



No. JVM/OT-12 /2024-25

Date: 28-01-2025

INVITATION TO TENDER

Principal, JVM invites tender for the subject given below. Salient feature are given in the table and detail of scope of work and tender conditions are given in the 'invitation to tender' dtd. 28-01-2025(enclosed herewith)

Sub: Tender for Providing Upkeep & Maintenance Service for JVM, Shyamali, Ranchi-834002

Salient Features of the Invitation to Tender:

1	Tender Enquiry No. & Date	No. JVM/OT-12 /2024-25 Date: 28-01-2025
2	Project Description	Tender for Providing Upkeep & Maintenance Service for JVM, Shyamali, Ranchi-834002
3	Date of floating of on-line Tender	28-01-2025
4	Last date & time of submission of tender document	14-02-2025 by 12.30 PM
5	Date & Time of Opening of Tender	On 14-02-2025 at 01.15 PM .
6	Validity of tender	06(Six) months from the date of opening of Techno-Commercial part of the tender document.
7	Duration of Contract	24 (Twenty Four) months from the date of issue of work order.
8	Earnest Money Deposit	Rs. 25,000/- (Twenty five Thousand only)
9	Cost of the tender document	Rs. 2,000/- (Two thousand only)

- i) Annexure – I : Technical and Commercial
ii) Annexure – II: Price Bid

Annex
28/01/2025

Samarjit Jana
28/01/2025
(SAMARJIT JANA)
PRINCIPAL
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 834 002.

Date: 28.01.2025

INVITATION TO TENDER

Sub: Tender for Providing Upkeep & Maintenance Service for **JVM, Shyamali, Ranchi-834002**

Sealed tenders are invited for award of Providing Upkeep & Maintenance Service for **JVM, Shyamali, Ranchi-834002**, as per the Technical Specification from experienced and eligible agency who have done similar nature of work as per eligibility criteria and satisfying all the terms and conditions in this tender document.

1. Instructions to Tenderer

1.1 Tenderers are advised to go through the entire documents completely before quoting for the tender.

1.2 Tenders are invited in a two-bid system comprising of Part A- Techno-commercial Bid & Part B - Price Bid

The 'Techno- commercial Bid' will be made and put in the first envelope containing the title '**Techno-Commercial Bid**'. This shall include full information as required in Techno-Commercial Bid Declaration by the Bidder in **Format –Annexure-I**

The 'Price Bid' will be made and put in the second envelope containing the title '**Price Bid**'. It shall include full information as required in price schedule **Format-Annexure II**.

Both the bids shall be put in the third envelope which should be prominently super-scribed as "**Providing Upkeep & Maintenance Service for JVM ,Shyamali, Ranchi-834002**", and shall be submitted on or before 14.02.2025 till 12.30 PM.

The scheduled time for opening of tenders shall be 1.15 PM IST on 14-02-2025

1.3 Tenders received after due date and time mentioned above, as well as those received without separate sealed envelopes as specified above will not be accepted.

1.4 Incomplete tender in any respect or conditional tender will not be accepted.

2. Eligibility Criteria

Part A: Techno- Commercial Bid

2.1 TECHNICAL

Technical Eligibility Criteria for the above work shall be as follows:

The Bidder, as sole bidder, should have at least **five years of experience in house keeping / wash room cleaning / Man power supply for electrical work, mason, horticulture and rigger.**

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Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 834002.

2.2 Documents to be submitted

- Copy of Audited Annual Financial Reports for last 3 (three) consecutive financial years ending 31st March 2024 (Balance Sheet and Profit & Loss Account).
- Chartered Accountant's certificate with UDIN no., in Original, may be submitted to substantiate the above financial eligibility.
- The documents furnished by Bidders for establishing their financial eligibility should clearly indicate the details of the Membership No., Firm No. of the Chartered Accountant.
- Copy of Audited Annual Financial Reports for last 3 (three) consecutive financial years ending 31st March 2024 (Balance Sheet and Profit & Loss Account).
- Chartered Accountant's certificate with UDIN no., in Original, may be submitted to substantiate the above financial eligibility

