



AIR FORCE BAL BHARATI SCHOOL

LODI ROAD, NEW DELHI – 110003 | Ph.: 011-43564950

E-mail: afbbschool@gmail.com

OUTSOURCING OF HOUSEKEEPING SERVICES

AT

**AIR FORCE BAL BHARATI SCHOOL
LODI ROAD NEW DELHI – 110 003**

| | | |
|---|----------|----------------------------------|
| Date of issue of Tender Form | : | 30 Sep 23 |
| Last date for submission of tender | : | 19 Oct 23 (Till 1030 hrs) |
| Tender opening Date/Time | : | 19 Oct 23 (1100 hrs) |
| Tender cost | : | Rs. 1000/- (Cash only) |

Signature and seal of tenderer

TENDER NOTICE AND SCHEDULE OF EVENTS

1. Sealed Bids are hereby invited under two bid systems (Technical Bid and Financial Bid) from reputed and experienced firms/contractors/agency possessing valid licenses under Contract Labor (Regulation & abolition) Act for **Outsourcing of Housekeeping Services at Air Force Bal Bharati School, Lodi Road, New Delhi-110003.**

| | |
|--|---|
| Name of the Work | Outsourcing of Housekeeping Services |
| Tender Submission Cost (Non-refundable) | Rs.1,000/- (Cash only) |
| EMD amount to be deposited | Rs. 50,000/- (Rupees Fifty Thousand Only) |
| Estimated Value of Business | Rs. 1.2 Cr per annum. The estimated business depends on actual functioning of the school. |
| Contract Period | The period of contract will be initially for one year with a built-in scheme for review of the performance at the end of each year. The contract may be extended on the basis of performance. |
| Downloading of Tender Document from school's website | 30 Sep 2023 onwards |
| Pre Bid meeting | 10 Oct 2023 at 1100hrs in the office of Principal, AFBBS, Lodi Road, New Delhi |
| Last date for submission of Tender Form | 19 Oct 2023 at 1030hrs in the office of Principal, AFBBS, Lodi Road, New Delhi |
| Postal Address for correspondence/sending bids | Air Force Bal Bharati School, Lodi Road, New Delhi - 110003 |
| Opening of Tender | Part-A Technical Bid: The Technical Tender documents shall be opened on 19 Oct 2023 at 1100hrs in the presence of authorized representatives of the bidders. |
| | PART-B Financial Bid: The Financial Bid shall be opened on 20 Oct 2023 at 1100hrs after evaluation of the technical bids. |
| Contact person (for any clarifications) | Principal, AFBBS Tel No: 011- 43565950, 43597238 (0900h to 1400h) |

2. AFBBS may issue addendum(s)/corrigendum(s) to the tender documents through the school's website. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, along with the submission of the Tenders.

Signature and seal of tenderer

REQUEST FOR PROPOSAL
(AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI)

INVITATION OF BIDS
FOR OUTSOURCING OF HOUSEKEEPING SERVICES
AT
AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI-03

REQUEST FOR PROPOSAL (RFP) NO. 99822/12/2/AFBBS DATED 30 SEP 2023

1. AFBBS invites sealed Tenders from various firms for **OUTSOURCING OF HOUSEKEEPING SERVICES** in Two (2)-Bid formats (Technical bid and Financial Bid), meeting all the minimum conditions as per the eligibility criteria given in Tender document. The bidders interested in carrying out the said works are required to submit completed tender documents (Technical bid and Financial Bid) in sealed envelope super-scribing the name of the work as stated above (along with the name & address of the tenderer) which should be submitted or dropped in the tender box at the office of **AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI-110003**.
2. A bid shall be opened in the presence of the tenderers or their authorized representatives intending to attend the opening. Any tender received later than the time and date of submission of tenders shall be rejected and returned to the tenderer unopened.
3. This RFP is divided into five parts as follows: -
 - (a) **Part I** - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
 - (b) **Part II** - Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, minimum eligibility criteria & general conditions of contract
 - (c) **Part III** - Contains Standard Conditions of RFP, which will form part of the contract with the successful Bidder.
 - (d) **Part IV** - Contains Special Conditions applicable to this RFP which will also form part of the contract with the successful Bidder.
 - (e) **Part V** - Contains Evaluation Criteria and Format for Price Bid.
4. This RFP is being issued with no financial commitment and the School reserves the right to change or vary any part thereof at any stage. School also reserves the right to withdraw the RFP, should it become necessary at any stage.
5. You are requested to indicate your acceptance of the offer based on the terms and conditions as given out in the succeeding paragraphs and information contained in Appendices A, B, C, D, E to this RFP which are as follows: -
 - (a) Terms and conditions for Outsourcing of Housekeeping Services at AFBBS, Lodi Road is placed at **Appendix 'A'**.
 - (b) Technical Bid Proforma for Outsourcing of Housekeeping Services at AFBBS, Lodi Road is placed at **Appendix 'B'**.

