

संगठन विवरण Organisation Details		खरीदार विवरण Buyer Details	
प्रकार 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	जीएस्टीआईएन GSTIN :	-
कार्यालय क्षेत्र Office Zone:	Kendriya Vidyalaya Sangathan RO Tinsukia	पता Address :	KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA 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
		जीएस्टीआईएन GSTIN :	-
		पता Address:	KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM, Tinsukia, ASSAM-786125, India
परेषिती विवरण Consignee Details			
क्र.सं. S.No	परेषिती 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 जीएस्टीआईएन GSTIN : पता Address : KVS, RO TINSUKIA RAJA ALI ROAD, NAU-PUKHRI, TINSUKIA ASSAM, Tinsukia, ASSAM-786125, India	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard	3
सेवा प्रदाता विवरण Service Provider Details			
जेम विक्रेता आईडी GeM Seller ID :	7FFF190000922518		
कंपनी का नाम Company Name :	PRAYASH SECURITY & MANPOWER SERVICES		
संपर्क नंबर Contact No. :	09864011344		
ईमेल आईडी Email ID :	prayash.mahanta15@gmail.com		
पता Address :	37,Dwipen Mahanta,H. No 37, Ananda Nagar, Sixmile, Guwahati 781022,SIXMILE, Guwahati, Assam-781022, -		
एमएसएसई संज्ञांक संख्या MSME Registration number :	UDYAM-AS-03-0022010		
जीएस्टीआईएन GSTIN:	18AAQFP3681GZZQ (R)		
खरीदार द्वारा सत्यापित एमएसएसई 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 तिथि (नवीनतम) Service Start Date (latest by): 01-Aug-2026		सेवा समाप्ति तिथि Service End Date : 31-Jul-2027	
श्रेणी नाम Category Name : Security Manpower Service (Version 2.0)			
बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of resources to be hired	Percentage of Service charge inclusive of GST
Type of Establishment / Area	Office/Commercial/Institutions/ Residential	3	3.850
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 to60 years		
Years of Experience	0 - 3 years		
Additional Requirements for the Security Personnel	Driver's License		
District	NA		
Zipcode	NA		
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		
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		
कुल राशि (रु०) Total Amount (Formula) : ((((Basic Pay (Minimum daily wage)+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+EPF Admin charge (INR per day)+Bonus (INR per day)+Optional Allowance 1 (in Rupees)+Optional Allowance 2 (in Rupees)+Optional Allowance 3 (in Rupees))*Number of working days in a month)*1.18)+ (Percentage of Service charge inclusive of GST*((Basic Pay (Minimum daily wage)+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+EPF Admin charge (INR per day)+Bonus (INR per day)+Optional Allowance 1 (in Rupees)+Optional Allowance 2 (in Rupees)+Optional Allowance 3 (in Rupees))*Number of working days in a month/100)))*Number of resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)			1194804.56
कुल ऐडऑन मूल्य Total Addon Value(INR)			0
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)			1194804.56
अतिरिक्त जानकारी Additional Details			
• Title For Optional Allowances 1 : • Title For Optional Allowances 2 :			
अनुबंध की राशि Amount of Contract			
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)			1194804.56
एसएलए विवरण SLA Details			

SERVICE STC
SPECIAL TERMS AND CONDITIONS FOR
SECURITY MANPOWER SERVICE

1. Preamble

A. All Security Man Power Service contracts placed through GeM shall be governed by following set of Terms and Conditions:

(i) General terms and conditions for Goods and Services;

(ii) Service STC contained in this document;

(iii) BID / Reverse Auction specific ATC

B. The above terms and conditions are in reverse order of precedence i.e. ATC supersedes Service STC which supersede GTC – only in case of any conflicting provisions.

C. The above set of conditions along with Scope of service including price as enumerated in the Contract Document shall be construed to be part of the contract.

D. This document represents a Special Terms and Conditions ("STC") governing the contract between the Buyer and Service Provider. The purpose of this document is to outline the scope of work, Stakeholder's obligation and terms and conditions of all services covered as mutually understood by the stakeholders.

2. STAKEHOLDERS The main stakeholders associated with this STC are:

i. Buyer

ii. Service Provider

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses Service Level Agreement/ penalties in case of non-adherence to the defined terms and conditions. It is assumed that all stakeholders would have read and understood the same before signing the document.

The objective of SLA is to ensure that proper elements and commitments are defined to provide consistent delivery of service to buyer by service provider. The goals of the SLA are to Provide clear reference to service ownership, accountability, roles and/or responsibilities Present a clear, concise and measurable description of service provision to the customer and Establish Terms and Conditions for all the involved stakeholders and ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons.