2.3 Commercial:

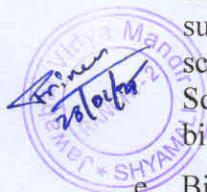
The bidder shall submit self-attested copies of the following:

- Cover letter of Tender detailing list of contents in the bid document being submitted by the Bidder.
- Un-priced Price schedule as per format enclosed with tender document indicating 'quoted' in price column.
- Signed & Stamped copy of terms and conditions of the contract
- Copy of GST Registration Certificate with valid GST registration no. and PAN
- Bidder must be registered in PF and ESIC in local office in Ranchi**, and also to submit proof of remittance proceedings last financial year and **labour license**.

Part B: Price Part

2.4 Price Schedule

- Bidder shall submit their Price bid strictly as per the Price Schedule Format- Annexure II provided along-with this bid document. Price submitted by Bidder in any other format shall render their offer invalid and shall not be considered for evaluation.
- There shall be no change or addition/ deletion except for filling-up of the actual price/ rate in the Price part submitted in Part – B
- Price part shall contain rate and cost against all category of work and total cost indicating incidence of tax (rates), if any, as per enclosed price format without any terms & conditions.
- Any change in Price Schedule format shall be notified through corrigendum/addendum and the same shall be considered for submission of price bid. In case Bidders have already submitted their bid before publishing of corrigendum/addendum related to change in price schedule format, the bidders are requested to re-submit price bid as per the changed Price Schedule format. Failure to re-submit the bid in such case may lead to auto rejection of the bid by the system.
- Bidder must quote against all the category of work in Price Schedule enclosed with this tender. Part quotation (Part Order) is not acceptable for this package.



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Principal
Jawahar Vidya Mandir

- f. In case of Tie among lowest bidders, the L-1 bidder shall be decided through lottery among all the bidders whose quoted price is lowest. Decision of tendering authority shall be final & binding to all parties

IF A FIRM FILING TENDER DOES NOT FULFILS ALL OR ANY OF THE ABOVE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL NOT BE CONSIDERED.

3. Scope and Nature of Work

- i. Presently One (01) Supervisor cum Incharge , Seven (07) skilled and Twenty eight (29) unskilled person were engaged for upkeep & maintenance services for our school.

The nature of job is, inter alia, to carry out day to day cleaning, dusting, sweeping and mopping of entire premises, both covered & uncovered areas, cleaning of toilets, wash basin, floor area and office furniture, cabins, corridors, balcony, vacuuming of sofa sets, carpets & curtains, cleaning of office equipment, collection and disposal of garbage, filling of water in coolers, cleaning window panes, watering of plants, moving/rearrangement of office furniture, files & filing cabinets etc. keeping the buildings including chajjas free from insects/ beehives etc. **The required cleaning accessories such as brooms, mops, buckets, vacuum cleaner, ladders, Phynile, colin, chemicals & detergents etc. will be supplied by the school authority .** Their services will also be utilized for the entire upkeep and cleaning services. The personnel deputed shall have sufficient experience in this field. "Only Female personnel's will be deployed in the Girls/ladies washrooms".

- ii. The Agency shall ensure excellent standard of Upkeep services of aforesaid building and the premises by employing sufficient number of skilled/unskilled contract labourers. The said work shall include Upkeep, externally and internally.
- iii. The agency will be responsible to attend to the complaints / requirements within the purview of the contract and such complaints and requirements will be attended by the agency immediately.
- iv. The employees/ laborers must be courteous, polite and prompt while rendering efficient service in their respective areas. Further, the agency shall personally be responsible for good conduct and satisfactory antecedent of his employees/labourers
- v. It will be Agency's responsibility to ensure that each obligation under this contract is duly performed and observed. The Agency shall also designate one supervisor as required for proper supervision of the services to be rendered by the agency and/or through its employees/labourers.
- vi. The agency shall be solely responsible to his employees/labourers for any injury etc. under Employees Compensation Act or any other law in force applicable at that point of time. The school will not be responsible financially or otherwise for any injury/death caused to any staff of Agency while executing the work under the agreement.
- vii. In case the Agency fails to fulfill his obligations for any day or any number of days, to the satisfaction of the School, for any reasons whatsoever, he shall pay by way of price reduction up to a sum of Rs. 1000/- per day for the entire number of such days and the School shall without prejudice to their other rights and remedies, shall be entitled to deduct, such damages from the money, if any, payable to the agency besides its right to recover otherwise.
- viii. Supervisors/managers of the agency should visit different floors/area from time to time to ensure that each floor/toilets etc. remain clean and ready for use round the clock.