Signature and seal of tenderer

(c) Financial Bid Proforma for Outsourcing of Housekeeping Services at AFBBBS, Lodi Road is placed at **Appendix 'C'**.

(d) Certificate for acceptance of tender/undertaking of Contract is as annexed at **Appendix 'D'**.

(e) Declaration form is as annexed at **Appendix 'E'**.

6. The bidders are required to check and complete the following details in the table at the time of submission of their bids: -

| SI No | Details | Yes / No |
|-------|---|----------|
| (a) | Have you read and understood all the clauses mentioned in Part I to Part V of RFP? | |
| (b) | Have you filled the bids in clear terms? | |
| (c) | Is there any deviation from the terms and conditions of RFP? | |
| (d) | If (c) is yes, have you listed out the deviation? | |
| (e) | Have you attached a blank cancelled cheque? | |
| (f) | Have you signed and stamped on each page of RFP for authentication and signing also indicates agreement with all Terms and conditions of RFP? | |
| (g) | Have you attached EMD? | |

7. This RFP is being issued with no financial commitment and the School reserves the right to change or vary any part thereof at any stage. School also reserves the right to withdraw the RFP, should it become necessary at any stage.

Principal
Air Force Bal Bharati School
New Delhi - 110003

Signature and seal of tenderer

PART I**GENERAL INFORMATION**

1. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box marked as “**Outsourcing of Housekeeping Services**” or sent by registered post at the address given in para 2 of RFP so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. **Bids sent by FAX or e-mail will not be considered.**
 2. **Location of the Tender Box.** The tender box will be located at Air Force Bal Bharati School, Main Guard Room. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
 3. **Place of opening of the Bids.** The bids will be opened in the office of the Principal, Air Force Bal Bharati School, Lodi Road, New Delhi. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important Financial/Technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. The opening of bidding/tender form will not be postponed due to non-presence of the representative.
 4. **Withdrawal of Bids.** A bidder may withdraw his bid after submission provided that the written notice of withdrawal is received by the School prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.
 5. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the School may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. **Bidders have to make clear mentions of charges inclusive of EPF, ESI, Total Wages & other charges, if any.**
 6. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
 7. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
 8. **Validity of Bids.** The Bids should remain valid until 90 days from the last date of submission of the Bids.
 9. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) in favor of “**Air Force Bal Bharati School**” for a sum of **Rs. 50,000/- (Rupees Fifty Thousand Only)** along with their bids which may be submitted in the form of an Account Payee Demand Draft/Cheque, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as
- Signature and seal of tenderer**

per Form DPM-16 (Available in MoD website). EMD is to remain valid for a period of 90 days. EMD of the unsuccessful bidders will be returned at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the Work Order. The Bid Security of the successful bidder would be returned, without any interest whatsoever only after the completion of the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

10. **Instructions to Bidders for filling up the Bids/Quotations.** The bidders shall be at liberty to visit, survey and study the area / site and assess / understand the quantum of work before placing his bid for the Work/Supply Order. The bidders are advised to follow the following points so as to ensure non-rejection of Bids due to errors generally committed while filling the Technical and Financial Bids: -

(a) Bidders are to submit Financial Bid, Technical Bid in separate sealed envelopes, duly superscripted, wherein they should also super scribe the respective firm's name. All these three envelopes should be sealed in a single large envelope duly super scribed with the RFP Title, RFP No. and date of opening of bids and the name of the firm. **In case Technical Bid and Financial Bid are placed together in single envelope, the bid shall be liable for rejection.**

(b) All the clauses/columns of Technical Bid and Financial Bid are to be filled and the RFP should be submitted duly sealed and signed on all pages. The Bidders are to authenticate each page of the RFP with signature and seal of firm before submission.

(c) The Technical bids and Financial bids should not contain or indicate any conditional offer. Also, separate letters suggesting changes in rates quoted on the letter head or the quotation form, whether upward or downward, will not be accepted after opening the quotations as per scheduled time and date and also may lead to rejection of quotation.

(d) Technical Bid Proforma as annexed at Appendix 'B' to this RFP is to be filled completely in all respects. The attested copies of required documents are to be mandatorily submitted along with the Technical Bid failing which the bid may be rejected.

(e) No (R), No over writing is allowed in the rates quoted in financial bids. However, if the rate is to be amended, the old rate is to be encircled and new rate quoted separately and duly authenticated by the bidder.

(f) In Financial Bids the rates are to be quoted in words as well as in figures. In case of any ambiguity/discrepancy, the rates quoted in words shall be considered as final.

(g) The Financial bid should mandatorily be signed by authorized person and duly stamped with Firm's rubber seal. Failure to comply with this provision shall result in rejection of the financial bid.

