



भारत सरकार

मानव संसाधन विकास मंत्रालय  
केन्द्रीय विद्यालय, दतिया (म.प्र.)

दूरभाष क 07522-237361

पता-झांसी रोड, दतिया (म.प्र.) 475661

F.77/2020-21/KV-Datia/

ईमेल-kvdatia@gmail.com

वेबसाइट- www.datia.kvs.ac.in

Dated: 20 /01/2021

## टेंडर दस्तावेज

### TENDER DOCUMENT

To

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**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract".**

Sir/Madam,

The Kendriya VidyalayaSangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of KendriyaVidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the undersigned from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year w.e.f. **01/03/2021 to 28/02/2022** which may likely to be extended by another one year, as indicated below :-

A. Area of the Building : The Vidyalaya is running presently from Classes I to X only in the own building having 30 main rooms, toilets, corridors, stairs and open area as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of : Kendriya Vidyalaya,  
the building Jhansi Road,  
Datia (MP) 475661

Total Area : 10 Acres approx.

(Office Block, Class Rooms, Labs, Play Grounds, Cycle /scooter/ Car Stands. Play Ground, Garden and open space near buildings/rooms)

The Area/ compound is surrounded by a boundary wall with TWO gates.

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B. Manpower required at present, may increase in future as per requirement in new building.

S.No.	Category of Manpower	Nos.	Minimum qualifications or/and experience	In the following way/timings
1.	Security Guards	04 (one gunman)	Middle Standard	For providing complete and continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
2.	Worker for cleanliness/Sweeping	02	Primary Standard	07 AM to 03:00 PM and may vary as per season.  All days except Sunday and Gazetted holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping etc. on holiday(s) whenever required will be payable.
3.	Gardener	01	Primary/Middle Standard बागवानी एवं पौधों के बारे में जानकारी होनी चाहिए	07 AM to 03:00 PM and may vary as per season.  All the work of gardening
4	Sub-staff	01	High School	08 AM to 04 PM

An outline of tasks to be carried out by different category of manpower provided is detailed as under :-

S.No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide security/guard to the Vidyalaya.
2.	Worker for Cleanliness/Sweeping	To clean the Vidyalaya building/Office & surroundings. Washing of toilets & Urinals. Sweeping open areas Roads within the boundary of Kendriya Vidyalaya.
3	Gardener	Cutting & cleaning of bushes and unwanted weeds from the open areas around the buildings and play ground in the compound and maintain the garden.

**Quoted Price :**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges not below than 2% (including profit and administrative charges) in the format of quotation only attached **(Annexure-A)**.
- (b) Hourly rate of OTA should not exceed  $\frac{\text{monthly remuneration}}{30 \times 8}$ .
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (d) The cleaning material will be provided by the indenting office.**
- (e) GST registration should be enclosed by the bidder.
- (f) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (g) The Bidder shall deposit **Rs.10,000/- (Rs. Ten thousand only)** in the form of Demand Draft valid for 135 days in favour of **"VVN A/C, Kendriya Vidyalaya, Datia (MP) payable at Datia (MP)** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (h) The selected firm has to furnish performance security in the form of Demand Draft for an amount of **10 % of annual charges** valid for fourteen months from the date of award of the contract. The performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (i) Telex or Facsimile Bids are not acceptable.

Each Bidder must submit only one Bid.

**Validity of Bid :**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

**Terms and Conditions:**

- (a) **The firm quoting service charges below 2% of unit rate shall be treated as unresponsive and will not be considered.**
- (b) **The remuneration shall be disbursed as per rates approved by the Central / State Govt. (Whichever is higher)** through directly in the Account of the concerned employee deployed by the agency at Kendriya Vidyalaya Datia.
- (c) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya, Datia as per the monthly remuneration and OTA charges quoted without any deduction.



