

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

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government Employees among others. K.V HPCL Jagiroad is a project KV under Nagaon paper Mill.

2. Sealed competitive Bids are invited by Kendriya Vidyalaya HPC Jagiroad from reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year w.e.f. 01-07-2019 which may be extended by upto another six month , as indicated below:-

A. Area of the building and location

The building has 26 Class Rooms and 03 Toilets, Labs (07 nos), Department Rooms, Library, Staff room, Office room, Principal's chamber, Corridors, Stairs, Ramps and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the Address/Location of the Vidyalaya Building at Kendriya Vidyalaya HPCL Jagiroad, HPCL NAGAON PAPER MILL TOWNSHIP, KAGAJNAGAR.

B. Man power required:-

S. No	Category of man power	Minimum qualification	No of person to be engaged in shift
1	Security personnel	Passed Middle Standard	1 st - shift:- 6.00 AM to 2.00 PM- 01 person 2 nd shift – 02.00 P.M. 10.00 PM- 01 person 3 rd shift – 10.00 P.M. to 06 A.M- 01 person
2	Conservancy personnel (Gents)	Literate	01 no in a single shift from 7.00 A.M to 3.00 P.M.
3	Conservancy personnel (Ladies)	Literate	02 no in a single shift from 7.00 A.M to 3.00 P.M.
4	Gardener	Literate having knowledge of gardening	01 no in a single shift from 7.00 A.M to 3.P.M.

Desirable Qualification: Reasonable competence to communicate in either Hindi or English.

C. Responsibility of man power is detailed as under

S.No	Category of man power	Responsibility
1	Security personnel	To provide round the clock security services of the entire building / premises. The agency will be held responsible for any loss of property of this office due to negligence of duties by the persons engaged.
2	Conservancy personnel	Cleaning of the Class Rooms, Toilets, Labs, Department Rooms, Library, Staff room, Office room, Principal's chamber, Corridors, Stairs, Ramps and open areas as well as enclosed surrounding areas on the ground floor
3	Gardener	To render services as gardener towards proper maintenance of the gardens, flower pots and plants in the School

3. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration (based on minimum monthly wages of the Central Govt modified from time to time as per the orders issued by the Labour Department, Govt of

India) EPF, ESI & other statutory costs and Service Charges only in the format of quotation attached (Annexure-A).

(b) The rate quoted shall be fixed for the duration of the contract as per the rate of minimum wages of the Central Govt./ Assam Govt. (whichever is higher) and shall not be subject to adjustment except the statutory provisions, if amended.

In case of change in rate due to statutory provisions (such as enhancement of VDA etc), only such changes will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(c) The Bidder shall deposit an EMD of Rs.25,000/- in the form of Account Payee Demand Draft or Bank Guarantee valid for 45 days after the date of submission of bid in favour of Kendriya Vidyalaya HPC VVN Account payable at SBI Sonakuchi along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(d) On acceptance of the contract, the contractor shall have to deposit Performance Security in the form of Account Payee Demand Draft or Bank Guarantee in favour of Kendriya Vidyalaya HPC Jagiroad VVN Account payable at SBI Sonakuchi for an amount of Rs 1,00,000/- within 15 days from the date of award of the contract. The Earnest Money of the successful bidder shall be returned after the Performance Security is submitted by the Contracting Agency.

(e) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

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

6. Terms and Conditions:

(a) The remuneration should be disbursed directly to the employee's bank account by Account Payee Cheque, NEFT or RTGS. The receipt of the same should be submitted to KV HPC Jagiroad.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to KV HPC Jagiroad as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing Cheque/NEFT/RTGS details for each payment,
- (ii) Proof of payment of statutory obligation such as EPF, ESI.
- (iii) Any other applicable tax.

(d) The Contracting Agency will provide Identity Card to all its employees deputed as per the format suggested by the indenting Office valid for the period of contract.

(e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

(f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the concerned Department, for running the business of private security agencies/ providing man power operating in Assam, failing which the bid will be treated as disqualified/nonresponsive

(g) The normal School hours of the Vidyalaya are from 7.00 am to 3:00 p.m, six days from Monday to Saturday (except 2nd Saturday). However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown above. The Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

(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 - $\frac{\text{Monthly remuneration} \times \text{No of days of absence}}{\text{No of days in the month}}$

(i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Vidyalaya. 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 the

Vidyalaya. 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 the Vidyalaya shall be made within 24 hours. The contracting Agency will be required to sign a contract with the Vidyalaya 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 part of the Model Agreement.