3. Scope of Service

The purpose of this service is to facilitate implementation of Security Measures at the Buyer's premises. The service provider would provide required equipment and personnel for the mentioned shifts as per the requirements of the buyer

3.1. The following indicate the different roles in the security services for which hiring can be done and the qualifications and experience required for the service persons. Buyer organizations are required to indicate number of working days and wages as per The Code on Wages, 2019. The contract start and end date is to be indicated along with number of service days in a month and minimum wages per shift inclusive of EPF ESI and Administration charges etc

Role and Responsibilities

Roles	Desired Qualifications	Responsibilities
Security Consultant	Should be in a position to organize the security force, suggest improvement in all matters of policy in respect of security as an adviser.	Overall responsible for all security, vigilance, Firefighting activities and related documentation
	Should be in a position to analyze security needs, identify possible security threats, establishing necessary security parameters; and deciding on the best security measures available and organizing the security force. Should also be having knowledge regarding fire fighting operations	Establishing security protocols and policies, as well as designing security plans to protect the client's assets, Creating a set of rules and security standards; designing policies to protect the client's interests,
	Minimum Experience of 5 years Should be minimum a Graduate	Implementing security measures, providing technical supervision and advice as required. Availability shall be as per needs and mutually decided by the organization hiring consultant
Security Supervisor	Should have knowledge of security related matters ,industrial safety ,fire fighting and allied functions	
	Should be able to exercise command and control over the security personal deployed	Should be required to carry out supervision of all security related activities in the organization as well as advice and assist security guards and other security related persons in carrying out their duties
	Physical standards and medical fitness as per Private Security Agencies (Regulation) Act and Rules	should be able to carry out or supervise protocol activities of receiving, escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required
	Should be minimum 12 th Pass	
	Should have knowledge of English, Hindi & Local Language	Should be available in general shift on all working days
	Experience of 5 years	

EX Service Man	Security Supervisor	Should be a retired JCO or Equivalent from Army, Navy ,IAF, Paramilitary Forces, Central Police Forces Should have knowledge of security related matters ,industrial safety and allied functions Should be able to exercise command and control over the security personal deployed Physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Should be minimum 12th Pass Should have knowledge of English, Hindi & Local Language Experience of 5 years	Should be required to carry out supervision of all security related activities in the organization as well as advice and assist security guards and other security related persons in carrying out their duties should be able to carry out or supervise protocol activities of receiving,escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required Should be available in general shift on All working days
Armed Security	Guard Male	Should have a valid gun license Should have knowledge of Security related matters Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum Experience 3(three) years	Working shifts round the clock. Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. The duties of a private security guard are to provide private security to another person or property or both, To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed. To bring to the notice of his supervisor the violation of any law noticed by him during the course of discharge of his duties.
Armed Security	Guard Female	Should have a valid gun license Should have knowledge of Security related matters Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum Experience 3(three) years	Working shifts round the clock. Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. To provide private security to another person or property or both, To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
Ex-Service Man	Armed Security Guard	Should be a retired NCO or other rank from Army, Navy, Air Force ,Paramilitary forces or Central Police Forces Should have valid gun licence Should have knowledge of security related matters ,industrial safety and allied functions Good physique and personality fulfilling requirements of Physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Should be minimum 10th Pass Should have knowledge of Hindi or English and local language Experience of 3(three) years	Work in shifts round the clock Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. To provide private security to another person or property or both, To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
		Should be a retired NCO or other rank from Army, Navy, Air Force ,Paramilitary forces or Central Police Forces or State Police Forces Should have knowledge of security related matters ,industrial safety and allied functions Good physique and personality	Working shifts round the clock Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. To provide private security to another person or property or both,

