

**-TENDER DOCUMENT-**

**FOR**

**MANPOWER SERVICE PROVIDER FOR PROVIDING  
SERVICES OF MANPOWER FOR MESS HELPER  
STAFF, CHOWKIDAR, SWEEPER, M&R WORKER  
AND MULTI TASKING STAFF (MTS)**

**NAVODAYA VIDYALAYA SAMITI: REGIONAL OFFICE SHILLONG**

**OFFICE OF THE PRINCIPAL  
JAWAHAR NAVODAYA VIDYALAYA::KADAMANI::BISWANATH  
CHARIALI(SONITPUR):: ASSAM-784176  
EMAIL: jnvsonitpur1@gmail.com,  
CONTACT NO: 03715-223393  
WEBSITE: <https://navodaya.gov.in/nvs/nvs-school/Biswanath/en/home/>**

**Price: Rs.500/-**

**{Those who download the tender  
document from Website should enclose a  
DD for Rs.500/-towards cost of tender)**

OFFICE OF THE PRINCIPAL  
JAWAHAR NAVODAYA VIDYALAYA::KADAMANI:: BISWANATH  
CHARIALI(SONITPUR):: ASSAM-784176

TENDER DOCUMENT

**Tender for award to contract for providing services of Manpower for  
Mess cleaning staff, Chowkidar, Sweeper, M&R Worker and Multi  
Tasking Staff (MTS)**

**Tender Schedule:**

{a) Start date and time for Sale: Of Tender Document	<b>02.06.2023</b> from 10.00 AM From the Office of Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur)-784176
{a) Last date and time for Sale: Of Tender Document	<b>17.06.2023</b> upto 5.00 PM From the Office of Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur)-784176
{b) Last date and time for Submission: Of Tender Document	<b>18.06.2023</b> upto 5.00 PM In the Chamber of Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur)-784176

**Note: Late bid shall be out rightly rejected.**

(c) Date and time for opening of

- |  |  |
|--|--|
| (i) Technical Bids                         | <b>20.06.2023</b> at 11.00 AM in the office<br>Chamber of Principal, JNV-Kadamani, Biswanath<br>Chariali(Sonitpur)-784176  |
| (ii) Financial Bids of eligible<br>Bidders | <b>20.06.2023</b> at 11.00 AM in the office.<br>Chamber of Principal, JNV-Kadamani, Biswanath<br>Chariali(Sonitpur)-784176 |

**TENDER FORM FOR APPLICATION**

**(a)For official use only**

(i) Form RECEIPT MODE-

<b>OBTAINED FROM OFFICE</b>
<b>DOWNLOADED FROM WEBSITE</b>

(ii) Sale details with Date

CS-12 No:-	
<b>FORM FEE ATTACHED AS DD</b>	

**(b) For the use of Firm**

(iii) Name of firm

--

Name of the Proprietor

--

(iv) Full Address of Firm

--

(v) Name of articles for which tender is being submitted

--

(vi)

Amount of draft,

D.D. Date

DD No

FOR TENDER FORM	Rs.		
FOR EARNEST MONEY	Rs.		

Signature of the Bidder\_\_\_\_\_ Name of the Bidder \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**(Seal of the firm)**

**NAVODAYA VIDYALAYA SAMITI:: REGIONAL OFFICE:: SHILLONG**  
**OFFICE OF THE PRINCIPAL**  
**JAWAHAR NAVODAYA VIDYALAYA::KADAMANI::BISWANATH**  
**CHARIALI(SONITPUR):: ASSAM-784176**

Sealed tender is being invited by the Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur), Assam from the registered, reputed, well established and financially Sound Manpower Service Provider having experience in **providing services of Manpower for Mess cleaning staff, Chowkidar, Sweeper, M&R Worker and Multi Tasking Staff (MTS) worker to JNV-Kadamani, Biswanath Chariali(Sonitpur), Assam as stated below** on behalf of the Navodaya Vidyalaya Samiti, R.O., Shillong.

**Service details:**

The following manpower is required on monthly/ Daily basis which may increase/decrease in any/all the categories as per need of JNV-Kadamani, Biswanath Chariali(Sonitpur), Assam-784176.