(d) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees as per rate quoted in the tender form. **The agency will not quote a rate which is less than the minimum wages approved by the Govt. (Central / State, whichever is higher). If wages are enhanced by the Govt. (Central / State) during the period of contract the Principal employer will pay the enhanced wages to the contracting agency. The contracting agency will ensure that the revised, enhanced wages are paid to the employees. In case of wage revision by the Govt., the Principal employer will provide a copy of notification to the agency to revise the bill with revised rates.** The contracting agency will submit the invoice along with the following documents :-

- (i) Details of disbursement as per rate quoted in the tender form made to the staff furnishing A/C payee cheque/ NEFT details with the attested copies of Bank Account statement for each payment.
- (ii) **Proof of payment of statutory obligation such as EPF, ESI (Name wise statement along with EPF / ESI Account Number and their own contribution and Management Share)** and any other applicable tax.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.

- (e) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (f) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (g) The normal office hours of Kendriya Vidyalaya Datia is from 08 am to 2.10 pm six days from Monday to Saturday (closed on Second Saturday of every month). However, the Contracting Agency will deploy their workers and provide the services of Security/Cleanliness according to duty timings as mentioned at pre Page.No.'2'.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration – A1**

where A1 = Monthly remuneration X Nos. of days of absence

No. of days in the month

(i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by Kendriya Vidyalaya, Datia. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for KVS shall be made within 24 hours.

(j) The Contracting Agency will be required to sign a contract with the Principal, Kendriya Vidyalaya, Datia as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

- (k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (l) The contractor will ensure that the EPF contribution of employees and management share will be credited in the account of employees (as per wages applicable) every month. Receipt of electronic chalan (namewise) with I.D. No., establishment ID and any other documentary proof attested by the contractor will be required to release payment of succeeding month. Such documents will be produced along with the bill every month.
- (m) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (n) The Contracting Agency will deploy the trained/professional security guards, (preferably Ex-servicemen), trained worker for cleanliness, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen for security guards. The Contracting agency will also ensure that the security guards/worker for cleanliness are free from Aids or any other infectious disease before deployment for work.
- (o) The Vidyalaya shall provide a small room/space for Security guards/worker for cleanliness deployed by the contracting agency. No name plate of agency shall be allowed on the room/space and nobody will be allowed to stay in the Vidyalaya except the staff of Contracting Agency on duty.
- (p) The Contracting Agency shall provide to their security personnel/worker for cleanliness worker with impressive summer uniform as well as winter uniform with insignia.

#### **Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) **The bid will be treated as non-responsive if following documents are not attached:**
- (a) Registration Certificate of the firm issued by competent authority along with brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- (b) Audited Balance Sheet & Profit and Loss Account.
- (c) List of clientele during last 3 years along with the cost of assignment.
- (d) PAN No. and Current IT Clearance certificate.
- (e) Attested copy of proof of EPF registration.
- (f) Attested copy of proof of ESI registration.
- (g) Attested copy of Security license from IG (Police) for Datia or all MP.
- (h) The Bidder shall deposit **Rs.10000/- (Rs. Ten thousand only)** in the form of Demand draft valid for 135 days in favour of **VVN A/C, Kendriya Vidyalaya, Datia**, Payable at Datia as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.



- (i) Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services in the Madhya Pradesh (Where both Central and State Govt. has fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable) shall render the bid disqualified for evaluation.
- (j) The evaluation will be done for all the items put together. Indenting Office will award on the basis of evaluation made by the committee constituted for this purpose.

**Award of Contract:**


- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the price tender form.
- (b) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

**Last date and time of receipt of Bids:**

You are requested to submit the Sealed Bids through **Reg./speed post only** superscribed on the envelope as "Bids for providing 'Security/Conservancy/Gardening Service' on service charge basis"

latest by 04/02/2021, up to 02.00 PM. The quotations will be opened in the office of the undersigned on 05/02/2021 at 12.30 PM.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

  
Principal  
श्रीमती गीता/ Smt. Geeta  
प्राचार्य/Principai  
केन्द्रीय विद्यालय, दतिया (म.प्र.)  
Kendriya Vidyalaya, Datia (M.P.)

