



കേന്ദ്രീയ വിദ്യാലയം എൻ. ടി. പി.സി. കായംകുളം, ചേപ്പാട് പി. ഒ., ഹരിപ്പാട് - 690507, (ആലപ്പുഴ, കേരളം)
केन्द्रीय विद्यालय एन.डी.पी.सी. कायमकुलम, चेप्पाड पी.ओ., अलप्पुझा जिला, केरलम-६९०५०७
KENDRIYA VIDYALAYA N.T.P.C. KAYAMKULAM, CHEPPAD P.O., HARIPAD,
ALAPPUZHA DIST., KERALA-690507, Tel & Fax : 0479-2419058
KV Code : 1792, CBSE Code : 07296, Affiliation No.900026
E-mail: kv.ntpc@yahoo.com, Website: www.kvntpcKayamkulam.nic.in

F.17/KVK/2016-17

Dt :19.07.2016

TENDER DOCUMENT

“Inviting Bid for engaging Service Provider Firm for providing Manpower including material (for Security and Conservancy/Cleaning Services and Data Entry Operator) through service contract – reg.

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan (KVS), a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others. Kendriya Vidyalaya NTPC Kayamkulam, Cheppad(PO) is one of the Vidyalaya units of Kendriya Vidyalaya Sangathan situated at NTPC Township, Cheppad PO, Alappuzha Dist. Kerala Pin 690507.

2. Sealed competitive Bids are invited by Kendriya Vidyalaya NTPC Kayamkulam, Cheppad PO Pin-690507 from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year from the date of awarding the work with the approval of NTPC Project**, which may be extended, as indicated below:-

A. Area of the Building:

(i) Entire Area of the building: Parties are advised to see the location and take measurement.

Address/Location of the Institution:

Kendriya Vidyalaya, NTPC
Kayamkulam, Cheppad PO,
Alappuzha., Kerala
Pin-690507

Cost of Tender form : Tender forms shall be available free of cost up to 12-08-2016 (only on working days) between 10.00 am and 1.00 pm noon. The tender documents can also be downloaded from the website www.kv.ntpc@yahoo.com

B. Daily Man power requirement for Security, Cleanliness & Gardening:-

S. No.	Category of Manpower	Number	In the following way/ timing
1.	Conservancy / Sweeping and cleaning Workers (Female-2, Male-01)	03 (Three)	07-30 AM to 4.00 PM
2.	Gardener (Male-01)	01 (One)	07-30 AM to 4.00 PM
3.	Security Guards (with out arms) - Male	03 (Three) one for each shift	Suggested Shift Timings
			Shift I –from 6.00AM to 2.00 PM
			Shift II –from 2.00PM to 10.00PM
			Shift III –from 10.00PM to 6.00AM
4	Data Entry Operator	01	8-00 am to 3.30 pm

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1.	Conservancy Workers for cleanliness	To keep clean the entire KV occupied buildings/rooms, toilets and other open areas with in Vidyalaya Campus including wet and dry-cleaning whenever required and to assist office.
2.	Gardener	To maintain the Vidyalaya garden to the high standards.
3.	Security Guards	To provide security/guard for the entire KV campus 24x7 basis
4.	Data Entry Operator	Data entry and computer operation in Windows & MS Office,Tally ERP9 environment.

C. Materials for cleanliness are to be used as per attached Annexure –B. The cost of material, however, will be charged extra by the Contracting Agency by showing **the rate of the same in attached Annexure -A./or provided by the Vidyalaya.**

D. **An outline of tasks to be carried out by different category of manpower provided is detailed as under:**

(I) **The Cleanliness Work** will have to be got done in the following way:- Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the KV.

i) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter in the After Noon especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.

ii) Cleaning and washing of toilets and urinals using Acid deodorants, detergent and disinfectants once in the morning and again in the afternoon.

