

# **Central Board of Secondary Education**

**Regional Office, Sector – 5, Panchkula, Haryana**

**Tender No. 004/2017**

**Bid Document**

**Tender for Providing Manpower Services**

**(Visit us at [www.cbse.nic.in](http://www.cbse.nic.in) )**

**(Year – 2017)**

**Price: Rs. 500/- only**

### TABLE OF CONTENTS

<b>S.No.</b>	<b>Description of contents</b>	<b>Page Number</b>
1.	Tender Notice dated 16.04.2017	<b>3</b>
2.	Scope of work and general instructions for tenderer	<b>4-5</b>
3.	Technical specifications for the tendering agency for providing services of supplying manpower	<b>6</b>
4.	Terms and Conditions	<b>7-11</b>
5.	Technical Bid Form (Annexure- I)	<b>12-13</b>
6.	Declaration Form (Annexure- II)	<b>14</b>
7.	Financial Bid Form (Annexure- III)	<b>16</b>
8.	Bid Form (Annexure- IV)	<b>17</b>
9.	Check List (Annexure- V)	<b>18</b>
10.	Tender Acceptance letter Format (Annexure-VI)	<b>19</b>

<b>Central Board of Secondary Education</b> <b>Regional Office, Sector – 5, Panchkula</b> <b>Haryana – 134 152</b>	
<b>Office of Issue</b>	<b>Central Board of Secondary Education,</b> Regional Office, Sector – 5, Panchkula, Haryana – 134 152
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<b>Bids Submission Last Date &amp; Time</b>	02.05.2017, 1:00 PM
<b>Date and Time of opening of Technical bid</b>	02.05.2017, 3:00 PM
<b>Place of opening of Technical bid</b>	CBSE, Regional Office, Sector – 5, Panchkula, Haryana
<b>Date of opening of Financial bid</b>	To Be intimated later

Sealed tenders are invited for providing manpower services personnel in CBSE, Regional Office, Panchkula from **reputed, experienced and financially sound Manpower Companies/Firms/Agencies for a period of one year** commencing from the date of signing of agreement.

Bidders shall have to deposit **Bid Security of Rs. 50,000/- (Rupees Fifty thousand only)** in the form of Demand Draft drawn on any Scheduled Bank in favour of **"Secretary, CBSE" payable at Panchkula** along with the bid.

This Board reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all the tenders without giving any notice or assigning any reason. The decision of the Joint Secretary (A&L), CBSE in this regard shall be final and binding on all.

Bid Document is available on Website: [www.cbse.nic.in](http://www.cbse.nic.in) for downloading purpose. A crossed Demand Draft of **Rs. 500/-** from any **Scheduled Bank should be enclosed in favour of "Secretary, CBSE" payable at Panchkula** as Tender form fee. Tender form can also be obtained from the Cashier, CBSE, Panchkula w.e.f. 17.04.2017 to 02.05.2017 up to 1:00 PM {on any working day during the office hour} against payment of Rs.500/-. Tender fee is non-refundable.

**Sd/  
Regional Officer**

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Central Board of Secondary Education, Regional Office located at Sector – 5, Panchkula, Haryana requires the services of reputed, well established and financially sound manpower Companies / Firms / Agency to provide manpower as per **Annexure-I**.
2. The contract is likely to commence from date of signing of agreement and would continue for one year. The period of the **contract may be further extended for a period of another one year** after the completion of the contract provided the requirement for Attendants persists at that time. Period of tender may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the Tenderer. The Competent Authority, however, reserves right to terminate the contract at any time after giving one month notice to the selected service providing Company / Firm / Agency.
3. The various crucial dates relating to **“Tender for Providing Manpower Services to Central Board of Secondary Education”** are cited as under :
  - i) **Last date & time for submission of bid** : **02.05.2017, Time 1:00 P.M.**
  - ii) **Physical submission of EMD** : **02.05.2017, Time 1:00 P.M.**
  - iii) **Place of opening the Tenders** : **CBSE, Regional Office, Sector – 5, Panchkula**
  - iv) **Date & Time for opening of Technical Bids.** : **02.05.2017 Time 3:00 P.M**
  - v) **Date & Time for opening of Financial Bids** : **To be notified later.**
  - vi) **Validity of Tenders** : **90 days from the date of Tender Opening**
4. The tenders are invited under **two-bid system i.e. Technical Bid and Financial Bid**.

5. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/ Pay Order from any of the Scheduled Bank at Panchkula drawn in favour of the Secretary, CBSE valid for a period of 90 days. Offer not accompanied by Earnest Money and tender fee will be summarily rejected.
6. **The successful tenderer will have to deposit a Performance Security Deposit of the value of 10% of the total work-order within 15 days of the receipt of the formal order.** The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of the Secretary, CBSE or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency **but hypothecated to the Secretary, CBSE.** The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
7. The tenderer are required to enclose self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**
  - (a) Registration Certificate and valid Licence under contract labour (Regulation & Abolition) Act;
  - (b) Copy of PAN/GIR card;
  - (c) Copy of the IT return acknowledgements for the last two financial years;
  - (d) Copies of EPF and ESI certificates;
  - (e) Copy of the Service Tax Registration Certificate;
  - (f) Work experience of similar work with Govt. Ministers/PSUs/Autonomous Bodies during the past two years.
  - (g) Documents for minimum financial turnover of Rs. 50 Lakh per annum during the last two years.
  - (h) DD of Rs. 50,000/- (refundable EMD).
  - (i) DD of Rs. 500/- as cost of tender.
9. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. The Technical Bid shall be opened first on the scheduled date and time **(At 3:00 P.M on 02.05.2017)**, in CBSE, Regional Office, Sector – 5, Panchkula in the presence of the representatives of the Companies, Firms/ Agencies, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
11. The Competent Authority of the Board reserves the right to annul any or all bids without assigning any reason.
12. The bidder shall quote the Technical & Financial Bids as per the format enclosed at **Annexure I & III.**

**TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM / AGENCY**

1. The tendering manpower Company/ Firm/ Agency should fulfil the following technical specifications:
  - (a) The Registered or Branch Offices of tenderer should be located either in **Panchkula/Chandigarh/Mohali**;
  - (b) The tenderer should be registered with the appropriate Registration Authority;
  - (c) The tenderer should have at least Two Years Experience in providing manpower to Public Sector Companies/ Banks and Government Departments etc;
  - (d) The tenderer should be registered with Income Tax, Service Tax and EPF departments;
  - (e) The tenderer should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (f) The tenderer should have a minimum financial turnover of Rs. 50 Lakh per annum during the last two financial years.

## **TERMS AND CONDITIONS**

### **General**

1. The contract is likely to commence from the date of signing of agreement and shall continue for a period of one year, unless it is curtailed or terminated by the competent authority owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work. The rates shall remain constant & will not be subject to any variation during the currency of the contract except statutory increase in minimum wages.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and the Board.
3. The contract may be extended, on the same terms and conditions or with some modification, for a further period not exceeding one year. **The modification of the rates shall be subject to the variation in the incidence of the statutory levies & contributions and revision of daily minimum wages at the time of obtaining the extension.**
4. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the Board.
5. The requirement of the Board may increase or decrease during the period of contract. The tenderer would have to provide additional Attendants, if required, on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/ her to the Board, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
7. Financial bids of only those tenderers who are technically responsive shall be evaluated.
8. **Termination of Contract:**
  - 8.1.1** The competent authority may at any time terminate the Contract by giving one month written notice to the Contractor, without compensation to the contractor.
  - 8.2 Optional Termination by the competent authority (Other than due default of the contractor): The Board may, at any time, at its option cancel and terminate this contract by one month written notice to the contractor short close the tender without any compensation to the contractor. Contractor shall be paid for the work, which has been actually completed unto the date of such action.
  - 8.3.1 The JS (A&L), competent authority shall issue show cause notice giving details of lapses, violation of terms and conditions of the contract etc. to the contractor directing the contractor to take corrective action. The contract shall automatically stand terminated.
  - 8.3.3 "Any notice order or other communication sought to be served on the Contractor with reference to the contract shall deemed to be served if delivered by hand or sent by registered post to the office of Contractor at site or to the Contractor's head-office. While any notice or communications by contractor with reference to the contracts shall be valid if same is served/delivered by hand or through registered post to the office of Joint Secretary (A&L) at his head quarters."
9. The contracting agency shall ensure that the manpower deployed in the Board conforms to the technical specifications of age and language skills prescribed at page No.6 of the Tender Document.

