

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-05-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-05-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence
संगठन का नाम/Organisation Name	Sainik School Sangathan
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; High School; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; ITI; Others
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)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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

बिड विवरण/Bid Details	
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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
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 बिड मूल्य / Estimated Bid Value	6303810.56
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
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(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

**लाभार्थी /Beneficiary :**

Principal

Sainik School Jhansi, Village - Shankargarh Post - Bhagwantpura Jhansi  
(Capt Brijesh Kumar Yadav, Indian Navy)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE 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 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 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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

**Scope of work & Job description:**[1775794058.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:**[1775794242.pdf](#)

#### Manpower Outsourcing Services - Minimum Wage - Unskilled; High School; Admin ( 27 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Unskilled
Educational Qualification	High School
Type of Function	Admin
List of Profiles	General Employee
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA

विवरण/ Specification	मूल्य/ Values
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Designation	General Employee

**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

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
1	*****	*****Jhansi	27	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 422.85</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 13.74</li> <li>• Provident Fund (INR per day) : 54.97</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Admin ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	General Employee Ayah Female
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	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Designation	General Employee Ayah Female

**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

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
1	*****	*****Jhansi	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 465.13</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 15.12</li> <li>• Provident Fund (INR per day) : 60.47</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Admin ( 4 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	Ward boy
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	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Designation	Ward boy

**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 विशिष्ट 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

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
1	*****	*****Jhansi	4	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 465.13</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 15.12</li> <li>• Provident Fund (INR per day) : 60.47</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Electrician
Specialization	as per T&C
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	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Designation	

**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

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
1	*****	*****Jhansi	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 521.03</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 16.93</li> <li>• Provident Fund (INR per day) : 67.73</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

### 1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides

PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Principal Sainik School Jhansi

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

## **BASIC ELIGIBILITY CRITERIA FOR OUTSOURCING OF MANPOWER SERVICES**

The following documents should mandatory be enclosed along with the bid for verification. Non availability of following documents during technical evaluation will lead to disqualification of the vendor in the technical evaluation.

- 1. Minimum three-year** experience of running services at any of the **Sainik/Military School/any other similar boarding institution**. SO/PO copies/copy of contract agreement to be submitted along with technical bid.
- 2.** EPF registration certificate and challan pertaining to the month prior to the date of uploading the bid.
- 3.** ESIC Registration certificate and challan pertaining to the month prior to the date of uploading the bid.
- 4.** PAN card of company /proprietor in the case proprietorship.
- 5.** GST registration certificate and challan for the last month.
- 6.** Turnover certificate issued by CA for the last three financial years. CA UDIN Number must mentioned in Turnover Certificate)
- 7.** Solvency certificate from the banker of the Bidder for 30% of the estimated bid value of ₹**6303811/-** . The solvency certificate shall not be older than Six Months from the date of bid.
- 8. Labour License** of the firm (Registration with Labour Commissioner Certificate).
- 9.** An **undertaking** signed by the authorized signatory of the firm stating that he will pay to the manpower detailed at Sainik School Jhansi as per the minimum wages rates prescribed by the Govt and amended from time to time in terms of Minimum Wages Act 1948
- 10.** An **undertaking** signed by the authorized signatory of the firm stating that all the terms and conditions given in the bid and other documents as part of bid for providing Manpower Services at Sainik School Jhansi (Uttar Pradesh) are acceptable.
- 11.** All the supporting documents are to be submitted along with the technical bid by the bidder. All these documents should be **self-attested** by the authorized signatory of the firm.
- 12.** A **declaration** to the effect that the bidder has not been banned from dealing/blacklisting

ted by any of the Organization at any point of time and no criminal/civil case is pending against the said bidder.

