

केन्द्रीय विद्यालय के.रि.पु.बल, दुर्गापुर
दुर्गापुर – 713 214 (पश्चिम बंगाल)
KENDRIYA VIDYALAYA CRPF, DURGAPUR
DURGAPUR – 713 214 (West Bengal)



निविदा दस्तावेज़
TENDER DOCUMENT

सफाई एवं बुहारन सेवा
CLEANING & SWEEPING SERVICES
2020-21

मूल्य: ₹100/-



CBSE Affiliation No. 2400016
School No. 19218

केन्द्रीय विद्यालय के.रि.पु.बल, दुर्गापुर

Kendriya Vidyalaya CRPF, Durgapur

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीनस्थ)

(An Autonomous Body Under MHRD, Govt. of India)

ग्रुप सेंटर, सी.आर.पी.एफ. दुर्गापुर / Group Centre, CRPF Durgapur

दुर्गापुर / DURGAPUR – 713214 (पश्चिम बंगाल / W.B.)

दूरभाष/ Phone: (0343)-2500531 • ई-मेल/ E-Mail : kvdurgapur.crpf@gmail.com

वेबसाइट / Website: <https://crpfdurgapur.kvs.ac.in>



फाईल: F. 25096/2019-20/1249/415

दिनांक: 03.03.2020

निविदा दस्तावेज़ / TENDER DOCUMENT

विषय : "Inviting Bid for engaging Service Provider Firm for providing CLEANING & SWEEPING SERVICES through service contract".

महोदय/महोदया,

The Kendriya Vidyalaya CRPF, Durgapur is a unit of Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya CRPF, Durgapur (W.B.) from the reputed/registered Consultant/Service Provider Firm for providing Cleaning & Sweeping Services through service contract initially for a period of **01 (one) year** which may be extended by another one year, as indicated below:-

A. **Area of the Building** Entire campus of the Vidyalaya (in two places) having approximately 50 rooms, 06 laboratories and 14 toilets, corridors, open areas as well as enclosed surrounding areas. Parties are advised to see the location.

Address/Location of the Building

**Kendriya Vidyalaya CRPF, Durgapur
Group Centre, CRPF, Durgapur – 713 214**

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	Responsibility
1.	Unskilled (Male)	Primary standard	03 (Three)	To clean the rooms, toilets, lab., corridors, open areas, and other areas in the Vidyalaya wherever required.
2.	Unskilled (Female)	Primary standard	01 (One)	

Total 04 (four) personnels.

- C. Material for cleanliness to be used will be provided by the school.
- D. Work will have to be got done in the following way:-
- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Kendriya Vidyalaya, CRPF Durgapur.
 - ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the Vidyalaya and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the Class-rooms/Departments free from mosquitoes, flies, termite/pests/rats etc.
 - iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, after recess and again after closure of the Vidyalaya.
 - iv) Cleaning of Computer Rooms/Vinyl Floors of the Staff Room, Library, and officers' room with vacuum cleaner to be provided by the Contractor.
 - v) Sweeping and cleaning of open areas, roads, passage, lawns, etc. within the boundary of the Vidyalaya wall surroundings to this building.
 - vi) Regular dusting/cleaning of Classroom & office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the office i.e. 7.30 A.M.
 - vii) Provisions of soap and liquid soap of good quality 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 washbasin in the building.
 - viii) Cleaning items/materials will be provided by the Vidyalaya.
 - ix) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
 - x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) 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.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks.
- vi) Polishing of Class Name plates (on each floor) and cleaning of all other name plates/ Boards.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached **(Financial Bid)**.
- (b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (c) The Bidder shall deposit ₹15,000/- (Rupees Fifteen Thousand only) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **Kendriya Vidyalaya CRPF Durgapur VVN Account** payable at **Durgapur** as **Earnest Money Deposit** along with the Bid. Cheque will not be accepted. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (d) The selected firm has to furnish performance security in the form of Bank Guarantee or DD / Pay Order drawn **in favour of Kendriya Vidyalaya CRPF Durgapur VVN Account** payable at **Durgapur** for an amount equivalent to **10% of the total annual bid amount** (rounded to nearest multiple of 100), valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (e) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya CRPF, Durgapur premises in the presence of representative of the Kendriya Vidyalaya CRPF, Durgapur or the amount may be directly credited to the employees Bank Account through NEFT.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya CRPF, Durgapur office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with **proof of disbursement in duplicate** after making the payment to the employees provided to the Kendriya Vidyalaya CRPF, Durgapur office/premises supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing details for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

