

CANTONMENT BOARD AMBALA

For and on behalf of Cantonment Board, Ambala e-tenders on double bid system are hereby re-invited for providing manpowers for Cantonment Board Schools at Ambala Cantt. for the year **2019-20**.

The Firms/Agencies dealing in the providing manpower in education field only (having previous 5 years experience in education field) can participate the bid. The particulars are given as under:-

Particulars	Estimated Value per annum	Earnest money by way of DD	Cost of Tender Form by way of DD	Date of sale Start of bid document	Date of Bid Closing
For Cantt. Board Schools: Teachers for different subjects = 30 Computer Teachers = 05 Auxiliary Staff/Aaya = 04	Rs. 1.93 Cr.	4 Lac	1000	08.06.2019	28.06.2019 up to 02.00 P.M
For Roots Public School: Principal = 01 Vice Principal = 01 Teachers for Nursery to V class = 19 Computer Teacher = 01 Instructor for Judo/Karate & Skating = 01 Clerk = 01 Auxiliary Staff = 06					
For Vatsalya School for Special Children: Principal = 01 Trainer = 09 Physiotherapist = 01 Aaya/Helper = 05					
For C.B.Office: Clerks = 09 Data Entry Operator = 03 Hindi Translator = 01 Tax Collector = 01 Peon = 01 Gym Instructor = 01 Carpenter (Semi Skilled) = 01 Driver (LMV) = 01					

Detailed terms and conditions and other relevant information can be obtained from official website www.eprocure.gov.in / www.cbambala.org. The cost of tender form and earnest money would have to be deposited through Demand Draft only, in favour of Chief Executive Officer, Cantonment Board, Ambala. The Cantonment Board, Ambala reserves the rights to reject or accept any tender without assigning any reason.

Signature of Tenderer

-Sd-
Chief Executive Officer,
Cantonment Board, Ambala

APPENDIX 'A' TO NOTICE INVITING TENDER

CANTONMENT BOARD AMBALA

NAME OF WORK: Providing Manpower (Teachers etc.) for Cantonment Board Schools at Ambala Cantt.

1.	Estimated Cost	Rs.1.93 Cr.
2.	Earnest Money Deposit	Rs.4 Lac
3.	Security Deposit	Rs.9.65 Lac
4.	Cost of Tender Documents	Rs.1000/-
5.	Date of tender creation	08.06.2019
6.	Publishing date of tenders	08.06.2019
7.	Document downloading start date	08.06.2019
8.	Document downloading end date	28.06.2019 up to 01.00 P.M.
9.	Last date of submission of Tender	28.06.2019 up to 02.00 P.M
10.	Date of opening of Technical bid	01.07.2019 from 15.00 P.M. and on subsequent dates.
11.	Date of opening of Financial Bid (cover-II)	Will be intimated on-line after completion of evaluation of Technical bid application (cover-I)

No. ACB/OS/Schools/2019/1125

Dated: 07.06.2019

Office of the Cantonment Board,
Ambala Cantt.

-sd-

Chief Executive Officer,
Cantt. Board, Ambala Cantt.
(Varun Kalia)

