

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687749886666

अनुबंध तिथि | Contract Generated Date : 22-Jul-2026

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7597606](#)

खरीद का माध्यम | Procurement Mode: Bid

अनुसूची नाम | Schedule Name: Schedule 2

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्ररूप Type : Central Autonomous	पद Designation : BUYER
मंत्रालय Ministry : Ministry of Education	संपर्क नंबर Contact No. : 9969-871284-
विभाग Department : Department of School Education and Literacy	ईमेल आईडी Email ID : admn.rotinsukia@kvs.gov.in
संगठन का नाम Organisation Name : KENDRIYA VIDYALAYA SANGATHAN	जीएसटीआईएन GSTIN : -
कार्यालय क्षेत्र Office Zone: Kendriya Vidyalaya Sangathan RO Tinsukia	KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA
	पता Address : ASSAM, Tinsukia, ASSAM-786125, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : No	Role: PAO
प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval: Deputy Commissioner	भुगतान का तरीका Payment Mode: Offline
वित्तीय अनुमोदन का पदनाम Designation of Financial Approval: Deputy Commissioner	पद Designation : Finance Officer
	ईमेल आईडी Email ID : fin.rotinsukia@kvs.gov.in
	जीएसटीआईएन GSTIN : -
	KVS, RO TINSUKIA
	RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA
	ASSAM, Tinsukia, ASSAM-786125, India

प्रेषिती विवरण Consignee Details			
क्र.सं. S.No	प्रेषिती नाम & पता Consignee Name & Address	सेवा विवरण Service Description	मात्रा Quantity
1	संपर्क Contact : 9969-871284- ईमेल आईडी Email ID : admn.rotinsukia@kvs.gov.in जीएसटीआईएन GSTIN : - पता Address : KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM, Tinsukia, ASSAM-786125, India	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others	3

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID : GAT6220006943523	
कंपनी का नाम Company Name : THE BRAHMAPUTRA SECURITY AND MANPOWER SERVICES	
संपर्क नंबर Contact No. : 09706787711	
ईमेल आईडी Email ID : thebrahmaputraservices@gmail.com	
पता Address : Sil Sako, Majinder Barua Path, North Guwahati, Kamrup, Kamrup, ASSAM-781030, -	
एमएसएमई पंजीकरण संख्या MSME Registration number : UDYAM-AS-03-0017488	
जीएसटीआईएन GSTIN: 18AATFT3133C1Z5 (R)	
खरीदार द्वारा सत्यापित एमएसएमई स्थिति MSME Status as verified by buyer : Verified	
एमएसई सामाजिक श्रेणी MSE Social Category : General	
एमएसई लिंग श्रेणी MSE Gender : Male	

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Consignee

सेवा विवरण | Service Details

सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 01-Aug-2026	सेवा समाप्ति तिथि Service End Date : 31-Jul-2027
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage	

बिलिंग चक्र Billing Cycle: monthly		
विवरण Description	Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Unskilled	
Educational Qualification	Not Required	
Type of Function	Others	
List of Profiles	Sweeper	
	Not	

Specialization	Required	3	3.850		
Post Graduation	Not Required				
Specialization for PG	Not Applicable				
Experience	0 to 3 Years				
Zipcode	NA				
District	NA				
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes				
Name of states/ UT for geographical presence is required	Assam				
Minimum daily wage (INR) exclusive of GST	556				
Bonus (INR per day)	0				
EDLI (INR per day)	2.78				
EPF Admin Charge (INR per day)	2.78				
Optional Allowances 1 (INR per day)	0				
Optional Allowances 2 (INR per day)	0				
Optional Allowances 3 (INR per day)	0				
Estimated Number of Overtime Hours per Resource per Month	0				
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)	0				
ESI (INR per day)	18.07				
Provident Fund (INR per day)	66.72				
Number of working days in a month	26				
Tenure/ Duration of Employment (in months)	12				
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))					
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)				737172.52	
कुल ऐडऑन मूल्य Total Addon Value(INR)				0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)				737172.52	
अनुबंध की राशि Amount of Contract					
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)				737172.52	
एसएलए विवरण SLA Details					
Service Level Agreement Manpower Outsourcing Services – Minimum Wage Based					
1 Agreement Overview This is a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Manpower Hiring Agency/Service Provider. The purpose of this Agreement is to facilitate implementation of Manpower Hiring Service at the Buyer's premises, or any other premises approved by the Buyer. This Agreement outlines the scope of work, Buyer's obligations, special terms and conditions related to service delivery and payment of services. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless mutually extended by both the parties. The Services contracts placed through GeM shall be governed by following set of Terms and Conditions: I. General terms and conditions for Services;("GTC") II. Service Specific Standard Terms and Conditions ("STC") of the Services contracts shall include the service level agreement (SLA) for the service. III. BID/ Reverse Auction specific Additional Terms & Conditions (ATC) as specified by the buyer. The above terms and conditions are in reverse order of precedence i.e., ATC shall supersede Service specific STC which shall supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the scope of work and SLA as enumerated in this document shall be construed to be part of the Contract/Agreement between the Buyer and Service Provider.					
2 Objectives and Goals The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this agreement are to: I. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties II. Present a clear, concise, and measurable description of services offered to the Buyer III. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified IV. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons This Agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same.					
3 Parties to the Agreement The main stakeholders associated with this agreement are below- 1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed 2. Service Provider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, permitted assignees, successors and nominees as described in the agreement The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ deductions in case of non-adherence to the defined terms and conditions.					
4 Terms & Conditions: 4.1 Buyer's Obligations:					