SL	NATURE OF LABOURERS	NUMBER	FREQUENCY OF ENGAGEMENT
01	Mess Cleaning staff	For 60 students 01 or as decided by the authority	Daily basis till 30.04.2024 (Except Vacation)
02	SWEEPER	01 Male & 01 Female	Daily basis till 30.04.2024 (Except Vacation)
03	M&R Worker	As per requirement	Daily basis
04	MTS (Multi Task Staff)	As per requirement	Daily basis till 30.04.2024 (Except Vacation)

- The tender forms along with instructions, terms and conditions can be obtained on payment of **Rs. 500/- (Non-refundable)** per items **by cash** in the office of the **Principal, JNV- Kadamani, Biswanath Chariali(Sonitpur), Assam** on all working days during office hours w.e.f. **02.06.2023 to 17.06.2023**. Further, the same can also be downloaded from the official website of the Vidyalaya mentioned on the cover page, however, during submission of tender forms an amount of Rs.500/- per set in the form of **draft only** should be deposited in favour of **Principal, JNV-Sonitpur, payable at SBI-Biswanath Chariali**.
- The tender is invited under two bid system i.e **Technical Bid and Financial Bid**. The interested Service Provider are advised to submit two separate sealed envelopes super scribing **"Technical Bid for providing services of manpower for Mess cleaning staff, Sweeper, M&R Worker and MTS to JNV Kadamani, Biswanath Chariali (Sonitpur), Assam** and **"Financial Bid for Providing services of manpower for Mess cleaning staff, Sweeper, M&R Worker and MTS to JNV-Kadamani, Biswanath Chariali(Sonitpur), Assam**. Both sealed envelopes should be kept in a single sealed envelope super-scribing **"Tender for providing services of manpower for Mess cleaning staff, Sweeper, M&R Worker and MTS to JNV-Kadamani, Biswanath Chariali(Sonitpur), Assam..**
- Last date of the receipt** of tender form with complete documents by hand or by Post on or before dated **18.06.2023 upto 5.00 pm**.
- E-mail/Fax bids will be summarily rejected. Late /delayed tender due to post or any reason will be out rightly rejected and will not be considered.
- The tender will be **opened on dated: 20.06.2023 at 11.00 AM** in the office of the **Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur)** in the presence of the PAC members and the bidders.
- The contract for providing the aforesaid manpower is for a period of for the period **from 01.07.2023 or from the date of effectiveness of the agreement to 30.04.2024**. The Principal, JNV-Kadamani, Biswanath Chariali(Sonitpur), reserves right to terminate this initial contract at any time after giving one month's notice without assigning any reason to the selected Service Provider.

8. The interested "Service Providers" may submit the tender document complete in all respects along with EMD of **Rs. 5,000.00 (Rupees Five Thousand only)** should also be paid by **Bank Draft/ Deposit at Call** drawn at **any branch of Nationalized Bank only** in favour of the **Principal, Jawahar Navodaya Vidyalaya, Sonitpur** payable at **SBI Biswanath Chariali** which will be refunded in the event of rejection of the tender. **No Cheque/ or cash or other mode of payment will be accepted.** The Earnest Money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit
9. In case after opening of tender, the lowest bidder withdrawing his bids, the Earnest Money shall be forfeited of such bidders and the offer of contract will be given to the next lowest bidders after necessary negotiation or otherwise fresh tender will be called.
10. There should not be any **overwriting, corrections** in the tender form. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
11. **The undersigned does not bind itself to accept the tender having the lowest rates and reserve the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as may deem fit.**
12. On acceptance of the tender it will become a contract and the terms and conditions of the tender and the provisions of GFR shall be binding to the contractor.
13. The successful tenderer will have to submit security deposit for Rs. 5000.00 (Rupees Five Thousand Only) by **Bank Draft/ Deposit at Call** drawn at **any branch of Nationalized Bank only** in favour of the **Principal, Jawahar Navodaya Vidyalaya, Sonitpur** payable at **SBI Biswanath Chariali** within 10 days of from the date of signing of the agreement for faithful performance of the contract. The same will be retained with the **Principal, Jawahar Navodaya Vidyalaya, Biswanath(Sonitpur)** till the contract period is over and no interest on the Security Deposit will be payable by the JNV. In case of any violation of contract during the contractual period, the Security Deposit will be liable to be forfeited. No interest shall be paid on security money in any case.
14. **The rate quoted by the contractor shall hold good up to dated 30.04.2024. No amendment in the rate of EPF, ESI, Service Charges and GST etc during the period of service will be accepted. However, the minimum wage as per law stands revised as and when the Government makes revision of the minimum wage.**
15. The financial bid of only those firms will be opened who qualify in technical bid.
16. The tender, which does not comply with the above conditions, are liable to be rejected.
17. **The quoted rates shall not be less than the minimum wage fixed/notified by the State Govt. or the Central Govt. whichever is higher as per Listed C Area rates. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract, Service Tax to Government, other statutory payment liability to government etc. and the Principal, JNV-Biswanath(Sonitpur) shall not be liable to pay any dues for availing the services of the personnel for the fault of the contractor.**
18. **SPL. CONDITION FOR OUTSOURCING of Mess cleaning workers, Sweeper, M&R Worker and Multi Tasking Staff (MTS) to JNV-Biswanath(Sonitpur) strictly on the following conditions:**
  - a. The outsourcing policy has been adopted by the JNV-Biswanath(Sonitpur) on the basis of the NVS (HQ) letter No. 5-4/2016-NVS(SA)/1877 Dated. 10.09.2020 (copy enclosed). The bidders please go through the said letter before taking participation in the tender.
  - b. **The successful agency should enroll the persons already working in JNV-Biswanath(Sonitpur) and the same persons should be deployed in our Vidyalaya to smoothly implement the said policy.**

