

SAINIK SCHOOL SAMBALPUR

PO- Basantpur, PS- Burla, Near Gaushala, Dist- Sambalpur
Odisha - 768025

ANNUAL RATE CONTRACT **SSSAMB/3004/BARBER SERVICES/2020-21**

INVITATION OF BIDS FOR PROVISIONING OF SERVICES: **BARBER SERVICES**

1. Sealed tenders are invited for providing catering services as mentioned in Part – II of this Request for Proposal (RFP). The sealed tenders are to reach **before 1200 hrs on 13 Aug 2020**, in an envelope boldly marked '**TENDER FOR PROVISION OF SERVICES OF BARBER SERVICES, AT SAINIK SCHOOL SAMBALPUR**'.

2. The address and contact numbers for sending Bid or seeking clarifications regarding this RFP are given below: -

(a) Bids/queries to be addressed to : **The Principal, Sainik School,
Sambalpur**

(b) Postal address for sending the Bids : The Principal, Sainik School Sambalpur,
PO- Basantpur, PS- Burla
Near Gaushala, Dist- Sambalpur
Odisha - 768025

(c) Name/designation of the contact Personnel : **The Principal, Sainik School,
Sambalpur**

(d) Telephone numbers of the contact Personnel : 9402959318

(e) E-mail ids of contact personnel : **sainikschoolsambalpur@gmail.com**

3. This RC/ Tender Document is divided into five Parts as follows:

(a) Part I – Contains General Information and Instructions for the Bidders about the RC/ Tender Document such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) Part III – Contains Standard Conditions of RC/ Tender Document, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this RC/ Tender Document and which will also form part of the contract with the successful Bidder.

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RC/ Tender Document is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RC/ Tender Document, should it become necessary at any stage.

5. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening. Earnest money deposit **Rs.2,000/- (Rupees Two Thousand only)** shall be paid in favour of the Principal, Sainik School, Sambalpur in the form of an Account Payee Demand Draft payable at State Bank of India, Details of Sainik School Sambalpur bank account: Principal Sainik School Sambalpur, Account no: 38786890564, State Bank Of India , Goshala Branch, IFSC Code: SBIN0017963, Branch Code: 017963. to conduct government business as per Form DPM-16 (available in MoD website) which should be valid for 45 days beyond the final bid.

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids:**
13 Jan 2020 before 1200Hrs. The Bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Bids can be sent by means of Sealed Bids which should be either dropped in the Tender Box or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.
3. **Time and date for opening of Bids: 14 Jan 2020 at 1000hrs**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
4. **Location of the Tender Box:** At Sainik School Sambalpur
5. **Place of opening of the Bids:** Same as above
6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
7. **Forwarding of Bids:** Bids should be forwarded by Bidders on letter pad furnishing all details mentioned in Appendix "A" and 'B'.
8. **Clarification regarding contents of the RC/ Tender Document:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids. Copies of the query and clarification by the Buyer will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids:** No bid shall be modified after submission of bids. No bid maybe withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RC/ Tender Document.
13. **Validity of Bids:** The Bids should remain valid till **3 months** from the last date of submission of the Bids.

14. **Cost of Tender Form:** Tender Paper can be downloaded from www.sambalpur.nic.in and may be obtained from sainiik school sambalpur after payment of tender fee in form of DD of **Rs 500/- (non-refundable)** each in favour of Principal Sainik School Sambalpur payable at SBI, Goshala Branch (Branch Code: 017963)

15. **Period of Contract:** Period of Contract will be one year w.e.f from signing of agreement by both the parties for a period of one year.

16. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.

17. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements:** Principal, Sainik School Sambalpur invites quotation from experienced professionals for provisioning of services of Barber Services at Sainik School Sambalpur, PO- Basantpur, PS- Burla, Near Gaushala, Dist- Sambalpur, Odisha – 768025.
2. **Delivery Period:** The services should be operational for **as and when asked by the school authorities in writing one day prior** from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer or risk purchase initiated (refer para 9 of Part-IV of Tender document) in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.
3. **Consignee details:**

**Principal
Sainik School Sambalpur,
PO- Basantpur, PS- Burla, Near Gaushala,
Dist- Sambalpur,
Odisha - 768025**

PART III – STANDARD CONDITIONS OF RC/ TENDER DOCUMENT

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract which ever expires earlier. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration in the Divisional Court of Sambalpur, Odisha only.
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining

or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The operations of Barber Services is delayed for causes not attributable to Force Majeure, continuously for more than **20 days**.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The operations of Barber Services or delivery of material is delayed due to causes of Force Majeure by more than **3 months** provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12) **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