- (d) Income Tax and such other Taxes applicable from time to time will be deducted from the bill. Necessary Income Tax deduction certificate will be issued by the DDO detailing the amount so deducted as tax deducted at source at the time of payment of each bill.
- (e) The Contracting Agency will provide **Identity Card** to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (f) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (g) The normal office hours of Kendriya Vidyalaya CRPF, Durgapur is from 7.30 am to 3.00 pm, six days from Monday to Saturday. However, Kendriya Vidyalaya CRPF, Durgapur also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration -A₁

Where A₁ = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya CRPF, Durgapur. Therefore, minimum five-six bio-data shall be made available. The candidates may be invited for personal discussion also. No Conveyance or any other charges will be paid by Kendriya Vidyalaya CRPF, Durgapur. 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 Kendriya Vidyalaya CRPF, Durgapur shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya CRPF, Durgapur at his/her own expense on ₹100/- Non-Judicial stamp paper as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement. An Integrity Pact is also required to be signed.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya CRPF, Durgapur reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained/professional Cleaning & Sweeping personnel, who are below the age of 50 years as well as physically fit and mentally alert.

The Contracting Agency will also ensure that the Cleaning & Sweeping personnel are free from any infectious disease before deployment for work.

- (m) The Contracting Agency shall provide to their Cleaning & Sweeping personnel with impressive summer uniform as well as winter uniform with insignia.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached with the Technical Bid:-
- (a) DD towards EMD (₹15000/-) & Tender document fee (₹100/-) (if downloaded from website). In case of online payment, bank receipt (s) to be attached. Cheque will not be accepted.
 - (b) Self-attested copy of registration of company/partnership firm/proprietary with appropriate authority.
 - (c) Self-attested copy of PAN card.
 - (d) Self-attested copy of GST Registration certificate issued by competent authority.
 - (e) Self-attested copy of EPF Registration with competent authority.
 - (f) Self-attested copy of ESI Registration with competent authority.
 - (g) Self-attested copies of at least two years' experience of similar work undertaken in KVS, PSU or Government Departments.
 - (h) Duly filled and signed Pre-receipt for refund of EMD.
- (ii) Financial Bid to be enclosed in separate envelope.
- (iii) Remuneration of staff, quoted below minimum wages fixed by the Govt. of India /Govt. of W.B. (whichever is comparatively higher) shall render the Bid disqualified for evaluation.
The proof of minimum wages should also be enclosed.
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. INSURANCE

Without limiting any of the other obligations or liabilities the contractor/agency shall at his own expense takes and keep comprehensive insurance for men and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and undertake to indemnify and keep indemnified the Kendriya Vidyalaya CRPF Durgapur for and against all manner of claims and demands and losses and damages and cost (including between attorney and client) charges and expenses that may arise in regard the same or that the Kendriya Vidyalaya CRPF Durgapur may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and/or attested copies as required by Kendriya Vidyalaya CRPF, Durgapur of the policies of insurance taken within 15 (fifteen) days of being called upon to do so together with all premium receipts and other papers related thereto which the Kendriya Vidyalaya CRPF may require.

9. Award of Contract:

- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.

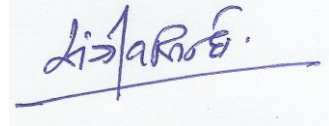
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (e) The decision of Chairman, Vidyalaya Management Committee, Kendriya Vidyalaya CRPF, Durgapur will be final and binding on all issues related to the award of contract.

10. Last date and time of receipt of Bids

The last date of submission of the Sealed Bids is on or before **24.03.2020 (up to 01.00 PM)** superscripting the envelopes as "**Technical Bid for providing Cleaning & Sweeping Services in Kendriya Vidyalaya CRPF, Durgapur**" and "**Financial Bid for providing Cleaning & Sweeping Services in Kendriya Vidyalaya CRPF, Durgapur**".

The tenders will be opened on **25.03.2020 at 11.00 AM** in the office of The Principal, Kendriya Vidyalaya, CRPF, Durgapur in the presence of bidders (if any). If the last date happens to be declared Holiday, then the tenders will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya CRPF, Durgapur.