(j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV HPCL Jagiroad reserve the right to claim and recover damages from Contracting Agency.

(k) The antecedents of all the workers will be got verified from the police by the Contracting Agency and police verification report must be submitted to the Vidyalaya before deployment for work.

(l) The Contracting Agency will deploy trained/professional security guards who are below the age of 50 years who are also physically fit and mentally alert.

(m) The Vidyalaya shall provide a small guard room /space for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.

(n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with Insignia.

7. 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) Attested copy of license obtained from the concerned department of Assam state for running the business of Private security agencies / providing man power services in the state.

(b) 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.

(c) Audited Balance Sheet & Profit and Loss Account.

(d) List of clientele during last 3 years along with cost of assignment.

(e) PAN No. and Current IT clearance certificate.

(f) Attested copy of proof of EPF registration.

(g) Attested copy of proof of ESI registration

(h) Attested copy of proof of GST registration.

(i) EMD of Rs.25, 000/- in the form of Account Payee Demand Draft or Bank Guarantee valid for 45 days after the date of submission of bid in favour of Kendriya Vidyalaya HPC Jagiroad VVN Account payable at SBI Sonakuchi .

(ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled and Watch & Ward in the Govt. of Assam / Central Govt (which is higher) in Jagiroad shall render the Bid disqualified for evaluation.

Also if the rates for service charges/profit are quoted as NIL, the bid will be treated unresponsive.

(iii) The evaluation will be done on the basis of total for all the items (i to iii) put together. Indenting Office will award the contract to the lowest technically acceptable responsive bidder.

8. Award of Contract:

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and technically acceptable and who has offered the lowest price as per para 7.

(b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 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.

9. Last date and time of receipt of Bids:- 26.06.2019 (1.00 P.M)

The firms are requested to submit the Sealed Bids superscribed on the envelope as **"Bids for providing Security/ conservancy/ gardening Services in KV HPCL JAGIROAD on service charge basis"** within 21 days from the publication of this notice on the Vidyalaya website. The bids completed in all respect may be deposited at the Principal's Chamber latest by 26th June upto 1 pm.

The tenders will be opened at 3.00 PM in the chamber of the Principal of this Vidyalaya on 26th June before a duly constituted committee and in the presence of bidders who are present to attend the opening of bids. If the last date of depositing and opening of tenders happens to be declared a Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.25,000/- (Rupees Twenty five Thousand only) is to be deposited along with tender documents.

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

Website www.kvjagiroad.org from where bidding documents can be downloaded

PRINCIPAL
KV HPCL
JAGIROAD

Format of the quotation

ANNEXURE-A

S. No	Category of manpower and number	Number	Unit monthly remuneration Per Person Per Month	EPF (as Per Rule)	ESI (as Per Rule)	Service charges/ charges on statutory liabilities (including overhead profit)	Monthly unit charges	Total monthly cost	Grand Total
1	2	3	4	5	6	7	8(4+5+6+7)	9 (8X3)	
1	Security (Un-skilled)	03							
2	Conservancy (Un-skilled)	03							
3	Gardener (Un-skilled)	01							
Grand Total									

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.)

We agree to provide the above services 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 Account Payee Demand Draft or Bank Guarantee no _____ dated _____ drawn on _____.

Signature: _____

Name: _____

Name of the firm with seal: _____

(To be submitted by the firms along with their quotations)

1. PAN NO. _____ (Please attach copy of the PAN Card).
2. GST Registration No. _____ (Please attach copy of the allotment certificate).
3. Man Power supplying Registration from the concerned Department of Govt. of Assam
_____ (Please attach copy of the allotment certificate).

CERTIFICATE

All the above conditions given in the tender documents are accepted by me / us.

Signature & Seal of the Supplier / Tenderer

Station: _____

Date : _____

Witness – I	Witness – II
Name : _____ Address : _____ _____ _____ Occupation : _____ _____	Name : _____ Address : _____ _____ _____ Occupation : _____ _____

MODEL AGREEMENT FOR SERVICE CONTRACT:-

THE AGREEMENT:-

THIS AGREEMENT made and entered into on _____ (Date) between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act (XXI of 1860) through the Principal, Kendriya Vidyalaya HPCL Jagiroad located at Hindustan paper cooperation limited Jagiroad Assam (hereinafter called the INDENTING OFFICE which expression shall, where the context so admits, include its successors and permitted assigns) of the one part, and

(Name of Contracting Agency), a (company/firm) with its registered office at (Address) (here in after called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

DEFINITIONS:-

The agreement is general in nature wherein the particular office has been generally referred to as "INDENTING OFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired, the word "INDENTING OFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by a suitable abbreviated name /acronym.