NOTICE INVITING TENDER

1. The participating firm / agencies who are providing manpower in education field (teaching staff etc.) shall note that Demand Draft shall be drawn in favour of **Chief Executive Officer, Cantt Board Ambala** on account of cost of tender documents. The same shall be non-refundable. However the same shall be returned to the applicant, in case if the tender is not opened due to technical error.
2. Uploading of bid does not constitute any guarantee for opening of price bid of tenderer. Opening of financial /price-bid (cover No.II) of tender will be decided by the Competent Authority/ Accepting Officer based on interalia, past track record, financial position & experience of similar works executed by the applicant/firm and other terms and conditions regarding eligibility.
3. The tendering firm/ agency shall have to upload (Technical Bid Cover No I) which will be accompanied with the following scanned documents in pdf format, which will be checked by the accepting officer:-
 - (a) Copy of registration of the firm/agency with Labour Deptt.
 - (b) Copy of the registration of the firm/agency with EPF department
 - (c) Copy of registration of the firm/agency with ESI department
 - (d) ITR / TDS certificate of last three years,
 - (e) Turn Over of the tendering firm / agency should be at least up to Rs.1.00 Crore.
 - (f) Experience Certificate from Govt. Departments / CAB/SAB/PSU of 5 years, where the tendering firm/ agency has provided teaching staff. Minimum work order of 60 lac in one financial year in any of the **previous 5 years along with completion certificate in education field.**
 - (g) Copy of Pan No. (Income Tax)
 - (h) Shop Act Resitration No. and its validation for current year.
 - (i) Service Tax Registration No.
 - (j) Affidavit from Notary mentioning therein that firm has never been blacklisted by any Govt Deptt./CAB/SAB/PSU and has not been declared insolvent by any court.
 - (k) Any relevant document showing the proof of cost of Tender and EMD
4. Further it is also to be noted that technical bid will be opened at stipulated date and time as mentioned below and above documents will be perused/ examined and in case of any deficiency, the tender will be rejected and the Price/ Financial Bid Cover No.II will not be entertained.
5. Price/ Financial Bid Cover No II will be opened at stipulated date and time as intimated online after completion of evaluation of tech. bid application (Cover I).
6. The decision of the Cantonment Board shall be final and binding. No applicant/firm shall be entitled for any compensation whatsoever for rejection of his application/non opening of cover No.II (Price bid).
7. For submission of e-tender bidders are requested to get themselves registered with **www.eprocure.gov.in** website along with class-II/III Digital Signature certificate (DSC) issued by authorized CA/RAA/ under IT Act 2003.
8. For complete details refer website www.cbambala.org and www.eprocure.gov.in at CPP portal.
9. Any change/modification in the tender enquiry will be intimated through above mentioned website only. Bidders are therefore requested to visit our website regularly to keep themselves updated.

10. In case, tender is accepted in favour of a specific firm after being lowest, the agreement /contract shall be executed by the said firm only. Under no circumstances, subletting in any form shall be allowed. Even the 'Power of Attorney' shall not to be accepted /allowed
11. The Accepting Authority reserves his right to accept a tender submitted by a public undertaking, giving a price reference over other tender(s) which may be lower, as are admissible under the Government policy. No claim for any compensation or otherwise shall be addressable from such tenderers whose tenders may be rejected on account of the said policy.
12. Tender must be submitted online only. Intimation/submission of tenders manually or through FAX will not be taken into cognizance.

Signature of Tenderer

-Sd-
Chief Executive Officer,
Cantt Board, Ambala

TECHNICAL BID

DETAIL OF DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID

Sr. No.	Name of Organisation	Copies enclosed
01.	Copy of Demand Draft of tender fee	Yes/No
02.	Copy of Demand Draft for earnest money	Yes/No
03.	Copy of the Registration details of firm/agency with labour department	Yes/No
04.	Copy of registration of the firm/agency with ESI department	Yes/No
05.	Copy of the registration of the firm/agency with EPF department	Yes/No
06.	PAN No. of the firm/agency.	Yes/No
07.	ITR/TDS Certificate of last 3 years	Yes / No
08.	Experience certificates with another department/organization as required in N.I.T.Para 3(f).	Yes/No
09.	Declaration mentioning therein that firm has never been blacklisted by any Govt Deptt.	Yes / No
10.	Duly valid up to date Shop Act Registration	Yes / No
11.	Service Tax Registration	Yes / No

Name, Signature with Stamp of the Tenderer

QUESTIONNAIRE FORMING PART OF TENDER

1.	Full Name of the Firm (In Capital letters)		
2.	Firm Address:		
3.	a) Telephone No.	Office	Res.
	b) Fax No.		
	c) Mobile No.		
4.	Is the firm proprietary / Partnership/ Ltd Co./pvt. Ltd co. etc.		
5.	Name of Proprietor or Partners / Directors.		
6.	Is the firm registered with and Govt/ Semi Govt. Undertakings, if so furnish details of registration.		
7.	Has the firm been blacklisted by any organization, if so attach the details of the same.		
8.	Income Tax Account No. / Pan No.		
9.	Shop Act No. / Registration No. and Vailid upto.		
10.	Sales Tax No. MST/CST/VAT etc.		
11.	Drug License issued by State Drug controller.		
12.	Any other document:		

I do hereby certify that above mentioned particulars are true and correct. In case at any state it is found that the information given by me is false / incorrect Cantonment Board shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Name, Signature with Stamp of the Tenderer

Date:

Place:

Proforma for Declaration by Tenderer regarding relative In CBA.