(संजीव सिन्हा)
प्राचार्य

कृते केन्द्रीय विद्यालय, के.रि.पु.बल, दुर्गापुर

TECHNICAL BID (Proforma for bidder's details)

Tender No. F. 25096/2019-20/1249/415 dated: 03.03.2020

Bidder's details

Inviting Bid for engaging Service Provider Firm for providing CLEANING & SWEEPING SERVICES through service contract to Kendriya Vidyalaya CRPF Durgapur.

1.	Name of Tendering Company/Firm/Agency (Attach self-attested copy of certificate of registration)	
2	Name of proprietor/partner/Director of Company/Firm/Agency	
3	Name of other partners & Directors of the Company/Firm/Agency	
4	Full Address of Registered Office	
	Telephone No.	
	FAX No.	
	E-Mail Address	
5	Full Address of Operating / Branch Office	
	Telephone No.	
	FAX No.	
	E-Mail Address	
6	PAN No. (Attach self-attested copy)	
7	GST Registration No. (Attach self-attested copy)	
8	EPF Registration No. (Attach self-attested copy)	
9	ESI Registration No. (Attach self-attested copy)	
10	Whether EMD submitted ? (Yes/No) (Attach proof)	

11. Financial turnover of the tendering company/Firm/Agency for the last 2 financial years:

(Attach separate sheet if space provided is insufficient)

Sl. No.	Financial Year	Amount of (₹)	Remarks, if any

12. Give details of the major similar contracts during the last two years in providing manpower to KVS or Public Sector Undertaking or Government Departments in the following format. (Self-attested copies of experience certificate also be attached)

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (₹)	Experience Certificate for the period	
			From	To

(Attach separate sheet if space provided is insufficient)

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

Signature of authorized person

Date:

Name:

Place:

Seal:

PRE-RECEIPT FOR REFUND OF EMD

Tender No. **F. 25096/2019-20/1249/415** dated: **03.03.2020**

Received with thanks from Kendriya Vidyalaya, CRPF, Durgapur (W.B.), a sum of ₹/-

(Rupees only), towards refund of

Earnest Money Deposit paid in respect of Tender No. **F. 25096/2019-20/1249/415** dated: **03.03.2020**.

Signature of the Bidder with Date & Seal
(On one rupee revenue stamp)

Date:

Place:

Name & Address:

(Note: EMD will be refunded to unsuccessful Bidder only after finalization/completion of the tender)

FINANCIAL BID

Tender No. F. 25096/2019-20/1249/415 dated: 03.03.2020

Format for quoting rates for providing Cleaning & Sweeping services at Kendriya Vidyalaya CRPF, Durgapur.

(All figures in ₹)

Sl. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service Charges/ Profit/etc (if any) Pl. mention	Monthly Unit Rate (Col.4+7)	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9

Total Monthly Cost (in words):

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. The rates quoted are inclusive of all statutory charges, taxation and liabilities in force at the time of submission of bid (except GST which shall be paid as applicable from time to time).
3. Rates should be quoted for all the heads.
4. No overwriting on financial bid is accepted, in case of any ambiguity, the amount given in words will be considered as final for evaluation.

I/We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of ₹_____ (Rupees _____) is furnished herewith vide Bank Guarantee/Pay Order/Demand Draft No. _____ dated _____ drawn on _____

DATE

SIGNATURE

SEAL

CHECK LIST OF DOCUMENTS

Sl. No.	Particulars
1	Envelope-1 : (a to i) : Duly filled and signed Proforma for bidder's details (Technical Bid).
(a)	EMD (₹15000/-) & Tender document fee (₹100/-) (if downloaded from website). In case of online payment, bank receipt (s) to be attached.
(b)	Self-attested copy of registration of company/partnership firm/proprietary with appropriate authority.
(c)	Self-attested copy of PAN card.
(d)	Self-attested copy of GST Registration certificate issued by competent authority.
(e)	Self-attested copy of EPF Registration with competent authority.
(f)	Self-attested copy of ESI Registration with competent authority.
(g)	Self-attested copies of at least two years' experience of similar work undertaken in KVS, PSU or Government Departments.
(h)	Duly filled and signed Pre-receipt for refund of EMD.
(i)	Tender document and its enclosures duly signed & stamped by bidder on each page as a token of their acceptance.
2	Envelope-2 : Financial Bid

DATE

SIGNATURE

SEAL

MODEL AGREEMENT FOR SERVICE CONTRACT

1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] Two Thousand [YEAR] between the Kendriya Vidyalaya CRPF, Durgapur, a constituent unit of Kendriya Vidyalaya Sangathan, New Delhi registered under the Societies Registration Act (XXI of 1860) through located at Group Centre, CRPF, Durgapur – 713 214 (W.B.) (herein after called which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [NAME OF THE CONTRACTING AGENCY] a [COMPANY/FIRM] registered office at [ADDRESS] (hereinafter called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

1 * In the format two types of brackets have been used. These are;

- (i) Square Bracket [] : these brackets indicate the following;
- (a) [xxxxxxx] : replace the instruction by filling in relevant text;
- (b) [xx/yy/zz] : among the options choose the applicable one (s) and delete the rest;
- (c) [clause/phrase/sentence] : optional, choose whichever applicable to the specific requirement.