- iii) Cleaning of carpets of the officer's room with vacuum cleaner.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls etc. within the boundary of the Vidyalaya wall surroundings to this building.
- v) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 7.30 A.M.
- vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- vii) List of items/cleaning material required is attached vide Annexure-B.
- viii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ix) All complaints of leakage in the GI & CI pipes etc. are to be reported to the Vidyalaya Office immediately.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY:

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of tiled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water filters.
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- vii) Dusting, window panes with glass chemical/agents and cleaning of partition, paneling etc. including removal of Cobwebs.

(II) The Security Work:

The security staff should be present on time during all the three shifts without fail. They should meticulously maintain a Register to record the entry and exit of visitors with date and time & signature of the visitors. They should maintain round the clock vigil and ensure the complete safety and security of the campus and the property lying with in it.

(III) Data Entry Operator

Should be well conversant and with Computer, LAN and Data Entry Operations in Windows & MS Office environment & Tally and carry out such works assigned. May render assistance for other office works if required.

3. **Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF & other statutory costs (if any) and Service Charges only in the format of quotation attached (**Annexure - A**).
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (d) The Bidder shall deposit Rs.5,000/- in the form of DD / Pay Order drawn in favor of Kendriya Vidyalaya VVN Account Fees, payable at Harippad or Bank Guarantee valid for 135 days after the date of submission of bids as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount @5% of the annual contract amount valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (f) Telex or Facsimile Bids are not acceptable.
- (g) The Tenderer shall submit the duly signed Integrity pact in the enclosed format along with the Tender documents.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

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

6. **Terms and Conditions:**

- (a) The contracting agency shall disburse the remuneration to the workers through cheque at KV premises in the presence of representative of the KV or through NEFT.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV's office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV's office/premises supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing cheque details for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
 - (iii) **Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.**
- (d) The Contracting Agency will provide Identity Card and uniform to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (f) The normal office hours of KV NTPC Kayamkulam is from 8.00 am to 3.30 pm six days from Monday to Saturday (except 2nd Saturdays). However, the Contracting Agency will deploy their workers and provide the services of cleanliness/filling of water in filters for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. KV also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV NTPC Kayamkulam. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KV NTPC Kayamkulam. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for KV shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the KV NTPC Kayamkulam as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV NTPC Kayamkulam reserves the right to claim and recover damages from Contracting Agency.

- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers(as per reservation roster) who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- (m) The KV NTPC Kayamakulam may provide a small room/space (subject to availability) for the workers/staff deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform as well as winter uniform with insignia.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached :-
 - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account of the last two years.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration along with attested copies of challans for EPF payment for the year 2012-2013.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) The Bidder shall deposit Rs.5,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of "**Kendriya Vidyalaya VVN Account**" payable at Cheppad as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (i) Duly signed Integrity Pact.
- (ii) **Remuneration of staff, quoted below minimum wages (prescribed by the Govt. of India or Government of Kerala whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, shall render the Bid disqualified for evaluation. (Furnish the attested copies of the relevant minimum wages Govt. order for both Govt. of India & Govt. of Kerala)**

- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the responsive bidder who has quoted the lowest rates / charges for all the items put together for a month.

8. Award of Contract:

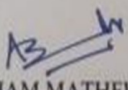
- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing Services for Security, cleaning/sweeping /data Entry Operator etc. in KV NTPC Kayamkulam" so as to reach the Principal, Kendriya Vidyalaya, **NTPC Kayamkulam, Cheppad PO, Alappuzha Kerala-690507 by 2.00 pm on or before 20-08-2016. The tenders will be opened at 2.30 pm on 20-08-2016 at KV NTPC Kayamkulam** in the presence of bidders. An earnest money of Rs.5,000/- (Rupees Five Thousand only) is to be deposited along with tender document.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV NTPC Kayamkulam.