Ex-Service Man unarmed security Guard	fulfilling requirements of Physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Should be minimum 10th Pass Should have knowledge of Hindi or English and local language Experience of 3(three) years	To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
Un Armed Male Security Guard	Should have knowledge of Security related matters, industrial safety and allied Functions Preference will be given to a person who has served in police and Home Guards Minimum 10th pass Should have knowledge of Hindi or English and local language Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum Experience 3(three) years	Working shifts round the clock. Carry out activity of protecting the premises from any unauthorized entry, robbery, theft etc. To provide private security to another person or property or both, To render necessary assistance to the police in the process of any investigation pertaining to the activities of the organization in which he is employed. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
Un Armed Lady Security Guard	Should have knowledge of Security related matters, industrial safety and allied Functions Preference will be given to a person who has served in police and Home Guards Minimum 10th pass Should have knowledge of Hindi or English and local language Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum Experience 3(three) year	Should be available on all working days. However it should be ensured that they are given weekly offs and shifts are rotated Carry out activity of protecting the premises from any unauthorized entry, robbery, theft etc. To provide private security to another person or property or both, To render necessary assistance to the police in the process of any investigation pertaining to the activities of the organization in which he is employed. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
Baggage Inspector	Should have knowledge about Baggage screening procedures and experience using baggage screening equipments. Fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 12th pass Should have knowledge of Hindi or English and local language Minimum experience 1(three) year	Work in shifts round the clock To undertake screening of bag or packages and articles being brought in to the premises To render necessary assistance to the police in the process of any investigation pertaining to the activities of the organization in which he is employed To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties
Fire Guard	Back ground and experience of firefighting ,fire safety and handling emergency management Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum experience 1(one) year Fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules	Work in shifts round the clock Overall responsible for all operations related to firefighting , conforming to fire safety regulations ,checking preparedness of premises for fire fighting ,vigilance including maintenance of documents
	Back ground of surveillance and monitoring through CCTV systems Knowledge of security procedures and protocols	

CCTV Operator	Minimum 12th pass Should have knowledge of Hindi or English and local language Minimum experience 3(three) years	Work in shifts round the clock overall responsible for all CCTV surveillance security ,vigilance including maintenance of documents related to CCTV operations
PSO	with a valid license He/ She should be in possession of a suitable weapon with valid license He/she should be adept in the use of fire arms, identification of different types of arms in use in public and Police, Use of security equipment and devices ,identification of explosive devices communication equipment ,unarmed combat and in administering first aid Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum experience 3(three) years	PSOs should be physically and mentally alert and willing to take risks He/she should be adept in the use of fire arms, communication equipment ,unarmed combat and in administering first aid Work in shifts round the clock
PSO cum Driver	He/ She should be in possession of a suitable weapon with valid license He/she should have good driving skills and a valid driving license Should have Back ground of surveillance and monitoring, defensive driving He/she should be adept in the use of fire arms, identification of different types of arms in use in public and Police, Use of security equipment and devices , identification of explosive devices, Expertise in communication equipment ,unarmed combat and in administering first aid Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Valid driving license Minimum driving experience 3(three) years	PSOs should be physically and mentally alert and willing to take risks He/she should be adept in the use of fire arms, communication equipment ,unarmed combat and in administering first aid Work in shifts round the clock
Guard cum Receptionist	Basic computer knowledge is preferred Should have knowledge of Security related matters, industrial safety and allied Functions Preference to a person who has served as a member in Army ,Navy, Air force and any other armed forces and Paramilitary forces of the Union ,Police and Home Guards Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum Experience 3(three) years	Work in shifts rounds the clock Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc and work in the reception also maintaining registers etc Overall responsible for all security, vigilance including maintenance of documents
Guard Cum Driver	Should have knowledge of Security related matters, industrial safety and allied Functions He/she should have good driving skills and a valid driving license Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules Minimum 10th pass Should have knowledge of Hindi or English and local language Minimum driving experience 3(three) years	Work in shifts round the clock Should be a skilled driver Should carry out functions of guard for the property or premises at times not performing function of driving vehicle

	Should have knowledge of Security related matters, industrial safety, crowd control and allied Functions	
	Preference to a person who has served as a member in Army ,Navy, Air force and any other armed forces and Paramilitary forces of the Union ,Police and Home Guards	Will patrol the whole campus for normal function.
	Good physique and personality	
Security Marshal(Bouncer)	fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules	Track any suspicious activity on the Field.
	Minimum 10 th pass	If a person is acting in a dangerous or Unseemly manner, the marshal's job is to warn that person and, if needed, eject them from the venue.
	Should have knowledge of Hindi or English and local language	
	Minimum Experience 3(three) years	

• **Additional responsibilities**

In addition to roles and responsibilities indicated above following shall also be part of responsibilities of security man power.

