



VKNRL SCHOOL OF NURSING, NUMALIGARH

TENDER DOCUMENT FOR

Providing Housekeeping & Supporting Staffs at VKNRL School of Nursing, Numaligarh.

(Tender No.: **VKNRLSoN/18/01**)

(Total no. of pages against the tender = 17 pages)

PREPARED & ISSUED BY

VKNRL SCHOOL OF NURSING, NUMALIGARH

LETTER INVITING TENDER

To,

Date:

M/s

Subject: Tender for Providing Housekeeping and Supporting Staffs at VKNRL School of Nursing, Numaligarh
(Tender No.: VKNRLSoN/18/01)

Dear Sirs,

Sealed offer in **Two Part Bid** is invited by VKNRL School of Nursing, Numaligarh for the work as detailed below:

1. **Name of the work** : Providing Housekeeping and Supporting Staffs at VKNRL School of Nursing, Numaligarh **Housekeeping & Supporting Staffs"**
2. **Earnest Money Deposit** : Rs. 22,000/- (Rupees Twenty Two thousand only).
(**Note:** EMD to be deposited by Demand Draft in favour of. "VKNRL Nursing School Trust" payable at SBI NRC Br.)
3. **Contractual Period** : 02 years with a provision of extension of the contract by another 01 year based on satisfactory performance by contractor. Refer detail in Special Terms & Conditions of Contract enclosed with Tender.
4. **Submission period** : 30/04/2018 to 08/05/2018 (excluding Sunday) from 9-30 AM to 4-00 PM.
(Last date & time for submission of bid) : 08/05/2018 up to 4-00 PM
5. **Date & Time of opening of bid** : 09/05/2018 at 11-00 AM
6. **Place of submission of Bid** : Office of the Principal, VKNRL School of Nursing, Numaligarh, Dist: Golaghat, **Assam - 785699.**

7. BID QUALIFICATION CRITERIA (BOC):

- a) **Bidder must be female entrepreneur and the workers to be engaged by the successful bidder must be female workers.**
- b) **Bidders must have permanent address within Golaghat district of Assam.**

Any one of the following documents shall be submitted along with the tender document as Proof of permanent address in Golaghat district:

- (i) PRC (permanent residence certificate)
- (ii) Passport
- (iii) Driving License.
- (iv) Voter's I-card.

c) **Past Experience Criteria:**

Experience of having successfully completed ***similar works** during last 10 (ten) years ending last day of the month, preceding the month in which bids are invited should be either of the following:

Past Experience	Amt.
One completed similar work costing not less than:	Rs.7.5 Lakh
Two completed similar works costing not less than:	Rs.6.0 Lakh each
Three similar completed works costing not less than:	Rs. 4.5 Lakh each

***Similar Works:** Housekeeping works in any School/ Industry / Guest House / Hospital/ Govt. or Semi Govt. organization etc.

Note:

- *The bidder must submit copy (ies) of relevant Work Order(s) and Completion Certificate(s) along with the un-priced bid in support of the above past experience criteria.*
- *The value of past experience shall be adjusted at a simple rate of 7% for every completed year and/ or part thereof ending last day of the month preceding the month in which bids are invited.*
- *TDS certificate in addition to certificate issued by principal contractor/private organization (letter of award and job completion certificate etc.) shall form the basis for considering experience and value of work executed under the private organization.*

c) **Average Annual Turnover Criteria:**

Average Annual Turnover during last 3 years, ending 31st March of previous Financial Year: At least **Rs.4.50 lakh. The bidder must submit copy (ies) financial documents - Trading and P/L account(s) certified by Chartered Accountant (CA) along with the un-priced bid in support of the above criteria.**

d) Bidder should have following valid documents on the date of closing of tender and copies of the same need to be submitted along with their un-priced bid:

- Income Tax PAN Number.
- GST Registration Number.
- Valid PF Registration number
- Valid ESI Registration number.

e) **The bidders must confirm acceptance of Minimum Wages for semi-skilled & unskilled workers and other conditions mentioned in 'Special Conditions of Wages' and duly signed & sealed copy of 'Special Conditions of Wages' must be submitted along with Un-Priced Bid Techno-Commercial Bid.**

8. **SUBMISSION OF OFFER**

Bids should be submitted separately in two parts, viz. **PART I & PART II** in **sealed envelopes** superscribed with the Tender no., Due Date, and nature of bid (**priced or un-priced**).