Yours faithfully,

Signature 
Name: ABRAHAM MATHEW
Designation: PRINCIPAL (K)
For and on behalf of the KV NTPC KAYAMKULAM, CHEPPAD PO
एन.टी.पी.सी. NTPC, Kayamkulam
कायमकुलम Cheppad-690507

ANNEXURE-'A': FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly Remuneration (*Please see note 1 below)	EPF Rate (13.61% of 4)	ESI Rate (4.75% of 4)	Service Charges including bonus, charges of uniforms etc, and overhead	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost for the number of
1	2	3	4	5	6	7	8	9
1	Conservancy worker for sweeping and cleaning - Male	01						
2	Conservancy worker for sweeping and cleaning - Female	02						
3	Security Guard (without arms)	For 03 shifts						
4	Data Entry Operator	01						
Total cost of wages								
Cost of Material for cleaning and conservancy								
Total monthly cost								

Note: 1. Rates to be quoted in column 4 should not be less than minimum wages. The quotation quoted less than the minimum wages rate will be rejected.

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide _____ Bank Draft No. _____ dated _____ drawn on _____

(Bidder)
Signature: _____

Place:

Dated:

Seal of the firm

Name: _____

**LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR
SAFAI, CONSERVANCY, ETC./**

ANNEXURE-B

- 1 Phenyle (Liquid)
- 2 Lizol Sanitizer
- 3 Odonil
- 4 Liquid Soap
- 5 Toilet Soap Cakes
- 6 Scouring Powder
- 7 Washing Powder
- 8 Acid
- 9 Duster White
- 10 Acid
- 11 Floor Duster (Mops)
- 12 Room Freshner
- 13 Napthalene Balls
- 14 Thinner
- 15 Nap Balls
- 16 Glass & Tiles Cleaner
- 17 Flit with Flit Pump\ Chemical for anti-termite treatment/rodent control
- 18 Dustbin with Lid
- 19 Buckets
- 20 Small & Medium Brooms - Fibre
- 21 Brooms – Natural fibre/grass
- 22 Bamboo Broom
- 23 Dustbin with Lid
- 24 Dustbin with Lid
- 25 Plastic Jugs
- 26 Plastic Mugs
- 27 Cob Web Remover
- 28 Sweeping Brush
- 29 Sling Brush
- 30 Scrubbing Brushes of various sizes
- 31 Plastic PVC Water Pipes with Jet/Nozzel – required to fill water in desert coolers and for cleaning/sweeping work etc.
- 32 Cleaning Cloth
- 33 Wiping Cloth
- 34 Bleaching Powder
- 35 Yellow Dusters
- 36 Plastic Drums
- 37 Kerosene Oil
- 38 Any other items required for cleanliness/sweeping and filling of water in desert coolers etc.

MODEL AGREEMENT FOR SERVICE CONTRACT

1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] Tw o Thousand [YEAR] between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act (XXI of 1860) through the Principal, KV, NTPC Kayamkulam located at NTPC Township-Cheppad PO,Alappuzha-pin-690507 (herein after called KV NTPC Kayamkulam which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [NAME OF THE CONTRACTING AGENCY] a [COMPANY/FIRM] registered office at [ADDRESS] (herein after called the CONTRACTING AGENCY which expression n shall where the context so admits include its successors and permitted assigns) of the other part.

1 * In the format two types of brackets have been used. These are;

- (i) Square Bracket [] : these brackets indicate the
(a) [xxxxxxx] following;
: replace the instruction by filling in relevant text;
- (b) [xx/yy/zz] : among the options
choose the
applicable one (s) and delete the rest;
- (c) [clause/phrase/sentence] : optional, choose whichever applicable to the specific requirement.

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- (ii) Ordinary Brackets () : these brackets are a part of the text and are to be retained.

DEFINITIONS

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

1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business / objective /activity of the CONTRACTING AGENCY] and is desirous of providing service to the premises of KV NTPC Kayamkulam
[on/in/for
] [name the area of service contract].

