



TENDER DOCUMENT FOR SUPPLY OF MANPOWER
(Skilled, Semi-skilled and Unskilled Workers on Daily Wage Basis)

TO

JAWAHAR NAVODAYA VIDYALAYA, ALIABADA DISTT. JAMNAGAR

TENDER TITLE: FOR SUPPLY OF SKILLED, UN SKILLED WORKERS ON DAILY WAGE BASIS

TENDER LAST DATE: 26/10/2020 BY HAND OR BY REGISTERED POST

Price: ₹.200.00

(Those who download the tender document from Website should add **₹.200.00** with EMD

towards cost of tender form)

JAWAHAR NAVODAYA VIDYALAYA, ALIABADA

DISTT. JAMNAGAR

TENDER NOTICE

FOR

SUPPLY OF SKILLED, SEMI-SKILLED AND UN SKILLED WORKERS ON DAILY WAGE BASIS

Jawahar Navodaya Vidyalaya Aliabada Distt. Jamnagar invites sealed tenders under two-bid system from reputed and experienced agencies for **SUPPLY OF SKILLED, SEMI SKILLED AND UN SKILLED WORKERS ON DAILY WAGE BASIS. for JNVs of Jamnagar cluster which include Jamnagar, Rajkot, Junagadh, Gir Somnath, Diu, Amreli, Bhavnagar, Porbandar, Morbi, Surendranagar, Botad & Dwarka.** The interested agencies are required to submit the technical and financial bids separately. The bids are in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender for SUPPLY OF SKILLED, SEMI SKILLED AND UNSKILLED WORKERS ON DAILY WAGE BASIS**" and should reach to office of the undersigned 1600 hrs on or before **26/10/2020 By hand or By Registered Post.**

The tender document which contains eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from the vidyalaya website <https://www.navodaya.gov.in/nvs-school/JAMNAGAR/en/home> or C.P.P. Portal and can also be obtained from the Office of the Vidyalaya on any working day between 0900 and 1300 hrs on payment of ₹.200.00 (rupees two hundred only) from 10.10.2020 to 26.10.2020. Those who download the tender document from the website should add an additional amount of ₹.200.00 with their EMD (Rs. 5000.00) in the Cover-I "Technical Bid".

PRINCIPAL

**TENDER FOR SUPPLY OF SKILLED, SEMI SKILLED & UNSKILLED
WORKERS ON DAILY WAGE BASIS TO**

JAWAHAR NAVODAYA VIDYALAYA, ALIABADA DISTT. JAMNAGAR -361110

ENVELOPE-1 : TECHNICAL BID

(To be attached in separate sealed cover, superscripted as 'Technical Bid')

Name of the work:

Tender for **SUPPLY OF SKILLED, SEMI SKILLED & UN SKILLED WORKERS ON DAILY WAGE BASIS** to Jawahar Navodaya Vidyalaya Aliabada Distt. Jamnagar.

CONTENTS & ELIGIBILITY CRITERIA

1. The Bidder must be a Government approved/recognized/registered agency/firm/company for providing manpower services, in existence for a minimum period of two years (2) immediately preceding the date of this invitation to bid. A copy of the relevant certificates must be attached.
2. The Bidder must comply with all statutory requirements/labour laws/Welfare laws and must submit **self-attested copies** of the following documents along with the tender:
 - a) EPF Registration with EPF code number.
 - b) ESI Registration
 - c) GST Registration
 - d) Valid License issued by the competent authority
 - e) PAN card
 - f) Details of prior works of similar nature carried out in Central/State Govt. bodies/PSUs/Autonomous bodies/industries/factories/or other similar organizations in the past two(2) years as on 31/03/2020.
3. The bidder shall submit the documents listed in Paragraph 2, along with a filled in Technical bid Proforma annexed hereto and marked as **Annexure I**.
4. Terms and Conditions of the tender annexed hereto and marked as Annexure-II, must be duly signed by the Bidder on each page, and enclosed along with the technical bid. Any addition/deletion of terms and conditions as per Annexure-II will not be permissible.
5. The Bidder shall pay a Bid Security (EMD) of **Rs. 5000.00 (Rupees Five thousand only)** along with the technical bid by way of Demand Draft in favour of Principal, Jawahar Navodaya Vidyalaya Aliabada Dist. Jamnagar,

drawn on any commercial bank and payable at Jamnagar. **Bids received without EMD shall stand rejected and will not be considered for evaluation at any stage.** The bid security without interest shall be returned to unsuccessful bidders after finalization of bids.