- To Provide Security services for protection of life,. Security against theft, pilferage, fire etc for man and material in the premises .
 - Physical guarding of entry/exit points, Responsible for frisking/checking of the visitors during office hours and after , Screening /Directing of visitors .Visitor management in common and during special occasions .Guiding visitors to the concerned officials/occupants, regulating entry . Control the access of persons/vehicles in to and out of the complex and regulating entry of unwanted visitors/sales man and maintenance of visitor register.
 - Checking of gate passes , allowing the entry and exit of material and regulating the entry and exit of vehicles accordingly, Records of the inwards and outwards movement of men and material's ,vehicles etc to be maintained with proper checking as per instructions given from time to time by the buyer organization.
 - Patrolling and guarding various common areas and surroundings to ensure adequate safety and security. Preventing entry of stray animals like cow, dogs etc. Round the clock patrolling of sites. Ensuring that boom barriers and access control systems are monitored and are in operational condition.
 - Assisting the occupants during emergency evacuation of building .Effective involvement during the crisis management like accidents and bomb threats .Involve in frequent drills for preparation for emergencies. Handling of disaster management in case of emergencies and disasters
 - Rescue operation of passengers if stranded in lifts, Help occupants in any accidents or medical emergencies. Handling situation in case of fire
 - Liaison with appropriate agencies in case of disaster and emergencies and keep excellent liaison and contact with all such agencies
 - Lodging of Complaints/FIR in case of any crime or violence and assist the police and other security agencies in their investigation in any related matter.
- Any other responsibility in connection with performance of the roles specified though not specifically covered above shall also be considered as part of the responsibilities of the security man power .

4. Terms and Conditions

4.1. Buyers obligations

- The Buyer Department will give basic training/familiarization of the Security services required to be done by the personnel to be deployed by the Service Provider under the contract for 2 to 3 days in premises and this period will not be counted as shift manned by Service Provider's personnel for the purpose of payment under the contract.
 - Buyer organization shall provide necessary infrastructure, Equipments such as X ray baggage screening if such screening is involved , furniture etc for the security personnel to carry out their functions .However uniform, torches, lathi Arms, badges shall be provided by service provider
 - Deployment of security man power shall be with the concurrence of nominated official of buyer organization and nominated official shall be responsible for close co ordination with the service provider and shall monitor the activities performed by the service provider persons and will be responsible for its optimum utilization.
 - Buyer may calculate their requirement of resources based on 8 hours per shift. Example: For hiring security personnel for a month (30 Service Days) to offer the services for 24 hours on a 3 shift basis, the required number of resources would be 90 personnel for the month.
- (v) Price Variation Clause:
- "It is advisable to include Price Variation Clause in the long term contracts to take care of the increase/decrease in prices of various ingredients which majorly affect the overall price of the service. Buyers are therefore advised to include the Price Variation Clause (PVC) in the bid document through ATC for long term contracts. The additional payment, if any, on account of PVC can be done offline till such time online functionality is developed on GeM."
- (vi) 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 Obligations

- Employment of man power by service provider :** (i) Service provider providing the security services shall not employ or engage any person unless he or she is a citizen of India or a citizen of such other country as permitted to be employed in terms of Government rules and regulations in force .
- Service provider shall employ only man power who has completed eighteen years of age and not above 65 years of age .Security agency shall only employ man power who satisfied the service provider about his character and antecedents and has completed the prescribed security training .Service provider shall only engage man power fulfilling such physical standards as may be prescribed in the Private Security Agencies (Regulation) Act and rules. Further man power shall satisfy any other conditions as may be prescribed in relevant rules.
- No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the service provider
- Service provider, while employing a person shall give preference to a person who has served as a member in Army ,Navy and Air force or other central paramilitary forces ,Central Police forces , even for posts which are not specifically indicated as that of ex service man in the roles and responsibilities.
- The antecedents of security staff deployed shall be verified by the service provider from local police authority and an undertaking in this regard is to be submitted to the department and buyer department shall ensure that the service provider complies with the provisions .
- The service provider shall deploy his personnel only after obtaining the buyer department approval upon duly submitting g curriculum vitae (cv) and police verification details of personnel Buyer shall be informed at least one week in advance and service provider shall be required to obtain departments approval for all such changes along with their CVs
- The Buyer shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Buyer , emergencies, exempted
- 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

(b) Registers to be maintained by Service provider

- Service Provider shall maintain a register containing name and addresses of the persons managing the private security agency, names, addresses, photographs and salaries of the security manpower and supervisors under its control and such other particulars as may be prescribed under Private Security Agencies (Regulation) Act.
- Service provider will maintain a register on which day today employment of personnel with buyer organization will be entered and same will be countersigned by the authorized official of the buyer department .While raising bill the deployment particulars of the personnel engaged during the month, shift wise should be shown to buyer .Buyer organization may call for such information as it considers necessary from service provider.
- 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.

c) Issue of photo identity card

- Every security man power deployed by the service provider shall be issued a photo identity card, by the service provider.
- The photo identity card shall be issued in such form as may be prescribed by the buyer organization and complying with Private Security Agencies (Regulation) Act and rules .
- Every security man power shall carry on his person the photo identity card issued under and shall produce it on demand for inspection by the buyer organization or any other officer authorized by same .