Signature and seal of tenderer

PART – II**ESSENTIAL DETAILS OF ITEMS / SERVICES REQUIRED**

1. **Schedule of Requirements.** Services of Housekeeping are required to be provided by the contractor through his/her workmen on daily basis as per demand placed by the school. The workmen shall be detailed with concurrence of Principal, Air Force Bal Bharati School, New Delhi - 110003

2. (a) **Manpower required.** Approximately 60 laborers
(incl Skilled/Semi-Skilled/Unskilled)

(b) **Type of manpower required for the school are as follows: -**

| S. No. | Manpower required | S. No. | Manpower required |
|---------------|--------------------------|---------------|--------------------------|
| (a) | Lab Attendant | (h) | Drivers |
| (b) | Watchman | (j) | Bus Conductor |
| (c) | Sweeper | (k) | Plumber |
| (d) | Mali | (l) | Carpenter/Mason |
| (e) | Ayah | (m) | Electrician |
| (f) | Multi-Tasking Staff | (n) | Bus Attendant (Lady) |
| (g) | Mason | | |

(c) **Manpower Eligibility Criteria.**

- (i) Housekeeping staff should be minimum 5th Class pass
- (ii) Should have attained the age of at least 18 years and not exceeding 40 years.
- (iii) Should have working knowledge (writing and reading skills) of Hindi/English language
- (iv) Should be physically fit with 6/6 of eyesight (with glasses)
- (v) Should have dress and deportment befitting the school requirements
- (vi) Should have adequate knowledge of operation and handling of common and basis security gadgets.

(d) **Charter of Duties.** The charter of duties for the labourers would comprise the following:-

- (i) They will perform duties under the directions and control of the School Management.
- (ii) They will perform duty as decided by the user/buyer.
- (iii) Their place of deployment shall be decided by the School Authorities.
- (iv) They will not consume liquor, tobacco etc. while on duty.
- (v) They will not run any side business while on duty in relation to School.
- (vi) They will abide by the rules and regulations of School.

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- (vii) They will adhere to all security instructions issued by the School.
- (viii) They will always be in possession of requisite tools, equipment etc and wear necessary occupational/protective clothing and uniform issued to them from School.
- (ix) They will not use personal cell phone/camera/laptop/recording device etc. in the camp premises without clearance of the School Authorities
- (x) Any other duties as assigned by the School Authorities.

3. House Keeping services to be provided by the contractor/seller are given below: -

- (a) Cleaning Maintenance Services
 - (i) Cleaning of floors by sweeping and mopping/sweeping (Pochha) so as to keep the surface clean at all the time.
 - (ii) Cleaning of toilets by sweeping and mopping/sweeping (Pochha) throughout the day so as to keep the toilets clean at all the time.
 - (iii) Cleaning of Foyers and porch by sweeping and mopping (Pochha) throughout day at all the time.
 - (iv) Cleaning of all the approach roads and vehicle parking areas.
 - (v) Periodical cleaning of show cases and polishing of mementos.
 - (vi) Periodical cleaning of fans and window panes of all the rooms of all the buildings.
 - (vii) Cleaning/mopping of all the rooms of all the buildings on daily basis.
 - (viii) Cleaning of fountains and aircraft placed outside/inside the School premises or where required on weekly basis.
 - (ix) Cobweb cleaning of all the places including rooms.
 - (x) Cleaning and polishing of metal AF crests placed on School building/premises.
 - (xi) Cleaning of focus light placed along with outer fencing.
 - (xii) Cleaning of water points.
 - (xiii) Cleaning of roof tops of buildings of the School.
 - (xiv) Cleaning/washing of door mats.
 - (xv) Cleaning and painting of flag poles and base as and when required.
 - (xvi) Removal of wild growth, grass, small plants, creepers and vegetation from around buildings and area the School.
 - (xvii) Cleaning of all the switch rooms.

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(xviii) The services shall consist of removal of filth, rubbish, refuse etc. from various areas to garbage pickup points, (receptacles will be provided for deposit of refuse before final disposal outside the camp by the bidder) and cleaning of monsoon drains, other drains, waste food, grease traps of School, soak pits (followed by subsequent spreading of cleaning material). This includes removal and disposal of dead animals/ tree branches/dead wood/leaves and twigs in and around the camp.

(xix) Cleaning material will be provided by School on daily basis. Vendor has to project requirement for cleaning material well in advance to in-charge reception of the School along with previous month's balance of stock.

(b) **Uniform. The contractor is required to get the samples of the uniform (liveries)** shall ensure issue of minimum two pair of Uniform), Identity Card, shoes for Watchmen, sandals for other housekeeping staffs, whistle for Watchmen, Winter jersey etc. to all his workers deputed by him, from time to time, in the school for doing different jobs. Uniforms to be provided to all DPL on half-yearly basis i.e. one pair of uniform is to be provided within 01 month from the date of award of contract and second pair by 31 Mar 2024. The uniform will be provided by the Contractor, in case the same is not issued by the due date, the said items will be procured by the School and cost of the same will be deducted from the invoice. During winters workers are to be provided with Winter Jersey (sweater). The worker deputed by the contractor for Outsourcing of Housekeeping Services (Multi-Tasking Services) in the school such as Watchman, Sweeper, Mali, Peon, Conductor etc. shall be the employees of the contractor for all purposes. All workers should be in prescribed (approved by the school) uniform on all days.