- i. The Buyer shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, the Buyer shall also arrange necessary gate/ entry pass to Buyer's premise/ designated premise for the manpower.
- ii. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.
- iii. The Buyer shall directly or in consultation with the Service Provider provide the necessary training to the manpower for Buyer specific tools, applications, and machinery etc., if required.'
- iv. The Buyer shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the Services. It may include use of stationery, printer, electricity, internet, Buyer specific servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.
- v. The Buyer shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc. for manpower working at Buyer's premise/ designated premise.
- vi. TA/ DA shall be payable directly by the Buyer, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- vii. In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.
- viii. The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning& justification.
- ix. The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.
- x. It is possible that due to nature of work in office/production units/fields operation, etc. the Buyer may want to retain some already trained resources of existing/old contract for new contract also. To facilitate retention of existing resources against the new contract, a functionality is already available on GeM. The Buyer while creating a bid document, can use this functionality to declare upfront in the Bid document, details of all such resources who are to be retained against new contract. In such case, the new service provider must retain the specified resources as mentioned in the bid document. The Buyer is responsible for ensuring that the retained resources meet the eligibility requirements as per the contract and for providing the necessary documentation and details related to EPF, ESIC, and other onboarding formalities. The Police verification of the retained resources if required will be the responsibility of the Buyer. The new Service Provider shall not levy any charges on the retained resources for onboarding them onto their payroll.

4.2 Service Provider's Obligations:

- i. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from buyer.
- ii. The service provider/contractor shall be responsible for paying wages as per The Code on Wages, 2019.
- iii. The service provider/contractor shall be responsible for paying bonus as per The Code on Wages, 2019.
- iv. The service provider/contractor shall be responsible for paying gratuity as per The Code on Social Security, 2020.
- v. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.
- vi. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- vii. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- viii. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- ix. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.
- x. The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- xi. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:
 - a. List of persons deployed (monthly)
 - b. Biodata/ resume with antecedents' details (at the time of deployment)
 - c. Copy of Aadhaar Card of the candidates (at the time of deployment)
 - d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
 - e. Identity proof and residential proof (at the time of deployment)
 - f. Copy of police verification certificate (at the time of deployment)
 - g. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
 - h. Details of PF Account Number of resources
- xii. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- xiii. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.
- xiv. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- xv. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to Buyer.
- xvi. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.
- xvii. In case of any resource permanently leaving the organization or taking leave for a longer duration, service provider shall communicate the same to buyer at least 1 month prior to the last working day of a resources. Suitable substitute(s) shall be provided by Service Provider as per mutual understanding with buyer.
- xviii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- xix. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which the Buyer can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- xx. In case of continuous work (24 hours or more than 26 days in a month), Service Provider shall be responsible to change the shifts and manpower in compliance with the labor laws.
- xxi. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- xxii. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- xxiii. The persons deployed shall treat as confidential all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- xxiv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.
- xxv. No deployed manpower shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without Buyer's permission.
- xxvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.

- xxvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- xxviii. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.
- xxix. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- xxx. The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.
- xxxi. The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- xxxii. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.
- xxxiii. The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.
- xxxiv. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.
- xxxv. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
- xxxvi. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.
- xxxvii. The Service Provider shall ensure timely issuance of payslips to the deployed manpower in accordance with The Code on Wages, 2019 and rules notified thereunder. The payslip shall clearly disclose the components of wages, including basic pay and dearness allowance (and retaining allowance, if any), and shall also separately indicate amounts paid or payable towards statutory social security contributions such as Employees' Provident Fund (EPF), Employees' State Insurance (ESI) and bonuses where applicable, and all other statutory or permitted deductions and employer contributions.

4.3 Special Terms & Conditions:

- i. As per the Occupational Safety, Health and Working Conditions Code, 2020 and all applicable rules notified thereunder, the service provider/contractor shall be responsible for ensuring that wages are paid to the contract labour on time. The principal employer/buyer shall ensure that the wages are paid on time to the contract labour by the service provider/contractor. In case the service provider/contractor fails to pay the wages on time or makes short-payment, the principal employer/buyer shall be liable to pay the wages to the contract labour directly and recover the amount from the service provider/contractor.
- ii. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider. An indicative list of central labor laws is provided under Annexure 1. Please note that this list merely indicative and not exhaustive.
- iii. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
- iv. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
- v. No advance payment shall be made to the Service Provider.
- vi. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
- vii. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback.
- viii. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/ deduction in payment.
- ix. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- x. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
- xi. In case of any changes in the minimum wages or any statutory wage component as per the Applicable Laws during the Contract period, the Buyer shall pay the Service Provider the differential amount in wage. It is clarified that such increase in the wages will not have any impact on the service charges. The total value of the service charge to be paid by the buyer to service provider shall remain same as per the original contract value.
- xii. Service provider will submit the invoice & upload the supporting documents such as attendance sheet, logbook etc. on GeM portal
- xiii. Buyer will review the documents provided by service provider & may either accept or reject based on actual performance. If required, buyer may impose any non-delivery deductions, SLA deductions, over & above the invoice submitted by service provider.

5 Deductions

Deductions can be imposed by the Buyer for the following:

S. No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.		
2	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act	-	-
3	If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value

4. No.	Description	Warning/ counselling of employee as deductions by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value
		1st Instance	2nd Instance	3rd Instance
5	If the employee is absent or takes leave for more than 2 days without informing buyer or taking prior approval without substitute being provided by the service provider.	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 2 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Cancellation of the contract with cancellation charges @ 10% of the order value
6	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value	-
7	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer	Cancellation of the contract with cancellation charges @ 10% of the order value

6 Payment Terms

- The Payment procedure as specified in the General Terms and Conditions (GTC) of GeM will be applicable.
- Payment schedule to be as per payment terms specified in bid document/ATC by the buyer.

7 Undertaking

The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour and provide below undertaking:

"The Service Provider hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."

8 Formula Used

8.1 Cumulative Cost (Daily): -

"d" = "bp" + "esi" + "pf" + "edli" + "bonus" + "admin" + "nm1" + "nm2" + "nm3"

Where,

"d" = Cumulative Cost (Daily)

"bp" = Basic dailywage (INR) exclusive of GST

"pf" = Provident Fund (INR Daily)

"edli" = EDLI (INR Daily)

"esi" = ESI (INR Daily)

"bonus" = Bonus (INR Daily)

"admin" = EPF Admin Charge (INR Daily)

"nm1" = Optional Allowance 1 (INR Daily)

"nm2" = Optional Allowance 2 (INR Daily)

"nm3" = Optional Allowance 3 (INR Daily)

"m" = Cumulative Cost (INR Daily)

8.2 Total: -

"tcv" = (d * nd + "oth" * "otr") * (1.18 + sc / 100) * t * q

Where

"tcv" = Total Contract Value

"d" = Cumulative Cost (Daily) as calculated in 8.1 above

"sc" = Service Charge in %age, as quoted by service provider inclusive of GST

Factor 1.18 is to include 18% GST on the services provided by the service provider

"nd" = No. of working days in a month

"t" = Tenure for which service is required (In no. of months)

"q" = Quantity (No. of resources required by buyer)

"oth" = Estimated Number of Overtime Hours per Resource per Month

"otr" = Remuneration per resource per hour for Overtime Hours (Incl. all applicable allowance etc. & excluding GST)