PART IV – SPECIAL CONDITIONS OF RC/ TENDER DOCUMENT

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RC/ Tender Document mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Security.** Before signing of the Rate Contract, the successful Bidder will be required to furnish a **Performance Security** by way of **PBG** for a sum equivalent to **5%-10%** of the Total Contract value arrived at by multiplying the anticipated annual requirement with the price quoted by the Bidder (lowest quoted price).
2. **Parallel Rate Contract.** In case it is observed that a single supplier doesnot have enough capacity to cater to the entire demand of an item orwhere it is desirable to have a wider vendor base due to criticality of theitems, it may become desirable to conclude parallel RCs with more thanone firm. The Principal, based on the merit of each case, may decide the number of firms to be awarded RC for an item in order to have awider choice.
3. The Buyer reserves the right to purchase the contracted goods through Canteens (Canteen Stores Department), in case available, without entering into Parallel Rate Contract.
4. The Buyer as well as the supplier may withdraw the rate contract within 30 days of serving suitable notice to the other party.
5. The purchaser has the option to renegotiate the price with the rate contract holders.
6. In case of emergency, the purchaser may purchase the same item through ad hoc contract with a new supplier.
7. The purchaser and the authorized users of the rate contract will be entitled to place supply orders upto the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
8. **Fall Clause.** The rate contract will be guided by “**Fall Clause**”, which provides that if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Other parallel rate contract holders, if any, are also to be given opportunity to reduce their price as well, by notifying the reduced price to them and giving them 15 (fifteen)days’ time to intimate their revised prices, if they so desire, in sealed cover to be opened in public on the specified date and time and further action taken as per standard practice. However, if the parallel rate contract holders attempt to grab more orders by unethical means by announcing reduction of their price (after getting the rate contract) under the guise of Fall Clause and their performances are not found to be upto the mark, appropriately severe action should be taken against them including deregistering them,suspending business deals with them, terminating the contract or any other action as deemed fit by the Buyer.

11. **Specification.** The following Specification clause will form part of the contract placed on successful Bidder - The Seller guarantees to meet the specifications as per Part-II of RC/ Tender Document.

12. **Transportation.** Barber will bear the costs necessary to bring the services to Sainik School Sambalpur.

14. **Inspection Authority.** The Inspection will be carried out by representative of Principal, Sainik School, Sambalpur at the Barber Shop every fortnight. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

(a) As far as possible, payment will be effected by the paying authority within 20 working days from the date of receipt of bill.

19. **Paying authority.** Principal, Sainik School Sambalpur will be the paying authority.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RC/ Tender Document.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as desired/ decided by the Buyer. The Bidder will have to attend the Price Negotiation Committee Meeting, if called for, at his own expense. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(e) Experience in the field will be given due weightage towards evaluation.

(f) Any other criteria as applicable in this particular case.

2. **Price Bid Format.** Bidders are required to fill up the **Price Bid** format paced as Appendix "B" correctly with full details.

**FORM TO BE COMPLETED BY THE TENDERER FOR SUPPLY OF ARTICLES TO
 SAINIK SCHOOL SAMBALPUR**

1. Name of the Firm/Individual:
2. Address:
3. PAN No.....
4. Experience of Service.....
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail ID
7. Name and Address of your bankers -.....
 stating the name in which account stands **(A/c No. & IFSC code of the Bank)**.
8. Are you financially solvent :.....
09. Articles in which the applicant usually deals
 and the length of the applicants experience in trade
10. DECLARATION
 I/We.....
 (Give Name of Partners/properties or share holders in case of Firm) do hereby declare
 that the entries made in the application from are true to the best of my/our knowledge.

NOTES: All subsequent changes in the construction or working of firm, affecting the accuracy of the answers now given, should be promptly communicated to the school authority.

(Signature of the Tenderer)

**PRICE BID FOR RATE CONTRACT FOR
PROVISIONING OF BARBER SERVICES**

Rate for boys Haircuts Rs. _____ per cut per boy.
(Minimum Two haircuts per month, 100 cadets)

Terms & Conditions:-

1. Barber shop will be provided by School for cutting the hairs.
2. Contractor will be responsible to place the following items in Barber Shop whenever cutting the hairs of the cadets always in service condition : -
 - a) Electric Machine for Hair cut - 2
 - b) Manual Hair Cutting machine - 2
 - c) Dettol – 1 Bottle
 - d) Talc Powder – 1
 - e) Good wrapping cloth-2
 - f) Scissor for Hair Cut - 2
 - g) Comb Small teeth - 2
 - h) Comb large teeth - 2
 - i) Hand water Fountain - 1
 - j) Apron for Barber- 2
 - k) Dettol soap with soap case - 1
3. Timing for cutting the hairs whenever called for (min Two haircut per month). One Day prior intimation would be given.
 - a) Working Days - 1400 hrs to 1630 hrs
 - b) Sunday/ Holidays - 0800 hrs to 1300 hrs & 1430 hrs to 1730 hrs
4. Proper record of haircuts of all cadets will be maintained and submitted along with monthly bill duly signed by the respective cadets.
5. Bill to be submitted on monthly basis to QM Section in duplicate.

Signature of Contractor _____

Name _____

Security Deposit Rs. _____

Bank _____ DD No & Date _____