**13. All uploaded documents should be legible and clearly filled.**

**14.** Appendix A, B, C, D must be submitted by the bidder with the bid.

**4. Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

**TERMS & CONDITIONS**

**1. Requirements:**

- |     |                                |   |           |
|-----|--------------------------------|---|-----------|
| 1.1 | Ward boy                       | - | 04 Number |
| 1.2 | General Employee (GE) / MTS    | - | 32 Number |
| 1.3 | General Employee Ayah (Female) | - | 01 Number |
| 1.4 | Electrician                    | - | 01 Number |

**2. Ward boy Duties -** Duties of Ward Boys to be deployed by Vendor. The Vendor has to ensure that 04 (Four) Ward Boys appointed by him/ her perform the following primary duties to the complete satisfaction of the School Administration:-

- 2.1 Ward Boys will assist the Housemasters in performance of their duties.
- 2.2 Ward Boys will ensure that cadets are awake at the time of Reveille as per School Routine.
- 2.3 Each Ward Boy will be assigned administrative responsibilities of hostels and the same shall be notified through School Weekly Routine Order.
- 2.4 Ward Boys will ensure that Cadets are properly turned out for all the School Activities as per School Routine.
- 2.5 Ward Boys will be present at all the places where Cadets' activities are going on as per the School Routine including Morning PT, Meals, Games parade, Shramdan, at their respective assigned Houses to supervise all the repair, maintenance, housekeeping related activities (when Cadets have gone to Academic Block), playgrounds, Barber Shop, MI Room etc.
- 2.6 Ward Boys will ensure all the plumbing/ masonry/ carpentry/ electrical/ welding complaints pertaining to repair/ maintenance etc regarding their respective Hostels are registered in the complaint registers kept at Administrative Block.
- 2.7 Ward Boys will report to the Administrative Officer daily at 1000 hr positively and will update him wrt administrative status of their hostels.
- 2.8 Ward Boys will work in close coordination with the Housemaster /Hostel Superintendent and adhere to all the orders/ instructions/ directives issued by the School Administration.
- 2.9 Ward Boys will ensure that all the belongings of Cadets are kept inside their

cupboards properly locked when they leave their hostels.

2.10 Ward Boys will report immediately to the School Administration about all the cases of indiscipline by cadets including Barrack damages, ragging, manhandling, cooking, possession of electrical devices such as smartphones/ cellphones/ earphones/ headphones/ power banks/ chargers etc.

2.11 Ward Boys will acquaint themselves about all the School administration's procedures, orders, instructions & directives pertaining to cadets.

2.12 Ward Boys will conduct themselves exactly in accordance with conduct rules specified vide Sainik Schools Society Rules & Regulations 1997 and as amended from time to time.

2.13 Ward Boys will ensure safe custody of all the School property and House inventory held on their charge by virtue of their appointment.

2.14 Ward Boys will facilitate issue and correct accounting of items to cadets from School's stores as and when require

**3. GE/ MTS (Multi-Tasking Staff)** Duties of General employee to be deployed by Vendor. The Vendor has to ensure that 32 (Thirty Two) GE appointed by him/ her perform the following primary duties to the complete satisfaction of the School Administration:-

3.1 General employee will be responsible for cleaning, wiping, brooming, mopping of areas anywhere in the school premises including roads, toilets, lawns, fields, indoors and outdoors etc., loading / unloading, office runner, Gardening, assistant services, housekeeping, waiter services, maintenance of stable and all other tasks which are associated with a residential school and offices. MTS will be allotted tasks as per day to day requirements of the school and each MTS will be required to perform 08 Hours duty as per allotted tasks. The timing of the work hours may vary as per requirement of the school. No TA/ DA and food will be provided by the school for MTS.

**4. General Employee (Female) (Aayah)**

The Vendor has to ensure that General Employees (Female) (Aayah) appointed by him/ her perform the following primary duties to the complete satisfaction of the School Administration:-

4.1 They will assist the Housemaster/ Matron of Girls Hostel in performance of their duties.

4.2 They will carry out all types of cleanliness work, garden maintenance, area maintenance etc of Girls Hostel and its surroundings.

4.3 They will be assigned tasks pertaining to Girls Cadets only and all these tasks are to be completed as per School's orders.

4.4 They will ensure that School Uniform, Sports Rig and other clothing items of Girl Cadets are properly washed, ironed for their perfect turn out during all the School Activities as per School Routine.

4.5 They will be present in Girls Hostel and maintain proper upkeep of the Girls Hostel. They will also accompany Girl Cadets for School activities as per their routine in or outside t

the School Campus, MI Room, Cadets' Mess, playgrounds etc. along with Matron

4.6 They will report to the Housemaster and Matron daily positively and will update about their works pertaining to Girl Cadets.

4.7 They will work in close coordination with the Housemaster/Hostel Superintendent and adhere to all the orders/ instructions/ directives issued by them/School administration.