Annexure - 1

1. The Code on Wages, 2019
2. The Industrial Relations Code, 2020
3. The Code on Social Security, 2020
4. The Occupational Safety, Health and Working Conditions Code, 2020

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years : The Bidder should have executed at least 3 No. projects with contract value not less than (Rs) 5 for each contract of providing manpower services to Central/ State/PSU/AB in last 3 FY.
2. The Bidder should have executed at least X No. projects with supply of xx.no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years : X - 3, Y - 3, N - 3
3. Scope Of Work For the Service : [click here](#)
4. Competent Authority Approval for the additional conditions : [click here](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	State Bank of India
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):	3.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

2. Buyer Added Bid Specific Terms and Conditions-

2.1 Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration. For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2.2 Generic

The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The services for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.

Applicable Concessional rate of GST :

0
%

Notification No. and date :
12/2017-Central Tax (Rate)
dated
28/06/2017

2.3 Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2.4 Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

2.5 Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

2.6 Forms of EMD and PBG:

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Kendriya Vidyalaya Sangathan Tinsukia Region

payable at

Tinsukia

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

2.7 Buyer Added Bid Specific Scope Of Work(SOW):

File Attachment [Click here to view the file.](#)

2.8 Purchase Preference (Centre):

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value.

2.9 Certificates:

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2.10 Buyer Added Bid Specific ATC:

Buyer uploaded ATC document [Click here to view the file.](#)

2.11 Service & Support:

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2.12 Service & Support:

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

2.13 Service & Support:

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

Note:

1. Service Providers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment processing, and will also contribute to improving their ratings.
2. The Excess settlement has been enabled for this contract. The service provider can claim additional charges, if applicable, in the invoice. Any additional charges must be supported with documentary evidence.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	19-06-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	19-06-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of School Education And Literacy
संगठन का नाम / Organisation Name	Kendriya Vidyalaya Sangathan
कार्यालय का नाम / Office Name	Kendriya Vidyalaya Sangathan Ro Tinsukia
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	admn.rotinsukia@kvs.gov.in
वस्तु श्रेणी / Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Admin
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3015485
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

14

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Deputy Commissioner

Kendriya Vidyalaya Sangathan RO Tinsukia, Department of School Education and Literacy, KENDRIYA VIDYALAYA SANGATHAN, Ministry of Education
(Deputy Commissioner)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:The Bidder should have executed at least 3 No. projects with contract value not less than (Rs) 5 for eachcontract of providing manpower services to Central/ State/PSU/AB in last 3 FY.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:X - 3, Y - 3, N - 3

Scope Of Work For the Service:[1780036147.pdf](#)

Competent Authority Approval for the additional conditions:[1780036213.pdf](#)

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedule wise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	994161	Security Manpower Service (version 2.0) - Office/commercial/institutions/ Residential; Unarmed Security Guard	Number of resources to be hired : 3
Schedule 2	604984	Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others	Number of Resources to be hired : 3
Schedule 3	1416340	Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Admin	Number of Resources to be hired : 5

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	No
Age Limit	Up to 60 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	Driver's License
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Assam
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title For Optional Allowances 1	
Title For Optional Allowances 2	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhiraj Nath Verma	786125,KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM	3	- Tenure/ Duration of Employment (in months) : 12 - Basic Pay (Minimum daily wage) : 781 - Provident Fund (INR per day) : 93.72 - EDLI (INR per day) : 3.91 - ESI (INR per day) : 25.38 - EPF Admin charge (INR per day) : 3.91 - Bonus (INR per day) : 0 - Optional Allowance 1 (in Rupees) : 0 - Optional Allowance 2 (in Rupees) : 0 - Optional Allowance 3 (in Rupees) : 0 - Number of working days in a month : 30

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Sweeper

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Assam
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhiraj Nath Verma	786125,KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM	3	• Minimum daily wage (INR) exclusive of GST : 556 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.78 • EPF Admin Charge (INR per day) : 2.78 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 18.07 • Provident Fund (INR per day) : 66.72 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Admin (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	Data Entry Operator
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Assam
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhiraj Nath Verma	786125,KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM	5	• Minimum daily wage (INR) exclusive of GST : 781 • Bonus (INR per day) : 0 • EDLI (INR per day) : 3.91 • EPF Admin Charge (INR per day) : 3.91 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 2 • ESI (INR per day) : 25.38 • Provident Fund (INR per day) : 93.72 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The services for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.