4. **Minimum Eligibility Criteria for Bidder.** The bidder shall necessarily be Delhi based registered contractor holding valid license under Contract Labor (Regulation & Abolition) Act for the work of providing Housekeeping and cleaning services. A proof for supporting the legal validity of the Bidder shall be submitted. The following shall be the minimum eligibility criteria for selection of bidders technically: -

(a) Only Delhi based agencies are eligible to apply for the tender.

(b) The Bidder must have an experience of handling the Housekeeping work in reputed organizations including **Govt. & PSU's/ CBSE affiliated Schools of the size of more than 2000 students /KVs etc /Defence Establishments for at least three years, supported by documentary evidence.**

(c) Certificates of satisfactory performance from current and previous clients are also to be submitted along with the tender. Preference will be given to the bidders those who have performed or currently performing similar work of not less than **Rs. 60 lakhs per annum in any Govt. & PSU's/ CBSE affiliated Schools of the size of more than 2000 students /KVs etc /Defence Establishments.** The Bidder must be registered in Delhi with the following statutory authorities and must also furnish attested copies of supporting documents:

(i) Employees Provident Fund Organization, Employees State Insurance Corporation, Income Tax & GST.

(ii) Valid Registration Certificate under Contract Labor (R&A) Act, 1970.

(iii) Any other valid registration/license which are mandatory for such agencies stipulated by concerned authorities from time to time.

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5. **The bidder should refrain from following any exploitative practices like charging of unauthorized/illegal amount from the employees in any form.**

6. **General Conditions of Contract.**

(a) The period of contract will be one year extendable with a built-in scheme for review of the performance at the end of each year. The Minimum wages of manpower will be applicable as per rule of Govt. of NCT of Delhi (Labor Deptt) as amended from time to time on Minimum Wages Act.

(b) Samples of liveries will have to be submitted by the contractor for the approval of competent authority within seven days from the date of entering into the agreement.

(c) All other charges like EPF, ESIC, Admin Charge and GST are mandatory and fixed, hence, these will be made applicable for all vendors.

(d) One supervisor to be made available at the school by the contractor on full time basis to supervise the activities of all the workers. The detailed supervisor shall work under school administration and ensure best services.

(e) The average number of days of duties of the employees would be approximately between 22 to 26 days. However, during the school vacation and due to other unavoidable school holidays, the number of days may vary.

(f) The contractor will be responsible to submit Police Verification details and Aadhar Card number in respect of all his employees to the school. No employee without proper verification should ever be employed by the Contractor of the job. As the school is a co-ed school it is the responsibility of the vendor to ensure employees character verification.

(g) The vendor has to ensure that the manpower provided to the school is medically fit and must not have any transmissible type of disease. Use of tobacco/drugs etc and similar type of items is strictly prohibited inside the school campus.

(h) The contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workmen Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965 or any other law relation there to and rules made there under from time to time. AFBBS will not own any responsibility in this regard. It will be the responsibility of the Contractor to ensure the Health and safety measures of his employees.

(j) Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by Govt. of NCT Delhi (Labor Deptt) and a record of that should be kept in a register, which may be made available for examination to AFBBS as and when demanded. The rate will be revised solely based on the revision of minimum wages as notified by Govt. of NCT Delhi (Labor Deptt). In case the vendor fails to pay the wages in reasonable time to such staff who had worked for the schools as his employee then the school will have the right to consider payment directly to such employee from the pending bills of the vendor.

(k) In the event of injury, illness or accidents to any worker, AFBBS will not be liable to pay any compensation. The insurance cover shall include the liability under the Workman Compensation Act. The school will not be responsible in any manner with respect to outsourced employees.

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(l) The rate of service charge quoted by the tenderer will be the main deciding factor for **L-1** who will be awarded the contract for Outsourcing of Housekeeping Services to the school.

(m) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be forfeited by AFBBS besides annulment of the contract.

(n) **Payment Procedure.** Payment will be made by the Contractor in the first week of the succeeding month not later than 07th of the month. Payment of the bill will be based on attendance sheet duly certified by the school administration in respect of the persons employed. Number of employees' attendance sheet must be properly maintained in a formal attendance register. While submitting the bills in triplicate for the previous month, the services provider must provide the following certificates:

(i) Wages of workers were credited to their bank accounts on _____ (Date).

(ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Copy of challan enclosed with contribution sheet).

(iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on _____ (Copy of challan enclosed with contribution sheet).

