

From

To

The Principal,
Sainik School, Bhubaneswar

I hereby quote the rates for the supply of
.....as specified in the enclosed appendix-
“ ” in the manner in which and within the time specified as set forth in the terms of
agreement. The rate furnished in the enclosed appendix-“ ” is subject to the condition
set forth in the terms and conditions of tendering procedure and tender forms received by
me.

Encl: As above.

.....
(Signature of the tenderer and name in capital letters)

If Companies of firm, The Managing Director/Partner should sign with seal)

TO

TENDER DOCUMENTS

1. Reference your letter no.....dated.....
2. Tender from is enclosed herewith. Tender should be sent is in a sealed cover in the prescribed format and the envelop should be prominently marked outside Tender for the supply of,
3. Principal reserves the rights to accept or reject/cancel or postpone any or all tenders without assigning any reasons thereof. Bidders are required to sign with date in all the places prescribed for the purpose.
4. All the sealed tenders should be sent by post or posted in the tender box provided for the purpose in the school premises. Tenders will be opened at date and time mentioned in the Term and Conditions in the presence of bidders or their authorized agents. Last date and time for receipt of filled tenders by the school is mentioned in the 'Terms and Conditions'.
5. Technical specification (if any) and Terms and Conditions of tendering procedure are enclosed herewith separately.

Admn. Officer
For Principal

SAINIK SCHOOL BHUBANESWAR

NO:SSB/406/EQ

MR NO. _____

Date _____

Earnest Money Paid Rs. _____ **Vide DD No.** _____ **dated** _____

TENDER FORM FOR PROVISIONING OF SECURITY GUARDS
FROM 01 MAY 2018 TO 30 APR 2019

(Any alteration/addition made in the tender form will make it null and void)

1. TERMS AND CONDITIONS FOR PROVISIONING OF SECURITY GUARDS

(i) The tenderer shall be able to employ approx. about 15-20 security guards including supervisor , for deployment in the school at the discretion of the Principal, Sainik School Bhubaneswar. The Security Guards so employed in the school should be properly trained in the trade or duty in a befitting manner. The tenderer is required to quote the minimum wages in force applicable to various category of workers fixed by the State Government under minimum wages Act along with the service charges and commission in the format given below. The contractor has to produce a clearance certificate/ verification in respect of the personnel engaged issued by the Home Department, Government of Odisha.

Category	Minimum Wage per day per Head	EPF/ESI per day per Head	Service charges (If applicable)	Commission	Total per day per Head
Un Skilled					
Semi Skilled					
Skilled					
High Skilled					

(ii) The tender is required to provide all the particulars like age, qualification, experience etc. of the Security Guards, intends to employ in the school. The school is at liberty to regulate the number of days of actual employment by each of the Security Guards in a month, owing to various contingencies and requirements. The tenderer is to quote the facilities being provided to the employed Daily Wagers by the firm. The tenderer is also to enclose the Xerox copies of clearance certificates, PAN Card, EPF Registration Certificates and other mandatory documents notified by the State Government.

(iii) The tenderer is to note that once contract is finalized, an amount of Rs.20,000/- is to be deposited as security money in the form of DD , before issue of the fixed order of award of contract. The contractual employees deployed are required to live in the school campus, in the accommodation provided by the school for which the tenderer will have to pay rent and allied charges as applicable. The contract shall be for the period from 01 May 17 to 30 Apr 18. In case the approved tenderer fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim on the contract and forfeited amount.

(iv) Request for enhancement of rates of services once approved, under any circumstances, will not be considered. It may be noted that credential of the contractor in terms of permanent agency, infrastructure, financial soundness etc. shall be verified before award of the contract.

(v) Payment will be made by crossed cheque once in a month on submission of the bill, only for the total number of days of actual duty by the security guards as required by this institution after deduction of TDS as per the existing Income Tax rule in force from time to time.

(vi) In the event of unsatisfactory deployment or failure of deployment of security guards on the stipulated date and time or misbehavior by the deployed security guards, the school is at liberty to deploy required number of security guards out of local resources without prejudice. The excess cost paid over and above the contract rate of such manpower deployed, inclusive of incidental charges will be recovered from the amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit.

(vii) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice.

(viii) In case of any dispute, the decision of the Principal, Sainik School, Bhubaneswar shall be final which will be disposed off with in the Bhubaneswar court jurisdiction only.

(ix) An agreement bond is to be executed on a non-judicial paper of Rs.20/- value by the tenderer after approval of the tender before tender placement of employment order.

(x) The last date of for submission of 'Tender Document' is _____2018 by 1700 hrs. Tender received after the due date will not be considered.

(xi) Tenders will be opened on _____2018 by 1100 hours at the school premises by the tender opening committee (TOC).

(xii) The tender should be sealed with sealing wax and addressed to Principal, Sainik School, Bhubaneswar, PO; Sainik School, Bhubaneswar, Dist. Khurda, Pin-751005. The following words will be written on the envelop of the tender- **TENDER FOR ENGAGEMENT OF SECURITY GUARDS FOR THE YEAR 2018-19**

Note: if the date of receipt and opening of tender happen to be declared as holiday, the same will be observed on the next working day at the same time. The successful bidder should submit their RFP documents duly signed in all pages at the time of signing the contract.

**ADMN. OFFICER
SAINIK SCHOOL
BHUBANESWAR**

Signature of Tenderer

Name : _____

Address : _____

Phone No. _____

E-mail (if any) : _____

(Enclosed Demand Draft for Rs.1000/- as EMD along with this Tender Form)