Applicable Concessional rate of GST :

0

%

Notification No.and date :

12/2017-Central Tax (Rate)

dated

28/06/2017

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

5. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Kendriya Vidyalaya Sangathan Tinsukia Region

payable at

Tinsukia

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

8. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value.

9. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

11. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

12. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

13. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.

13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

TERMS & CONDITIONS FOR MANPOWER OUTSOURCING SERVICES

1. The Agency shall provide man power for the entire conservancy services at **Kendriya Vidyalaya Sangathan, Regional Office, Tinsukia** located at Campus: Kendriya Vidyalaya Tinsukia, Raja Ali Road, Nau-Pukhri, Tinsukia 786125 (Assam) with effect from **01.08.2026**.
 2. The CONTRACTING AGENCY would undertake to engage, employ and provide the requisite number of trained personal for the purpose with necessary tools and also be responsible for payment of their emoluments along with other liabilities (such as Bonus/ Uniform/ Medical Insurance etc.) as per Rules and dues.
 3. The remuneration shall be disbursed through cheque at KVS Regional Office Tinsukia premises in the presence of representative of KVS Regional Office Tinsukia or its constituent/directly towards the bank account of the CONTRACTING AGENCY through RTGS/NEFT.
 4. The CONTRACTING AGENCY will ensure payment by the 5th of every succeeding month to their employees.
 5. The CONTRACTING AGENCY will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KVS Regional Office Tinsukia supported with the following documents:
 - (i) Details of disbursement made to the staff furnishing cheque/RTGS/NEFT details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax.
- Note: GST is exempted / NIL for this contract as per Sl. No. 66 of Notification No. 12/2017-Central Tax (Rate) dated 28.06.2017.**
6. The Payment to the CONTRACTING AGENCY will be released within 10th of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of the terms of this agreement by the CONTRACTING AGENCY.
 7. The CONTRACTING AGENCY shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the CONTRACTING AGENCY.
 8. The Candidates / Manpower provided by the CONTRACTING AGENCY shall be accepted only after scrutiny by KVS Regional Office Tinsukia. Therefore, minimum three-four bio-data should be available against each slot. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KVS Regional Office Tinsukia. 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.

9. The CONTRACTING AGENCY will be required to sign a contract with the KVS Regional Office Tinsukia. The Other terms and conditions specified in the Bid document (GeM portal) and accepted bid will also form the part of the Model Agreement. In case of any difference(s), the Conditions mentioned herein in this agreement will prevail.

10. In case of any loss, theft/sabotage caused by / attributable to the personnel deployed, the KVS Regional Office Tinsukia reserves the right to claim and recover damages from CONTRACTING AGENCY.

11. In case of requirement of additional manpower, the CONTRACTING AGENCY will provide the same, payment for which will be borne by the INDENTING OFFICE as per quoted rate.

12. The tenure of the service agreement shall be initially for a period of one year with effect from **01.08.2026** and thereafter it shall continue till either side intends to terminate giving one months' notice in advance to the other side or as mutually agreed upon.

13. KVS Regional Office Tinsukia on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the CONTRACTING AGENCY only who shall be the employer of such personnel.

14. The said CONTRACTING AGENCY shall execute the said service under his direct personal supervision and in the best workman like manner and shall not on any account whatsoever, employ a subcontractor except with the prior written consent of KVS Regional Office Tinsukia, which KVS Regional Office Tinsukia may in its absolute discretion withhold without assigning any reason.

15. KVS Regional Office Tinsukia shall release the payment to the CONTRACTING AGENCY against his running bills of such sum as he claims or entitled to on the satisfaction of the service rendered and according to the approved rates mentioned in the schedule/rates appended hereto.

16. KVS Regional Office Tinsukia shall not be liable to pay any sum of money to the CONTRACTING AGENCY or anyone else claiming under this contract over and above what is payable under this contract to the CONTRACTING AGENCY.

17. All money which the said CONTRACTING AGENCY shall be liable to pay to KVS Regional Office Tinsukia on account of the breach of this agreement/contract or any other account shall be deducted by KVS Regional Office Tinsukia from bill set off against any money or moneys which may be due to said CONTRACTING AGENCY on account of the carrying out the service of the CONTRACTING AGENCY.