10. The manpower employed by the agency shall be required to work normally as per the Board's working days, i.e. from Monday to Friday from 0900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. However extra wages will be paid for attending the office on such holidays with prior approval of the Competent Authority. The attendant, if deputed for any official work outside the office within National Capital Region, shall not be entitled any other emoluments except only the actual bus fare for the purpose.

11. The tenderer shall furnish the following documents in respect of the individual Attendants deployed by it in the Board before the commencement of work:

- a. List of attendants shortlisted by the agency for deployment in CBSE containing full details i.e. date of birth, marital status, address, photographs, identification mark etc;
- b. Bio-data of the persons.
- c. Certificate of verification of antecedents of persons by local police authority.

12. In case, the person employed by tenderer commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the competent authority. The tendering company/ firm/ agency shall replace within two days any of its personnel who are found unacceptable to the Board. Any loss caused to Board by acts or omissions of deployed manpower shall be indemnified by the tenderer.

13. The tendering company shall provide identity cards to the personnel deployed in the Board carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

14. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the Board.

15. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, loitering without work, chewing gum or any other material which may cause unnecessary spitting.

**16. The person deployed shall be required to report for work at 9000 hrs. to the Junior Engineer (Civil)/Caretaker and would leave at 1730 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.**

17. The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Board so that optimal services of the persons deployed by the agency could be availed without any disruption.

18. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the Agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs. 200/- per day (per such case) on the service-providing agency, besides deduction in payment on pro-rata basis.**

19. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in the Board and the Board will have no liabilities in this regard.

20. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in the Board. **The persons deployed by the agency in the Board shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Central Board of Secondary Education.**

21. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The Board shall, in no way, be responsible for settlement of such issues whatsoever.

22. The Board shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.

23. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of the Board during the currency or after expiry of the contract.

24. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Board.

### **LEGAL**

25. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the Board.

26. Board is not liable to pay bonus in respect of its Contractual Employees hence, no bonus should be quoted by any of the agencies.

27. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Board to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

28. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of the Board or any other authority under Law.

29. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by the Board.

30. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Board is put to any loss/ obligation, monetary or otherwise, the Board will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

### **FINANCIAL**

31. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest) of Rs. 50,000/- (Rs. Fifty thousand only) either in the form of Demand Draft/ Pay Order drawn in favour of Secretary, CBSE or Bank Guarantee from a commercial bank made in the name of the Company/ Firm/ Agency but hypothecated to the Secretary, CBSE from any of the commercial banks. A bid not secured in as per the above format & prescribed amount shall be rejected by the Board as non-responsive. The validity of bid security shall extend up to a period of 30 days after the expiry of the period of bid validity prescribed by the Board.

32. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**

33. Bids, offering rates, which are lower than the minimum wages and contribution towards EPF and ESI (as applicable for Panchkula) for the pertinent category, would be rejected.

34. The successful tenderer will have to deposit a Performance Security Deposit equivalent to 10% of the estimated value of the contract subject to revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of the Secretary, CBSE or Bank Guarantee from a Scheduled Bank at Panchkula (As per enclosure at Annexure-V) made in the name of the Company / Firm / Agency **but hypothecated to the Secretary, CBSE.** The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

35. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Board besides annulment of the contract.

**36. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by Junior Engineer (Civil) in respect of the persons deployed and submit the same to the Assistant Secretary (Admn) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month, if the Board is satisfied that the tendering agency has abide by all the terms & conditions of the contract. However, it shall be the liability of tenderer to pay wages to manpower deployed by it before 7<sup>th</sup> of succeeding month as per provisions of payment of Wages Act, 1936.**

37. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of the competent authority.