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28/01/2025
Principal
Jawahar Vidya Mandir
Ranchi - 834002

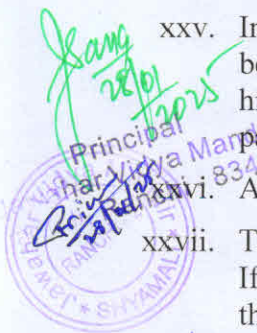
4. GENERAL TERMS & CONDITIONS

- i. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- ii. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and physically sound to perform the duties.
- iii. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority 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.
- iv. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
- v. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location. In case of any loss caused to the School Authority due to non compliance shall be borne by Agency or the same shall be recovered.
- vi. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- vii. **The Service Provider shall maintain personal records in respect of all the workers who are deployed in office of the authority. The personal records shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Mobile number, Bank Account, Aadhar copy, EPF/ESIC Details etc.**
- viii. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
- ix. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
- x. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- xi. **The Service Provider shall provide complete full uniform along with Photo ID Card to its personnel workers deployed at site.**
- xii. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
- xiii. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be

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- lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- xiv. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
- xv. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
- xvi. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 0.5% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
- xvii. There would be not less than minimum wages as specified by Jharkhand Govt. time to time payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- xviii. 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 organisation. Sub-contracting is not allowed under this agreement.
- xix. The Services Provider shall raise the bill along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
- xx. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- xxi. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
- xxii. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 01(one) month prior notice to the Service Provider.
- xxiii. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- xxiv. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- xxv. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- xxvi. All disputes shall be under the jurisdiction of the court situated at Ranchi.
- xxvii. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.



- xxviii. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non- payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- xxix. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis- representation of documents/ information, leads to termination of agreement

5. PAYMENT TERMS & CONDITIONS

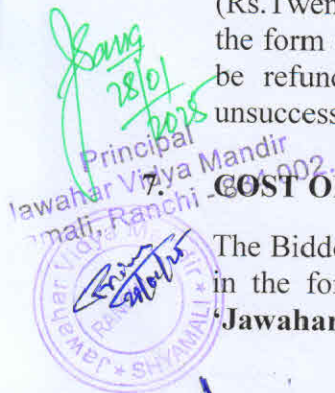
- i. The Agency / Firm shall submit the monthly Tax Invoice Bill within 7th day of the following month for payment in following manners:
- Current monthly wages Sheet of each workers in details in all respect.
 - Current Attendance sheet of each workers daywise with proper signature and timings with duly signed.
 - Copy of current P.F & ESI payment proof ,challan ,contribution sheet of present month
 - Online payment proof of payment to workers of current month.
 - Performance Certificate obtained from the Reporting Officer or his authorized representative and other documents related to statutory dues.
- ii. In case of any complaint of non-fulfillment of any obligation under the contract, the school Authority reserves the right to withhold payments due to the Agency / Firm and out of such amounts or amount of security held, if any or the amounts likely to fall due to the Agency / Firm (but without obligation to do so) to make such payments as it may be considered necessary.
- iii. Submission of Bills in incomplete shape shall not be entertained for pass and payment. The same shall be returned back to the Agency / Firm for necessary compliance after which action to be initiated for releasing the payment in favour of the Agency / Firm
- iv. **The agency has to make payment of wages etc to all workers within first week of each month irrespective of release of payment by school Authority and later on Bill payment shall be released after submission of all required papers.**

6. EARNEST MONEY

All the tenders shall be accompanied by EMD (Earnest money deposit) of Rs. 25,000/- (Rs.Twenty five thousand only) payable to '**Jawahar Vidya Mandir, Shyamali, Ranchi**' in the form of demand draft. Tenders received without EMD are liable to be rejected. EMD shall be refunded to successful bidder after completion of tenure of contract period and to unsuccessful bidder after finalization of work order.