- c. The agency must pay Minimum wages fixed/notified by the State Govt. or the Central Govt. whichever is higher as per Listed C Area rates. Whenever, the minimum wage as per law stands revised as and when the Government makes revision of the minimum wage. The minimum wage rate to outsourced workers will be regulated as per the NVS, Hqrs order No. 2-7/2016-NVS(Estt-III)/1345 Dated. 16.11.2016 (copy enclosed). The bidders may go through the said letter before taking participation in the tender.
- d. The workers are entitled to get one day weekly paid off against working for 06 days in a week as per GOI norms.
- e. The Agency must enroll all the workers deployed in JNV-Biswanath(Sonitpur) in EPF, ESI and other benefits, if any. as per Labour Laws within 30 days of deployment so that we can release the payment accordingly.
- f. The Agency must submit documents etc. for making confirmation about the deposit of statutory payments like EPF, ESI and other benefits, if any, of employees in the individual accounts of workers and GST etc. in Govt. account.

#### 19. Eligibility Criteria:

The Company/Firm should have to complete the following requirement to qualify for applying for the above works/services.

- a) Company/Firm should be registered under relevant act of Company/partnership, etc and should have a valid license under relevant Contract, Labour Regulation and Abolition Act.1970
- b) Experience for providing atleast 25 Personnels to atleast three Govt. or Semi Govt. organization/ Institute during last three years.
- c) Company/Firm should have valid PF, ESI and Service Tax Registration Certificate
- d) Company/Firm should not have been blacklisted from any Govt. or Semi Govt. Organization during the last five year.

#### Scope of works:

ISL	NATURE OF LABOURERS	Working hours	Works to be done
1	Mess Cleaning staff	As per the requirement FOR running the Vidyalaya Mess	1. Cleaning works in Mess and surrounding of mess 2. Helping the cook in preparing food 3. Cutting and washing of mess fooding items 4. Servicing of food to students & staff 5. Others as directed by the Principal
2	Sweeper	As per the requirement FOR cleaning the Vidyalaya hostels	1. Sweeping of Boys Hostels & other area for male sweeper. 2. Sweeping of Girls' Hostels & other area for female sweeper. 2. Others as directed by Principal within the same line of the working power of the worker
3	M&R Worker	As per the requirement for various maintenance and repairing works	As per M&R Schedule
4	MTS (Multi Tasking Staff)	As per the requirement of the Vidyalaya	1. To care the Boys students in the JNV campus. 2. Others as directed by Principal.