Note: Non-submission of any of the above certificates/documents in time may lead to termination of contract immediately without notice.

(o) In case of any dispute or differences arising between the contractor and the school in respect of any matter arising out of or relating to any terms or conditions laid down in the tender in the first instance the parties to the agreement will make efforts to amicably settle the said disputes or differences, failing which such disputes/differences shall be referred to the Arbitration of sole Arbitrator who will be nominated by the Chairman Management Committee of the school at the request of either party to the agreement after such disputes/differences and have not been amicably settled. Detailed agreement will be signed separately between AFBBS and the L1 vendor.

(p) In case the conduct of any worker/employee deputed by the contractor in the school is found objectionable, negligent or unsatisfactory, the contractor will replace such worker/employee by deputing an efficient worker within three days from the date of the notice from the school asking for such replacement. In this regard, the opinion of the Principal with regard to efficiency, conduct and work performance of the contractor's workers working in the school will be final. The school reserves the admission rights in the school of all such employees and only authorized person on behalf of the vendor would be permitted in the school on the discretion of the school.

(q) The Management of AFBBS reserves the right to terminate the contract by serving one month's notice, in writing if the services of the contractor are not found satisfactory. The contractor may also ask for the same by giving three months' notice but he has to provide the housekeeping facility till the next agency is engaged failing which Security Deposit will be ceased. Payments to the employee shall be paid in time by the vendor to ensure healthy and cordial working by the deployed staff.

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PART – III
STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Bidder in the Work/Supply Order) as selected by the School. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The Contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The Contract shall come into effect on the date of signatures of both the parties on the Contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries, supplies, and performance of the services shall commence from the effective date of the Work/Supply Order.
3. **Arbitration:**
 - (a) All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions.
 - (b) Any dispute, disagreement or question arising out of, relating to the Work/Supply Order, which cannot be settled amicably, may be resolved through arbitration.
 - (c) The arbitrator shall be nominated in writing by CMC.
 - (d) The sole arbitrator shall have its seat in Delhi.
 - (e) The parties shall continue to perform their respective obligations under this Contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of this said arbitration proceedings.
4. **Penalty for use of Undue influence:** The Bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the School or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or dis-favor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the School to cancel the Contract and all or any other Work/Supply Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the School or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of the School or to any other person in a position to influence any officer/employee of the School for showing any favor in relation to this or any other Work/Supply Order, shall render the Bidder to such liability/penalty as the School may deem proper, including but not limited to termination of the Work/Supply Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the School.

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5. **Agents / Agency Commission:** The Bidders confirms and declares to the School that the Bidder is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the Contract to the Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Bidder agrees that if it is established at any time to the satisfaction of the School that the present declaration is in any way incorrect or if at a later stage it is discovered by the School that the Bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this Work/Supply Order, the Bidder will be liable to refund that amount to the School. The Bidder will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The School will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Bidder who shall in such an event be liable to refund all payments made by the School in terms of the Contract along with interest at the rate of 2% per annum above Labor rate. The School will also have the right to recover any such amount from any Work/Supply Orders concluded earlier with the Government of India.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the School that the Bidder has engaged an Agent or paid commission or influenced any person to obtain the Supply Order as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Bidder, on a specific request of the School, shall provide necessary information /inspection of the relevant financial documents/information. All bills should be submitted in the printed form.

7. **Non-disclosure of Supply Order documents:** Except with the written consent of the School/Bidder, other party shall not disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages:** In the event of the Bidders failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc., as specified in this Work/Supply Order, the School may, at his discretion, withhold any payment until the completion of the Work/Supply Order. The school may also deduct from the Bidder as agreed, liquidated damages to the sum of 0.5% of the Contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. **Termination of Contract:** The School shall have the right to terminate this Contract in part or in full in any of the following cases: -

- (a) The work is delayed for causes not attributable to Force Majeure for more than (7 days) after the scheduled date of work/supply order.
- (b) The Bidder is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than (months) provided Force Majeure clause is included in Work/Supply Order.
- (d) The School has noticed that the Bidder has utilized the services of any Indian/Foreign agent in getting this Contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitrator appointed vide Para 3 (c) of Part III, above.

Signature and seal of tenderer

10. **Notices:** Any notice required or permitted by the Contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The bidder shall indemnify the school against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Bidder shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Work/Supply Order.

14. **Taxes and Duties:**

GST:

(a) If it is desired by the Bidder to ask for GST as applicable is to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability of GST will be developed upon the School.

(b) On the Bids quoting GST extra, the rate and the nature of GST applicable at the time of supply should be shown separately. GST as applicable will be paid to the Bidder at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to GST and the same is payable as per the terms of the Work/Supply Order.