4.8 They will ensure that all the belongings of Cadets are kept inside their cupboards properly locked when they leave their hostels. They will also ensure safe custody of all the belongings of Girl Cadets.

4.9 They will report immediately to the Housemaster/Hostel Superintendent if any case of indiscipline by girl cadets comes into their notice including Barrack damages, ragging, manhandling, cooking, possession of electrical devices such as smartphones/ cellphones/ earphones/ headphones/ powerbanks/ chargers etc.

4.10 They will acquaint themselves about all the School administration's procedures, orders, instructions & directives pertaining to girl cadets.

4.11 They will conduct themselves exactly in accordance with conduct rules specified vide Sainik Schools Society Rules & Regulations 1997 and as amended from time to time.

4.12 They will ensure safe custody of all the School property and House inventory held on their charge by virtue of their appointment.

4.13 They will ensure Girls Hostels are always neat & clean and as per the standards set by the School administration.

4.14 They will ensure that Girl Cadets are awake at the time of reveille and are ready in-time for all the activities as per School routine.

## **5. Electrician :**

5.1 Operation and maintenance of **internal & external electrical installations**

5.2 Maintenance of **classrooms, hostels, staff quarters, offices, labs, mess, and hospital**

5.3 Repair of switches, sockets, fans, lights, tube lights, LED fittings, etc.

5.4 Monitoring and maintenance of **main LT panels, sub-panels, DBs, MCBs.**

5.5 Ensuring uninterrupted power supply across the campus.

5.6 Attending **power failure and emergency electrical faults.**

5.7 Operation and routine maintenance of **DG sets.**

5.8 Handling **change-over switches / AMF panels.**

5.9 Basic checks of UPS, inverters, and battery systems.

5.10 Ensuring **electrical safety** in all installations.

5.11 Earthing checks and maintenance.

5.12 Safe handling of electrical tools and equipment.

5.13 Reporting unsafe electrical conditions immediately.

- 5.14 Installation of new electrical points, fixtures and appliances.
- 5.15 Wiring works for classrooms, hostels, and offices.
- 5.16 Assisting in electrical works during events, exams, parades, and function.
- 5.17 Working during **school hours**
- 5.18 Availability during **emergencies, night faults, and holidays**, if required
- 5.19 On-call support as per school requirement

**6. Qualification:**

- 6.1 Ward boy (Semiskilled) - Essential - Intermediate**
- 6.2 GE/MTS (Unskilled) - Essential - Matriculation.**
- 6.3 GE (Ayah-Female) (Semiskilled) - Essential - Intermediate**
- 6.4 Electrician - Essential - Matriculation  
ITI Certificate in Electrician tra  
Experience 01 years of electrical  
maintenance, wiring,safety pract  
ices, etc.**

**7. Nationality :** Foreign Nationals will not be employed for this contract.

**8. Period of contract:** The period of contract will be for one year.

**9. POCSO:** The contractor will furnish a certificate that all employees have been made aware of various provisions related to POCSO Act and they will not venture in the areas other than stipulated area required (as per directions of the school) as part of their duty.

**10. Compensation for Any Injury / Death:** The school administration will not be responsible for any type of compensation to the employees of the contractor, due to injury / loss of life caused by any accident / untoward incident that might have happened due to any reasons.

**11. Anti Covid Precautionary Measures:** The manpower is essentially required to be vaccinated with 02 doses of Covid 19 Vaccination and should have a valid certificate for the same.

**12. Aadhar & Identification:** Contractor to ensure that all manpower employed is in possession of valid Aadhar ID & I Card issued by Successful bidder.

**13. Quality of Manpower:**

13.1 The vendor will ensure that **all personnel employed by him are medically fit, free from all communicable diseases, fully vaccinated against COVID-19.**

13.2 Manpower suffering from any infections contagious diseases will not be employed in the school.

13.3 Not to deploy individuals who are involved in criminal and antisocial activities and have a police record to the effect in any police station of the country. The workers antecedents must be verified by the police and the contractor shall be responsible for their acts in the premises. **Police verification should not be more than six months old at the time of commencement of individuals' services at the school.**

**14. The manpower employed by the contractor will not have any claim over job permanency in Sainik School Jhansi**

**15.** No frequent changes of Wardboy/GE/MTS/Ayah/Electrician will be permitted. Manpower may be changed after performing minimum three months duration at the school and also transition of personnel to take place after due training and making new individual understand the school's work requirement.