For and on behalf of the  
**Kendriya Vidyalaya, Datia (MP)**

Encl : As above

**CERTIFICATE**

Certified that I have read and understood the terms and conditions and scope of work mentioned above. I have quoted my rates in tender form taking into account all the clauses of Terms and Conditions and scope of work.

Signature of the Contractor with seal

Full Name of Proprietor & Firm

Full Address

Date:

केन्द्रीय विद्यालय, दतिया में साफ-सफाई के लिए नियम एवं शर्तें ।

**Terms & conditions for cleaning/ sweeping jobs for Kendriya Vidyalaya, Datia (MP).**

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|----|--|--|
| 1. | Name of the K.V.<br>केन्द्रीय विद्यालय का नाम  | Kendriya Vidyalaya Datia (MP)<br>केन्द्रीय विद्यालय, दतिया (मप्र)  |
| 2. | Address/ Location of the building<br><br>पता एवं भवन की स्थिति   | Jhansi Road, Datia (MP)<br>475661<br>झांसी रोड, दतिया (मप्र)<br>475661   |
| 3. | Area of the building including open space<br>भवन का क्षेत्र, बाहरी क्षेत्र सहित  | As on site.<br>जैसी भवन की स्थिति  |
| 4. | No. of days during the month for which<br>the services are required.<br><br>मास के दिनों की संख्या जिसमें सेवा की आवश्यकता<br>होगी - | All days except Sundays & Gazetted holidays<br>& Other School holidays<br>Unless otherwise required on written<br>requisition. Charges for cleaning/<br>Sweeping etc. on holiday(s) whenever required<br>will be payable otherwise not.<br>रविवार, राजकीय अवकाश एवं विद्यालय के अन्य अवकाशों<br>के अतिरिक्त सभी दिन । यदि इन अवकाशों में भी<br>आवश्यकता हुई तो लिखित माँग के आधार पर सेवाएं ली<br>जाएंगी व साफ-सफाई के कार्य का भुगतान किया जाएगा<br>अन्यथा नहीं । |

**SCOPE OF WORK**

**कार्य का क्षेत्र**

- A. Daily work: from 7.00 am to 12.30 pm & 1.30 pm to 5.30 pm or as may be decided by the Vidyalaya  
ए प्रतिदिन कार्य - प्रातः 7:00 बजे से मध्याह्न 12:30 तक एवं मध्याह्न 1:30 से सायं 5:30 तक या विद्यालय द्वारा निर्धारित समय ।
1. Sweeping of entire area of the Vidyalaya building & surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.  
विद्यालय - भवन के समस्त क्षेत्र की सफाई व भवन के बाहरी भाग की सफाई एवं बेकार की बिखरी चीजों को इकट्ठा करना एवं प्राचार्य द्वारा दिए गए निर्देशों के अनुसार निस्तारण करना ।
  2. Cleaning of the floor area with wet floor dusters & detergent, disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya & thereafter every 2 hours specially in areas like corridors, stairs & reception etc., spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.  
विद्यालय भवन की फर्श को गीले पोंछे से व डिटरजेंट, फिनाइल आदि से विद्यालय खुलने से पूर्व प्रातः साफ करना और प्रत्येक दो घण्टे में कारीडोर, सीढ़ियों एवं आगन्तुक कक्ष को इसी प्रकार साफ करना, कीट मारने की दवा का छिड़काव, कमरों को भी मच्छर-मक्खी रहित करने के लिए दवा छिड़काव ।
  3. Cleaning & washing of toilets & urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.  
टॉयलेट व यूरिनल को एक बार प्रातः फिनाइल, डिटरजेंट एवं रोगाणु रहित करने वाली दवाओं से साफ करना व धोना तथा पुनः मध्याह्न पश्चात् सफाई या प्राचार्य द्वारा विशेष रूप से चिन्हित समय में सफाई करना ।
  4. Cleaning of carpets, durries etc.  
कारपेट, दर्री आदि की सफाई ।
  5. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.  
यदि पानी की कमी या अनुपलब्धता हो तो बाहर से पानी लाकर सफाई करना ।