15. **Pre-Integrity Pact Clause:** N/A

16. Note: The Lowest Acceptable Bid will be considered further for placement of Contract after complete clarification and price negotiations as decided by the School. The School will have the right to award Contract to different Bidders for being lowest in particular items. The School also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

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Part IV**SPECIAL CONDITIONS OF RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Bidder in the Contract) as selected by the School. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) **for a sum of Rs. 3,60,000/- within 7 days of award of contract.** The specimen of PBG is given in **Form DPM-15** (Available in MoD website and can be provided on request).

(a) **Option Clause:** N/A

(b) **Repeat Order Clause:** N/A

(c) **Tolerance Clause:** N/A

2. **Payment Terms for Indigenous Sellers:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request).

3. **Payment terms for Foreign Bidders:** N/A

4. **Advance Payments:** No advance payment(s) will be made. However, payments of bills will be made on monthly basis in arrears and no interests will be paid for the pendency of bill.

5. **Paying Authority:**

(a) The payment of bills will be made on submission of the following documents by the Bidder to the Paying Authority along with the bill:

(i) Ink-signed copy of contingent bill/Bidder's bill.

(ii) Ink-signed copy of Financial invoice/Bidder's bill.

(iii) Inspection note.

(iv) Claim for statutory and other levies to be supported with requisite documents/proof of payment such as GST, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc. as applicable.

(v) Guarantee/Warranty certificate.

(vi) Performance Bank guarantee/ Indemnity bond where applicable.

(vii) DP extension letter with CFA's sanction indicating whether extension is with or without LD.

(viii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in Contract).

(ix) Any other document / certificate that may be provided for in the Contract.

Signature and seal of tenderer

- (x) User Acceptance.
- (xi) Xerox copy of PBG.

(Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP)

6. **Force Majeure clause:**

- (a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present Contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present Contract.
- (b) In such circumstances the time stipulated for the performance of an obligation under the present Contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- (c) The party for which it becomes impossible to meet obligations under this Contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- (d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- (e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the Contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

7. **Fall Clause:** The following clause will form part of the contract placed on successful bidder: -

- (a) The price charged for the services supplied under the contract by the Contractor shall in no event exceed the lowest prices at which the Contractor sells the services or offer to sell services of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of State government or any statutory undertaking the Central or State government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.
- (b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.
- (c) The Seller shall furnish the following certificate to the Paying Authority along with

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each bill for payment for supplies made against the Rate contract – “We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub-clauses (a),(b) and (c) of sub-para (ii) above.

8. **Risk and Expenses Clause:**

(a) Should the services or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the services or any installment thereof, the Buyer shall after granting the seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the services or any installment thereof not perform in accordance with the specifications / parameters provided by the Contractor during the check proof tests to be done in the Buyer’s country, the Buyer shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case a material breach that was not remedied within 45 days, the Buyer shall be having given the right of first refusal of the Contractor be at liberty to purchase, manufacture or procure from any other source as her thinks fit, other services of the same or similar description to make good: -

(i) Such default

(ii) In the event of the contract being wholly determined the balance of the services remaining to be delivered there under

(d) Any excuses of the purchase price, cost of manufacturer, or value of nay services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the Contractor.

Signature and seal of tenderer

PART - V**EVALUATION CRITERIA & PRICE BID FORMAT**

1. **Evaluation Criteria:** The broad guidelines for the evaluation of Bids will be as follows:
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and financially.
 - (b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the School with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Financial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - (c) If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - (d) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para-3 below. The consideration of taxes and duties in the evaluation process will be as follows:
 - (i) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the School would be the deciding factor for ranking of Bids.
 - (ii) Only Delhi-based agencies are eligible.
2. The bidder must be registered in Delhi with the following satisfactory authorities and must also furnish attested copies of supporting documents: -
 - (a) Employees State Insurance Corporation, Income Tax & GST.
 - (b) Any other registration/licenses which are mandatory for such agencies stipulated by concerned authorities from time to time.
3. **Price Bid Format:** The Price Bid Format is given at Appendix 'C' and Bidders are required to fill this up correctly with full details.
4. **The bidder should refrain from following any exploitative practice like charging of unauthorized/illegal amount from the employees in any form.**