(d) Requirements of Licenses

- Service provider shall be holding a valid license under the provision of Private Security Agencies (Regulation) Act providing for operation in the respective State or Union territory where services are being offered .Service provider shall ensure that all the relevant licenses/registrations/permissions which may be required for providing the services are valid during the entire period of the contract failing so shall attract the appropriate penalties .The documents relevant in this regard shall be provided by the service provider to the buyer on demand
- The service provider shall comply with all the legal requirements for obtaining license under the Occupational Safety, Health and Working Conditions Code, 2020 if any at his own part and cost. The requirement shall be depending up on the number of persons engaged for the organization in terms of the provisions of the relevant act .

(iii) The service provider shall maintain all statutory registers required to be maintained as per license provisions under the law and shall produce same on demand to the buyer department or any other authority under the law.

(e) Training

(i) The Service Provider shall have his own Establishment/set up/mechanism/Training institute recognized under Private Security Agencies (Regulation) Act 2005 or have tie up with institutions recognized in terms of Private Security Agencies (Regulation) Act 2005 to provide training for security man power with them to ensure correct and satisfactory performance of his/her liabilities and responsibilities. Only such man power who have undergone training and holding certificate should be deployed under the contract. The training shall be for a minimum period as specified in the Private Security Agencies (Regulation) Act and in terms of the detailed training syllabus as prescribed in the act. The ex-servicemen and former police personnel shall however be required to attend a condensed course only as per provisions in the Private Security Agencies (Regulation) Act

(f) Reports

All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the buyer department

(g) Conduct of the security man power deployed

(i) The security manpower shall not accept any gratitude or reward in any form

(ii) Under the terms of their employment agreement with the Service Provider the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Service Provider.

(iii) The personnel engaged by service provider have to be extremely courteous with very pleasant mannerism in dealing with the Buyer Staff and should project an image of utmost discipline. Buyer Department shall have right to have any person removed in case of its staff complaints or as decided by representative of the Buyer Department if the person is not performing the job satisfactorily or otherwise. The Service Provider shall have to arrange suitable replacement in all such cases.

- Security man power engaged by the Service Provider shall not take part in any staff union and association
- The persons deployed shall, during the course of their work be privy to certain confidential documents and information which they are not supposed to divulge to third In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract

(h) Uniform and Badges

(i) Service provider shall ensure that all security man power shall put on arms badge distinguisher the Agency for which they are working, shoulder or chest badge to indicate his role or function. Man power employed as Security guards shall, have whistle attached to the whistle cord and to be kept in the left pocket. Shoes with eyelet and laces, headgear which may also carry the distinguisher mark of the service provider.

(ii) The clothes worn by the security man power while on active duty shall be such that they do not hamper in his efficient performance. In particular they will neither be too tight nor too loose as to obstruct movement or bending of limbs.

(iii) Every man power functioning as security guard will carry a notebook and writing instrument with him.

(iv) Every security person shall be provided one good quality torch and one baton.

(v) Every man power functioning as security guard while on active security duty will wear and display photo-identity card issued on the outer most garment above waist level on his person in s conspicuous manner.

(v) Parameters of the uniform shall conform to provisions of Private Security Agencies (Regulation) Act.

1. I) Monitoring and Supervision by the service provider

(i) Service provider shall ensure that adequate supervision will be provided to ensure correct performance of the man power deployed in accordance with the prevailing assignment instructions agreed upon between the service provider and buyer organization. Even if security supervisor is not availed by the buyer organization service provider should keep track of performance of the staff deployed and give necessary support to ensure good performance.

(ii) The Service Provider will deploy supervisors as per the need given by the Buyer Department. The supervisor shall be required to work as per the instructions of Buyer Department.

(iii) The Service Provider shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Department may issue from time to time and which have been mutually agreed upon between the two parties.

(iv) The Service Provider shall be responsible to maintain all property and equipment of the Buyer Department entrusted to it.

(v) The Service Provider shall nominate a coordinator 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.

(j) Working hours and Reporting Time

- The personnel will have to report to the Buyer Department's security office at least 30 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Buyer
- The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government However, they have to work on holidays, if necessary and required based on demand of work
- In an event of deployed personnel availing leave and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with
- Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and
- Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and seller prior to deployment of manpower
- The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's In case biometric system insisted, same is to be made available by buyer and access to be provided to the security persons deployed by service provider
- The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed..