#### 20. Bid Submission & bid competition Criteria:

##### **A. Technical Bid Envelope must contain the following**

- a) Certificate of Registration of Firm/Company.
- b) Latest valid Labour License under relevant Contract, Labour Regulation, Control and Abolition Act, 1970.
- c) Copy of the GST Registration certificate of the Service Provider Issued by the competent authority.
- d) Proof of Valid PF, ESI & Service Tax Registration certificate
- e) Copies of PAN Card and Income Tax returns for last three years standing in the name of the firm.
- f) **Current Professional tax** clearance certificate from the competent authority.
- g) Experience for providing at least 25 Personnels to at least three Govt. or Semi Govt. organization/Institute during last three years.

- h) Copy of the tender form application, tender form, terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.
- i) Earnest money in the form as mentioned above in **Para 08**.
- j) **Tender form fee as mentioned above in para 02** if the tender form has been downloaded from the official website. Such downloaded tender documents without requisite fees will be summarily rejected.
- k) **Annexure-I- Under taking.**
- l) **Annexure-II- Application for Technical Bid.**
- m) **Annexure-III- Declaration**

**B. Financial Bid Envelope must contain the following**

- a) Annexure-IV- the financial bid.
- b) Relevant papers of Minimum wage & latest rate provisions for EPF management share and ESI, GST etc.

**C. CRITERIA FOR COMPETITION AND ANALYSIS OF FINACIAL BID**

- a) **Service charges cum administrative/supervision charges of contractor will be the sole criterion for determination of competition to decide upon the lowest bidder.**
- b) ***Since Rates quoted for minimum wages rates should not be less than prescribed by the Chief Labour Commissioner, Government of India or Chief Labour Commissioner of Respective State Government from time to time, whichever is higher and the minimum wage rate to outsourced workers will be regulated as per the NVS, Hqrs order No. 2-7/2016-NVS(Estt-III)/1345 Dated. 16.11.2016, if there is any variation or wrong quote of minimum wage rate then it shall be got corrected as this is not a basis for completion.***
- c) ***Since percentage (%) Rates quoted for EPF, ESI and GST should not be less than the rates prescribed by the respective law/rules and regulation/provisions, if there is any variation or wrong quote of minimum wage rate then it shall be got corrected as this is not a basis for completion***

PRINCIPAL,  
JNV-SONITPUR

## **ACCEPTANCE OF TERMS AND CONDITIONS OF THE TENDER**

1. The Contractor will have to ensure that the deployment of the personnel in the premises for the services will be done as per the timings prescribed for this purpose on all working days. It is the responsibility of the Contractor / agency to check the timely attendance the duty of the deputed personnel is ensured.
2. The contractor's staff shall not disturb the employees of the JNV and they must be polite, courteous, well behaved and honest. The contractor shall fully be responsible for any theft, burglary or any other mischievous done by its employees and recovery out of such misdeed will be made from the contractor.
3. The contractor's employee shall not enter into any unlawful activities within the JNV campus and shall have good moral characters. All the employees of the contractor shall be free from infectious disease and mentally fit. The contractor shall ensure that the persons deployed in JNV should not have any adverse police records/ criminal cases against them. The character and antecedents of each personal of the contractor shall be got verified from the local police.
4. A certificate with detailed Bio-data of deployed persons as per **Annexure- V (to be submitted after getting bid and during deployment of workers)** is to be submitted with recent passport size photographs and proof of identity.
5. Personnel engaged by the contractor for the service for **Mess cleaning staff, Sweeper and MTS should be punctual and disciplined. They should follow the instructions and directions given by the competent authority or the officers designated for maintaining and looking after the particular works.**
6. **The contractor will have to follow all the Labour Laws and local Laws strictly and compliance of such Laws will be the obligation of the contractor.**
7. **The daily attendance of the engaged personnel would be marked in the attendance register which will be available with the supervisors concerned and to be got countersigned by the Vidyalaya authority on daily basis.**
8. **Any dispute between the contractor and his employees will be resolved by him without the involvement of the JNV-Biswanath(Sonitpur).**
9. The Contractor shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to JNV and shall comply with the statutory provisions of relevant Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, The payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statues that may be applicable to them and shall further keep the JNV indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non compliance of the aforesaid statutory provision. For the Contractor's failure to fulfill any of the statutory obligations hereunder and/or under the said Acts, rules/regulations and or any bye-laws or rules framed under or any of these, the JNV shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor's monthly payments.
10. **SPL. CONDITION FOR OUTSOURCING of Mess cleaning workers, Sweeper,M&R Workers and Multi Tasking Staff (MTS) to JNV-Biswanath(Sonitpur) strictly on the following conditions:**
  - a. **The outsourcing policy has been adopted by the JNV-Biswanath(Sonitpur) on the basis of the NVS (HQ) letter No. 5-4/2016-NVS(SA)/1877 Dated. 10.09.2020 (copy enclosed). The bidders may go through the said letter before taking participation in the tender.**
  - b. **The successful agency should enroll the persons already working in JNV-Biswanath(Sonitpur) and the same persons should be deployed in our Vidyalaya to smoothly implement the said policy**