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- (ii) Ordinary Brackets () : these brackets are a part of the text and are to be retained.

DEFINITIONS

The agreement is general in nature wherein the particular office has been generally referred to as "INDENTING OFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired the word "INDENTING OFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by a suitable abbreviated name/acronym.

1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business / objective /activity of the CONTRACTING AGENCY] and is desirous of providing service to the [on/in/for] [name the area of service contract].

1.2.2 WEHREAS at its [NAME OF THE OFFICE] (hereinafter called the INDENTING OFFICE) is seeking service on contract for [name of the area of service contract] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants here in after contained, the parties hereto agree as follows:

1.3 SCOPE OF THE AGREEMENT

1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the CONTRACITNG AGENCY and INDENTING OFFICE /pertaining to the WORK.

1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to the work to be carried out by the CONTRACTING AGENCY the shall pay to CONTRACTING AGENCY as follows after deducing Income Tax at source on the total amount:

- (i) Rs. ** per man month / man day / man hour on [DATE] of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the CONTRACTING AGENCY. **Rs. _____ For service contract on _____

1.5 MODALITIES OF CONTRACT

1.5.1 This contract is of the nature of service contract for a specified period and not labour contract.

- 1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 1 to the Agreement.
- 1.5.3 There will be a Screening Committee for evaluation of progress of the WORK. This Committee shall be set up by the INDENTING OFFICE. It will [fix/identify] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any state the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.
- 1.5.4 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTING OFFICE shall be as per para 2 of tender document.

1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

- 1.6.1 CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 1 to the Agreement by providing manpower in the premises of the INDENTING OFFICE.
- 1.6.2 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.
- 1.6.3 CONTRACTING AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwise on valid reasons.
- 1.6.4 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.5 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them. Workers provided by

CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.

- 1.6.6 CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].
- 1.6.7 Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of INDENTING OFFICE shall be final in this regard.

1.7 RESPONSIBILITIES OF THE INDENDING OFFICE

- 1.7.1 INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers provided by the CONTRACTING AGENCY for fulfillment of the work.
- 1.7.2 INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.
- 1.7.3 INDENTING OFFICE will maintain a separate record of attendance of no. of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on prorata basis after deducting the days of absence without suitable replacement or poor performance.

1.8 COMPLETION

- 1.8.1 The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by the Screening Committee set up vide provision 1.5.3.

1.9 CONFIDENTIALITY

- 1.9.1 during the tenure of the Agreement and [.....years | thereafter the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged / generated pertaining to work under this Agreement for any purposes other than in accordance with the Agreement.

2.1 FORCE MAJERE

2.1.1 Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood, earthquake, strike, lockouts, epidemics, riots, civil commotion, etc, provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action

2.2 EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT

2.2.1 The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a period of [months] from the said date.

2.2.2 The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

2.2.3 During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a [months] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

2.2.4 In this event of termination of the Agreement vide provision 2.2.3 the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE

2.2.5 In the event of termination of agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

2.3 NOTICES

2.3.1 All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the CONTRACTING AGENCY at its last known address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as

duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at [CRPF, Durgapur / name of the city],

2.4 AMMENDMENTS OF THE AGREEMET

2.4.1 No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The **modifications / changes shall be effective from the** date on which they are made/ executed, unless otherwise agreed to.

2.5 ASSIGNMENT OF THE AGREEMENT

2.5.1 The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the The decision of the shall be final and binding on both the parties

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this Agreement on the day, month and year mentioned hereinbefore.

Parties
For and on behalf of KVS INDENTING OFFICE

Parties
For and on behalf of Contracting Agency

Signature

Signature.....

Name

Name.....

Designation

Designation.....

Seal

Seal.....

Witness (Name and Address)

Witness (Name and Address)

- 1.
- 2.

- 1.
- 2.