

Sl no
Date of issue
Cost of Rs. 500/- [Rupees Five hundred only][Non refundable]

Vide receipt no.

Dated

Or

Deposited through DD/PAY ORDER NO.

DATED for Rs. 500/- drawn on [name of the bank] in favour of the

“JAWAHAR NAVODAYA VIDYALAYA, YETAPAKA

ACCOUNT PAYABLE AT BHADRACHALAM

Last date and time for sale of tender forms between 09.00 to 04.00 PM from the date of publication of tender notice till 26.12.18 to 09.01.2019.

Last date and time for submission of sealed tenders in the tender box is on **09.01.2019 by 04.00 PM**. (The tender box kept at Jawahar Navodaya Vidyalaya, Yetapaka, East Godavari Dist. Office).

Date of opening of sealed tenders is on **10.01.2019 at 11.00 AM** in the office of the Jawahar Navodaya Vidyalaya, Yetapaka, East Godavari District Andhra Pradesh

JAWAHAR NAVODAYA VIDYALAYA;; YETAPAKA:: EAST GODAVARI DISTRICT ANDHRA PRADESH

TENDER FORM FOR PROVIDING VARIOUS OUTSOURCING SERVICES

Jawahar Navodaya Vidyalaya, Yetapaka, East Godavari district invites tenders for providing services of OUTSOURCING WORKERS for its vidyalaya at Yetapaka, East Godavari District.

Reputed and experienced contractors having three years experience in this field may apply on the prescribed form IN SEPARATE SEALED COVERS COMPLETE IN ALL RESPECTS SUPERSCRIBED AS “TENDER FOR PROVIDING OF OUTSOURCING WORKERS” addressed to The Principal, Jawahar Navodaya Vidyalaya, Yetapaka, East Godavari district AP and drop in the sealed tender box kept for the purpose at vidyalaya office.

1. Interested tenderers may inspect the location of vidyalaya and can have the assessment of the campus.
2. Tender form can also be down loaded from JNV website i.e., www.jnveg2.gov.in . In case of downloaded tender for Rs. 500/- [Rs Five hundred only] as the cost of tender form may either be deposited in cash at the office and receipt thereof may be enclosed with the tender form or may be deposited by way of bank draft/pay order from any nationalized bank drawn in favour of Jawahar Navodaya Vidyalaya, Yetapaka, East Godavari Dist.
3. **A lump sum of Rs. 10000/-[Rs. Ten thousand only] shall be required to be submitted along with the tender form as EMD in the form of Crossed DD/PAY ORDER drawn on any Nationalized Bank in favour of JAWAHAR NAVODAYA VIDYALAYA, YETAPAKA. EMD of unsuccessful tenderers shall be refunded at the earliest after finalization of successful contractor. EMD of the successful tenderer shall be retained immediately after receipt of security deposit. No interest shall be paid on EMD in any case.**
4. **The successful tenderer will have to submit fixed deposit receipt in favour of JAWAHAR NAVODAYA VIDYALAYA, YETAPAKA, as interest free security deposit of Rs.10000/- equivalent to 15% of the annual tender value within 15 days of issue of work order for faithful performance of the contract. The same will be retained with JNV, till the contract period is over. 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 performance security in any case.**

5. Interested tenderers may submit their tender in sealed cover on the prescribed form complete in all respects together with photo copies of all the relevant documents and the envelop should be super scribed as **“TENDER FOR PROVIDING SERVICES “**
6. Contractors with requisite experience may drop their offer in separate sealed cover

ELIGIBILITY CRITERIA:-

The company/firm/agency should have to complete the following requirement to qualify for applying for the aforesaid work.

- Company /firm/agency 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.
- Experience for providing at least 10 security guards/OTHERS WORKERS personnel to at least last three Govt/semi Govt organization/Institute during last three years.
- The company /firm/agency should have a minimum turnover of Rs. 20 lakhs Per year in the last three year.
- Should have valid PF, ESI and service Tax /GST registration certificate as applicable.
- Company/firm /agency should not have been blacklisted from any Govt/semi Got Organization during the least five years.

SCHEDULE OF REQUIREMENT [Scope of work]

1.MESS HELPERS: The mess helpers have to work under the supervision of the Catering Assistant. 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/OS/Catering Assistant. During public holidays(Public holidays, Sundays) the workers need to assist in the vidyalaya.

2.CHOWKIDAR-CUM-SWEEPER: 1) Sweeping, dusting out the school building neat and clean 2) Watch ward the movements of students and maintaining gate register at Main gate 3) Providing and assisting in office for various works 4) Safeguarding vidyalaya property and any other work assigned by the Principal and Office Superintendent.