6. An agreement shall be entered into by the Principal, JNV Aliabada Distt. Jamnagar with the successful bidder as per the format enclosed as Annexure V, on non-judicial stamp paper of Rs.200.

PRINCIPAL

ANNEXURE 1

ENVELOPE- 1: TECHNICAL BID

1 For providing of Casual Labour Skilled, Semi-skilled and Unskilled manpower in Jawahar Navodaya Vidyalaya , Aliabada Distt. Jamnagar and other vidyalaya of cluster.

2 Name of the Tendering Company/Firm/Agency (Attach certificate of registration)

3 Name of the Proprietor /Director of Company/Firm/Agency:

Full address of the Registered Office _____

Telephone Number: _____ WhatsApp/Mobile No. _____

E-Mail Address _____

4 Full address of Branch offices _____

Telephone Number: _____ WhatsApp/Mobile No _____

E-Mail Address _____

5 Registration with Government for providing Manpower Service: Regn No. _____ (Attach copy)

6 PAN No. _____ (Attach attested copy)

7 GST Registration No. _____ (Attach attested copy)

8 E.P.F. registration Number _____ (Attach attested copy)

9 E.S.I. Registration Number _____ (Attach attested copy)

10 Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (in Lakhs)	Remarks if any
2017-18		
2018-19		
2019-20		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Contract Value (in Lakhs)	Duration of Contract	
				From	To

(If the space provided is insufficient, a separate sheet may be attached)

6 Additional information, if any (Attach separate sheet, if required)

Signature of the authorized person

Name: _____

Seal:

Date:

Place:

**JAWAHAR NAVODAYA VIDYALAYA ALIABADA DISTT. JAMNAGAR
INVITATION TO BID**

TERMS AND CONDITIONS

1. General:

(a) The Principal, JAWAHAR NAVODAYA VIDYALAYA, ALIABADA DISTT. JAMNAGAR hereby invites sealed tenders under two bid systems from eligible registered agency/company/ firm, hereinafter referred to as '**Bidder**' to provide outsourcing Services of SKILLED, SEMI SKILLED & UNISKILLED workers on daily wage basis at Jawahar Navodaya Vidyalaya, Aliabada District Jamnagar and other vidyalaya cluster, here in after referred to as '**JNV** Aliabada Distt. Jamnagar.

(b) JNV Aliabada Distt. Jamnagar reserves the right to issue the tender enquiry only to bidders that fulfil the eligibility criteria and to accept or reject any bid in full or a part of it and cancel the bidding process at any point of time without thereby incurring any liability to the affected bid or bidders.

(c) Bidders are advised to study the terms and conditions of this tender document carefully before quoting their rates in financial bid.

2. Scope of Work and Number of personnel:

The scope of work, qualification as well as requisite number of personnel is specified in **Annexure III**

3. Eligibility criteria for Bidder:

The Bidder must comply with the eligibility criteria and submit all requisite documents mentioned in the Technical Bid. Failure to furnish the same shall result in non-consideration of the tender. The bidder shall bear all costs associated with the preparation of submission of its bids and JNV Aliabada Distt. Jamnagar shall be in no case be responsible or liable for those costs, regardless of the conduct/ outcome of the bidding process.

4. Bid Security(EMD) and Performance security.

- a) Bidders are required to furnish Bid Security (EMD) and tender fees is downloaded from web site (**5000+200= 5200**) along with the Tender offer, as specified in the Technical bid. Tenders received without the Bid security (EMD) will be summarily rejected. The EMD of unsuccessful Bidders shall be refunded after finalization of bid.
- b) A Performance Security of **Rs. 20000.00**, in consonance with paragraph 5, valid for a period of 60 days beyond the date of completion of all contractual obligations must be furnished. The successful contractor shall furnish the performance security in the form of either an account payee/demand draft in favour of the Principal, JNV, Aliabada Distt. Jamnagar payable at Jamnagar/Aliabada. The proceeds of the performance security shall be payable to

JNV Aliabada Distt. Jamnagar as compensation for any loss/penalties/liquidated damage resulting from the successful bidder's failure to honour its obligations under the agreement entered with JNV Aliabada Distt. Jamnagar.