- c. The agency must pay Minimum wages fixed/notified by the State Govt. or the Central Govt. whichever is higher as per Listed C Area rates. Whenever, the minimum wage as per law stands revised as and when the appropriate government make revision of the minimum wage. The minimum wage rate to outsourced workers will be regulated as per the NVS, Hqrs order No. 2-7/2016-NVS(Estt-III)/1345 Dated. 16.11.2016 (copy enclosed). The bidders please go through the said letter before taking participation in the tender.
  - d. The workers are entitled to get one day weekly paid off against working for 06 days in a week as per GOI norms.
  - e. The Agency must enroll all the workers deployed in JNV-Biswanath (Sonitpur) in EPF, ESI and other benefits, if any. as per Labour Laws within 30 days of deployment so that we can release the payment accordingly'
  - f. The Agency must submit documents etc. for making confirmation about the deposit of statutory payments like EPF, ESI and other benefits, if any, of employees in the individual accounts of workers and GST etc. in Govt. account.
11. The contractor will maintain all statutory registers under the applicable laws. The contractor shall produce the same on demand to the JNV authority or to any other authority under law.
  12. **Payment Modalities:**
    - a. Payment shall be made on monthly basis. No advance payment will be made in any case.
    - b. The Contractor has to submit bill in the first week of the succeeding month and the claim will be processed and paid by 1<sup>st</sup> or 2nd week of the month.
    - c. The contractor should submit the details of payment receipt of previous month's Minimum wage to the workers and Payment of EPF (Own and Management share) & ESI, P. Tax, GST to appropriate govt department along with the bill for payment from this end.
    - d. Release of payment is subject to deduction of TDS at the prescribed rates as per GST laws.
  13. The Contractor shall be directly responsible for making the payment of wages to its employees which should not be less than minimum wages as prescribed by the State Govt or Central Govt. of India, Ministry of Labour & Employment from time to time, whichever is higher, after deducting own contribution of EPF for the persons employed in the Central Government Offices. The JNV will pay minimum wage, management share of EPF and ESI, GST and servicer charges to the service provider. The Company/Firm shall also be required to make payment of Provident Fund, ESI, GST, P.Tax to the appropriate govt account timely. The NVS shall not entertain any such claim of the persons employed by the Company/Firm.
  14. Accidental Insurance of the employees deployed for work at JNV campus will be the responsibility of the Contractor.
  15. The contract can be terminated without assigning any reason by giving one-month notice in writing by the JNV.
  16. **The points mentioned in the tender paper vide Para- 02 to Para-20 also constitutes the part of the terms and conditions.**
  17. The successful contractor shall enter into an separate agreement in a Non-judicial stamp worth Rs. 100/- with the JNV.

I Mr/Ms \_\_\_\_\_ (Name of the Proprietor) of the firm M/s \_\_\_\_\_ Address: \_\_\_\_\_

do hereby agree to and accept all the above terms and conditions.

Signature of the Bidder \_\_\_\_\_ Name of the Bidder \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_ (Seal of the firm)

**ANNEXURE-I**

**UNDERTAKING BY THE FIRM**

I /We **Mr./ Ms** . \_\_\_\_\_ of the firm M/s \_\_\_\_\_ have read and understood the terms and conditioned as incorporated in the tender form and do here by agree to and accept the terms and conditions fully and enclose the rates of items as per list and specifications given by the Principal, Jawahar Navodaya Vidyalaya, Biswanath(Sonitpur) in printed letter head of the firm or in the quotation attached with the tender form by the Principal, JNV-Biswanath(Sonitpur).