3.CASUAL WORKERS: 1) Sweeping and dusting out in school complex. 2) Sweeping and cleaning in hostels and mess 3) Providing and assisting in office for various works 4) Attending to the garden work and watering the plants 5) Removal of bushes as and when required. and any other work assigned by the Principal and Office Superintendent.

4.SCAVENGER: 1) Cleaning of toilets of School, hostels, mess and any other assigned as per requirement. 2) Cleaning the bathing area and dusting out. 3) Removal of blockages in the drainages in the campus.

TERMS AND CONDITIONS OF THE CONTRACT:-

- The tenderer shall have to mention the following in its offer:
The successful tenderer will have to submit fixed deposit receipt in favour of “JNV, YETAPAKA ” as interest free security deposit equivalent to 15% of the annual tender value within 15 days of issue of work order for faithful performance of the contract. The same will be retained with JNV, till the contract period is over. 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 performance security in any case.

- The tender will be opened by a committee on the date and time specified above in presence of the tenderes /their representatives who will be willing to be present. No separate intimation will be sent to the companies/firm/agency for this purpose.
- The company /firm/agency shall be required to fulfill the eligibility criteria as given above of the document. However, the Principal of JNV, reserves the right to accept or Reject any or all the offers after opening of the tenders. No contractor has any right to demand the services at vidyalaya on the basis of his tender and rates quoted therein.
- The successful tenderer will have to enter into a separate agreement with the JNV and that the said agreement will be valid for a period of one year from the date of the acceptance. However the contract can be further extended with mutual consent on same rates and terms and conditions for a further period of two year, on annual basis, if JNV authority finds that the performance of the company/firm/agency in providing services at JNV, has remained outstanding/excellent during the period of service provided by the company/firm/agency.
- The contractor may inspect the building of JNV, prior to bidding to make an assessment of the campus.
- Workers will not be engaged in vacation in mess except the workers who were engaged with watch and ward duties/garden duties etc.
- The contractor will have to provide adequate number of workers as per requirement for the above mentioned services with proper identification badges. The contractor will offer the rates of minimum wages for workers engaged as fixed by the Central Govt., Ministry of Labour and Employment or State Govt as applicable and which is higher.
- The contractor will have to ensure that the personnel is to be provided during the required timings as per our requirement.
- Personnel engaged by the contractor for workers should be punctual and disciplined. They should follow the instructions and directions given by the competent authority or the officers designated for maintaining for this purpose and as per Navodaya Vidyalaya System that demands.
- The contractor will have to follow all the labour laws and local laws strictly and compliance of such local laws will be the obligation of the contractor.
- The contract is liable to be terminated with one month's notice by the competent authority if found not satisfied with services.
- The contractor would provide distinct uniform to his/her staff and other requirements after discussing with the JNV Yetapaka.

- **Any dispute between the contractor and his employees will be resolved by him without involvement of JNV in any manner.**
- In the event of default of any of the conditions stipulated the EMD/SD will be forfeited and no interest on EMD/SD will be paid.
- If the services rendered by the contractor are found to be unsatisfactory at any stage, a penalty @ 5% of monthly bill due to default shall be imposed and deduction will be made from the bill. JNV shall be at liberty to take other such actions against the contractor as deemed fit and proper.
- The quoted rates will be Valid immediately after finalization of award of contact by JNV, to the selected company/firm/agency
- Incomplete tenders or tenders without requisite EMD or defective EMD instrument will be summarily rejected.
- In case of any dispute between the company/firm/agency and NVS arising out of or in relation to the agreement, the dispute will be referred to the Arbitrator appointed by the competent authority whose decision will be final and binding on the parties.
- Rates may be quoted per per day for one person for as per list given. Duration of working hours is as per JNV System.
- 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 and Abolition] Act,1970, Employees state Insurance ACT, Workman's compensation Act, 1923, Payment of wages Act, 1936. The Employees Provident fund Act 1952, the payment of Bonus ACT, 1965. The minimum wages ACT, 1948, Employer 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 kept the JNV, in demined from all acts of omission, fault, breaches and or any claim, demand, loss, injury and expense arising out from the on compliance of afore said statutory provision. For the contractor's failure to fulfill any of the obligations hereunder and/or under the aid 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 contractors, monthly payments.
- All pages should be signed and stamped by the proprietor/authorized signatory of the company/firm/agency before submission to JNV.