PART I : One copy of **UNPRICED BID**, complete with Technical & Commercial details, relevant documents in support of BQC, **Special Conditions of Wages, Un-priced SOR** etc. **duly signed & stamped on each page & Earnest Money Deposit, other than prices.**

PART II : One copy of **PRICED BID** with **Schedule of Rates (i.e. Priced SOR)** **duly filled, signed & stamped on each page.**

The two envelopes containing Part I and Part II of bids separately should be enclosed in a single sealed envelope superscribed:

Quotation for the job
Providing Housekeeping & Support Staffs at VKNRL School of Nursing, Numaligarh
(Tender No.: VKNRLSoN/18/01)

9. **PLACE OF SUBMISSION OF BID** : **Principal, VKNRL School of Nursing.**
Numaligarh, PO- NR Project
Dist : Golaghat, Assam - 785 699

10. **Validity Period of Offer:** Offer submitted against the tender must be valid for 6 months from the last date of bid submission.

11. Bidders may submit their offers on or before the last date & time of bid receipt **by ordinary post, courier service, speed-post etc. or by hand.** However, VKNRL School of Nursing takes no responsibility of late receipt of offers and the offers received late will not be taken into consideration.

12. **The UNPRICED BID shall contain the following:**

- Earnest Money Deposit.
- Relevant documents in support of BQC.
- Complete Tender document duly signed & stamped on each page.
- Un-priced SOR
- No Correction Fluid should be used while filling up the tender document.
- Power of attorney, in case an authorized representative has signed the tender.
- Self-attested copy of Valid Registration No. of the Agency/Firm/Company.

13. **The following Bids shall be disqualified for Award:**

- Address proof not submitted.
- Address outside Golaghat district.
- EMD not submitted.
- Documents in support of BQC not submitted.
- Acceptance of Special Conditions of Wages & Special Terms & Conditions of Contract not submitted.
- All pages of Tender document not signed & submitted.

14. **The PRICED BID shall contain the following:**

It should contain only '**PRICED SOR**' with rates in percentage at par/ above/ lower in figure and **no terms & conditions should be put in priced bid.**

15. **EARNEST MONEY DEPOSIT (EMD):**

Un-priced Bid must be submitted along with Earnest Money Deposit (EMD) of appropriate values as indicated in para-2 of this Letter Inviting Tender in the form of Demand Draft (DD) of any Scheduled Indian Commercial Bank in favor of "VKNRL Nursing School Trust" payable at State Bank of India, Numaligarh Refinery Complex (Branch Code -5377). **Tender without EMD will be rejected.** Refund of earnest money deposit to unsuccessful Bidder's shall be made within 30 days from the date of finalization of Tender without any interest. Bidders are requested to collect their EMD from the office of Principal, VKNRL School of Nursing. However, EMD from Successful bidder shall be converted to Initial security deposit.

16. **SCOPE OF WORK AND SUPPLY:** Please refer to special terms and conditions of contract.

17. **RATE:**

- i. Bidders are requested to quote in % age of displayed rate.
- ii. However, price quoted 15% lower than the displayed rate shall be liable for rejection.

18. **EVALUATION CRITERIA:**

- The tender item is non-splitable and evaluation will be done on '**Overall lowest offer basis**'.
- In case more than one agency becomes L1, the successful agency shall be decided through lottery.

19. **SECURITY DEPOSIT:**

A sum of Ten percent (10%) of the accepted value of the Tender shall be deposited by the CONTRACTOR as Security Deposit with the OWNER (i.e. VKNRL School of Nursing, Numaligarh). This may be deposited initially at two and half percent (2.5 %) of the value of CONTRACT (as Initial Security Deposit) within Ten (10) days of receipt by him of the Letter of Acceptance (LOA)/ Work Order(WO) and the balance Seven and half percent (7.5%) will be recovered in installments through deductions at the rate of Ten percent (10%) of the value of each running account bill till total Security Deposit amount is collected, after which no further deductions from

Alternatively, the CONTRACTOR may, at his option, deposit the full amount of Ten percent (10%) of the accepted value of the Tender towards the Security Deposit within Ten (10) days of receipt by him of the Letter of Acceptance (LOA)/ Work Order (WO). CONTRACTOR can furnish the Initial or Total Security Deposit amount through a Bank Guarantee from any Scheduled Indian Bank in the prescribed form.