18. The CONTRACTING AGENCY shall remain liable to and shall indemnify KVS Regional Office Tinsukia in respect of all cause of action, claims damages, compensation or costs, charge and expenses arising out of any accident or injury sustained by the employees of KVS Regional Office Tinsukia or anyone else in tile Regional Office, caused directly or indirectly by anyone in the employment of the Contracting Agency or any person claiming to be employed with the Contracting Agency or any person claiming to be the agent of the Contracting Agency etc. which in or upon the services being rendered out of any act, default or negligence effort in judgment on this part.

19. KVS Regional Office Tinsukia shall be entitled to determine this agreement/Contract and discharge the CONTRACTING AGENCY without prejudice to other right and remedies available to it. If the CONTRACTING AGENCY shall become insolvent or fails and/or neglects to carry out instructions on its behalf or to complete the service or suspend the same or delay the progress thereof without reasonable cause, it is made clear that the essence of this contract is the satisfaction of KVS Regional Office Tinsukia regarding the performance and proper execution of the service.

20. In case of termination of this Agreement or Contract and/or discharge of the CONTRACTING AGENCY as herein before stipulated, KVS Regional Office Tinsukia shall be entitled to appoint a new Contracting Agency or Contracting Agencies to continue according to KVS Regional Office Tinsukia/KVS specifications and authorize the Contracting Agency/Contracting Agencies to use any materials and the property of the Contracting Agency left upon and the Contracting Agencies shall, in such case lose and forfeit all the interests whatever under this Agreement or Contract, except his claim for money unpaid on settlement of amount between the parties and scrutiny of all its bills.

21. The Contracting Agency shall, at all point of time, during the currency of the Agreement/Contract, follow the laws applicable for the purpose of carrying out the service for KVS Regional Office Tinsukia.

22. The Contracting Agency shall carry out any work that may arise directly or indirectly for executing the service which may be incident for the purpose of rendering the said service.

SCOPE OF WORK:

A. DAILY WORK-

1. Sweeping of entire area of the office building and surrounding of office building and collection of all waste material and disposal of the same as per instructions of the Deputy Commissioner, KVS, Regional Office Tinsukia or person so assigned by the Deputy Commissioner, KVS, Regional Office Tinsukia.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the KVS, Regional Office, Tinsukia and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be directed from KVS Regional Office Tinsukia.
4. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
5. Sweeping and cleaning of open areas, roads, lawns, roofs, passage, baramdah, carpets, durries etc. within the premises of Office of KVS Regional Office Tinsukia.
6. Regular dusting/cleaning of furniture (table & chair) and office equipments, computers, telephones, books cases, filing cabinets, almirah and doors and windows etc in office premises.
7. Provision of soap and liquid soap 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 wash basin in the office premises.
8. The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
10. Watering and safe-guarding the plants of the office premises.

B. WORK TO BE DONE GENERALLY ONCE IN A WEEK

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wares without damaging their shines.

3. 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.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.
7. Dusting and cleaning of fans, electrical fitting, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
8. Removal of cobwebs in all rooms and other spaces of the office premises.

C. REQUIREMENTS FROM THE STAFF OF THE AGENCY: THEIR DUTIES: BEHAVIOUR ETC.

1. CONTRACTING AGENCY shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. Contracting Agency's staff shall not disturb the employees of the KVS Regional Office Tinsukia or make any sort of noise in the office premises.
3. The Contracting Agency's workers shall be polite, courteous, well behaved and honest.
4. The Contracting Agency shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its worker.
5. The antecedents of all the workers have to be get verified from police by the agency before deployment for work.
6. The Contracting Agency's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
7. All the workers of the Contracting Agency shall be free from infectious diseases.
8. The Contracting Agency will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.
9. KVS, Regional Office Tinsukia reserves the right to order any worker of the Contracting Agency to leave the premises of the KVS, Regional Office Tinsukia if his presence at any time is felt undesirable.

D. STOCK AND SUPPLIES

The Contracting Agency shall maintain sufficient stocks of various items such as towels, dusters, soap, phenyl, detergent, odonil, naphthalene balls etc. so as to meet normal requirement. The Contracting Agency shall not be permitted to stop supplying any items for any reason.

E. SUPERVISION

The Contracting Agency shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officers/staffs as authorized and when he is required to do so by the KVS, RO Tinsukia.