1.2.2 WEHREAS KVS at its [KV NTPC Kayamkulam] premises located in NTPC Township,Cheppad PO (hereinafter called the INDENTING OFFICE) is seeking service on contract for Conservancy, Security and Data Entry Operator [name of the area of service contract] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

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

1.3 SCOPE OF THE AGREEMENT

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

1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by the CONTRACTING AGENCY the KV NTPC Kayamkulam shall pay to CONTRACTING AGENCY as

follows after deducting Income Tax at source on the total amount:

- (i) Rs. ** per man month / man day / man hour on [DATE] of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the CONTRACTING AGENCY.

**Rs. _____ For service contract on _____

15 MODALITIES OF CONTRACT

- 1.5.1 This contract is of the nature of service contract for a specified period and not labour contract.
- 1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 4 to the Agreement.
- 1.5.3 There will be a Screening Committee for evaluation of progress of the WORK.
This Committee shall be set up by the INDENTING OFFICE. It will [fix/indentfy] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any state the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.
- 1.5.4 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTING OFFICE shall be as per para 2 of the tender document.

1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

- 1.6.1 CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 4 to the Agreement by providing manpower including material in the premises of the INDENTING OFFICE.
- 1.6.2 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.
- 1.6.3 CONTRACTING AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwise on valid reasons.
- 1.6.4 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.5 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them.
Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.
- 1.6.6 CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing

to the CONTRACTING AGENCY within a week].

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

1.7 RESPONSIBILITIES OF THE INDENDING OFFICE

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

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

1.7.3 INDENTING OFFICE will maintain a separate record of attendance of no. of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on prorata basis after deducting the days of absence without suitable replacement or poor performance.

1.8 COMPLETION

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

1.9 CONFIDENTIALITY

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

2.1 FORCE MAJERE

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

2.2 EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT

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

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

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

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

2.2.5 In the event of termination of agreement, the

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

2.3 NOTICES

2.3.1 All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the CONTRACTING AGENCY at its last known address.

Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at [New Delhi / name of the city],

2.4 AMMENDMENTS OF THE AGREEMET

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

2.5 ASSIGNMENT OF THE AGREEMENT

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

2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the Joint Commissioner (Admn.), Kendriya Vidyalaya Sangathan (HQ), New Delhi - 110067. The decision of the Joint Commissioner (Admn.),

Kendriya Vidyalaya Sangathan (HQ), New Delhi – 110067 shall be final and binding on both the parties

SEAL OF THE PARTIES

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

Parties

Parties

For and on behalf of KVS INDENTING OFFICE

For and on behalf of Contracting Agency

SignatureSignature.....

Name Name.....

Designation Designation.....

Seal

Seal

Witness (Name and Address)

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

Appendix A

Responsibilities of the Contracting Agency:

- (a) The remuneration shall be disbursed through cheque at KV NTPC Kayamkulam's premises in the presence of representative of the KV.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV NTPC Kayamkulam office/premises as per the monthly remuneration quoted without any deduction, not shown in the Tender Documents.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV NTPC Kayamkulam's office/premises supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing cheque details for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
 - (iii) **Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.**
- (d) The Contracting Agency will provide Identity Card and uniform to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations.
Minor variations as per actual calculation will be borne by the Indentor/Client.
- (f) The normal office hours of KV NTPC Kayamkulam is from 7.30 am to 3.30 pm six days from Monday to Saturday. The Contracting Agency will deploy their workers and provide the services of and cleanliness/filling of water in filters for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. KV NTPC Kayamkulam also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (g) The contract Agency shall provide security staff for 24X7 basis in three shifts.

- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration - A₁

$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV NTPC Kayamkulam. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KV NTPC Kayamkulam. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for KVS shall be made within 24 hours.

- (i) The contracting Agency will be required to sign a contract with the KV NTPC Kayamkulam as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

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

- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers(as per reservation roster) who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.

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

- (n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in filters with impressive summer uniform as well as winter uniform with insignia.