PAYMENT MODALITEIS:

1. **Payment shall be made on monthly basis. No advance payment will be made in any case.**
2. **The contractor has to submit the detailed bill clearly indicating the PF, etc. bill in the first day of the succeeding a month and claim will be processed and paid by 1st week of the month. The component of PF and other deductions will be reimbursed on production of proper proof of payment of challan .**
3. **Release of payment is subject to deduction of penalty, if any and deduction of TDS at the prescribed rates. No work No pay is to be followed.**
4. **Payment of service tax/GST is subject to tax abatement provision.**
5. **The payment will be made as per attendance maintained by the office Late reporting**
6. **and leaving earlier will be treated as absence..**
7. **The workers engaged should report half an hour before the duty exchange.**

OTHER CONDTIOINS

1. **The contractor's staff shall not disturb the system and need to be disciplined.**
2. **The contractor's employees shall have to be polite, courteous, well behaved and honest with JNV employees.**
3. **The contractor shall be fully responsible for any theft, burglary, fire or any other mischievous deeds done by its employees, the recovery of which will be made from the company/firm/agency.**
4. **The contractor's employees shall not be involve into any unlawful activity within the JNV premises.**
5. **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 the Central Govt of India, Ministry of Labour & Employment from time to time for the persons employed in the Central government offices. The company/firm/agency shall also be required to make payment of PF, ESI and any other benefits available under the rules to its employees. The JNV shall not entertain any such claim of the persons employed by the company/firm/agency.**
6. **Accidental Insurance of employees employed for work at JNV will be the responsibility of the contractor.**
7. **Police verification and medical fitness of each employee has to be completed by the contractor before deploying them for work at JNV, at his own cost.**
8. **The employees shall report daily to the Principal/vice principal/OS or the person designated for the purpose before leaving the Office. Work diary is to be maintained which will be supplied by JNV.**
9. **The successful tenderer will have to enter into a separate agreement with the JNV and that the said agreement will be valid for a period of one year from the date of the acceptance. The agreement shall be executed on a non judicial stamp paper of Rs. 100/- incorporating all the terms and conditions of the tender. However the contract can be further extended with mutual consent on same rates and terms and conditions for a further period of two year, on annual basis, if JNV authority finds that the performance of the company/firm/agency in providing services at JNV, has remained outstanding/excellent during the period of service provided by the company/firm/agency.**
10. **JNV shall pay the agreed amount to the company/firm/agency on monthly basis after completion of the month. In case the work of the security guards is found below satisfaction as per terms and conditions of the contract deduction of penalty as mentioned in the tender schedule shall be made from the monthly bill and warning shall be issued in writing. In case no further improvement is noticed, the work shall be terminated and security deposit shall be forfeited. The company/firm/agency shall be debarred from the JNV, for future works. In such circumstances, the services of security guards shall be awarded to the next company/firm/agency available in the panel.**
11. **The contract can be terminated without assigning any reason by giving one month notice in writing by the JNV.**

-: 6 :-

TENDER FORM FOR PROVIDING OF SECURITY GUARDS

[All columns should be legibly filled in by the tenderers themselves. Documentary proof as mentioned in the tender document and here in under must be attached]

After having gone through the terms and conditions as enumerated in the enclosed tender form for providing security guards to JNV, I AGREE TO ABIDE BY ALL THE TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENT

S.No.	Description	Rate quoted for one day which includes all i.e EPF, ESI etc.
01	MESS HELPERS: (Total wages should be Including EPF, ESI, GST/Service Tax etc. The total wages should not be less than the minimum wages issued by State Govt will be applicable. In case of the minimum wages fixed by Central Govt higher than the minimum wages issued by the State Govt, then the wages whichever is higher will be applicable.	
02	CHOWKDAR-CUM-SWEEPER: Total wages should be Including EPF, ESI, GST/Service Tax etc. The total wages should not be less than the minimum wages issued by State Govt will be applicable. In case of the minimum wages fixed by Central Govt higher than the minimum wages issued by the State Govt, then the wages whichever is higher will be applicable.	
03	SCAVENGERS MALE & FEMALE: Total wages should be Including EPF, ESI, GST/Service Tax etc. The total wages should not be less than the minimum wages issued by State Govt will be applicable. In case of the minimum wages fixed by Central Govt higher than the minimum wages issued by the State Govt, then the wages whichever is higher will be applicable.	
04	ELECTRICIAN CUM PLUMBER: Total wages should be Including EPF, ESI, GST/Service Tax etc. The total wages should not be less than the minimum wages issued by State Govt will be applicable. In case of the minimum wages fixed by Central Govt higher than the minimum wages issued by the State Govt, then the wages whichever is higher will be applicable.	