- c) The performance security shall be returned to the bidder on successful completion of its services/on expiry of contract period. The EMD of the successful bidder shall be refunded after signing an agreement with JNV Aliabada Distt. Jamnagar, based on the terms and conditions stipulated herein, and on receipt of the Performance Security. No interest is payable on the Bid security Amount. If the successful bidder fails to furnish the Performance Security, the whole earnest Money Deposit (EMD) shall be forfeited without any reference to successful bidder.
- d) The EMD is liable for forfeiture in the event of :
 - a) Withdrawal of offer during the validity period of offer
 - b) Non acceptance of orders for service when placed
 - c) Non confirmation of acceptance of orders of service within the stipulated time after placement of offer
 - d) Any unilateral revision made by the bidder during the validity period of offer.

5. Terms and Termination.

- a) The successful bidder shall enter into a separate agreement for supply of suitable and qualified manpower as per the requirement of this tender with JNV Aliabada Distt. Jamnagar, and shall, from the effective date of the agreement, abide by and be governed by the terms and conditions set forth herein. The agreement must be on a INR 200/- Non-Judicial stamp paper, purchased in the name of the successful bidder, for execution of the agreement. The term of the agreement shall initially be for a period of one (1) year, further extendable by a maximum period of two years, subject to mutual consent. All the pages of the terms and conditions must be duly signed by the bidder as a token of acceptance. Draft agreement enclosed at Annexure V.
- b) If any one or more of the following events occur, then such Agreement may be terminated in its entirety as set forth herein:
 - a) On expiry of the contract period.
 - b) A notice of 30 days at any time during the currency of services in case the services rendered by the successful bidder are not found satisfactory.
 - c) For committing breach of any of the instructions/terms & conditions of the tender by the successful bidder.
 - d) On assigning the contract or any part thereof or any benefit or interest therein or there-under by the successful bidder to any third person or subletting the whole or a part of the contract to any third person.
 - e) On the successful bidder being declared insolvent by the competent court of Law.

6. Tendering process.

- a) The Tender Form can be obtained from the given address between 09:00 Hrs. to 13:00 Hrs. on all working days at the office of JNV Aliabada Distt. Jamnagar, on payment of non-refundable fee of Rs.200/- by demand draft drawn in favour of Principal, JNV Aliabada Distt. Jamnagar, payable at Jamnagar or Rs. 200.00 should be added in the EMD amount if tender form is downloaded from web-site.

- b) The sealed tenders complete in all respect should be submitted in the tender box kept at the office of JNV Aliabada Distt. Jamnagar or by registered post/speed post within stipulated time. The date of opening will be communicated later.
- c) The tenders must be submitted in two sealed covers. The first sealed cover must be super scribed “**Technical Bid**” and must consist of the documents specified in the Technical bid.
- d) The second sealed envelope super scribed “**Financial Bid**” must only contain rates which are to be quoted per person, on a monthly basis in the format given as per **Annexure-IV**. The rates must be indicated both in words and figures. In case of discrepancy between the figures and word, the rates quoted in words alone will be taken into account. No further clarification in this regard shall be sought from the bidder.
- e) Both the sealed covers must be placed in the main sealed envelope super scribed “**Tender for Outsourcing the services of Manpower**”. This final sealed envelope must be deposited in the tender box placed at the office of JNV Aliabada Distt. Jamnagar or and **the same shall be opened on will be informed later**. In the event of office being closed for unavoidable circumstances on the last date of receipt or opening of bid as specified, the bid will be opened on the next working day at the same time and venue.