38. FORCE MAJOUR:

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event a may come to an end or cease to exist, and the decision of the competent authority as to whether the work have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

39. ARBITRATION:

39.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Secretary, CBSE or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the Secretary, CBSE or by whatever designation such officers may be called (herein after referred to as the said officer) and if the Secretary; CBSE or the said officer is unable or unwilling to act as such to the sole arbitrator or some other person appointed by the Secretary, CBSE, or the said officer, The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is CBSE Servant or that he has to deal with matter to which the agreement relates or that in the course of his duties as CBSE Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred of vacating his office or being unable to act for any reasons whatsoever such Secretary or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

39.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award, Subject to aforesaid Act and Rules made there under.

39.3 The venue of the arbitration proceeding shall be the Office of the Secretary, CBSE or such other Places as the arbitrator may decide. The following procedure shall be followed:

39.3.1 In case parties are unable to reach a settlement by themselves, the dispute should be submitted or arbitration in accordance with contract agreement.

39.3.2 There should not be a joint submission with the contractor to the sole Arbitrator.

39.3.3 Each party should submit its own claim severally and may oppose the claim put forward by the other party. 39.3.4 the onus of establishing his claims will be left to the contractor.

39.3.5 Once a claim has been included in the submission by the contractor, a reiteration or modification thereof will be opposed.

39.3.6 The "points of defense" will be based on actual conditions of the contract.

39.3.7 The Arbitrator shall not entertain claims in the nature of ex-gratia payments, as these are not contractual.

39.3.8 The question whether these conditions are equitable shall not receive any consideration in the preparation of "points of defense".

39.3.9 If the contractor includes such claims in his submission, the fact that they are not contractual will be prominently placed before the Arbitrator. The award of the sole Arbitrator shall be final and binding on all the parties to the dispute.

40. The bidder should give a certificate that none of his/her near relative is working in the Board. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage.

**The near relatives for this purpose are defined as:-**

- (a) Members of a Hindu undivided family (HUF).**
- (b) Husband and Wife.**
- (c) If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-law),**

**Daughter(s) and Daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) and Sister's husband (brother-in-law).**

**The format of the certificate to be given is as follows:**

**"I.....s/o.....r/o.....  
..... hereby certify that none of relative(s) as defined in the tender document (Tender No. 003/2016-Rectt. is/are employed in the Board as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, Board shall have the absolute right to take any action as deemed fit, without any prior intimation to me."**

41. The Chairman, CBSE reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**Sd/  
Regional Officer**

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing services of manpower to Central Board of Secondary Education**

1. Name of Tendering Company/ Firm / Agency : \_\_\_\_\_  
(Attach certificate of registration with statutory authorities)

2. Name of proprietor / Director(s)/partners 1. \_\_\_\_\_  
S/o, D/o, W/o \_\_\_\_\_

of Company/Firm/agency 2. \_\_\_\_\_ S/o, D/o, W/o  
\_\_\_\_\_

3. \_\_\_\_\_ S/o, D/o, W/o

3. Full Address of Regd. Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

4. PAN / GIR No. : \_\_\_\_\_  
(Attach self attested copy)

5. Service Tax Registration No. : \_\_\_\_\_  
(Attach self attested copy)

6. E.P.F. Registration No. : \_\_\_\_\_  
(Attach self attested copy)

7. E.S.I. Registration No. : \_\_\_\_\_  
(Attach self-attested copy)

8. Financial turnover of the tendering Company / Firm / Agency for the last Financial Years:  
(Attach supporting documents)

Financial Year	Amount (Rs. lacs)	Remarks, if any
2014-15		
2015-16		
2016-17		

9. Give details of the major similar contracts handled by the tenderer in PSUs and Government Departments during the last two years in the following format. (Attach attested copies of work orders)

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.lacs)	Duration of Contract		Nature of contract
			From	To	
1					
2					
3					

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

10. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:  
Place:

Name:  
Seal:

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor / partner/ Director/authorized signatory of the  
agency/Firm, mentioned above, is 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 undertake  
to abide by them;
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.