Signature and seal of tenderer

GENERAL TERMS AND CONDITIONS FOR OUTSOURCING OF HOUSEKEEPING SERVICES

1. Read the tender documents carefully before filling.
2. Signature each page with seal.
3. The envelope which should contain the following items is termed as **PART 'A'**:
 - (a) Technical Bid with all relevant signed documents.
 - (b) An Earnest Money Deposit of **Rs. 50,000/-** (Rupees Fifty Thousand Only) in the form of **Demand Draft/Cheque** in favor of "**Air Force Bal Bharati School, Lodi Road, New Delhi – 110003**".
 - (c) Tender Submission Cost of Rs. 1,000/- (Non-refundable)
 - (d) Sealed envelope with superscription "**OUTSOURCING OF HOUSEKEEPING SERVICES at AFBBS**" - **PART 'A'**
4. **PART 'B'** of the envelope should contain only Financial Bid Sealed envelope with superscription "**Outsourcing of Housekeeping Services**" **PART 'B'**. Financial Bid should mention only prices in the stipulated format without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
5. Both the bids should be submitted in two separate sealed envelopes super scribed as "**Technical Bid for Outsourcing of Housekeeping Services**" and "**Financial Bid for Outsourcing of Housekeeping Services**". Put **PART 'A'** and **PART 'B'** in separate sealed covers and put both the sealed cover in one cover addressed to **Principal, AFBBS, Lodi Road, New Delhi-110003** with superscription on the cover as "**Outsourcing of Housekeeping Services at AFBBS**" and send to Air Force Bal Bharati School, Lodi Road, New Delhi-110003". Tender submitted or received after the closing date and time will not be considered. In the absence of EMD or any of the mentioned details, the tender will be summarily rejected.
6. Tender forms can be downloaded from the School's website www.airforcebalbharatischool.in. Please keep visiting our website for any corrigendum/ amendments which will not be notified again in the newspaper and submit the bid documents accordingly. Completed application should be submitted to the office of the Principal and deposit an amount of Rs. 1,000/- (Cash only), towards the cost of the Tender Documents. This amount is non-refundable. **Application without the prescribed fee will not be considered.**
7. The successful tenderer will have to deposit the Performance Security Deposit of **for a sum of Rs. 3,60,000/-** in the form of Demand Draft/ Banker's cheque of any scheduled bank, drawn in favor of "**Air Force Bal Bharati School**" and commence the work wef 01 November 2023 otherwise the contract may be cancelled and EMD will be forfeited.
8. The period of contract would be for one year wef 01 Nov 2023 to 31 Oct 2024 and it may be further extended on the satisfactory performance.
9. Hypothetical/Conditional, Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.

Signature and seal of tenderer

10. AFBBS reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
11. If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
12. All tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill/sign the tender form and tender assessment criteria.
13. The Agency / Contractor will have to work under the directions of the school Principal.
14. The school authorities will not be responsible for any worker problems, PF contributions and other benefits admissible to the employees of the contractor.
15. **Incomplete Tenders:** Tenders may not be considered if complete information is not given at the time of submission of tender or if the particulars and rates are not duly filled in.
16. Any breach of these conditions by the contractor or any one employed by him or acting on behalf whether with or without the knowledge of the contractor shall entitle the school to cancel his Supply Order and to recover from the contractor the amount of loss resulting on account of cancellation.
17. **Damage or Loss:** The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants to any school property with option to have damage or loss otherwise made good by charging the contractor with the expenses.
18. **Termination:** Without prejudice to rights under any other clause of the contract, the Principal may in the event of any breach of the conditions of the part of the contractor cancel the Supply Order and charge the contractor with any loss arising from such cancellation.

(Signature of Authorized Signatory)

Date:

Name:

Place:

Seal:

Signature and seal of tenderer

TECHNICAL BID PROFORMA
FOR OUTSOURCING OF HOUSEKEEPING SERVICES
AT AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI -110003

1. Details of Tenderer:

| S. No. | Particulars | Details |
|---------------|---|-------------------------|
| (a) | Name of Tenderer/Nature of Firm | |
| (b) | Name of Proprietor/Director(s)/ Partner(s) | |
| (c) | Year of Establishment of Company | |
| (d) | Type of Ownership | |
| (e) | Full particulars of office: | |
| | Address | |
| | Telephone No. | |
| | Fax No. | |
| | E-mail Address | |
| (f) | Attested copy of Registration Certificate under ESI Act. | Yes / No |
| (g) | Attested copy of GST certificate | Attached / Not Attached |
| (h) | Attested copy of PAN Card / GIR No. (Balance Sheet of last three assessment years to be attached) | Attached / Not Attached |
| (j) | Copy of registration certificate of the agency/firm (proprietorship/Partnership/ Society/Co-operative society/MoA / limited liability partnership company incorporated under companies Act. | Attached / Not Attached |
| (k) | Labour License No. | |
| (l) | Details of EMD as required: | |
| | Amount Rs. | |
| | DD/CHQ No. and date | |
| | Valid upto | |
| | E-mail id Address | |

Note: - 4% (or as applicable from time to time) deduction of ESIC contribution on Labour Charges will be levied on payment to the vendors who are non-compliant with ESIC.