20. **DEFECT LIABILITY PERIOD:** Not applicable.

20. **MEASUREMENT OF WORK:**

Payment will be made on the basis of joint measurements, taken by the contractor and certified by Officer-in-charge.

21. **TERMS OF PAYMENT:**

Payment shall be made monthly against the work done during the preceding month based on certification made for payment by Officer-in-charge.

Further break-up of payment terms if deemed necessary shall be decided by the Officer-in-charge. The above payments are subject to deductions towards security deposit, income tax, and other recoveries as applicable as per terms of the contract.

22. **PRICE, TAXES, DUTIES:**

Bidder's quote must be firm and inclusive of all taxes, duties on works contract & other levies on which no variation will be allowed. **However, the quoted price will be exclusive of GST. GST as applicable will be loaded by VKNRL School of Nursing.**

23. **Other terms and conditions:**

- a) Employees and their dependants of VKNRL School of Nursing, VKNRL Hospital, NRL or any other Public Sector Undertaking, State Govt. and Central Govt. are not eligible to bid the Tender.
- b) The management of VKNRL School of Nursing reserves the right to reject any or all the tenders received without assigning any reason thereof.
- c) Principal, VKNRL School of Nursing shall be the Officer-in-charge of the work and the contractor will have to abide by the instructions of Officer-in-charge as given from time to time.
- d) Tenderers will fill up all the annexure attached to this Detailed Tender Notice clearly and sign on every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed Information are missing or are incomplete, are liable to be rejected.
- e) One **authorized representative** of the bidder/contractor/agency may remain present during the tender opening on the date, time and venue.
- f) No mobilization advance will be paid to the contractor for execution of the work.
- g) In case any of the document/information(s) furnished by a vendor are found to be false/forged, such vendor will be kept in holiday list apart from other penal actions as deemed fit by VKNRL School of Nursing.
- h) The contractor will not engage minor workers / staff below 18 (eighteen) years and not above 55 years of age under any circumstances.
- i) When there is a difference between the rates in figures and words tender document submitted by the tenderer will be rejected.
- j) The contractor will have to abide by the existing laws applicable to contract works and cooperate with other contractors working at VKNRL School of Nursing and will not cause hindrance to other works.
- k) The contractor shall observe all labour & other statutory rules & regulations in force. In case of any violation of such laws, rules and regulation, consequences if any including the cost there to shall be exclusively borne by the contractor and the School should have no liability whatsoever on this account.
- l) No escalation of contract value in any form whatsoever will be entertained during the contract period unless it is approved by the competent authority.

- m) The workers provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation as per Act, etc. The list of staff going to be deployed shall be made available to VKNRL Nursing School and if any change is required on part of the Nursing School, fresh list of staff shall be made available by the agency after each and every change.
- n) The contractor is (if required) to obtain labour license under Contract Labour (R&A) Act. 1970 & PF registration number on awarding the contract.
- o) Contractor shall pay their entitled wages on or before 7th of the subsequent month. It shall not be linked to the payment of the monthly bill. As per mandatory guidelines from Ministry of Labour & Employment, Govt. of India, contractors' have to pay the salary / wages of all employees even if they are working for one day through the bank account of the employees using bulk NEFT / Core Banking upload facility so that the payment to each and every employee can be accounted for.
- p) Contractor may engage a supervisor or supervise of its own the entire works /jobs related to respective contractor and may be required to supervise jobs as per direction/ guideline of school authority.
- q) The Job responsibilities for supervisor will be as – 1. Carry out all the miscellaneous jobs through the workers as per instructions of VKNRL School of Nursing 2. Monitoring the discipline & punctualities of workers 3. Should be available in the School whenever his/her presence is required to meet any emergency crisis. 4. Maintaining duty roster for the workers & other School related jobs
- r) Cent percent enrollment of workers engaged by the contractor under EPF.

24. COST OF BIDDING:

The bidders shall bear all the costs associated with the preparation and submission of their bid. The Institute in no case will be responsible or be liable for these costs regardless of conduct or outcome of the bidding process.