पृष्ठ 4 पर जारी



6. Sweeping & cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.  
विद्यालय परिसर में खुले क्षेत्र, सड़के, उपपथ, लॉन आदि की साफ-सफाई धुलाई आदि ।
7. regular dusting/cleaning of furniture (table & chair) & equipments, telephones, book cases, filing cabinets, almirahs and doors and windows in class-rooms, all other rooms & other spaces of the Vidyalaya everyday before opening of the Vidyalaya.  
विद्यालय खुलने से पूर्व कमरों में स्थित फर्नीचर ( टेबल कुर्सी ) की नियमित रूप से झाड़ू-पोंछ एवं उपकरणों की सफाई तथा टेलीफोन, किताबों व फाइलों की अलमारियों अन्य अलमारियों, कक्षा कमरों के दरवाजे-खिड़कियों, विद्यालय के दूसरे कमरों व अन्य स्थानों की साफ-सफाई ।
8. Provision of soap & liquid soap in the toilets & placing sufficient quantity of naphthalene balls/cakes & odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.  
टॉयलेट में साबुन व द्रव साबुन, पर्याप्त मात्रा में फरनेल गोलियों या टिकिया व आडोनिल रखना । ठेकेदार को यह सुनिश्चित करना होगा कि टॉयलेट में रखे जाने वाला सारा सामान भवन के प्रत्येक वास बेसन के निकट उपलब्ध होना चाहिए ।
9. The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. are to be cleared within 24 hours of noticing the complaint.  
सेनेटरी में किसी भी प्रकार की रूकावट / जाम होने पर उसे शिकायत के चौबीस घण्टे के भीतर ठीक / साफ करना होगा ।

**B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK**  
**बी सामान्यतः सप्ताह में एक बार करने के कार्य क्षेत्र**

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.  
विद्यालय भवन की फर्श को डिटरजेन्ट व किटाणु रोधी से धोकर व रगड़कर साफ करना ।
2. Acid cleaning of sanitary wads without damaging their shines.  
सेनेटरी की चमक को बिना नुकसान पहुँचाए एसिड से साफ करना ।
3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.  
फर्श, दरवाजों, विभजकों पर लगे धब्बों को सर्फ से या इसी प्रकार के उपयुक्त डिटरजेन्ट से आवश्यकतानुसार साफ करना व सफाई के बाद अवांछित धब्बों का न रहना ।
4. Polishing of brass nameplates and number plates & cleaning of all other name plates/boards.  
पीतल की नाम पट्टिकाएँ और नंबर प्लेट्स व अन्य सभी नाम पट्टिकाएँ व बोर्डों की सफाई ।
5. Cleaning of filled surfaces tanks and water cooler, if any.  
स्तह पर भरे हुए टैंकों की व वाटर कूलर की सफाई ।
6. Dusting & cleaning of fans, electrical fans electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.  
पंखों, बिजली के पंखों, बिजली की फिटिंग, खिड़कियों के शीशे व चिटकनियों को रसायन से व पार्टिशन प्लेट की मिट्टी-धूल झाड़ना व सफाई करना ।
7. Removal of cobwebs in all rooms and other spaces of the Vidyalaya.  
सभी कमरों व विद्यालय भवन के अन्य स्थानों पर लगे हुए मकड़ी के जाले हटाना ।
8. Cutting of Shrubs and wild grass from whole Campus of the Vidyalaya.  
जंगली घास व झाड़ियों की विद्यालय के समस्त परिसर में कटाई ।