(To be signed by the Tenderer with seal invariably)

I..... do here by certify that none of my relative(s) is in the service of Cantonment Board, Ambala . In case at any stage it is found that the information given by me is false/ incorrect Cantonment Board shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Name, Signature with Stamp of the Tenderer

Date :

Place.:

**DECLARATION REGARDING BLACK LISTING / DEBARRING FROM TAKING PART IN
TENDERS BY CENTRAL GOVT. / STATE GOVT/ LOCAL BODY/ CANTONMENT BOARD /
CORPORATION/ NAGARPALIKA ETC.**

(To be signed by the Tenderer with seal invariably)

I/ We (Name)

Proprietor/ Partner / Director(s) of M/s_____

Hereby declare that the firm / company / namely M/s _____ has not been blacklisted or debarred in the past by the Cantonment Board, Ambala or any other Central Govt. / State Govt./ Local Body/ Corporations/ Nagarpalika etc.

In case the above information is found false I/We are fully aware that the Tender will be rejected/ cancelled by the Cantonment Board, Ambala Cantt and EMD/ Security Deposit shall stand forfeited.

In addition to above Cantonment Board will not be responsible to pay the bills from any supply and completed / partially/ completed works.

Name, Signature with Stamp of the Tenderer

Date :

Place :

Tender Notice & Terms and conditions

1. E- tenders for **“Providing Teachers for Cantonment Board Schools** are invited from the registered firms/agencies dealing in providing manpower in education field only.
2. The tenderers must have minimum experience of previous 5 years of providing Teaching Staff to educational institute and the contractor have to enclose the certificates for the same.
3. The number of manpower as shown in tender form can be increased or decreased, as per requirement, and the contractor will be liable to provide as per the order as finally awarded and he/she will not have any claim based on such increase or decrease.
4. The Earnest Money of Rs. 4 lac in the form of Demand Draft drawn in favour of Chief Executive Officer, Cantonment Board, Ambala is essentially required with the tender, without which no tender will be accepted.
5. The Contractor must have a group EPF A/c No., ESI No., PAN No., Service Tax No. & Registration No. with labour Deptt. and should submit the copies of all documents.
6. The submission of a tender by a tenderer implies that he/she has recorded this notice as well as the conditions of tender. No conditional tender will be accepted.
7. The Teacher engaged for Cantonment Board Ambala by the contractor would be screened by the CEO, Cantt Board before deploying at Schools.
8. The contract shall be for a period of one year from the date of commencement. However contract can be further extended for any period decided by the Board not exceeding three years from the date of commencement of such contract subject to satisfactory performances of duties of the staff deploying and review by the committee constituted for this purpose and proper fulfillment of all the terms and conditions of the agreement by the contractors concerned as may be deemed fit by the Board.
9. The successful bidder shall have to furnish the security equal to 5% of the annual value of the tender in the shape of FDR covering the period of contract duly pledged in the name of Chief Executive Officer, Cantonment Board, Ambala or in the shape of Bank Guarantee.
10. The contractor shall be informed well in advance the No. of Staff to be deployed in each school. The contractor shall deploy required personnel to provide the said service and immediately communicate the name, parental residential address, age etc. of the persons as and when deployed or changed from time.
11. For the purpose of proper identification of the employees of the contractor, the contractor shall himself issue them the Identity Cards/Identification document and they shall be duty bound to display the Identity Cards at the time of duty.
12. The Chief Executive Officer or any other person so authorized shall be at liberty to carry out any surprise check on the working of the persons so deployed by the contractor in order to ensure that the required number of persons are deployed and that they are doing their duties properly.
13. On taking over the responsibility of providing the said service, the contractor shall formulate the mechanism and working guide-lines for the staff in consultation with the Chief Executive Officer. The contractor will keep on reviewing his arrangements from time to time and take additional measures, if any required to be taken to further streamline the said arrangement. The contractor as well as the staff deployed

on duty shall however be bound to carry out the directions/instructions given to them to do any such job (s) assigned by the Chief Executive Officer.

14. The persons so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages etc. and all other dues which the contractor is liable to pay under the various labour regulations and other statutory provisions. The Cantt Board Ambala shall be absolved of any such liability at its own level.