**16.** If a female worker is employed by the contractor as per requirements of the school, contractor solely will be responsible for providing her working environment and abide by the Honorable Supreme Court of India Judgment order pronounced in the matter of Vishakha Vs UOI & others

**17.** The contractor and his employees will strictly comply with security instructions issued by the School Authority of Sainik School Jhansi. In case of any dispute between the contractor and the officer operative of the contract, the matter will be referred to a mutually agreed Sole Arbitrator at Jhansi jurisdiction only. The decision of the Arbitrator will be final and binding on both parties.

**18.** The contractor will provide approved uniform including head gear, gloves, masks and safety appliances/ equipment including protective clothing to his workers as per the nature of tasks. Any malpractice observed may lead to cancellation of the contract and forfeiture of the bid security and / or the PBG.

**19.** Sainik School Jhansi authority shall have a right to ask for the replacement of any worker who is not found suitable for the work or whose work output is not found satisfactory or who is adjudged as an undesirable worker.

**20.** The bidder will solely be responsible for any legal dispute with his workers deployed in Sainik School Jhansi and School authority will in no way be responsible for any such dispute and the service provider will indemnify the School authority against any such legal costs/ disputes.

**21.** The contract will be restricted to 26 days per calendar month. Daily employment will be for eight (08) hours including one hour lunch break. Weekly rest for one day will be ensured by the bidder. Daily working hours will be intimated by the school & changes in the schedule of timings of daily working hours (restricted to eight hours per working day), if any will be intimated to the contractor by the Adm Officer, Sainik School Jhansi on a case to case basis.

**22.** The contract can be extended up to **a maximum of 12 (Twelve)** months if required, subject to satisfactory services, availability of funds, mutual agreement of the Buyer and Seller on the same terms and conditions.

**23.** All the personnel employed by the contractor shall be governed by Govt. of India Minimum Wages Act/Govt. of Uttar Pradesh Minimum Wages Act whichever is beneficial to

he employee, EPF and ESI and all statutory recovery & remittance shall be taken care by the contractor.

**24.** The contractor will ensure supervision of the unskilled worker services in all respects. The contractor shall abide by the following provisions:-

24.1 Minimum Wages Act 1948 (as amended).

24.2 The contract Labour (Regulation and Abolition) Act 1970.

24.3 Central Govt Contract Labour (Regulation And Abolition) Act.

24.4 Child Labour (Provision and Regulation) Act 1986.

24.5 Employees Provident Fund and Miscellaneous provision Act 1952.

24.6 Any other Act/ Rules/Policies promulgated by the Govt of India and State Govt or in relation to employment of contractual labour.

**25.** The contractor shall be solely responsible for the payment of minimum wages and other admissible allowances and contributions in respect of the workers, as engaged by him. Such wages would have to be disbursed through bank accounts to the workers. Particulars of such payments shall be produced on demand as necessitated/ required by the Administrative Officer, Sainik School Jhansi.

**26.** In case any complaint is received against the services being provided by the successful bidder from the users, the following action will be initiated:-

**First Complaint** - Written Warning.

**Second & Third Complaint** - Show Cause Notice.

**Fourth** - Issue of Show Cause Notice for termination of Contract and PBG of the contract will be forfeited.

**27.** In case the contractor provides less than 33 Numbers of Manpower on any day, in addition to the deduction of amount equivalent to deficiency in the services (manpower) provided, Rs. 200/- per absence of per worker per day will be deducted as liquidation damages.

**28.** The following certificates will be uploaded by the bidder during submission of their bid on GeM:-

28.1 Terms & Conditions Acceptance Letter as per **Appendix A**

28.2 Certificate clauses by clause compliance of specific conditions **Appendix B**

28.3 Contractor will be liable to follow all Laws and instructions, Directives of Central Govt / State Govt and will be responsible for all claims under the ambit of the above Laws. Contractor will ensure that all amounts as payable to the manpower employed and all contribution from the notified employer as per rates in the rules / laws are paid to such employed manpower. School in no way will be responsible for such salary / payments / contribution. **Indemnity Certificate to this effect is to be submitted**