पृष्ठ 5 पर जारी



**C. REQUIREMENTS FROM THE STAFF OF THE AGENCY WITH THEIR DUTIES, BEHAVIOUR ETC.**

सी एजेन्सी के कर्मचारियों से कर्तव्य पालन, व्यवहार आदि की अपेक्षा ।

1. The contractor shall comply with all the laws and regulations applicable in the mater of such workers as are engaged by it.  
ठेकेदार अपने समस्त कर्मचारियों, जो उससे संबंधित है, के बारे में लागू समस्त कानूनों व नियमों को मानने को बाध्य होगा ।
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the Vidyalaya premises.  
ठेकेदार के कर्मचारी, केन्द्रीय विद्यालय के कर्मचारियों के कार्यों में व्यवधान नहीं डालेंगे व विद्यालय परिसर में शोर-शराबा नहीं करेंगे ।
3. The contractor's workers shall be polite, courteous, well behaved and honest.  
ठेकेदार के कर्मचारी विनम्र, सदाचारी, अच्छे व्यवहारी व इमानदार होंगे ।
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.  
ठेकेदार अपने कर्मचारियों के चोरी, धोखाधड़ी, आगजनी या अन्य किसी भी प्रकार के दुव्यवहार के लिए पूर्ण उत्तरदायी व जिम्मेदार होंगे ।
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.  
ठेकेदार अपने कर्मचारियों को कार्य पर नियुक्ति से पूर्व पुलिस द्वारा प्रमाणित व्यक्तिगत ब्यौरा प्रस्तुत करेगा ।
6. The contractor's workers shall not enter into any unlawful activity within the Kendriya Vidyalaya premises and shall have a good moral character.  
ठेकेदार के कर्मचारी केन्द्रीय विद्यालय परिसर में गैरकानूनी गतिविधियों में संलिप्त नहीं होंगे व अच्छा नैतिक चरित्र रखेंगे ।
7. The Kendriya Vidyalaya shall have a right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.  
यदि ठेकेदार व उसके कर्मचारी केन्द्रीय विद्यालय को प्रत्यक्ष या अप्रत्यक्ष रूप से हानि पहुँचाते हैं तो ठेकेदार पर जुमाना लगाया जाएगा । इस जुमाने की वसूली नगद या ठेकेदार द्वारा जमा संरक्षा राशि में से काट ली जाएगी ।
8. The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.  
ठेकेदार अपने कर्मचारियों को मेहनताना व अन्य परिलाभ राज्य सरकार द्वारा निर्धारित धारा कानून व नियमों के अनुसार ही देगा, इसमें कोई कमी नहीं रखेगा । यदि इसमें कोई कमी होगी तो केन्द्रीय विद्यालय किसी भी कर्मचारी के दावे पर न तो विचार करेगा और न ही उत्तरदायी होगा ।
9. Insurance & accident risks of the workers will be the responsibility of the contractor.  
ठेकेदार अपने कर्मचारियों की सुरक्षा यव दुर्घटना जोखिम आदि के लिए पूर्ण जिम्मेदार होगा ।
10. All the workers of the contractor shall be free from infectious diseases.  
ठेकेदार के सभी कर्मचारी संक्रमित बीमारी से मुक्त होंगे ।
11. The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.  
ठेकेदार अपने कार्य में जहाँ भी आवश्यक होगा, लाइसेन्स / अनुमति आदि संबंधित अधिकारियों से पूर्णतः प्राप्त करेगा ।

पृष्ठ 6 पर जारी

12. The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.

ठेकेदार अपने एग्रीमेंट के अनुसार ही सेवाएं देगा । केन्द्रीय विद्यालय की लिखित पूर्वानुमति के बिना वह अपनी सेवाएं किसी अन्य ठेकेदार या व्यक्ति को स्थानान्तरित नहीं करेगा ।

13. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work

ठेकेदार केन्द्रीय विद्यालय में संतोषप्रद कार्य के लिए पर्याप्त संख्या में अपने कर्मचारी नियुक्त करेगा । पर्याप्त कर्मचारी जमादार की देखरेख में पूर्ण उत्तरदायित्व से कार्य करेंगे ।

14. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

ठेकेदार के किसी भी कर्मचारी को केन्द्रीय विद्यालय परिसर छोड़ने का आदेश दिया जा सकता है यदि किसी भी समय उसकी उपस्थिति अवांछित महसूस हो ।

**D. SUPERVISION**  
**डी सुपरविजन**

The contractor shall authorize a person to supervise the cleaning and maintenance service that will report to the designated officer or any other of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

ठेकेदार सफाई व रखरखाव सेवा के लिए एक व्यक्ति को अधिकृत करेगा जो केन्द्रीय विद्यालय के नामित अधिकारी या अन्य अधिकारी को रिपोर्ट देगा । केन्द्रीय विद्यालय द्वारा ऐसे अधिकृत को आवश्यकता पड़ने पर तलब किया जा सकेगा ।

**E. RATES**  
**ई दरें -**

At times when work is taken for a period less than a week because of closure of the Vidyalaya etc., rates would be calculated for a day and payment made accordingly. विद्यालय के एक सप्ताह से कम दिनों में खुलने पर जब कार्य एक सप्ताह से कम होगा तब दरों की कार्यदिवस के आधार पर गणना की जाएगी व भुगतान उसी के अनुरूप किया जाएगा ।



**F. GENERAL CONDITIONS**

**एफ. सामान्य शर्तें ( जनरल कंडीशन्स )**

(1) Registration पंजीकरण The registration of the Firm/Agency should be valid as on date of submission of tender. जिस तिथि को निविदा जमा कराई जाएगी उस तिथि को फर्म / एजेन्सी का पंजीकरण मान्य होना चाहिए ।

(2) AGREEMENT एग्रीमेंट For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the contractor. एक वर्ष के लिए व एक वर्ष के लिए और बढ़ाया जा सकता है यदि दोनों पार्टियाँ सहमत हो तथा ठेकेदार द्वारा विगत वर्ष किया गया कार्य उच्चतम स्तर का रहा हो

**3. TERMS OF PAYMENT**  
भुगतान की शर्तें

The Kendriya Vidyalaya shall pay the pro-rata amount of agreed monthly contractual rate to the contractor after completion of the month for the actual number of days for which the conservancy services provided during the month . The payment to the contractor will be done after the submission of a certificate by the Committee of Teachers with countersignature of the Principal of the Vidyalaya 'that the work has been done satisfactorily'.

As & when work is found unsatisfactory, the Vidyalaya may engage casual labour(s) and may procure material to bring the quality of cleanliness/conservancy work to the desired level, under intimation to the Contractor and the cost of engaging labour plus the cost of materials procured for this purpose will be deducted from the bill of the Contractor for the month. केन्द्रीय विद्यालय ठेकेदार को महीने के समाप्त होने पर तय मासिक ठेका दर की अनुपातिक राशि साफ-सफाई के वास्तविक कार्यदिवसों के लिये भुगतान की जायेगी । तथा ठेकेदार को भुगतान अध्यापकों की समिति द्वारा ' साफ-सफाई कार्य सन्तोषप्रद ढंग से किये जाने का प्रमाण पत्र देने तथा उस प्रमाण पत्र पर प्राचार्य द्वारा प्रतिहस्ताक्षर के बाद किया जाएगा ।

जब कभी ठेकेदार को कार्य असंतोषप्रद होगा विद्यालय अपने स्तर पर दैनिक मजदूर लगाकर, वांछित सामग्री कय करके सफाई व अपेक्षित कार्य करवा सकेगा, इसकी सूचना ठेकेदार को भी देदी जाएगी तथा मजदूरी व सामग्री के पेटे खर्च की गई राशि उस महीने के ठेकेदार द्वारा प्रस्तुत बिल में से काट ली जाएगी ।

**(4) ROOM FACILITY FOR MATERIAL STORAGE**

सामग्री रखने के लिए कमरे की सुविधा

The Kendriya Vidyalaya shall provide a small/ room/space for the Supervisor and storage of material etc. to the contractor free of cost during the period of contract. No nameplate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after Vidyalaya hours.