15. The contractor shall ensure that all the staff deployed get wages as per DC approved/CB approved rates and other benefits admissible under various Labour Laws. Increase in DC approval wages (if any) shall be paid to the staff with arrear (if any) deployed by the contractor with intimation to this office and shall be claimed by the contractor from Cantonment Board, Ambala.

16. The rate of service charge quoted below **2%** shall not be accepted and in case of equally quoted rates, priority will be given in descending order of the following criteria:-

- a) Total volume of work done (i.e. number of manpower x total months) in concerned field.
- b) No. of year of experience in concerned field.
- c) Total turn over of firm/agency in concerned field in previous year.

17. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely under the Minimum Wages Act, E.P.F. Act, ESI Act, Maternity Benefit Act, Shops and Establishment Act etc.. The contractor shall be responsible for contributions to the ESI, EPF, if applicable at his own level and maintenance of such records as per rules. The contractor shall arrange the disbursement of wages to his staff so deployed for duty by 7th of every month. The contractor shall furnish his bill to the Cantonment Board Ambala duly supported with the attendance report of the staff deployed duly certified by the authorised official of the Cantt. Board, with the detail of EPF and ESI deposited by him for the employees deployed in the each School in the previous month regularly by 15th day of the following month. The contractor will also furnish a certificate regarding payment of salaries to the staff deployed. The Board shall make the payment within one week of the receipt of the bill in proper form. The Cantt Board Ambala shall in no case be involved or liable for any dispute between the staff deployed and the contractor regarding disbursement of the salaries or otherwise. The contractor shall be solely responsible for any lapse or delay for the submission of the return to the concerned authority of labour department EPF, ESI, etc. about the staff engaged in this institution on contract basis if so required.

18. In case any of the persons so deployed by the contractor does not come upto the mark or performs his/her duties properly or indulges in any unlawful acts or disorderly conduct, the contractor shall take suitable action against such employee on the report of Chief Executive Officer or any other Officer/Official so authorised by the competent authority for the purpose of this respect.

19. In case of any complaint or non-performance of duty properly by any detailed staff, pointed out by the board the contractor shall immediately replace the particular person so deployed without further arguments.

20. The Contractor shall ensure that the Staff so deployed adheres to the schedule and leave schedule as fixed by the Board from time to time. In case of any log absence i.e. more than 7 days, the contractor shall ensure for stop gap arrangement.

21. The Contractor shall keep the Board indemnified against any loss caused to the board's property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employee deployed by the contractor. The contractor shall be responsible for paying the recovery of amount of any loss caused to the movable/immovable property of the School. In case any employee of the contractor so deployed enters into dispute of any nature what so ever, it will be the sole responsibility of the contractor concerned to contest the same. In case the school and Board is made a party and is supposed to contest any case, the cost,

if any, of the actual expenses incurred towards counsel fee and other expenses shall be paid to the Board by the contractor in advance on demand. Further the contractor shall ensure that no financial or any other legal liability comes on the school and Board in this respect of any nature whatsoever for the act done by the persons of the contractor and shall keep the board indemnified in this respect.

22. The Board have further right to adjust or readjust or deduct any of the amount as aforesaid from the payment to be made to the contractor under this contract or out of the security deposit of the contractor.

23. The contractor shall be solely responsible for any damage/compensation due to injury/death of any staff deployed while on duty.

24. Any dispute / claims and questions arising out or any dispute regarding the representations, objections between the parties or the interpretation of the application thereof or any clause or thing herein contained or as to any act, deed or commission or omission of any person or as to any other matter in any way related to the contract shall be referred to the sole arbitrator, which shall be a committee constituted as per provision of section 327 of the Cantonment Act, 2006. The venue of such arbitration shall be at Ambala Cantt. The decision given by the sole arbitrator shall be final and binding upon both the parties. The arbitrator shall have summary powers to decide the dispute and shall also have powers to dispense with the provisions of the Civil procedure Code and the Indian Evidence Act. The Arbitration shall be done at fast track arbitrator and shall be concluded within a period of three months.

25. The CEO/Board has the right to reject or accept any or all the tenders at any time without assigning any reason.

Signature of Tenderer

-Sd-
Chief Executive Officer,
Cantt. Board, Ambala Cantt.