7. COST OF TENDER

The Bidder shall submit a non-refundable cost of the tender- Rs. 2,000/- (Two thousand only) in the form of a Demand draft drawn on any Nationalized/ Schedule Bank **in favour of 'Jawahar Vidya Mandir, Shyamali Ranchi'**.



8. TERMINATION OF CONTRACT

The School management reserves the right to terminate the contract without assigning any reason thereof at any time during the period of contract by giving one (01) month Notice. **Also in case of failure on the part of the Agency / Firm to fulfill the contract obligation, the school management reserves the right to terminate the contract by issuing one month notice.**

9. DISPUTE SETTLEMENT & JURISDICTION

Any dispute or difference arising out of this contract shall be mutually settled, but if any disagreement arises on such settlement, the decision of the School Management or his authorized representative shall be final & binding. Suits, if any arising out of this contract shall be filed by either party in a Court of Law to which jurisdiction of civil court at Ranchi.



Jana 28/01/2025
(SAMARJIT JANA)
PRINCIPAL

Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 834 002.

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Annexure – I

No. JVM/OT-12 /2024-25

Date: 28-01-2025

Techo-Commercial Bid

Sl.No	Eligibility Criteria	Confirmation(Yes / No) Attached supporting documents
01	Certificate of Incorporation of Bidder. The Bidder must be company registered /Partnership or LLP /Registered Trust / Society.	
02	The bidder must have at least five years experience in Up keep Maint. (attach work order)	
03	The Registered office of Agency must be in Ranchi	
04	Must have average annual financial turnover Rs 50 lac during the last three years, Audit Report last three years ending 31 st March 2024. Chartered Accountant's certificate with clearly indicated UDIN no. Membership No. Firm No.	
05	The bidder should have at least work orders collectively having capability of providing and handling at least 30 (in one Financial Year) numbers of skilled / semi skilled / highly skilled manpower including woman deployed in any school/College/Institution for upkeep and Maintenance during last 03 years.	
06	PAN copy	
07	GST registration	
08	EPFO Registration /submit proof of remittance and contribution sheet of last two months.	
09	ESIC Registration / submit proof of remittance and contribution sheet of last two months.	
10	Labour license	
11	Cancelled Cheque /Bank details of Agency in letter head	
12	Name & Address of the Tenderer Organization/ Agency with phone number, e-mail etc.	
13	Agree for Tenure of contract period for two (02) years.	

Signature of Tenderer with Seal
Contd.....

14	Demand Draft of cost of Tender a) Amount : b) D.D No: c) Date : d) Bank :	
15	Demand Draft of EMD a) Amount : b) D.D No: c) Date : d) Bank :	
16	Agree to submit Bank Guarantee of Rs 6,00,000/- (Rs Six lakh) for successful bidder.	
17	The agency has to make payment of wages to all workers within first week of each month irrespective of release of payment by school Authority and later on payment shall be released after submission of required papers. (Self declaration in letter head)	
18	The bidder shall not have been blacklisted by any state /central govt. / PSU / Bank / organisation / school / college for breach of ethical conduct or fraudulent practices as on date of submission of the Tender(Self declaration in letter head)	

N.B :- Intending Agency / Firm are advised to inspect the site and its surroundings and satisfy themselves before submitting their Tenders. So that prior to participate in the Tendering process they can be well conversant with the nature of the work and area of operation and whether or not they are capable to provide the service in discipline and regular manner. If a agency participates in the Tendering process, it will be presumed that the intending Agency / Firm has already visited the site and is well acquainted / conversant of the work and area of operation. No complaints regarding his inconvenience shall be entertained after the work is awarded to Agency / Firm who came out successful in the Tendering process.