ठेके की अवधि में केन्द्रीय विद्यालय निशुल्क रूप में, ठेकेदार को सामग्री रखने व कार्य की देखरेख करने वाले के लिए एक छोटा कमरा या जगह उपलब्ध कराएगा । कमरे पर ठेकेदार की कोई नामपट्टिका नहीं लगाई जाएगी व न ही विद्यालय समय के बाद किसी को ठहरने की अनुमति होगी ।

**G. ENSURING THE PAYMENT OF MINIMUM WAGES TO THE LABOUR ENGAGED BY THE CONTRACTOR :**

ठेकेदार द्वारा मजदूरों को न्यूनतम मजदूरी सुनिश्चित करना

जी.

The Contractor /Agency will have to submit a self certificate quarterly that the labourers engaged by him and deployed at Vidyalaya are being regularly paid minimum wages by the Contractor /Agency as applicable on the date as per Central/M.P. Govt. notification.

ठेकेदार / एजेन्सी द्वारा तिमाही पर स्व प्रमाण पत्र प्रस्तुत करना होगा कि वह अपने द्वारा लगाये गये मजदूरों को भारत/मध्यप्रदेश सरकार द्वारा निर्धारित न्यूनतम मजदूरी का नियमित भुगतान कर रहा है ।

पृष्ठ 8 पर जारी

**H. INCOME TAX DEDUCTION AT SOURCE:**

**स्रोत पर आयकर कटौती**

That the 2% Income Tax will be deducted at source from the bill of the month for the conservancy services & will be deposited with concerned department.

स्रोत पर 2 प्रतिशत आयकर कटौती साफ-सफाई कार्य बिल राशि में से काट कर संबंधित विभाग में जमा की जायेगी ।

**I. NOTICE OF TERMINATION OF CONTRACT**

**ठेका निरस्त करने की सूचना -**

The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.

बिना कोई कारण स्पष्ट किए विद्यालय/ ठेकेदार की ओर से दो माह के नोटिस (सूचना) पर ठेका निरस्त किया जा सकता है ।

**J. ARBITRATION**

**न्यायिक मध्यस्थता**

In case of any dispute between the contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Provisions of the Indian Arbitration Act, 1940, shall govern the arbitration.

ठेकेदार व केन्द्रीय विद्यालय के मध्य कटौती या एग्रीमेंट के संबंध में यदि कोई विवाद होता है तो मामला केन्द्रीय विद्यालय द्वारा नियुक्त एवं मात्र न्यायिक मध्यस्थ को हस्तांतरित किया जाएगा और इस प्रकार के न्यायिक मध्यस्थ द्वारा दिया गया निर्णय अन्तिम होगा और उसे मानने के लिए दोनों पक्ष बाध्य होंगे । मध्यस्थ का प्रावधान भारतीय न्यायिक मध्यस्थता कानून 1940 के अनुसार होगा ।

**K. JURISDICTION**

**न्यायिक क्षेत्र**

The courts at the station will have jurisdiction over all Legal disputes under this agreement.

इस एग्रीमेंट के सभी कानूनी वाद-विवाद स्थानीय न्यायालयों के न्यायिक क्षेत्र में ही रहेंगे ।



**ANNEXURE- 'A'**

**FORMAT OF BID**

(All figures in Rs.)

Sl. No	Category of Manpower	Number of manpower	Unit Monthly remuneration	EPF rate	ESI rate	Service Charges including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col. 8X3)
1	2	3	4	5	6	7	8	9

**NOTE :-**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

**(Bidder)**

Signature: .....  
Name : .....  
Date & time : .....  
Mobile No.....