FINANCIAL BID (COVER-II)

“The Services Charges for the following Staff required by Cantt. Board

Sr.No	Item	Total Wages Per Month	%age of Service Charges on Monthly Basic Value	Bid Amount
1.	Teaching & Non Teaching Staff (Data Entry Operator, Hindi Translator, Clerks, T.C.II, Peon and Auxiliary Staff)	1607682		

- Wages are estimated which may be varied by Cantt. Board, if required.
- The rate of service charge quoted below 2% shall not be accepted and in case of equally quoted rates, priority will be given in descending order of the following criteria:-
 - a) Total volume of work done (i.e. number of manpower x total months) in concerned field.
 - b) No. of year of experience in concerned field.
 - c) Total turnover of firm/agency in concerned field in previous year.
- The mandatory EPF @ 13.15 % and ESI @ 4.75% will be paid extra on wages fixed by Cantt. Board/ D.C. Rate.

Name, Signature with Stamp of Tenderer

-Sd-
Chief Executive Officer,
Cantonment Board, Ambala

“The Detail of Teaching & Non-Teaching Staff

Cantt. Board Schools: A				
Sr.No	Name of Post	Qualification / Experience	*wages per month per person	Total per month
1.	26 Teachers for various Subjects i.e. Nursery, Hindi/Sanskrit, Science, Maths, English	Graduate, B.Ed with experience	16000	416000
2.	05 Computer Teachers	Graduate, PGDCA or its equivalent with experience in teaching	16000	80000
3.	01Teacher for Sports	Graduate /Diploma in Physical Education with experience	16000	16000
5.	01 Teachers for Art & Craft	Graduate with Art & Craft and have an experience	16000	16000
6.	02 Teacher for Music & Dance	Graduate with Music/Dance and having an experience	16000	32000
7.	04 Aaya	Literate, Physically Fit	13100	52400
		Total (A)		612400
Roots Public School: B				
1.	01 Principal	Graduate, B.Ed with Min. 10 yrs experience	22500	22500
2.	01 Vice-Principal	Graduate, B.Ed with Min. 10 yrs experience	17050	17050
3.	02 Teachers For IVth to Vth	Graduate, B.Ed with Min. 5 yrs experience	16000	32000
4.	17 Teachers for Nursery-KG to III	NTT, Matric with JBT/DEd./B.Ed. with Min. 3 year experience	16000	272000
5.	01 Computer Teachers	Graduate, PGDCA or its equivalent with experience	16000	16000
6.	01 Clerk	Graduate, having good knowledge of computer, internet with experience	16000	16000
7.	01 Instructor for Judo/Karate & Skating	Graduate in Martial Art with Min. 3 year experience	16000	16000
8.	06 Auxilliary Staff, Peon, Mali, Aaya	Literate, Pysically Fit	13100	78600
		Total (B)		470150
“Vatsalya” School for Special Children: C				
1.	01 Vice Principal	B.Ed in Mental Retardation. Min. 10 yrs experience in any reputed School	23232	23232
2.	09 Senior Trainer	Diploma in Mental Retardation. Min. 05 yrs experience in any reputed School	16000	144000
3.	01 Physiotherapist	Master of Physiotherapist	16000	16000
4.	05 Aaya/Helper	Literate, Pysically Fit	13100	65500
		Total (C)		248732

Cantonment Board Office: D				
1.	09 Clerk	Graduate, having good knowledge of computer, internet with experience	16000	224000
2.	03 Data Entry Operator	Graduate, PGDCA having good knowledge of computer, internet with experience		
3.	01 Hindi Translator	Graduate, English and Hindi as a main subject in Graduation. Having good knowledge of Official Hindi Language and good knowledge of Computer Operating System & Internet		
4.	01 Tax Collector	Graduate, having good knowledge of computer, internet with experience		
5.	01 Peon	Literate, Physically Fit	13100	13100
6.	01 Gym Instructor		10000	10000
7.	01 Carpenter		14650	14650
8.	01 Driver (LMV)		14650	14650
		Total (D)		276400
		Total A+B+C+B		1607682/-P.M.

- **Wages are estimated which may vary by Cantt. Board, if required.**
- **The mandatory EPF @ 13.15 % and ESI @ 4.75% will be paid extra on wages fixed by Cantt. Board/ D.C. Rate.**

Name, Signature with Stamp of Tenderer

-Sd-
Chief Executive Officer,
Cantonment Board, Ambala