the earnest money may be adjusted into security money.

(ac). Garbage will be disposed off in proper place daily.

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

4. During the Summer/Winter vacations the contractor will carry out work as per the requirement of school and the payment will be made accordingly .

5. **Contractor has to provide the services on Sunday and closed holiday also as a normal routine keeping in mind the specified area as mentioned below at clause No 10. The school cleaning & house keeping will not be hampered on account of function or holiday. Contractor has also provide two female person to carry out the job during period of the contract.**

6. Contractor has to supervise all the areas where their worker will be deputed.

7. The cleaning work of Cadets Hostel is also to be carried out during evening i.e from 1700 hrs to 1900 hrs in dormitories.
8. If any portion of the school area is not found properly cleaned necessary percentages of amount will be deducted from contractor's bill .
9. 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.
- 10.. The Sweeping and cleaning including toilet block works will be carried out as under :-
- (a) Hostels inside and out side regular basis - Twice a day – 9 houses.
 - (b) Cadets Mess inside and out side regular basis -Thrice a day(from 0730 to 2100 hrs)
 - (c) Classes/Lab/Library inside and out side (Raman Block) regular basis - Twice a day
 - (d) Officer residence inside & outside regular basis in morning & evening hours
 - (e) Adm Block ,MI Room inside & out side regular basis- morning hours
 - (f) Guest houses, Auditorium, stadium, parade ground, sports complex, conference hall Vatika on required basis
 - (g) Campus surrounding area, staff, Road, Play fields, Covered Passage etc- once a week
 - (h) Sewer line and school drainage on required basis.
 - (i) Cleaning of Vegetation as directed by Authorities.
11. The sealed envelope of the tender paper of services will be stipulated with the category for which the tender is submitted i.e. '**TENDER FOR SWEEPING SERVICES**' for **2021-2022.**
12. Rate should be quoted in figure as well as in words also.
13. An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved contactor before placement of order.
14. 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.
15. 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.

16. **TOTAL AMOUNT TO BE PAID BY THE SCHOOL FOR SWEEPING SERVICES**
(Rate to quoted by the contractor)

Total Amount as per specified area mentioned at Para 10 above _____per month

The above mentioned details, terms and conditions from Sl. No 1 to 16 have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the contractor _____.
Name: _____
Address _____

**Enclosed Demand Draft for
(a)Rs. 500/- towards cost , and / or**

**(b) for Rs. 20,000/- as EMD along with
this tender form**

Tel : _____ (Tick / Strike out as applicable)

E-mail (if any) : _____

Name of Account Holder _____

Branch of Bank & Place _____

A/c Number: _____

IFSC CODE No _____

MICR NO. _____

Enclosed cancel cheque/pass book photo copy

ADM OFFICER
SAINIK SCHOOL GHORAKHAL

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