Thanking you

Yours sincerely
For VKNRL School of Nursing,

Principal, VKNRL School of Nursing

SPECIAL TERMS & CONDITIONS OF CONTRACT

Name of Work: "Providing Housekeeping & Supporting Staffs at VKNRL School of Nursing, Numaligarh"

Tender No. : VKNRLSoN/18/01

Name of Bidder:

1.0 General Definitions:

- 1.1. "OWNER" means the VKNRL School of Nursing, Numaligarh.
- 1.2. "OFFICER-IN-CHARGE" means Principal, VKNRL School of Nursing, Numaligarh.
- 1.3. Contractor means successful female bidder/ tenderer for providing housekeeping services / or his representative duly authorized by power of attorney.

2.0 PERIOD OF CONTRACT:

- i) Initially the contract will be awarded for a period of **Two (02) years** with a provision for further extension of another **01 (one) year** subject to satisfactory services and recommendation by OFFICER-IN-CHARGE.
- ii) The School reserves the right to terminate the contract at any point of time serving fifteen (15) days notice, if the performance of the contractor in providing quality of services is not found to be satisfactory.
- iii) **This is a contract where in the contractor shall provide female workers (semi-skilled and unskilled) require to carry out the day to day services at VKNRL School of Nursing as per instructions of school authority.**
- iv) No extra payment will be entertained to carry out the services during weekly off days, leave & other holidays as SOR has been prepared inclusive of all weekly off days, leave & other holidays.
- v) **Contractor will have to ensure uninterrupted services in all circumstances failing which the School reserves the right to impose penalty @ Rs . 1000/- (Rs. One thousand) only per occasion. Accordingly explanation letter will be issued to the respective contractor. The respective contract will automatically cancelled if such incidence repeated for third time consecutively.**
- vi) Housekeeping and Supporting Staff should be provided services as :
 - a) General Duty:
8-00 AM to 5:00PM (Monday to Friday)
8:00 AM to 12:00 PM (Saturday)
 - b) Shift Duty:
5-30 AM to 1:30 PM and 1:30 AM to 09:30 PM (all week days). Shift worker's shall avail one off day in each week.

(Lunch break from 12:30PM to 1:30 PM)

The School has the right to deduct 10% of daily wages for any delay in reporting to his / her duty for more than 15 minutes for without any valid reason.

- vii) The contractor should strictly monitor the services provided by his workers and should provide the intimation regarding the progress of job to the school management from time to time. The Contractor must be present during the grand round of School; failing which the School reserves the right to impose penalty @ Rs. 500/- on the contractor for each occasion.

3.0. Other terms and conditions of the contract will be as :

- A. Workers engaged shall be the employees of the Contractor and all statutory obligations like ESI Scheme PF rules etc. should be strictly followed by the contractor.
- B. For the workers not must be covered under ESI Scheme.
- C. The list of staff going to be deployed shall be made available to the school and if any change is required on part of the school fresh list of staff shall be made available by the contractor after each and every change.
- D. For EPF compliance, activation of UAN for individual workers and registration of digital signature of contractor is mandatory. Contractors will be bound by all contemporary developments and rules framed by the statutory authorities.
- E. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of VKNRL School of Nursing Management and also by other appropriate authority
- F. All liabilities arising out of accident or death while on duty shall be borne by the contractor.**
- G. Adequate supervision will be provided to ensure correct & effective performance of Housekeeping & Supporting Staffs services.
- H. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the school premises.
- I. That in the event of any loss occasioned to the School, as a result of any lapse on part of the contractor as may be established after an enquiry conducted by the School, such loss will be repaired / recovered from the amount payable to the Bidder. The decision of the Management of VKNRL School of Nursing in this regard will be final and binding on the agency.
- J. The School shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Management of VKNRL School of Nursing.
- K. The personnel engaged by the contractor dressed in neat and clean and are required to display photo identity cards (issued by the contractor or agency), failing which it will invite a penalty as decided by school authority on each occasion. The penalty on this account shall be deducted from the Contractor's monthly bills.
- L. The contractor shall be responsible for the proper behavior of the staff and shall exercise absolute control over them. The personnel engaged should have and maintain good health condition. They should be well mannered and should be cordial in dealing with the Staff/Students/Attendants. Such a worker, if found in-disciplined or not well-behaved or not performing as per owner's requirement, must be removed from the services, failing which it will be construed as violation of terms of contract. The VKNRL School of Nursing will not have any liability, whatsoever due to their retrenchment.
- M. The contractor shall ensure declaration under "Good conduct undertaking" by their workers.