7.Guidelines To Bidders:

- i. Each page of the tender document must be signed by the bidder. The sealed cover containing Tender must be superscripted “**Tender for Outsourcing the services of Man Power**”. Covers not so superscribed are liable to be ignored.
- ii. The bidders may inspect the premises of JNV Aliabada Distt. Jamnagar prior to bidding for assessment of stipulated work.
- iii. The bidders are liable to ensure that their tenders reach the office of JNV Aliabada Distt. Jamnagar within the due date and time specified in paragraph 6(e).In the event such tender is delayed in post or misdirected due to in complete or incorrect superscription or address or any other reason, JNV Aliabada Distt. Jamnagar shall not be liable for non-consideration of the same. The Chairman PAC shall not be responsible for any postal delay or non-receipt of tender by due date and time due to any reason whatsoever may be.
- iv. The workers engaged by the bidders shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this JNV Aliabada Distt. Jamnagar. If JNV Aliabada Distt. Jamnagar finds any person(s) employed by the bidder incompetent, the bidder shall ensure a replacement within 30 working days with a competent person(s) to the satisfaction of JNV Aliabada Distt. Jamnagar.
- v. The rates quoted as per paragraph 6(d) shall be on monthly basis.The rates offered shall be final for a period of 1 year, as the case may be, and shall remain in force until 3 months after the expiry of the contract period. Any offer falling short of the validity period is liable for rejection. Any statutory change in the rates must be complied with by the bidder during the contract period. The bidders must quote the rates to JNV Aliabada Distt. Jamnagar accordingly.

- vi. Statutory charges such as EPF & ESI and Service charges payable by JNV Aliabada Distt. Jamnagar above minimum wages or basic wages must be indicated while submitting the financial bid as per **Annexure -IV**. Any exemption in tax being a educational institution should be given to the vidyalaya.
- vii. The bidder so engaged shall entirely be responsible to deposit EPF & ESI (both employer & employee share), Service Tax etc. with the respective departments in respect of the outsourced services of Man Power employed by them for every month. A copy of the receipt bearing individual employee enrollment number and name for above deduction on this account shall be submitted to this office's accounts branch with the bill of succeeding month. JNV Aliabada Distt. Jamnagar will not be responsible for any liability on this account whatsoever.
- viii. The rates offered must be final and should be inclusive of all payments as applicable viz. EPF Employer's Contribution Fund, Employers Contribution on ESI etc. Rates for all the categories of manpower/services must be unit consolidated rate on per man /month basis i.e. including all weekly offs for the month. JNV Aliabada Distt. Jamnagar shall consider only the total amount i.e Grand Total of unit consolidated Rate (Per worker/month) in Rupees for the purpose of acceptance of tender.
- ix. The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Documents. Failure to furnish all information required by the tender documents may result in rejection of tender offer. The bidder must duly authenticate any errors or corrections in the tender. No white fluid/Erasers are allowed on financial bid.
- x. The members of worker may be reduced during vacation period for which information will be given to bidder.
- xi. The accepted tender shall remain valid for one year from the date of agreements with school which may be extended for further one year with the consent of both the parties.
- xii. The successful bidder shall ensure regular health check-up of the workers in compliance of provisions of Labour Act or any and all other applicable laws in force.
- xiii. The successful bidder shall not sublet, transfer or assign the contract or any part thereof to any other party.
- xiv. If the services provided by the successful bidder are not found to be at par with the prescribed standards wholly or in part, or in case of breach of any contractual obligations listed in the agreement between the successful bidder and JNV Aliabada Distt. Jamnagar, Chairman, PAC /Principal of JNV Aliabada Distt. Jamnagar reserves the right to avail services from other sources at the risk and cost of the successful bidder.
- xv. In case of non-providing/providing of less number of workers, JNV Aliabada Distt. Jamnagar reserves the right to levy penalty as may be decided by the Principal of JNV Aliabada Distt. Jamnagar. On receiving continuous inferior quality of services, JNV Aliabada Distt. Jamnagar reserves the right to terminate the agreement entered into with the successful bidder. In the event such penalty is imposed over 5 times, the successful bidder is liable to be considered for