KENDRIYA VIDYALAYA SANGATHAN
KENDRIYA VIDYALAYA PATHANAMTHITTA

INTEGRITY
PACT

This pre-bid pre-contract Agreement (hereinafter called the integrity Pact) is made on

_____ day of the month of 2013, between, on the one hand, the Commissioner of KVS acting through Principal, **KV NTPC Kavamkulam,Cheppad PO** (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s _____ represented by Shri _____

(hereinafter called the "BIDDER/ Seller" , which expression shall mean and include, unless' the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes .to procure Catering Service (Name of the Stores/ Equipment/ Item) and the BIDDER/Seller is willing to offer/has offered the service.

WHEREAS the Bidder is a private company/public company/Government undertaking/partnership/registered export agency , constituted in accordance with the relevant law in the matter and the BUYER is a Ministry /Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/Prejudiced Dealing prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain g from bringing in any corrupt practice in order to secure the contract by providing assurance to them that their competitors Will also Abstain from bribing and other corrupt practices, and the BUYER will commit to prevent corruption , in any form , by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact -'and agree as follows: Commitments of the BUYER

1.1 The Buyer undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or

immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre.-contract stage, treat all BIDDERS, alike, and will provide to all BIDDERS, the same information and will not provide any such information to any particular BIDDER- which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches or the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled. Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to 'secure the contract' or in furtherance to secure it and in particular commit itself to the following:-

3.1. The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward,

favour, any material or immaterial benefit or other advantage commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/ authorised government sponsored export entity of the defence stores and-has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER 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 intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members , agents , brokers or any other intermediaries in connection with the contract and... the details of services agreed upon for such payments.

3.7 The, BIDDER will not other parties interested-in-the contract to impair the transparency, fairness and progress of the , bidding process , bid evaluation, contracting and implementation of the contract

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such Information is divulged.

3.10 The BIDDER commits to refrain' from giving any complaint directly or through any other manner without supporting it with full and verifiable facts:

3.11 The BIDDER shall not instigate or cause to instigate any third person to

commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the Buyer has financial interest / stake in the BIDDER' s firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4.PREVIOUS TRANSGRESSION

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or-the contract, if already awarded, can be terminated for such reason.

5. EAR NEST MONEY (SECURITY,DEPOSIT)

5.1 While submitting commercial bid, the BIDDER shall deposit an amount (to be specified in RFP) as Earnest Money/Security Deposit , with the BUYER through any of the following instruments:

(i) Bank Draft or a Pay Order in favour of: KV VVN Account

(ii) A confirmed guarantee by an Indian Nationalised Bank,,' promising payment of the guaranteed, sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii) Any other mode or through any other instrument (to be specified in the RFP).

5.2 The Security Deposit shall be valid upto a period of fourteen months or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by t-he. BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6.SANCTIONS FOR VIOLATIONS

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or anyone of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER.However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2%. higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores , such outstanding payment could also be utilised to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the' payments, already

made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER. (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing-the contract.

(ix) In cases .where irrevocable Letters of Credit have been received' in respect of any contract signed by the BUYER-with the BIDDER, the same shall not be opened.

(x) Forfeiture of performance Bond in case of a decision by the BUYER

to forfeit the same without assigning any reason for. imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take, all or any of the actions mentioned at para

6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

7. FALL
CLAUSE

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the .Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. INDEPENDENT
MONITORS

8.1 The BUYER has appointed Independent Monitors (herein after refer to as Monitors) for this Pact in consultation with the Central Vigilant

Commission (Names and Addresses of the Monitors to be given).

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the "right to access all the documents relating to the project/procurement, including minutes of meetings

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including, that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be, under contractual obligation to treat - the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project. Provided such meetings could have -in impact on the contractual relations between the parties . The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. VALIDITY

12.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER /Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this. Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case , the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this integrity Pact at _____ on _____

BUYER
Name of the Officer.
OFFICER Designation
Deptt./MINISTRY/PSU

BIDDER
CHIEF EXECUTIVE

Witness
1. _____

Witness
1. _____

2. _____

* Provisions of these clauses would need to be amended / deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.

Signature of Buyer

Signature of Bidder