- N. The timings indicated above are changeable and can be revised by the Management of VKNRL School of Nursing from time to time depending upon the requirements.
- O. The workers deployed by the Contractor shall work under overall supervision & direction of the school administration. The school administration shall specify the services of workers (through the contractor).
- P. The payment would be made on monthly basis by the contractor and based on the attendance sheets duly verified by the School and other supporting documents. No other claim on whatever account shall be entertained by the School. The Contractor will ensure that workers engaged by him must receive their entitled wages on time.
- Q. Contractor shall pay their entitled wages on or before 7th of the subsequent month. It shall not be linked to the payment of the monthly bill. As per mandatory guidelines from Ministry of Labour & Employment, Govt. of India, contractors' have to pay the salary / wages of all employees even if they are working for one day through the bank account of the employees using bulk NEFT / Core Banking upload facility so that the payment to each and every employee can be accounted for.
- R. In order to ensure that such workers get their entitled wages on the last working day or before 7th of the subsequent month and for which the service provider will not be given any relaxation.
- S. While submitting bill for a month, the contractor must fill a certificate certifying the following :
- (i) Wage Sheet of the previous month enclosed.
 - (ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
 - (iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed).
- 3.1 Any damage or loss caused by contractor's persons to the School/ its property in whatever form would be recovered from the contractor.
- 3.2 (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent and contractor is unable to provide suitable substitute in time, the School reserves the right to impose penalty @ Rs . 1000/- (Rs. One thousand) only per occasion. Accordingly explanation letter will be issued to the respective contractor. The respective contract will automatically be cancelled if such incidence happened for third time consecutively.
- (b) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel and is assessed as true by School administration, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the worker found involved in the incident shall be removed from the School immediately.
- (c) In case the contractor fails to commence/execute the work as stipulated in the Letter of Acceptance (LOA)/Work Order (WO)/ Agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, School reserves the right to impose the penalty/ cancel the contract as detailed below:-
- (i) 1% of annual cost of order/agreement per week, up to four weeks' delay.
 - (ii) After four weeks delay the School reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.

- 3.3. The contractor shall ensure that its personnel do not at any time, without the consent of the School in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the School and shall not disclose any information about the affairs of School. This clause does not apply to the information, which becomes public knowledge.
- 3.4. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the contractor shall stand forfeited.
- 3.5. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 3.6. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the School, the Management of VKNRL School of Nursing shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Security Deposit.
- 3.7. **The School shall not be responsible for providing residential accommodation to the contractor or to any of the employee of the contractor.**
- 3.8. The School shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The School does not recognize any employee-employer relationship with any of the workers of the contractor.
- 3.9. If as a result of post payment audit any overpayment is detected in respect of any work done by the contractor or alleged to have done by the contractor under the tender, it shall be recovered by the School from the contractor.
- 4.0. If any underpayment is discovered, the amount shall be duly paid to the contractor by the School.
- 4.1. The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.

5] OBLIGATIONS OF THE CONTRACTOR:

- A) The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall also comply with all applicable statutory liabilities such as labour laws, etc.
- B) **Applicable Labour Wage:** Applicable labour wage at VKNRL School of Nursing -
- (a) No mobilization advance will be paid to the contractor for execution of the work.
- (b) **The contractor is required to follow the rules under Contract Labour (R&A) Act, 1970.**
- (c) **Contractor shall have to obtain PF registration number and contribute the towards the individual account of the employees as per provisions of the EPF Act of 1952.**
- (d) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:
- i. The Contract Labour (Regulation and Abolition) Act, 1970
 - ii. The Minimum Wages Act. 1948
 - iii. The contractor has to accept full & exclusive liability for compliance with all obligations imposed by **Employee State Insurance Act, 1948.**

- iv. The Payment of Wages Act, 1936
- v. The Payment of Bonus Act, 1965
- vi. Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.

- (e) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by VKNRL School of Nursing.
- (f) Agencies who are already blacklisted based on unsatisfactory performance during any of the contract tenure with VKNRL School of Nursing or against whom there is adverse report on committing criminal offence, their offers will be rejected.