- cancellation of contract, forfeiture of security and blacklisting of the firm/agency/company upto a period of 3 years, for further tenders.
- xvi. The successful bidder shall submit the consolidated wage bill consisting of basic wages, statutory liabilities and service charges for the categories of outsourcing services deployed for duty in the premises of JNV Aliabada Distt. Jamnagar supported with the following documents:
- a. Attendance report duly signed by the competent authority of JNV Aliabada Distt. Jamnagar.
 - b. Documents in support of deposit of EPF/ESI of the previous month by 3rd day of the following month, clearly specifying the relevant entries against the names of workers in respect of whom statutory liabilities have been deposited.
- xvii. The successful bidder shall further prepare the required accounts in consultation with the Accounts branch concerned for the issue of annual statements of EPF etc. to the contract staff in time. The successful bidder shall also be solely responsible for any lapse/delay in submission of any return to the concerned authority of the labour Department/EPF/ESI in respect of the workers deployed.
- xviii. On the expiry of the contract between the successful bidder and JNV Aliabada Distt. Jamnagar, the personnel deployed by the successful bidder shall be relieved automatically. However, the successful bidder must clear their accounts by paying them all their legal dues as required under the Law in force. The successful bidder shall be liable for any dispute on account of the termination of employment/ non-payment of dues of the workers.
- xix. Any notice required or permitted to be given pursuant to the agreement between the successful bidder and JNV Aliabada Distt. Jamnagar shall be sent through speed post/email and addressed to Principal, JNV Aliabada Distt. Jamnagar through their proprietor or partner.
- xx. That if any amount is found payable by the bidders towards any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
- xxi. The Bidder will provide the required personnel for a shorter period, as per the requirement of JNV Aliabada Distt. Jamnagar, in the event of any exigencies.
- xxii. The Bidder shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xxiii. The Bidder shall be reachable over call at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt of the same.
- xxiv. The Bidder on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the office of JNV

Aliabada Distt. Jamnagar and its premises suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the agency. The bidder must provide Photo Identity Cards to the workers deployed. These cards are to be constantly displayed & loss of the same must be reported immediately.

- xxv. The Bidder shall ensure proper conduct of his personnel in the premises of JNV Aliabada Distt. Jamnagar and enforce prohibition of consumption of alcohol/alcoholic drinks/pan/smoking/chewing tobacco and loitering without work. Owing to the purely residential nature of the JNV, and the safety and security of the students of the school, the bidder shall ensure that the workers refrain from any and all communication with the students. The workers shall not buy/sell/transfer any items to the students of JNV, either voluntarily or otherwise. In the event such an action comes to light, JNV Aliabada Distt. Jamnagar reserves all rights to terminate the worker in question without cause and the bidder must ensure an immediate replacement of such worker.
- xxvi. The bidder, on demand shall furnish a certificate that the deployed workers are trained and none of the workers deployed were discharged from service on ground of criminal charges/theft/unreliability. The bidder shall ensure decent behaviour of workers deployed and shall be fully responsible for their misconduct/indecent behavior. Such personnel, whose misconduct is reported, must be immediately replaced.
- xxvii. During the notice period for termination of contract as specified in paragraph 5, the successful bidder shall keep on discharging his duties as before till the expiry or the notice period. It shall be the duty of the successful bidder to remove all the persons deployed by him on termination of the agreement (on any ground whatsoever) and to ensure that no worker creates any disruption/hindrance/problem of any nature in the premises of JNV Aliabada Distt. Jamnagar.
- xxviii. JNV Aliabada Distt. Jamnagar reserves all rights to amend the terms and conditions set forth herein from time to time as it deems fit and the successful bidder shall comply with the same.

8.Remuneration.

- a) Payment to the successful bidder for the manpower deployed will be made on monthly basis by the office of JNV Aliabada Distt. Jamnagar after deduction of TDS at the rates in force as per applicable laws in force.
- b) Payment to the workers deployed shall solely be the responsibility of the successful bidder. Such payment must only be made by RTGS to the bank account of the individual before 7th day of each month and payment details of the same shall be submitted to the office of JNV Aliabada Distt. Jamnagar. On receipt of such payment details, JNV Aliabada Distt. Jamnagar shall release payment to the successful bidder within 3 working days.
- c) The successful bidder shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of Administrative & Financial reasons.