I further declare and understand that in case of any lapse and/or fault from my/ our end and/or violation of the terms & conditions of the Tender and /or delay in supply of the articles, the action taken by the undersigned and/or PAC as deemed fit will be final and binding on me/us.

Signature of the Bidder \_\_\_\_\_

Name of the Bidder \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**(Seal of the firm)**

**Witness:**

1. Signature \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION- TECHNICAL. BID****(For- Providing Manpower Services to JNV-Biswanath, Sonitpur, Assam)**

1. Name of Tendering Service Provider: \_\_\_\_\_
2. Status (Proprietor /Partner/Director): \_\_\_\_\_
3. Details of Tender form fee: i. Paid vide CS-12 No-\_\_\_\_\_ dated: \_\_\_\_\_  
Or ii. Amount: \_\_\_\_\_ DD No. \_\_\_\_\_  
D.D. Date. \_\_\_\_\_ Drawn on Bank: \_\_\_\_\_  
(If downloaded from the website of the Vidyalaya)
4. Details of Earnest Money Deposit: Amount: \_\_\_\_\_ DD No. \_\_\_\_\_  
D.D. Date. \_\_\_\_\_ Drawn on Bank: \_\_\_\_\_
5. Full Address of Registered Office: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
6. Full Address of operated Branch Office: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
7. Name & telephone no. of Authorized officer/person: \_\_\_\_\_  
to liaise with Field Office/ JNV-Biswanath : \_\_\_\_\_
8. PAN No. (Attach attested copy) : \_\_\_\_\_
9. Service Tax Registration No.: (Attach attested copy): \_\_\_\_\_
10. E.P.F. Registration No. (Attach attested copy): \_\_\_\_\_
11. E.S.I. Registration No. (Attach attested copy): \_\_\_\_\_
12. GST Registration No. (Attach attested copy): \_\_\_\_\_
13. Labour License/Registration No under The Contract  
Labour (Regulation & Control) Act, 1970 : \_\_\_\_\_
14. Give details of minimum 3 such contracts/housekeeping/outourcing (both work) in Autonomous body, Central /State Govt. handled by the tendering Service Provider during the last three consecutive years in the following format

15.

Sl No	Name of the client and Address with Tel No,	Type of manpower services provided	No of personnel's provided	Average annual amount of the contract	Duration of the contract	
					From	To
1						
2						
3						

16. Certificate of work satisfactory completed the services job work: :

17. Additional information, if any · (Attach separate sheet, if required):

Dated: \_\_\_\_\_

Signature of the Authorized Signatory: \_\_\_\_\_ Name

(Seal of the firm)

## **DECLARATION**

I, \_\_\_\_\_ Son/ Daughter /wife of  
\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ proprietor/ Director/  
Authorized signatory of the service provider, mentioned above am competent to  
sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them

I/ We undertake that our Company/Firm will comply with the Minimum Wages norms  
as fixed by the State Govt. / Central Govt., Ministry of Labour and Employment,  
**whichever is higher**, as on date and submit required relevant certificate/proof  
thereof to JNV-BISWANATH(SONITPUR) to this effect.

All the terms and conditions as mentioned in the tender documents are acceptable  
to me/us.

The information / documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief.

I/ we, am / are well aware of the fact that furnishing of any false information /  
fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law

Dated: \_\_\_\_\_

Signature of the Authorized Signatory: \_\_\_\_\_

Name \_\_\_\_\_

(Seal of the firm)

## FINANCIAL BID

To,  
THE PRINCIPAL,  
JNV-BISWANATH, SONITPUR, ASSAM

Subject: Our Financial Bid for manpower services to providing services of Mess Cleaning Staff, M&R Worker, Sweeper and MTS Worker IN JNV-Biswanath, Sonitpur.