F. RATES:

Rates are admissible as agreed upon under this agreement. At times when work is taken for a period less than a week because of closure of the office, rates would be calculated for a day and payments made accordingly.

TERMS AND CONDITIONS FOR SECURITY MANPOWER SERVICES

1. The Agency shall provide man power for 24 hours security services at **Kendriya Vidyalaya Sangathan, Regional Office, Tinsukia** located at Campus: Kendriya Vidyalaya Tinsukia, Raja Ali Road, Nau-Pukhri, Tinsukia 786125 (Assam) with effect from **01.08.2026**.
 2. The CONTRACTING AGENCY would undertake to engage, employ and provide the requisite number of trained personal for the purpose and also be responsible for payment of their emoluments along with other liabilities (such as Bonus/ Uniform/ Medical Insurance etc.) as per Rules and dues.
 3. The remuneration shall be disbursed through cheque at KVS Regional Office Tinsukia premises in the presence of representative of KVS Regional Office Tinsukia or its constituent/directly towards the bank account of the CONTRACTING AGENCY through RTGS/NEFT.
 4. The CONTRACTING AGENCY will ensure payment by the 5th of every succeeding month to their employees.
 5. The CONTRACTING AGENCY will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KVS Regional Office Tinsukia 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 and any other applicable tax.
- Note: GST is exempted / NIL for this contract as per Sl. No. 66 of Notification No. 12/2017-Central Tax (Rate) dated 28.06.2017.**
6. The Payment to the CONTRACTING AGENCY will be released within 10th of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of the terms of this agreement by the CONTRACTING AGENCY.
 7. The CONTRACTING AGENCY shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by CONTRACTING AGENCY.
 8. The Candidates / Manpower provided by the CONTRACTING AGENCY shall be accepted only after scrutiny by KVS Regional Office Tinsukia. Therefore, minimum three-four bio-data should be available against each slot. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KVS Regional Office Tinsukia. 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.

9. The CONTRACTING AGENCY will be required to sign a contract with the KVS Regional Office Tinsukia. The Other terms and conditions specified in the Bid document (GeM portal) and accepted bid will also form the part of the Model Agreement. In case of any difference(s), the Conditions mentioned herein in this agreement will prevail.

10. In case of any loss, theft/sabotage caused by / attributable to the personnel deployed, the KVS Regional Office Tinsukia reserves the right to claim and recover damages from CONTRACTING AGENCY. Thus, the entire responsibility for taking security measures of the said building/premises is of the CONTRACTING AGENCY and KVS Regional Office Tinsukia will not be liable to pay anything for the security lapses as provided.

11. That the tenure of the service agreement shall be initially for a period of one year with effect from **01.08.2026** and thereafter it shall continue till either side intends to terminate giving one months' notice in advance to the other side or as mutually agreed upon.

12. That KVS Regional Office Tinsukia on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the CONTRACTING AGENCY only who shall be the employer of such personnel.

13. The said CONTRACTING AGENCY shall execute the said service under his direct personal supervision and in the best workman like manner and shall not on any account whatsoever, employ a subcontractor except with the prior written consent of KVS Regional Office Tinsukia, which KVS Regional Office Tinsukia may in its absolute discretion withhold without assigning any reason.

14. KVS Regional Office Tinsukia shall release the payment to the CONTRACTING AGENCY against his running bills of such sum as he claims or entitled to on the satisfaction of the service rendered and according to the approved rates mentioned in the schedule/rates appended hereto.

15. KVS Regional Office Tinsukia shall not be liable to pay any sum of money to the CONTRACTING AGENCY or anyone else claiming under this contract over and above what is payable under this contract to the CONTRACTING AGENCY.

16. All money which the said CONTRACTING AGENCY shall be liable to pay to KVS Regional Office Tinsukia on account of the breach of this agreement/contract or

any other account shall be deducted by KVS Regional Office Tinsukia from bill set off against any money or moneys which may be due to said CONTRACTING AGENCY on account of the carrying out the service of the CONTRACTING AGENCY.

17. The CONTRACTING AGENCY shall remain liable to and shall indemnify KVS Regional Office Tinsukia in respect of all cause of action, claims damages, compensation or costs, charge and expenses arising out of any accident or injury sustained by the employees of KVS Regional Office Tinsukia or anyone else in tile Regional Office, caused directly or indirectly by anyone in the employment of the Contracting Agency or any person claiming to be employed with the Contracting Agency or any person claiming to be the agent of the Contracting Agency etc. which in or upon the services being rendered out of any act, default or negligence effort in judgment on this part.