- d) The successful bidder shall be solely responsible for compliance with all statutory law/rules/regulations of Govt./Govt of India including but not limited to those concerning PF,ESI, Labour Law, Minimum wages etc. JNV Aliabada Distt. Jamnagar shall not be liable for any contravention/non compliance on the part of the bidder. Any contravention/ non compliance on the part of the bidder would be construed as sufficient ground for termination of the agreement between JNV Aliabada Distt. Jamnagar and the successful bidder at the discretion of JNV Aliabada Distt. Jamnagar. Notwithstanding, in the event of JNV being imposed with any penalty/fine etc. by any agency/authority due to non-compliance/contravention on the part of the bidder to any statutory laws/ rule/regulation etc. the JNV Aliabada Distt. Jamnagar reserves the right to recover such fine/penalty etc. from the bidder by way of recovery from the bills raised by the successful bidder or by any other means
- e) It is clearly understood that the workers deployed by the successful bidder shall be the employees of the bidder for all intents and purposes. JNV Aliabada Distt. Jamnagar shall have no relationship of employer and employee or master and servant with the workers so deployed except that they have to carry out the orders of the authorized/controlling officers of JNV Aliabada Distt. Jamnagar.
- f) During the vacation period of JNV Aliabada Distt. Jamnagar during autumn break and in summer vacation, the workers deployed in mess services shall not be engaged. However, the workers deployed for watch & ward duties/garden duties/office duties/ will be engaged. The successful bidder shall deploy full strength of personnel at all times and shall maintain a list of the reserve to provide the replacement, as the case may be.

10. Indemnification.

The successful bidder must defend, indemnify and hold JNV Aliabada Distt. Jamnagar and its Affiliates and their respective officers, directors, employees, agents and representatives, harmless from and against any Losses arising out of:

- i. claim, action, cause of action or demand instituted by the workers in this respect
- ii. third-party claim, action, cause of action or demand resulting from the action of the workers deployed.
- iii. in case any action is taken against JNV Aliabada Distt. Jamnagar by the competent authority on account of contravention of any of provisions of any Act of rules made thereunder, regulations or notifications including amendments by the successful bidder or its workers. If JNV Aliabada Distt. Jamnagar is caused to pay/ reimburse, such amounts as may be necessary to cause or observe, or for non observance of the provisions stipulated in the notification/bye laws/Acts/Rules/Regulations including amendments, if any, on the part of the successful bidder.

11. Governing Law and Dispute resolution

- 1. In the event of any dispute or difference arising out of/ concerning this tender what so ever (except as to matters the decision of which is specifically provided in the terms specified herein), the same shall be first mediated by the Principal, JNV Aliabada Distt. Jamnagar. If the dispute persists and remain unresolved, it will be referred to will be referred to the Arbitrator appointed by the Chairman Vidyalaya Management Committee whose decision will be final and binding on the parties.

2. The Agreement entered into by the successful bidder shall be governed by and is to be construed in accordance with the laws of India. The appropriate Court in Aliabada Distt. Jamnagar shall have the exclusive jurisdiction to entertain and try any suit or matter in dispute between them relating to the agreement.

12. Miscellaneous:

- a) During the term of agreement, the successful bidder shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour Law (including rules) regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.
- b) The workers deployed by the successful bidder must be punctual and disciplined and must abide by the instruction of the competent authority/designated officers of JNV Aliabada Distt. Jamnagar appointed in respect of effective functioning of services the workers were deployed for.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encl: 1. DD/Pay Order No.....

2. Terms & conditions (each page must be signed and stamped with the seal)
3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Date:

Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

SCOPE OF WORK: SUPPLY OF SKILLED, SEMI-SKILLED & UNSKILLED WORKERS ON DAILY WAGE BASIS TO JAWAHAR NAVODAYA VIDYALAYA ALIABADA DISTT. JAMNAGAR

A. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of two years with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving one-month notice in writing by either party of the agreement. All relevant labour laws will be taken care of by the agency and any penalty / claim / compensation directly, incidental or ancillary to engagement of labour will be born by agency only. If in any case principal employer has to pay the penalty / claim / compensation the agency will reimburse the same to JNV. Character verification of the labourers engaged shall also be carried out.
2. The Contracting Agency shall render the following services to JNV:
 - a) To **SUPPLY OF SKILLED, SEMI SKILLED & UNSKILLED WORKERS ON CONTRACT BASIS** in JNV Aliabada Distt. Jamnagar. The supplied manpower should be competent enough to execute the works assigned to them.
 - (b) The workers would be engaged for the following type of job:-
 1. **LDC/STORE KEEPER:** Office work in the computerised environment and filing. Knowledge of computer typing and MS Office is required. LDC has to work under the supervision of Office Supdt and Principal. Other administrative works assigned by OS/Principal. **(Qualification : 12th Pass with typing speed of 40 wpm)**
 2. **MESS HELPER:** The mess helper has to work under the supervision of the Catering Assistant/VP/Principal. They have to assist in preparation of various food items in the mess, serving, cleaning of vessels/ dining hall and cutting of vegetables etc., and any other duty assigned by the Principal/VP/OS/Catering Assistant. During public holidays (Public holidays, Sundays) the workers need to assist in the vidyalaya. **(Qualification : 10th Pass)**
 3. **LAB ATTENDANT:** (1) Cleaning of laboratory and dusting of its furniture. (2) Maintenance of laboratory furniture including its polishing and painting. (3) Maintenance of Botanical Garden, Forgery, Aquarium etc. in the Vidyalaya. (4) Cleaning, setting and arranging of apparatus in the laboratory under the guidance of concerned teacher. (5) Carrying the apparatus and other lab equipments to classroom as required by the concerned teacher. (6) Minor repairs of apparatus other lab equipments. (7) Collecting material (including frogs etc.) for practical work. (8) Making local purchases for laboratory and for the Vidyalaya as directed by the concerned authority. (9) Maintenance of proper stock registers of the laboratory. (10) Reporting of any accidental damage or loss of apparatus other lab equipments to the in charge of the laboratory. (11) Making arrangements for the functions exhibitions etc. organized in the Vidyalaya under the guidance of the concerned in charge. (12) Assisting examination in charge of the Vidyalaya during examination days. (13) Any other work assigned by the Principal of the Vidyalaya. (14) Whenever laboratories are closed or there is no work in the laboratories, the Laboratory Attendant will be attached with the Administrative Office of the Vidyalaya so that

their services can be utilized for miscellaneous work of the Vidyalaya
(Qualification : 10th class pass with science subject)

4. **CHOWKIDAR-CUM-SWEEPER (MALE/FEMALE)** Cleaning, sweeping work including academic building, boys dormitory, girls dormitory, mess , lab, library, office and principal chamber and ringing of bell. Locking system of houses. Any other work assigned by the Principal/VP/OS.
(Qualification : Primary Pass)
5. **CHOWKIDAR : (Qualification : Primary Pass)** Keeping watch in the campus for the security and movement of outsiders in the campus and maintenance of record and other work given by the school authority.
6. **MESS HELPER:** 1) Assisting the cook and mess helper in cooking the food, 2) cleaning the kitchen, dining hall, utensils and surroundings etc 3) Male and females having good health/physical condition.**(Qualification : Primary Pass)**
7. **DAIL WAGES WORKER:**
 - I. **MESS WORKERS :**
To Assist in preparation of food, cleaning of utensil, Dining Hall and other duty related to mess.
 - II. **SWEEPER (Male/Female) :**
Cleaning of School, Hostel, Toilet and bathroom and surrounding.
 - III. **SECURITY GUARD :**
Watch the movement of outsiders through gate and maintain record.
 - IV. **MATRON (Female Only) :**

Staying with girls in hostel and looking after girls as per the guidelines given by the school. **(Qualification :12th Pass or equivalent, Married, Divorcees or widow) (Age 30 to 45 Years)**
 - V. **OTHER DAILY WAGES :**

Workers required for carrying other work like removal of booshes and gardening etc. as per requirement of vidyalaya.
8. **Cook:-** The cook has to work under the supervision of the Catering Assistant/VP/Principal. They have to assist in preparation of various food items in the mess, serving, cleaning of vessels/ dining hall and cutting of vegetables etc., and any other duty assigned by the Principal/VP/OS/Catering Assistant. During public holidays (Public holidays, Sundays) the workers need to assist in the Vidyalaya.
(Qualification : 7th Pass)
9. **Driver :** Having Valid Licence. **.(Qualification : 9th Pass)**
10. **ECP : 10th class pass with ITI or Equivalent.**
(ITI Electrician or wireman)