6.0 PROCEDURE FOR SELECTION OF CONTRACTORS: Following steps shall be followed for award of contract:

- a) **Tender documents can be downloaded from the VKNRL School of Nursing web site www.vknrlnursingschool.edu.in**
- b) Bids in 02 parts (i.e. Un-priced Bid and Priced Bid) to be submitted as instructed in '**LETTER INVITING TENDER**' above.
- c) All bids have to be dropped in the Tender Box kept at the Office of the Principal, VKNRL School of Nursing, Numaligarh within the bid submission period mentioned in '**LETTER INVITING TENDER**'.
- d) Offers received within the bid submission period shall be considered for un-priced opening. Bidder /their authorized representative (only 01 person) may present at the time of opening.
- e) Those bidders who have accepted the tendered terms & conditions without any deviations and also submitted requisite amount of EMD shall be considered for further evaluation as Techno-Commercially acceptable offer and shall be considered for priced bid opening. Notice of Priced bid opening shall published in **NOTICE BOARD OF Principal, VKNRL School of Nursing, Numaligarh**
- f) Tender shall be evaluated as per '**EVALUATION CRITERIA**' in '**LETTER INVITING TENDER**'.
- g) After completion of evaluation, Work order shall be issued to the successful bidder.
- h) Incase lottery is needed to be carried out to decide the successful bidder, bidders shall be intimated over e-mail/ letter/ phone to present at the venue of the lottery. Bidder /their authorized representative (only 01 person) may present at the venue of the lottery to witness the lottery.
- i) Waiting list for the contract services consisting of three (03) nos. of bidders/contractors/ agencies shall be created by lottery to meet any future requirement.
- j) The documents of the qualified bidders will be retained by the School for future requirement if any.
- k) **The unqualified bidders may take back their earnest money deposited in the form of Demand Draft after completion of bid evaluation process within the next one month from the Office of the Principal, VKNRL School of Nursing, Numaligarh in between 10:00 am to 4:00 pm.**

- l) The name of successful agency shall be displayed in VKNRL School of Nursing notice board/ VKNRL School of Nursing website after verification.
- m) No correspondence in any form will be entertained after the final selection of successful bidder and VKNRL School of Nursing's decision will be final.

7. **DISPUTE RESOLUTION:**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator Appointed by VKNRL School of Nursing, Ponka Grant, Numaligarh, Golaghat, Assam-785699.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Golaghat only.

8. **JURISDICTION OF COURT**

The courts at Golaghat shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

ANNEXURE - I**SPECIAL CONDITIONS OF WAGES**

Name of Work: Providing Housekeeping & Supporting Staffs at VKNRL School of Nursing
(Tender No.: VKNRLSoN/17/01)

Name of Bidder :

1. The rates to be quoted in SOR must be "all inclusive" except of GST. They include, but are not limited to all payroll costs and allowances payroll, taxes, protective and / or special clothing, construction supplies required for work of a nature included in this contract, overhead, profit, insurance, transportation and travel time.
2. The normal time rates shall apply for all workers worked up to eight (08) hours in a day.

Sl. No.	Category	Qty.	Minimum Daily Wages (Rs/person)	Total Minimum Monthly Wages (Rs)
01	Semi-Skilled workers	03 Nos.	453/-	40,770/-
02	Unskilled workers	07 Nos	394/-	82,740/-

(i) The workers will also be entitled for leave 25 days/year (Earned Leave, Casual Leave & Sick Leave).

(ii) No leave can be encashed if not availed during the period.

* Rate per day is the wages rate per day payable to the contractor for engaging contract workmen. Rates mentioned above are the declared rate as per Govt. of Assam Notification dated. 3rd November 2015. Rates are subject to revision based on Govt. of Assam Notification.

(Signature of Bidder on revenue stamp)

Name :

Date :

Place :

Name of Work: "Providing Housekeeping & Supporting Staffs at VKNRL School of Nursing"
(Tender No.: VKNRLSoN/18/01)

01. NAME OF BIDDER :
- ADDRESS :
- PHONE NO. & EMAIL ID:
02. REGISTRATION NO. & CLASS:
IF ANY
(SPECIFY ORGANISATION)
03. EARNEST MONEY DEPOSIT:
WITH DETAILS
04. PREVIOUS EXPERIENCE:
05. GST Regd. No. :
06. PAN No issued by Income Tax Dept:
07. Provident Fund Code No.:
08. ESI Code No. :

I/We hereby offer to execute the above mentioned work as per enclosed SOR (Annexure-I) and as per laid down terms and conditions of this Bid document.

(SIGNATURE OF BIDDER)

Date :

Place :

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

§Signature of authorized Representative:

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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/ organization 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)