18. KVS Regional Office Tinsukia shall be entitled to determine this agreement/Contract and discharge the CONTRACTING AGENCY without prejudice to other right and remedies available to it. If the CONTRACTING AGENCY shall become insolvent or fails and/or neglects to carry out instructions on its behalf or to complete the service or suspend the same or delay the progress thereof without reasonable cause, It is made clear that the essence of this contract is the satisfaction of KVS Regional Office Tinsukia regarding the performance and proper execution of the service.

19. In case of termination of this Agreement or Contract and/or discharge of the CONTRACTING AGENCY as herein before stipulated, KVS Regional Office Tinsukia shall be entitled to appoint a new Contracting Agency or Contracting Agencies to continue according to KVS Regional Office Tinsukia/KVS specifications and authorize the Contracting Agency/Contracting Agencies to use any materials and the property of the Contracting Agency left upon and the Contracting Agencies shall, in such case lose and forfeit all the interests whatever under this Agreement or Contract, except his claim for money unpaid on settlement of amount between the parties and scrutiny of all its bills.

20. The Contracting Agency shall, at all point of time, during the currency of the Agreement/Contract, follow the laws applicable for the purpose of carrying out the service for KVS Regional Office Tinsukia.

21. The Contracting Agency shall carry out any work that may arise directly or indirectly for executing the service which may be incident for the purpose of rendering the said service.

Manpower Outsourcing Services - Data Entry Operator

SCOPE OF WORK:

A. DAILY WORK-

1. Attend to various data entry and processing related works and other jobs specific to the section which they would be deployed.
2. Data entry & verification, data sorting, data validation and reconciliation of data.
3. Collection, Compilation and Comparing data entered with source documents or re-entering data in verification format on screen to detect errors.
4. Preparing reports based on inputs received from Vidyalayas of this region and verify the same with the previous reports/inputs.
5. Accessing official e-mail, downloading of data/letters/files, sending of data/letters/files.
6. Typing the official letters and other documents with good typing speed in English and Hindi Language.
7. Well versed in Computer.
8. To work on MS office like Word, Excel and Power Point Presentations etc. & Accounting Software like Tally etc. and therefore, the deployed personnel should be conversant with the same.
9. To work on data compilation through Google Sheets, Google Forms etc. and therefore, the deployed personnel should be conversant with the same.
10. Handling of official communication preferably in English/Hindi.
11. Cataloguing, filling, maintenance of file records.
12. Typing of day to day administrative matters.
13. Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
14. Any other duties, including administrative/financial/establishment and field operation, if required etc., assigned from time to time by the higher authorities/superiors.
15. Planning and execution of the regular data backup and its management. However,

no personal data storage devices like Pen drives/DVD/CD etc. are to be used for this purpose.

16. Submission of routine drafts (regular nature) in English/Hindi to the authority.
17. Keeping the office record updated.

B. REQUIREMENTS FROM THE STAFF OF THE AGENCY: THEIR DUTIES: BEHAVIOUR ETC.

1. CONTRACTING AGENCY shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Contracting Agency's workers shall report to Administrative Officer/ Finance Officer/In-Charge of the Section.
3. The Contracting Agency's workers shall not be eligible for any kind of leave, any kind of monetary benefits and compensation as given to the regular employees.
4. Contracting Agency's staff shall not disturb the employees of the KVS Regional Office Tinsukia or make any sort of noise in the office premises.
5. The Contracting Agency's workers shall be polite, courteous, well behaved and honest.
6. The Contracting Agency shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its worker.
7. The antecedents of all the workers have to be get verified from police by the agency before deployment for work.
8. The Contracting Agency's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
9. All the workers of the Contracting Agency shall be free from infectious diseases.
10. The Contracting Agency's workers shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative/financial/organizational matters as all are confidential / secret in nature.
11. The Contracting Agency will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.
12. KVS, Regional Office Tinsukia reserves the right to order any worker of the Contracting Agency to leave the premises of the KVS, Regional Office Tinsukia if his presence at any time is felt undesirable.

C. RATES:

Rates are admissible as agreed upon under this agreement. At times when work is taken for a period less than a week because of closure of the office, rates would be calculated for a day and payments made accordingly.