(k) Physical standards and Medical check up

(i) The security man power deployed shall be eligible for being engaged or employed if he or she fulfills the standards of physical fitness as specified in the Private Security Agencies (Regulation) Act. Service provider is therefore required to ensure that all deployed man power fulfill the requirements specified in Private Security Agencies (Regulation) Act. Service provider Agency should get medical check-up of its staff at the time of their induction in the rolls of the agency to ensure their fitness for the job assigned and annual medical check-ups to be done as prescribed under Private Security Agencies (Regulation) Act. A record of the same shall be maintained in the personal file of the security personnel. In case buyer demands for a copy of medical fitness certificate at time of deployment to their organization same shall be given

(ii) The security man power deployed should be free from evidence of any contagious or infectious disease. He or she should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public

(iii) 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

(l) Applicable Leave

(i) In case of services hired on annual basis and 5 working days, the employees will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the employees will be entitled to 15 days casual leave per year on pro-rata basis

(ii) In case of services hired for all 7 days also it shall be ensured that service personnel's are given at least 4 holidays in a month

(iii) The applicable casual leave is to be provided to the personnel and the payment for the applicable leave also shall be taken in to account for calculation of the payment to be made by the buyer

(iv) 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 billed amount if no replacement is provided besides any penalty for not providing substitutes as indicated in SLA

4.3 Special terms and conditions Applicable

(a). Legal Status

(i) The Service Provider should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for income tax.

(ii) The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.

(iii) For all intents and purposes, 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 Department.

- 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
- 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 employee or by the Service The employees 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's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider

(b) Indemnity

(i) The Service Provider will not be held responsible for the damages/sabotage caused to the property of the Buyer Department due to the riots/mobs attack/armed dacoit activities or any other event of force majeure

(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 employee or by the Service Provider.

(iii) The employees 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's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider

(iv) The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation

(c) Disclosure of Information related to services rendered

(i) Man power engaged by the Security man power service provider shall not divulge any information acquired by him or her during such employment with respect to the work which he or she has been assigned to anyone other than the buyer organization or to such person as the buyer organization directs. However such disclosure as may be required under Private Security Agencies (Regulation) Act in connection with any inquiry or investigation by the police or as may be required by an authority or process of law shall be exempted from this.

(ii) All security man power engaged by the service provider shall however render necessary assistance to the police or to such authority in the process of any investigation pertaining to the activities of that agency. If violation of any law is noticed by any security man power during the course of discharge of duties, he or she shall bring it to the notice of his superior, who in turn shall inform the police either through buyer or service provider or on his own.

- **Ownership and retention of Material :** (i) Buyer shall own the material and documents provided to the Service Provider if any in connection with performance of this contract. Service Provider shall not, without the prior written consent of buyer store, copy, distribute or retain any material or Documents.
- Service Provider shall, upon termination of this agreement for any reason, or upon demand by buyer, whichever is earliest, return any and all material and information provided to Service Provider by buyer, including any copies or reproductions, both hardcopy and electronic.
- The Service Provider or man power provided shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by buyer, out of Buyer premises without prior written permission from Buyer.
- **Transportation:** The responsibility of arranging commutation for the man power and transportation of any items which are in the scope of service provider and requiring the transportation shall be responsibility of service provider
- **Insurance requirements.**

Service provider shall be responsible for any insurance requirements for the man power deployed regarding accidents etc. No claim for any compensation or damages on account of any injury or death of man power while performing the duties shall be entertained by the buyer organization Insurance requirements if any for the property or premises for which security is offered shall be the responsibility of the buyer

- Obligation regarding minimum wages, ESI, EPF contributions and billing
- Payment Procedure shall be in as specified in the General Terms and Conditions of GeM. The rate offered shall be including GST. Payment shall be made on the basis of the number of security personnel engaged.

(ii) The Service Provider Agency shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment for the support staff engaged from their account and prefer the bill to the Buyer Department for reimbursement of employer share only.

(ii) Employee share of EPF and ESI contribution shall be recovered from the gross remuneration & balance amount is to be released to the persons employed. Proof of deposit of both employers share and employees share of ESI & EPF shall be submitted to the buyer by the end of 15th day of succeeding month.

(iii) The Service Providing Agency shall furnish statement of amount paid for the month to the persons deployed along with cheque number or bank transfer details and date and Bank account from which the payment has been made. Service Providing agency is to furnish copy of