PREAMBLE:-

WHEREAS THE CONTRACTING AGENCY is [engaged in/carrying out] providing man power through outsourcing of security/conservancy work/ gardening and is desirous of providing service to the Vidyalaya towards providing man power for the above outsourcing work.

WHERE AS Kendriya Vidyalaya Sangathan at its Vidyalaya (Kendriya Vidyalaya HPCL Jagiroad) located at Hindustan Paper Cooperation Limited Jagiroad, Assam (hereinafter called the INDENTING OFFICE) is seeking service on contract for providing man power towards security/ conservancy work/ gardener [to be given separately for each category] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants herein after contained, the parties hereto agree as follows:

SCOPE OF THE AGREEMENT:-

The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the CONTRACTING AGENCY and INDENTING OFFICE /pertaining to the WORK.

FINANCIAL ARRANGEMENTS:-

In consideration of the work to be carried out by the CONTRACTING AGENCY, the Principal, Kendriya Vidyalaya HPCL Jagiroad shall pay to the CONTRACTING AGENCY as follows after deducting Income Tax at source on the total amount:

(i) Rs.....(Security)/Rs..... (Conservancy) / Rs.....(Gardener) per man per month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of the terms of the agreement (at appendix-1) by the CONTRACTING AGENCY. **Before claiming the payment by Contracting Agency in a month, they are to submit the copies of pay-slips of each employee showing all dues, deductions and net payment.**

MODALITIES OF CONTRACT:-

This contract is of the nature of service contract for a specified period and not labour contract.

The responsibility of the CONTRACTING AGENCY and schedule of fulfilment thereof shall be as per Appendix – 1 to the Agreement. **Before deployment of the employees, contracting agency has to submit the Police verification of each employee.**

There will be a Screening Committee for evaluation of progress of the WORK. This Committee shall be set up by the INDENTING OFFICE. It will identify the work to be done by the CONTRACTING AGENCY, targets/milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any stage the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice served, the continuation of this agreement will be reviewed by the INDENTING OFFICE and the agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.

For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of the INDENTING OFFICE shall be as per Para 2 of tender document.

RESPONSIBILITIES OF CONTRACTING AGENCY:-

CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 1 to the Agreement by providing manpower in the premises of the INDENTING OFFICE.

This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.

CONTRACTING AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees/sick workers or otherwise on valid reasons.

CONTRACTING AGENCY shall, on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.

CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance/ medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them. Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards these workers.

CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].

Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of the INDENTING OFFICE shall be final in this regard.

RESPONSIBILITIES OF THE INDENTING OFFICE

INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers provided by the CONTRACTING AGENCY for fulfillment of the work.

INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.

INDENTING OFFICE will maintain a separate record of attendance of number of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on pro-rata basis after deducting the days of absence without suitable replacement or poor performance.

COMPLETION

The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by the Screening Committee set up vide provision 1.5.3.

CONFIDENTIALITY

During the tenure of the Agreement and thereafter, the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged / generated pertaining to work under this Agreement for any purposes other than in accordance with the Agreement.

FORCE MAJEURE

Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood, earthquake, strike, lockouts, epidemics, riots, civil commotion, etc., provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT:

The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a period of 12 months from the said date.

2 The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a month's notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

In this event of termination of the Agreement vide provision 2.2.3, the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by the INDENTING OFFICE.

In the event of termination of the agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

NOTICES:-

All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post/E-mail (which is provided by contracting agency) to the CONTRACTING AGENCY by the INDENTING OFFICE at its last known registered address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at Kendriya Vidyalaya jagiroad located at HPCL Jagiroad, ASSAM.

AMMENDMENTS OF THE AGREEMET

No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The modifications / changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.

ASSIGNMENT OF THE AGREEMENT:-

The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

DISPUTE SETTLEMENT:-

In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement, such dispute or differences shall be referred to the concerned arbitrator and the decision of the arbitrator shall be final and binding on both the parties.

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this Agreement on the day, month and year mentioned hereinbefore

Parties for and on behalf of KVS INDENTING OFFICE

Parties for and on behalf of CONTRACTING AGENCY

Signature.....

Signature.....

Name.....