Dear Sir,

Having examined the tender documents, terms and conditions stipulated therein, we the undersigned offer to provide the services to JNV-Biswanath, Sonitpur for providing services of Mess Cleaning staff, Sweeper, M&R Worker and MTS:

Name of Tendering Service Provider: \_\_\_\_\_

Full Address of Registered Office: \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Sl. No	PARTICULARS	Mess Cleaning Staff	Sweeper	M&R Worker	MTS (Multi Tasking Staff)
1	2	3	4	5	6
01	PER DAY MINIMUM RATE (As per para 17 & 18) –supported by documentary evidence				
02	Percentage (%) rate of Management share for EPF (PF wage is Rs. 15000/- or actual monthly wage, whichever is lower)				
03	Percentage (%) rate of Statutory Charges ESI rates as per rules				
04	Percentage (%) rate of Statutory GST rates as per rules				
05	Service charges cum administrative/supervision charges of contractor (Should not be less than 1%) (this rate will be the criteria for determination of competition to decide upon the lowest bidder)				

Dated: \_\_\_\_\_

Signature of the Authorized Signatory: \_\_\_\_\_

Name \_\_\_\_\_

(Seal of the firm)

## **FINANCIAL BID**

**Certificate:**

1. Certified that I have carefully quoted the rates both in words and numerical /figures. In case of dispute, rates quoted in words shall be final.
2. Certified that I agree to all the terms and conditions of the tender document.
3. The rates quoted for Contractor Administration / Supervision Charges are escalation free and will remain fixed for the entire period of the contract.

**Note:**

1. Service charges cum administrative/supervision charges of contractor (Should not be less than 1%.
2. Service charges cum administrative/supervision charges of contractor will be the sole criterion for determination of competition to decide upon the lowest bidder.
3. *Since Rates quoted for minimum wages rates should not be less than prescribed by the Chief Labour Commissioner, Government of India or Chief Labour Commissioner of Respective State Government from time to time, whichever is higher and the minimum wage rate to outsourced workers will be regulated as per the NVS, Hqrs order No. 2-7/2016-NVS(Estt-III)/1345 Dated. 16.11.2016, if there is any variation or wrong quote of minimum wage rate then it shall be got corrected as this is not a basis for completion.*
4. *Since percentage (%) Rates quoted for EPF, ESI and GST should not be less than the rates prescribed by the respective law/rules and regulation/provisions, if there is any variation or wrong quote of minimum wage rate then it shall be got corrected as this is not a basis for completion*
5. *Release of payment is subject to deduction of TDS at the prescribed rates as per GST laws.*

**Dated:** \_\_\_\_\_

**Signature of the Authorized Signatory:** \_\_\_\_\_

**Name** \_\_\_\_\_

**(Seal of the firm)**

**ANNEXURE-V**

**JAWAHAR NAVODAYA VIDYALAYA, KADAMANI, BISWANATH CHARIALI,**

**SONITPUR::ASSAM-784176**

**PARTICULARS OF EMPLOYEE OF THE PARTY to be engaged**  
**For Mess Cleaning, Sweeping and Multi tasks in the Campus**

Affix P.P. Size  
photograph of  
the  
EMPLOYEE  
DULY attested  
by PARTY

01. Name: \_\_\_\_\_

02. Father's Name: \_\_\_\_\_

03. Date of Birth: \_\_\_\_\_

04. Nationality: \_\_\_\_\_

05. Permanent Address : \_\_\_\_\_

06. Religion: \_\_\_\_\_

07. Educational Qualification: \_\_\_\_\_

08. Blood Group: \_\_\_\_\_

09. AADHAR CARD No. \_\_\_\_\_

10. Any Past Criminal case record: \_\_\_\_\_

11. Other information if any: \_\_\_\_\_

**N.B.:-**

**a. Attach any Identity card like- Passport/ Voter I-card/ Bank Pass book, PAN card/ AADHAR card etc.**

**b. Undertaking**

**I hereby certify that whatever has been cited above is true to the best of my knowledge and I have suppressed nothing.**

Signature of Employee: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

**b. Undertaking by the PARTY:**

**“I hereby certify that I personally know the above person and he bears a good moral character. His Character and antecedents has been got verified from the local police. I further undertake that in the event of any misbehavior or misconduct or consume of any alcohol or intoxicating drugs during the duty hours and within the campus, I shall be responsible for the incidence and I will immediately change the employee. I further undertake that whenever, I will change my employee during the period of contract, I shall inform the authority in advance and submit the particulars of the substituted employee in form – Annexure-V.”**

Signature of PARTY : \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

**Seal of the firm**