- bank statement in support of amount paid as and when required by Buyer Departments.
- (iv)The Service Provider shall be responsible for timely payment of take home remuneration to the supporting staff and deposit of EPF and ESI (both employee and employer share), failing which suitable penalties as per SLA and any other actions as per existing rules and regulations shall be taken
- (v) The Service Provider shall submit before the Buyer Department, one copy of the monthly challan with Electronic Challan Cum receipt sheet indicating break down of contribution of each and every hired employee regarding EPF and ESI within 7 days from the date of filing. In case of any return in the form of monthly, quarterly and annual returns applicable same also to be filed and copy to be furnished to buyer.
- (vi)The payment to the Service Provider will be made on monthly and quarterly basis, depending upon the actual duration of the services rendered as per order.
- (vii) Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation. The Service Provider is deemed to have confirmed that penalty whenever becomes payable, the same shall be deducted by the user department from the payments due to the Service Provider.
- (viii) TA/DA shall be payable directly by the Buyer on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- (ix)All applicable taxes and duties except GST, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same. The Service Provider shall pay the GST as the price is inclusive of GST.
- (x) 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.
- (xi) In case the submission of monthly bills is delayed by the Service Provider beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Service Provider.
- (xii) Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period.
- (xiii)The Breakup of the components to be provided to the Buyer Department .The Buyer Department will provide Minimum Wage as per the Notification applicable in their area for the category of Resource they want to procure.
- (xiv)The Total Price includes Minimum Wage, ESI, EPF, Admin Charge and GST on the mentioned components.
- (xv)Bonus in accordance with the Code on Wages, 2019 which at present is one month basic wage (not below Rs7000/-) which comes to monthly payment 8.33% of minimum wage or Rs 7000/- Shall also be payable by the buyer. Bonus is applicable to all employees minimum wage is below Rs 21000/-In case of any changes in the bonus rates as per relevant notifications same shall be applicable .Bonus shall be payable only to the resources completing the required number of working days and fulfilling the requirements
- (xvi)All Ex Servicemen should be paid as per wage structure laid down by Directorate General of Resettlement (DGR), Ministry of Defence.
- (xvii)All organizations under Central Government should make payment as per the minimum wages laid down by the Central Labor Commissioner.
- (xviii)Service Provider will thus quote over and above the following components as a Service Charge and Special Allowance if any
- (xix)Minimum Wage + ESI + EPF + PF Admin Charges + GST (on the Minimum Wage, ESI and EPF component), is provided by the Buyer Department and the rest (GST on the component provided by the Buyer) is added by the platform.
- (xx) 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.
- (xxi)The bonus as applicable in terms of rules and regulations prevailing is payable by the buyer
- (xxii)The cost of the Contract shall be valid for initial contract period and during this period no price escalation, other than minimum wages revision, shall be entertained by the Buyer
- (xxiii)The payment shall be made as per the contract and after deduction of relevant penalties, if any. Service Provider shall raise the invoice as per the arrangement in the contract (monthly/ quarterly) towards the Services rendered in the previous month to the Buyer. Payment shall be effected by credit into the bank account of the Service Provider within 10 days of receiving the invoice, complete in all respects. The Service Provider shall provide correct bank account number and other details of the bank to enable the Buyer to credit the payment directly into the account. Buyer shall pay the Service Provider all due amount as per the invoice, that are not the subject to dispute, within 10 days after receipt of a valid invoice that complies in all material respect in terms of this agreement; the payment shall be subject to any reduction such as penalty, statutory deductions, etc.
- (xxiv) 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.

Calculation Formula for the service

Total Cost = (((Basic Pay (Minimum daily wage)+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+EPF Admin charge (INR per day)+Bonus (INR per day)+Optional Allowance 1 (in Rupees)+Optional Allowance 2 (in Rupees)+Optional Allowance 3 (in Rupees))Number of working days in a month*1.18)+ (Percentage of Service charge inclusive of GST((Basic Pay (Minimum daily wage)+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+EPF Admin charge (INR per day)+Bonus (INR per day)+Optional Allowance 1 (in Rupees)+Optional Allowance 2 (in Rupees)+Optional Allowance 3 (in Rupees))*Number of working days in a month/100)) *Number of resources to be hired*Tenure/ Duration of Employment (in months)

Note : Actual payment may vary as per service rendered and mentioned in log sheet.