1. Copy of the Minimum wages for East Godavari district for unskilled for rural areas fixed vide proceedings no. A/7994/2016 Dated 09.12.2016 is enclosed.
2. The above rates are net rates.
3. NO FREE ACCOMMODATION/CANTEEN/MESS FACILITY IS EXTENDED.HOWEVER ON PAYMENT IS ALLOWED.
4. TDS at source will be deducted as per the rates in force and remitted to IT Department.
5. Payment is to be made subject to the availability of funds at vidyalaya.
6. PAN CARD IS TO BE ATTACHED
7. AADHAR CARD IS TO BE ATTACHED.
8. LAND MARK OF THE COMPANY IS TO BE ENCLOSED.

I/WE have gone through the terms and conditions as enumerated in the tender document for providing security guards of JNV . I/WE agree to abide by all the terms and conditions contained therein and quote our lowest rates in the respective columns of this form.

SIGNATURE OF TENDERER
NAME OF THE TENDERER/AUTHORISED SIGNATORY
ADDRESS OF THE TENDERER
TELEPHONE/MOBILE PHONE NUMBER

Bank Account No: _____

Name of Bank: _____

IFSC Code: _____

CONTD...7

I/We, _____(Name of the bidder party/person/Supplier) have read/gone through all the terms & conditions, enlisted above and fully agree to comply with the same and to participate in the bidding for the supply of _____ (Items/articles) to the Jawahar Navodaya Vidyalaya, YETAPAKA, EAST GODAVARI DISTRICT, A.P., for the year 2018-19. Accordingly, I/We hereby submit my/our competitive rates/quotation along with a **demand draft bearing No. _____ dated _____ for Rs. _____ drawn in favour of the Jawahar Navodaya Vidyalaya, YETAPAKA, EAST GODAVARI DT. ON SBI BHADRACHALAM Branch** towards EMD and other required documents in a sealed cover for your consideration.

I/We have NOT included/incorporated any terms OR conditions as our own and shall NOT insist to accept any of our terms conditions till the expiry of contract and the decision (s), taken by you in regards to my/our quotation/rates will be accepted by me/us.

My name/the name of my/our firm has NOT been black-listed by any of the Governmental or Government aided Agency/department, Public Sector Undertakings, and Cooperative Societies etc. In case it is proved otherwise, the Principal, JNV, YETAPAKA, EAST GODAVARI district will be at liberty to cancel the tender/quotation/contract instantly without any notice to me/us and also can proceed with other administrative/legal action (s), as deemed fit.

Further, I/We have read the terms and conditions mentioned above and accept the same in Toto. In case of acceptance of my tender I/We shall deposit Security Deposit (less EMD already attached with our quotation), shall sign the contract agreement in Document Paper (Bond Paper) worth Rs.100/- and shall ensure timely supply of materials as per the approved specifications and your requirement during the contract period.

Place:

Signature of the Tenderer/Bidder

With date seal of the firm

Date:

PHONE Nos. _____

Fax No. _____

E-Mail _____

Witness-I Name-
Address-

Occupation-

Witness-II Name-

Address-

Occupation-

To,
The Principal
JNV, Yetapaka,
East Godavari district

Sir,

Sub: Submission of tender schedule for the supply of _____ for the
year 2018-19-Reg.

Ref: Tender notice published on _____ in EDITION

In pursuance to your office tender notice dt. published in
_____, the undersigned wish to submit this application to participate in the
tender for _____.

Please find enclosed herewith DDs bearing No. _____ dated _____ of
Rs. _____ (in words _____) drawn in favour of the
Principal, Jawahar Navodaya Vidyalaya , Yetapaka, East Godavari Dist on
SBI bank Payable at Bhadrachalam, Khammam Dist . (SBI Branch Code: SBIN0010685)
towards cost of tender schedule and EMD.

Yours faithfully,

DATE:

Sign. Of Tenderer

PLACE:

with full address seal

CHECK LIST FOR THE TENDER FOR THE YEAR 2017-18

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"> <tr> <td>P</td> <td>I</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	P	I	N							
P	I	N										
4	Contact No. with STDCode 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	Sales Tax / VAT No (Enclose copy)	TAX No. _____										
9	Firm Bank A/c No. (Enclose Pass Book Copy)	YES / NO										
10	Tender Form Terms and Condition (Signed copy should be enclosed- 4 Pages)	YES / NO										
11	Rate List (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										

signature of Tenderer and affix address seal

Affix Firm Address Seal

Signature of Tendered

Affix Firm Address Seal