Name.....

Designation.....

Designation:-_____

Seal_____

Seal _____

Witness (Name and Address With signature))

Witness (Name & Address with signature)

1. _____

1. _____

2. _____

2. _____

KENDRIYA VIDYALAYA HPCL JAGIROAD**Terms and conditions of the Security Guard service**

The Agency shall provide man power for the Security Guard services at Kendriya Vidyalaya HPCL Jagiroad located at HPCL JAGIROAD, ASSAM with effect from 01.07.2019.

1. The Agency would undertake to engage the required employee/s and provide the requisite number of trained personnel for the purpose with necessary tools and also be reasonable for payment of their emoluments along with other liabilities (such as bonus/ uniform/ medical insurance etc.) as per Rules and dues.
2. The remuneration shall be disbursed through Cheque at **KV HPCL JAGIROAD** premises in the presence of representative of the **School** or its constituent/ directly towards the bank account of the employee through NEFT/RTGS.
3. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.
4. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the School supported with the following documents:
 - i. Details of disbursement made to the staff furnishing Cheque details for each payment.
 - ii. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
5. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter or Client.
6. The Candidates / Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV HPCL Jagiroad. 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 the School. 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 KV HPCL Jagiroad shall be made within 24 hours.
7. The Contracting Agency will be required to sign a contract with the School as per Model Contract enclosed for ready reference. The Other terms and conditions specified in the Bid document and accepted bid will also form part of the Model Agreement.
8. In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
9. If additional person is required, the contracting agency will provide the man power payment for which will be borne by the School as per the quoted rate.

KENDRIYA VIDYALAYA HPCL JAGIROAD**Terms and conditions of the Conservancy service**

The Agency shall provide man power for the Conservancy services at Kendriya Vidyalaya HPCL JAGIROAD located at HPCL JAGIROAD, ASSAM with effect from 01.07.2019.

1. The Agency would undertake to engage the required employee/s and provide the requisite number of trained personnel for the purpose with necessary tools and also be reasonable for payment of their emoluments along with other liabilities (such as bonus/ uniform/ medical insurance etc.) as per Rules and dues.
2. The remuneration shall be disbursed through Cheque at **KV HPCL JAGIROAD** premises in the presence of representative of the **School** or its constituent/ directly towards the bank account of the employee through NEFT/RTGS.
3. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.
4. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the School supported with the following documents:
 - iii. Details of disbursement made to the staff furnishing Cheque details for each payment.
 - iv. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
5. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter or Client.
6. The Candidates / Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV HPCL Jagiroad. 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 the School. 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 KV HPCL Jagiroad shall be made within 24 hours.
7. The Contracting Agency will be required to sign a contract with the School as per Model Contract enclosed for ready reference. The Other terms and conditions specified in the Bid document and accepted bid will also form part of the Model Agreement.
8. In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the KV HPCL Jagiroad reserves the right to claim and recover damages from Contracting Agency.
9. If additional person is required, the contracting agency will provide the man power payment for which will be borne by the School as per the quoted rate.

KENDRIYA VIDYALAYA HPC JAGIROAD**Terms and conditions of the Gardening service**

The Agency shall provide man power for the entire Gardening services at Kendriya Vidyalaya HPCL Jagiroad located at HPCL JAGIROAD, ASSAM with effect from 01.07.2019.

1. The Agency would undertake to engage the required employee/s and provide the requisite number of trained personnel for the purpose with necessary tools and also be reasonable for payment of their emoluments along with other liabilities (such as bonus/ uniform/ medical insurance etc.) as per Rules and dues.
2. The remuneration shall be disbursed through Cheque at **KV HPC JAGIROAD** premises in the presence of representative of the **School** or its constituent/ directly towards the bank account of the employee through NEFT/RTGS.
3. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.
4. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the School supported with the following documents:
 - i. Details of disbursement made to the staff furnishing Cheque details for each payment.
 - ii. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
5. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter or Client.
6. The Candidates / Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV HPCL Jagiroad. 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 the School. 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 KV HPCL Jagiroad shall be made within 24 hours.
7. The Contracting Agency will be required to sign a contract with the School as per Model Contract enclosed for ready reference. The Other terms and conditions specified in the Bid document and accepted bid will also form part of the Model Agreement.
8. In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the KV HPCL Jagiroad reserves the right to claim and recover damages from Contracting Agency.
9. If additional person is required, the contracting agency will provide the man power payment for which will be borne by the School as per the quoted rate.