Signature of authorized person

Date:

Full Name:

Place:

Seal of firm:

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application – Technical Bid;
2. Demand draft of Rs.50,000/-;
3. Demand draft of Rs.500/-;
4. Attested copy of registration of agency;
5. Certified copy of the statement of bank account of agency for the last three years;
6. Attested copy of PAN/ GIR Card;
7. Attested copy of the latest IT return filed by agency for last two financial years;
8. Attested copy of Service Tax registration certificate;
9. Attested copy of the P.F. registration letter / certificate;
10. Attested copy of the E.S.I. registration letter / certificate;
11. Certified document in support of financial turnover of the agency.
12. No near relative certificate [as per Clause 40 of Section II]
13. Certified documents in support of entries in column 8 of Technical Bid application;
  - a. **Copy of the terms and conditions at pages 9-16 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing services of manpower to Central Board of Secondary Education**

1. Name of tendering Company / Firm / Agency:

2. Details of Earnest Money Deposit: Rs.

D.D. / P.O. No. & Date : \_\_\_\_\_

Drawn on Bank: \_\_\_\_\_

3. The components of rates per employee shall comprise such statutory payments & liabilities as applicable on date and revised from time-to-time as under-

<b>S.N o.</b>	<b>Component of Rates</b>	
1	Employees Provident Fund @ % of 1 above	
2	Employees State Insurance @ % of 1 above	
3	Service Tax Liability @ % of	
	<b>Total</b>	

No deduction except EPF contribution is to be made from the wages specified for each post. The payment to the contract staff will be made by the tenderer by way of ECS/A/c payee cheque only.

It shall be presumed that the tenderer shall be liable to make payments to the contract employee as per the above statutory liabilities and claim the same from the Board. The incidence of the above statutory payments shall be worked out by the Board & the tenderers need not quote against the same.

**(b) Administrative Charges:- The tenderer shall be required to quote only administrative charges as per the statutory provision and liabilities as applicable on date. Which shall be the deciding parameters for the award of the contract.**

<b>Administrative Charges</b>	
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Signature of authorized person

Date:

Full Name:

Place:

Seal :

Notes:

The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each deployed person during the month.

**BID FORM**

Tender No.

Date.....

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver ..... in conformity with terms &, conditions of contract and tech. requisites for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

If our Bid is accepted, we will obtain the guarantee of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We undertake, if our Bid is accepted, to commence deliveries within deploy manpower within 15 days of issue of your work order.

Until a formal work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.  
Dated this .....day of .....2016.

Signature of  
in capacity of

Duly authorized to sign the bid for and on behalf  
of.....

Witness.....

Tele No.(s):-.....

Signature.....

FAX No(s):-.....

Address.....

E-Mail Address:-.....

**Annexure -V****CHECK LIST and the order in which the documents are to be submitted for the Technical Bid**

Please check whether all the below mentioned documents have been supplied for participating in the tender for supply of Stationery & other related items. The documents are to be submitted in descending order.

Sr. No.	Documents	Page No.
1	Registration Certificate with statutory authorities	
2	Copy of PAN/ GIR Card	
3	Copy of the IT Return filed acknowledgements for the last two years	
4	Income Tax Return Filed Acknowledgments for last two years	
5	Copies of the Service Tax Registration Certificate	
6	Work experience of similar work with Govt. Ministries/ PSUs/ Autonomous Bodies during the past three years	
7	Documents for minimum financial turnover of Rs.50 Lakh per annum during the last three years.	
8	Technical Bid Form (Annexure - I)	
9	Declaration Form (Annexure - II)	
10	Financial Bid Form (Annexure - III)	
11	Bid Form (Annexure - IV)	
12.	No near relative certificate (Clause 40 of General Terms and Conditions)	
13.	Check List (Annexure - V)	
14.	Tender Acceptance Letter (Annexure - VI)	

**Bidders to ensure**

- A.. That all pages have been stamped and signed by the authorized person(s)..
- B.. That all the pages have been numbered..
- C.. That all the documents are legible (Clearly readable)

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

**To,**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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**Dear Sir,**

**1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

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**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.**

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

