



Tender Form for the Providing /Supply of Manpower for Housekeeping Services  
to The Doon School, The Mall Road, Dehradun, Contract period from April 1, 2022 to March 31, 2024

Name of Tenderer  
Address of Tenderer  
  
Telephone No. :-  
GST No. :-

S.No.	Designation	No. Of Persons Required Approx.	Rate per Person per months (inc. all)	Service Charges @ %	Provident Fund	ESI	Net Total
1	Supervisor	1					
2	Semi Skilled labour	1					
3	Unskilled labour	50					

**Note :-**

- (A) Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages 1948 Act as applicable in the Uttarakhand
- (B) If the rates of any post are less than the minimum wages as prescribed by Govt. of Uttarakhand, the tender will be rejected
- (C) Agency's Administration/Service Charges can not be "NIL" or "ZERO" or such that it has been kept deliberately low to secure the contract
- (D) If any of the statutory liability is not included above, the tender will be rejected.

(Signature and seal of the firm)

Gp.Capt. Sandeep Sethi (Retd.)  
Director Administrative Affairs



**The Doon School, is running a boarding school for boys at the Mall Road, Dehradun.**

Being a Residential School, the School management is desirous of engaging, on a contractual basis, an independent and reputed agency who has the requisite expertise and can provide / supply /undertake the specialized and requisite intermittent & general services of The Doon School. The Mall Road. Dehradun.

The Doon School is inviting sealed tenders for engagement of an Agency which can provide housekeeping & general services as per the following terms & conditions.

The purpose of housekeeping is that the whole premises of The Doon School, has to be maintain to required standards as required by the Administration.

- (1) The firm should be a reputed as well established and financially sound housekeeping & general service provider which can provide/deploy trained manpower for the required services.
- (2) The contract shall tentatively commence from 01.04.2022 and shall continue till 31.03.2024 unless, it is curtailed or terminated by The Doon school owing to deficiency in service, sub-standard quality of personnel deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the The Doon School or for any other reasons as stipulated in the contract to be entered into with successful bidder.
- (3) The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of The Doon School.
- (4) All the cleaning personnel provided for undertaking the housekeeping / general services shall be provided with required uniform and cleaning equipments.
- (5) The Doon School reserves right to terminate the contract during the period , after giving a one month's notice to the selected Service Provider. In the event of termination of contract by the contracted agency without the written consent of the school the security deposit will not be refunded
- (6) The service provider agency shall not employ any person below the age of 18 yrs. and above the age of 58 years. Employment of child labour will lead to the termination of the contract.
- (7) The personnel deployed shall be the employees of the service provider agency at all times and all statutory liabilities will be paid by the service provide agency such as ESI, PF, Workmen's Compensation Act, etc. The personnel deployed by the agency should be properly trained, have requisite experience.
- (8) The agency shall engage only such personnel and supervisors, who are physically fit and have been verified by the civil police for their character and background. The agency shall be fully responsible for the conduct of their staff. The agency shall submit copies of the such verification to The Doon School.
- (9) The agency will provide to the School a list of all personnel to be deployed with their permanent and present addresses and their latest photograph.

**(10) The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:-**

- Are always smartly turned out and vigilant
- Are punctual and arrive at least 30 minutes before start of their duty time.
- Take charges of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Teachers, Student, Officers and Staff of The Doon School.
- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
- Will not gossip or chit chat while on duty.
- Will never sleep while on duty post.
- Will immediately report to the Manager Administrative any untoward incident/ misconduct or misbehavior.
- Do not entertain visitors.
- Shall not smoke in the school premises.

(11) The personal engaged by the agency will at all times be in proper uniforms (including name badges), failure to conform to the desired turnout will invite a fine of Rs.500/- on each occasion. Habitual offenders will be barred from deployment.

(12) It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in The Doon School wear ID card during duty time.

(13) The agency will immediately replace any of its personnel, if they are unacceptable to the School Authorities, because of security risk, incompetence, conflict of interest or breach of confidentiality or frequent absence from duty/misconduct. . Notwithstanding the above, the School will have the right to ask for change /replacement of any personnel at any point of time without assigning any reason.

(14) The Doon school shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.

(15) The agency shall be responsible for any damages caused to the School property by the personnel so deployed. The Doon School will be free to recover it from either the security deposit given by the agency or from any other dues as per the law.

(16) The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation persists , penalty will be imposed at the rate of the contract value per month.

(17) The agency shall be responsible for any act of indiscipline on the part of persons deployed by them.

(18) The personnel deployed by agency in the The Doon School shall not claim any benefit, compensation, absorption or regularization of their services in The Doon school either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to this effect. In the event of any litigation on the status of the deployed persons, The Doon School shall not be a part of such proceedings, however, in an event, if the School is made a party to such dispute, the agency will take all steps to protect the interest of The Doon School and shall reimburse the entire expenditure that would have been borne by The Doon School to defend itself.

(19) The agency shall ensure that the person deployed are disciplined and shall enforce prohibition on consumption of alcoholic drinks, paan, gutkha, cigrattes and all other unlawful activities.