Signature and seal of tenderer

2. Details of Major Work/Supply with Central Government/State Government/PSUs/ Reputed Firms during the **last five years** in the following format:

| S. No. | Details of Clients, along with address, telephone No & Fax No | Amount of Work/ Supply Order | Duration of Work/Supply Order | | Type of Project accomplished |
|--------|---|------------------------------|-------------------------------|----|------------------------------|
| | | | From | To | |
| (a) | | | | | |
| (b) | | | | | |
| (c) | | | | | |
| (d) | | | | | |

Additional information, if any _____

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory)

Date:

Name:

Place:

Seal:

Signature and seal of tenderer

FINANCIAL BID PROFORMA
FOR OUTSOURCING OF HOUSEKEEPING SERVICES
AT AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI-110003

Name & Address of the Tenderer:

1. **Service charges to be paid by the school: -**

| SI No. | Description | Amount |
|--------|---|-------------------------|
| (a) | Labour cost 01 Housekeeping staff for 08 hrs shift per day as per Govt rates <div style="text-align: right;">For Skilled Labor For Semi-Skilled Labor For Un-skilled Labor</div> | _____ _____ _____ |
| (b) | EPF @ as per Govt approved rates | |
| (c) | ESI @ as per Govt approved rates | |
| (d) | Service Charges on above including admin/stationery and uniform charges (<i>since at present TDS is deducted at rate of bill value/quotations of adm/service charge, therefore quoting service charge less than or equal the TDS would be treated as unresponsive and will not be considered.</i>) | |
| (e) | Total amount for 01 person for 08 hrs shift (a+b+c+d) <div style="text-align: right;">For Skilled Labor For Semi-Skilled Labor For Un-skilled Labor</div> | _____ _____ _____ |
| (f) | GST @ applicable | |
| (g) | Total wages 01 housekeeping staff for 365 days <div style="text-align: right;">For Skilled Labor For Semi-Skilled Labor For Un-skilled Labor</div> | _____ _____ _____ |

Signature and seal of tenderer

2. Service charges/Management fee which should include: -

- (a) All expenditure on providing managerial/supervisory/administrative services by all means to get the work through deployed housekeeping staff.
- (b) The tenderer should quote service charges in financial bid based on the minimum wages of all workers as decided by the Govt. of NCT of Delhi (Labor Deptt).

4. Evaluation of Financial Bids

Although the lowest acceptable bid will be considered for award of contract, however, in case of two or more bids are found to be of similar price, L1 will be decided on the basis of the following: -

- (a) Total number of contracts undertaken of value of Rs. 60 Lakhs per annum and above
- (b) In tie cases, priority will be given to the firms having exposure in School / Defence establishments

5. The management does not bind itself to accept the lowest bid and the decision to accept or reject any or all the tenders without assigning any reasons will remain with the Principal, AFBBS. In case of any dispute, the decision of the Chairman Managing Committee will be final and binding on all parties.

6. The quotations offered over and above the minimum wages of the Central/State Govt. (as applicable) pertaining to Service Charges/Administrative charges quoted by the bidder necessarily has to be over and above Zero percent. In such cases, the bid shall be treated as unresponsive and will not be considered. Further, zero percent includes all derivatives of zero up to 0.9999 and thereof. However, the service charges quoted in the bid should be more than the TDS amount.

(Signature of Authorized Signatory)

Date:

Name:

Place:

Seal:

Signature and seal of tenderer

CERTIFICATE FOR ACCEPTANCE OF TENDER / UNDERTAKING

1. I/We the undersigned certify that I/we have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/us are binding upon me/us for the entire period of contract and it is certified that the rates quotes are the lowest as quoted in any other institution in India.
3. I/We give the rights to the competent authority of AFBBS, to forfeit the Earnest Money/Security Money deposited by me/us in case of breach of conditions of contract.
4. I/We hereby undertake to provide Housekeeping services as per the directions given in the tender document/contract agreement.

Signature of Tenderer**Name****Contact No.****(Office Seal of the bidder)****Date:
Place:****Signature and seal of tenderer**

DECLARATION

1. I, _____ Son/Daughter of Shri _____ Proprietor / Partner Director / Authorized Signatory of _____ is / am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

Signature of Tenderer

Name

Contact No.

Date:

Place:

(Office Seal of the bidder)

Signature and seal of tenderer

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which tenderers may not be eligible to participate in the tender.

| S. No. | Items | Confirm (Yes/No) |
|---|---|-------------------------|
| 1. | Earnest Money Deposit | |
| 2. | Tender Form with complete technical bid and Financial bid, with all pages signed and stamped on each page | |
| 3. | Registration certificate under central labor law authorities. Copy of valid labor license. | |
| 4. | Attested photo copy of PAN card | |
| 5. | Attested photo copy of ESI registration certificate | |
| 6. | Attested photo copy of EPF registration certificate | |
| 7. | Attested photo copy of GST registration certificate | |
| 8. | Documentation support of minimum 03 contracts fulfilled in last 03 years along with their values in support of experience and financial credibility | |
| 9. | Declaration as per Appendix E | |
| <p>The tenderer should have a proof to have worked for at least one similar type of work contract of Rs. 60 lakhs or more or two similar work contracts of Rs. 30 lakhs or more at present from a reputed organization (Govt/Semi-Govt/ Reputed School).</p> | | |

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

Signature and seal of tenderer