

The contractor must visit the Vidyalaya twice in a week to coordinate with his staff in order to produce better work from them for the Vidyalaya.

C. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of Remuneration, EPF, ESI & other statutory costs and Service Charges per month in the format of quotation only attached (Annexure-A).
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) 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.

In case of change in rate due to statutory. Provisions, only such change will be accepted and not any additional liability i.e. %age of Profit / service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (f) 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 RTGS.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to this 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 triplicate after making the payment to the employees provided to the office/premises supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing RTGS 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) 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.

- (e) The Contracting Agency shall comply with all statutory Obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.

- (f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority, failing which the bid will be treated as disqualified/nonresponsive.

The normal office hours of KV, AFS, Bagdogra is from 8.00 am to 3.00 pm. However, the Contracting Agency will provide the security services round the clock on all the days in a month according to the duty timing shown at pre-pages/above. KVS 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. In case of absence on any working day, the monthly