- **Statutory compliances.** Service provider shall abide by the Private Security Agencies (Regulation) Act and labour laws as mentioned in Annexure 1 as applicable from time to time for man power employed for undertaking the services. Similarly in case of armed security guard service provider shall ensure that the licenses are kept valid and all legal formalities and compliances for same are followed by the man . Service provider shall also be required to ensure that the entitled leave as per labor laws are made available to security man power.
- **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.**
- **Termination of contract before normal validity;**
- In case service provider commits defaults in terms of the agreement other than those specified warranting cancellation without notice , it shall be lawful for the buyer to issue a notice of termination of the contract by giving 15 days time to service provider..Service provider can make a representation during the notice period and takes steps to remedy the defaults and if buyer is satisfied with the same , buyer can take decision to withdraw the notice .The agreement shall automatically terminate on expiry of the notice period if same is not withdrawn by buyer.
- The termination notice shall be issued by buyer to the address of the service provider as shown in the agreement.
- However in case of instances such as not deploying resources within agreed time, serious security lapses, irregularities in service provider operations, expiry of validity of required licenses such as Private Security Agencies (Regulation) Act and in case cumulative penalty for violations of SLA reaches more than 10% contract can be terminated with immediate effect and no notice is required to be issued.
- In case of termination of the contract and buyer engage the services of another service provider for the remaining part of contract the same shall be at risk and cost of the service provider besides other actions such as encashment of performance security and administrative actions etc
- **Proprietary rights and indemnity:** Service Provider acknowledges that buyer's business data and other buyer's proprietary information or materials, whether developed by buyer's or being used by buyer pursuant to a license agreement with a third party are confidential and proprietary to buyer; and Service Provider agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which shall not be less than that used by Service Provider to protect its own proprietary information. Service Provider recognizes that the goodwill of Buyer depends, among other things, upon Service Provider keeping such proprietary information confidential and that unauthorized disclosure of the same by Service Provider could damage buyer and by that reason of Service Provider's duties hereunder. Service Provider may come into possession of such proprietary information, even though Service Provider does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the services required by this agreement. Service Provider shall use such information only for the purpose of performing the said services.

5. Penalties and Termination

(I) The Service Provider shall be responsible for faithful compliance of the terms and conditions of this agreement. In case of noncompliance of Service obligations, penalty per default will be imposed as per SLA and in case of three Consecutive defaults against same events, the contract will be liable to be cancelled. However non delivery of service in time, not starting work in time, violation of existing laws and statutory requirements will be considered as a major default and the contract will be cancelled immediately without giving any further notice.

SL.NO	Service Level Agreement	Baseline	Penalties For Breach		
			1 st Instance	2 nd Instance	3 rd Instance
1.	Delay in deployment of security personnel by the service provider	Deployment to start Within 2 weeks of the placement of service order	In case of deployment is made after 2 weeks of placement of order and delay is due to service provider 1% of the value of the contract shall be levied as penalty. However buyer shall be at liberty to cancel the order without any further reference to service provider in case so desire	In case of deployment is made after 3 weeks of placement of order and delay is due to service provider 2% of the value of the contract shall be levied as penalty. However buyer shall be at liberty to cancel the order without any further reference in case so desire	In case deployment not made 4 weeks after placement of order the contract shall be terminated without any reference
2.	If the employee of service provider is found to have misconduct or misbehaved in any manner or resort to any violent behaviour etc with public or employees of buyer organisation or other employees of service provider	No instance	Replacement of security personnel and Rs 500 fine on the service provider	Replacement of security personnel and Rs 1000 fine on the service provider	Replacement of security personnel and Rs 5000 fine on the service provider
3.	Security personnel not found displaying photo id or not in proper uniform	No instance	Rs 500 penalty on service provider	Rs 1000 penalty on service provider	2500 penalty on service provider
4.	Security personnel indulging in drinking/sleeping	Zero instance	Immediate removal of the security personnel apart from and penalty of Rs 1000 on the service provider	Immediate removal of the security personnel apart from and penalty of Rs 2500 the service provider	Immediate removal of the security personnel apart from and penalty of Rs 5000 on the service provider
5.	If the resource is absent or takes leave without informing or taking prior approval and if service provider fails to provide a substitute	No instance	Only deduction as per Code on Wages, 2019 is permitted	Only deduction as per Code on Wages, 2019 is permitted	Only deduction as per Code on Wages, 2019 is permitted
6	In case of expiry of any of the licenses required for performing the services such as Private Security Agencies (Regulation) Act, etc		Termination of the contract by the buyer.		
7	Delay in payments of take home remuneration by the Service Provider to resources employed ,Delay in deposit of EPF and		Rs 1000 for each default can be imposed by buyer on the service provider.		

	ESI (both employee and employer share)	
8	In case of violation of labour laws as applicable from time to time applicable for the services	Penalty of Rs 5000 for default in addition to termination of contract and all responsibility on account of violation shall be responsibility of service provider
9	Cumulative penalty	Cumulative penalty shall not exceed 10% of the total contract value and in case exceeds contract is liable to be cancelled
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 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. 2. 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 3. Scope Of Work For the Service : click here 4. Competent Authority Approval for the additional conditions : click here		
ईपीबीजी विवरण ePBG Detail		
सहायक बैंक Advisory Bank :		State Bank of India
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):		3.00
बोली समझे वारे 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 alongwith 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 मेनू 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).

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(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.