**ed by the bidder with the bid (as per format attached at Appendix C).**

28.4 The bidder will indemnify the customer against all claims for compensation by or on behalf of any workmen employed by him in connection with this agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923). Certificate in the below format to be uploaded with bid documents. **Certificate to this effect is to be submitted by the bidder with the bid (as per format attached at Appendix D).**

**Note:**

**All certificates and undertakings will be prepared by the participating firm on letter head of the firm.**

**The successful bidder will have to submit all required certificates on Non Judicial Stamp Paper within 10 days of awarding of contract.**

**Appendix A**

**TERMS & CONDITIONS ACCEPTANCE LETTER**

To

Principal, Sainik School Jhansi

Vill- Shankargarh Post - Bhagwantpura,

Distt Jhansi

UP-284127

Dear Sir,

1. I/we hereby certify that I/we have read entire terms and conditions of the bid for outsourcing of manpower and I shall abide by all the terms/conditions/clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.

3. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/corrigendum(s) in its totality/entirely.

4. The documents uploaded on the GeM portal as a part of technical bid are genuine and true copy.

5. In case any provision of the bid are found violated, your departmental/organization shall be at liberty to reject this bid including the forfeiture of the full said EMD absolutely and we shall not have any claim/right against department in satisfaction of the condition.

Yours faithfully

Date:  
cial Stamp of the firm

Signature of the Bidder with official Stamp of the firm

**Note. The certificate/letter will be signed by the owner of the Firm or any person authorized to do so on his behalf.**

**Note. The successful bidder will also submit both certificates / letter on Non Judicial Stamp Paper before commencement of the contract.**

## **Appendix B**

### **CERTIFICATE CLAUSES BY CLAUSE COMPLIANCE OF SPECIFIC CONDITIONS**

1. \_\_\_\_\_ certify that I shall comply clause by clause mentioned in the bid documents.
2. The information/documents furnished along with the above bid documents are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the facts that furnishing of any false information/documents could lead to rejection of my tender at any stage besides any liabilities towards prosecution under the appropriate laws.
3. I hereby further declare that all Terms and Conditions are substantially response.

Yours faithfully,

Date:  
cial Stamp of the firm

Signature of the Bidder with official Stamp of the firm

**Note. The certificate will be signed by the owner of the Firm or any person authorized to do so on his behalf.**

**Note:** The successful bidder will also submit both certificates on Non Judicial Stamp Paper before commencement of the contract.

### **Appendix C**

#### **CERTIFICATE OF PAYMENT TO THE WORKMEN DEPLOYED**

#### **UNDER THE PROPOSED CONTRACT**

Any amount payable towards workmen deployed under the proposed contract or payable to any organization in respect of the said workmen in terms of any applicable Labour Laws will be paid to such workmen/ organization. The bid has been prepared taking into account all such payments.

Because of any deficiency on my/our part, if any liability arises on the Principal, Sainik School Jhansi expense, that will be indemnified by me/us as and when it arise.

Yours Faithfully,

Date:  
cial Stamp

Signature of the Bidder with Official Stamp

**Note.** The certificate will be signed by the owner of the Firm or any person authorized to do so on his behalf.

**Note:** The successful bidder will also submit both certificates on Non Judicial Stamp Paper before commencement of the contract.

### **Appendix D**

#### **INDEMNITY CERTIFICATE**

I/ We \_\_\_\_\_ (Name of Firm), referred as vendor having office at \_\_\_\_\_ (Place) do hereby agrees to indemnify and keep indemnified Sainik School Jhansi against all damages, penalties and labour related liabilities.

I / We as vendor shall take, as may deemed necessary actions for any gaps in labour related compliance and that too free of cost, within a reasonable time specified by

the Sainik School Jhansi or shall reimburse the actual cost including penalties and damages incurred to the extent as per work order.

I / We as vendor indemnify that I will be solely responsible for all claims for compensation by or on behalf of any workmen employed by me in connection with agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923). The school administration will not be responsible for any type of compensation to the employees of the contractor, due to injury / loss of life caused by any accident / untoward incident that might have happened due to any reasons.

Place:

Signature of the Bidder, with Official Stamp of firm

Date:

---

**Note. The certificate will be signed by the owner of the Firm or any person authorized to do so on his behalf.**

**Note: The successful bidder will also submit both certificates on Non Judicial Stamp Paper before commencement of the contract.**

### 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 कार्रवाई 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---**