This is to certify that I/We before signing this tender have read and fully understood the terms & Conditions.

Signature of Tenderer with Seal

Annexure – II

No. JVM/OT-12 /2024-25

Date: 28-01-2025

HOUSE KEEPING AND UPKEEP ADMINISTRATIVE CHARGES PER MONTH

Price Bid

Sl.	Person	Admin. Charges (including Uniform, ID card etc) Percentage
01	Un Skilled/Semi Skilled /Higly Skilled/Supervisor	

- 1) Payment of workers shall be made as per present wages rate and shall be revised whenever minimum wages are revised by the Jharkhand Govt. PF ,ESIC and Bonus shall be applicable as per rules and regulation of relevant Act.
- 2) **Administrative charges shall be calculated based on wages including PF, ESIC and Bonus. Administrative charges shall not be less than 05% (Five percent). Administrative charges shall be in whole number (does not include fraction or decimals). Bidder quoting administrative charges in fraction (eg. 5.25%, 6.01%) shall not be considered.**
- 3) **Bonus shall be paid separately on half yearly basis on submission of separate bills.**

Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

Signature of Tenderer with Seal

**MONTHLY CHECKLIST FORM-
School Building & its Premises (Section Wise)**

Date:

Month-_____

	Issue	Observation		Remarks
1.	Material received are branded ones and stored properly (stock Register maintain)	Yes	No	
2.	All areas cleaned and no areas left out	Yes	No	
3.	Building readied timely	Yes	No	
4.	Workers are found in uniform	Yes	No	
5.	Dusting of tables, chairs, furniture done	Yes	No	
6.	Glass panes/windows/doors cleaned	Yes	No	
7.	Floors are hygienically cleaned	Yes	No	
8.	Toilets hygienically cleaned	Yes	No	
9.	Replenished naphthaline balls, odonil, soap cakes in toilets	Yes	No	
10.	Garbage/ waste cleared from dust bins	Yes	No	
11.	Garbage/waste collected disposed-off in poly. bags	Yes	No	
12.	Stair case/Veranda cleaned with surf – Monthly	Yes	No	
13.	Tables, chairs etc. moved and swept – weekly	Yes	No	
14.	Toilet paper rolls/liquid soap	Yes	No	
15.	Terrace cleaned – monthly	Yes	No	
16.	Drainage system is functioning	Yes	No	
17.	Brooming Inside the School Premises-daily	Yes	No	
18.	Any other	Yes	No	

Remarks by Section Incharge-_____

Name & Signature of Section Incharge-_____

Overall Housekeeping and Upkeep
Of School Building Section-wise:

Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of JVM Shyamali

CHECKLIST FORM- OPEN AREA (Monthly Basis)

Date:

Month-_____

	Issue	Observation		Remarks
1.	Cleaning of Roads inside the premises and Bus Parking Area	Yes	No	
2.	Sweeping/ cleaning open areas inside the boundary wall	Yes	No	
3.	Garbage collected and properly covered for disposal	Yes	No	
4.	Disposal done properly	Yes	No	
5.	Drainage system functioning properly- No overflows anywhere	Yes	No	
6.	Staff Parking area in front of building cleaned	Yes	No	
7.	Security cabin cleaned	Yes	No	
8.	Papers/polythene bags/waste materials removed	Yes	No	
9.	DG Set area cleaned	Yes	No	
10.	Garages	Yes	No	
11.	Footpath Inside School campus on front side	Yes	No	
12.	Brooming Bus Parking Area and Open Area inside Gate No.-1, 2, & 3.	Yes	No	

Remarks by School Supervisor-_____

Name & Signature of School Supervisor - _____

Overall-Housekeeping and Upkeep of Open Area:

Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of JVM Shyamali