(20) The personnel deployed by the agency shall work under overall supervision & direction of the agency and shall be guided by the Director Administrative Affair / Manager Administrative, The Doon School to the extent required.

- (21) The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned/operated by the personnel deployed by the agency and submit the same to Manager Administration by the 3rd of the succeeding month. The payment thereof will be subject to TDS at prevailing rates. The applicability thereon of GST will be governed by the provisions of the GST Act, as amended from time to time.
- (22) At the time of submission of monthly bills. The agency will also enclose the challan of deposit of EPF,ESI and allied dues in respect of all their personnel deployed in the School's premises.
- (23) The agency will be solely responsible for making the payment directly to its deployed personnel by 7th of each month; In case of any delay in the releasing of payment by The Doon School to the agency, due to any contingency, payment of wages to the deployed personnel by agency should be on time.
- (24) Payment to such workers must be made by the agency through Cheque / e-transfer only. To ensure this,the agency will have to submit the bank details of all its employees and proof of such transfer every month.
- (25) ncomplete documents will be rejected. It is in the interest of prospective tenderer, that they produce all details as per the requirement of The Doon School in their tender form.
- (26) The applicant should have been in the business of providing housekeeping & general Services for a minimum period of 5 years with a desiraeable experience of association with institutional or Govt organisations. Proof of the same needs to be enclosed.
- (27) The minimum turnover of the tenderer should be Rs. 75.00 lacs per annum for last three years. The proof of turnover, duly certified by a Chartered Accountant, needs to be enclosed.
- (28) The Doon School reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other changes.
- (29) All tenderers are required to deposit their tender in sealed envelopes along with a Demand Draft in the name of "The Headmaster, The Doon School" of Rs. 10000/- as Earnest Money. The Earnest Money of successful tenderers will be retained.



**Director Administrative Affairs**



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for providing / supply of Housekeeping Services at The Doon School  
duration of contract period from April 1, 2022 to March 31, 2024

S.No.	Details	Date
1	Last date of submitting the Tender Form	21-3-2022
2	Days of submitting the Tender Form	Monday
3	Timing of submission the Tender Form	11.30 P.M.
4	Place of submitting the Tender Form	In sealed drop box kept with the security at the main gate of the Doon School
5	Date of opening of Tender Form	24-3-2022
6	Timing of opening of Tender Form	10.30 a.m.
7	Place of opening of Tender Form	Office of Director Administrative Affairs

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR PROVIDING / SUPPLY OF \_\_\_\_\_ and address should be in the name of THE HEAD MASTER, THE DOON SCHOOL, MALL ROAD, DEHRADUN
- 2 Tender sent by other means will not be accepted in any case
- 3 The bidder must present himself/herself or depute someone as their representative to be present at the time of opening the tenders.

  
Gp. Capt. Sandeep Sethi (Retd.)  
Director Administrative Affairs

## Details of attached Bank Draft of the Earnest Money

S.No.	Particulars	Details
1	Name of tenderers	
2	Address of tenderer	
3	Contact No.	
4	Tender of supply of	
5	D.D. / Cheque No.	
6	Date of D.D. / Cheque	
7	Name of Bank	
8	Earnest Money amount	

(Signature and seal of the firm)



THE  
DOON  
SCHOOL

S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Name of the contact person	
4	Telephone / Mobile No.	
5	E-mail	
6	Regn. No. of the firm (Submit copy of registration no. certificate)	
7	GST No. of the firm (Submit copy of GST registration no. certificate)	
8	Permanent Account Number of the company (Submit copy of PAN )	
9	Micro,Small and Medium Ent. Reg. no. (Submit copy of MSME registration no. certificate)	
10	FSSAI Licence No. (Submit copy of FSSAI Licence no. certificate)	
11	EPF Registration No. (Submit copy of EPF registration no. certificate)	
12	ESI Registration No. (Submit copy of ESI Registration certificate)	
13	Registration No. of registered under Private Security Agencies (Regulation) Act 2005 (Submit copy of PSAR certificate)	
14	Registration no. of Labour Licence (Submit copy of labor licence certificate)	

Note :- (1) Which one is not applicable please mentioned NA in this column.  
(2) Please attach one cancelled cheque

(Signature and seal of the firm)

To,  
Director of Finance,  
The Doon School,  
Mall Road,  
Dehra Dun

Dear Sir/Madam,

We hereby confirm that:

- 1) The provisions of the Micro, Small and Medium Enterprises Development Act, 2006 is not applicable

AND

- 2) We have not filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick

OR

- 3) We have filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick

If filed then,

- a) We have filed memorandum with the notified Government Authority on \_\_\_\_\_ (DD/MM/YY) (Please attach the acknowledgement of the Authority for receipt of the Memorandum/certificate issued by the authority)

- b) As per the provisions of Micro, Small and Medium Enterprises Development Act, 2006. We are classified as:

I. Micro

II. Small

III. Medium

For Name of Supplier

(Authorised Signatory)