ENVELOPE- 2:

FINANCIAL BID

Name of work: - Contract for supply of Daily wage Labours in Jawahar Navodaya
Vidyalaya, Aliabada Distt. Jamnagar, Gujarat

Sl. No	Manpower Description	wages per person per month	PERCENTAGE OF					Total wages per person per month	Remarks
			EPF	ESI	GST	Contractor's Service Charge	Any other charges		
1	LDC/Store Keeper								
2	Lab Attendant								
3	Cook								
4	Chowkidar								
5	Chowkidar-cum-Sweeper								
6	Mess Helper								
7	Driver								
8	E.C.P.								
9	Daily Wages Staff								

Note: 1. Rates are inclusive of all statutory payments and service charges.

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

Signature of the authorized person

Name: _____

Seal:

Date:

Place:

CHECK LIST FOR THE TENDER FOR THE YEAR 2020-21

SL.NO	PARTICULARS	REMARKS										
1	Name of the Proprietor/Outsourcing Agency											
2	Name of the firm											
3	Full Address of the firm with PIN Code.	<p>-----</p> <p>-----</p> <p>-----</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">P</td> <td style="width: 20px; text-align: center;">I</td> <td style="width: 20px; text-align: center;">N</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	P	I	N							
P	I	N										
4	Contact No. with STD Code and Mobile No. E mail ID NO.	Tele No. _____ Mob No. _____ E MAIL ID _____										
5	Firm Registration Certificate No. and Valid Up to with No. (Enclose copy)	Reg. No. _____ Valid up to : _____										
6	Income Tax/ PAN No(Enclose copy)	PAN No. _____										
7	EPF Registration	EPF NO.										
8	ESI Registration	ESI No.										
9	Firm Bank A/c No. (Enclose Pass Book Copy)	YES / NO										
10	Tender Form Terms and Condition (Signed copy should be enclosed)	YES / NO										
11	Technical bid & Financial bid (Filled in all respect & Signed with Firm Rubber Stamp should be enclosed) (Please don't make any corrections/overwriting)	YES / NO										
12	Experience in Tender (Copy of Supply order/Contract Agreement may be enclosed)	YES / NO										

(To be made on ₹.200.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand twenty between Principal, Jawahar Navodaya Vidyalaya Aliabada Distt. Jamnagar, West Bengal, as one part, hereinafter called '**JNV**' and M/s _____ hereinafter called '**Agency**' for providing unskilled/semi-skilled manpower on the other part.

WHEREAS the **JNV** is desirous to engage the **Agency** for providing unskilled/semi-skilled manpower for Jawahar Navodaya Vidyalaya Aliabada Distt. Jamnagar on the terms and conditions stated below:

1. The agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, ESI etc. relating to the person deployed in JNV. The JNV shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at JNV. The JNV shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one months' notice on either side.
5. In case of non-compliance with the contract, the JNV reserves its right to cancel/revoke the contract agreement and damage/loss if any happened may be recovered from the SD of the Agency
6. Security Deposit equal of Rs. 20,000.00 (refundable without interest after two months of termination of contract) in the form of demand draft from a commercial bank payable at JAMNAGAR shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in JNV
8. The Agency will have to follow all the statutory labour laws/welfare laws and local laws strictly and compliance of such local laws will be the obligation of the contractor. All the relevant labour laws will be taken care of by the contractor and any penalty/claim/compensation directly, incidental or ancillary to engagement of labour will be borne by contractor only. If in any case the Principal employer (JNV) has to pay the penalty/claim/compensation the contractor will reimburse the same to JNV.
9. The personnel provided by the Agency will not claim to become the employees of JNV and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in JNV.
10. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages /tax revised by the Govt.
11. The agency also agrees to comply with Annexed Terms and Conditions and amendments thereto from time to time.
12. Decision of JNV in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Perie in the presence of the witness:

JNV Aliabada Distt. Jamnagar (SEAL)

AGENCY (SEAL)

