

4. Each Bidder must submit only one Bid.
5. Validity of Bid:  
The Bid shall remain valid for a period not less than **90 days** after the deadline fixed for submission of Bids.
6. **Terms and conditions:**
  - a) The remuneration shall be disbursed **through cheque** at KVS (RO) HYDERABAD premises in the **presence of representative of the KVS, RO**, HYDERABAD or its constituent.
  - b) The Contracting Agency will ensure payment by the **5<sup>th</sup> of every succeeding month** to their employees provided to the KVS,RO's office/premises as per the monthly remuneration quoted **without any deduction**
  - c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making payment to the employees provided to the KVS,RO's office premises **supported with the following documents:-**
    - i) Details of disbursement made to the **Staff Car Driver** furnishing cheque details for each payment,
    - ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax. Payment to the Contracting agency will be released within **15 days from the date of the receipt of the invoice/bill.**
  - d) The Contracting Agency will provide **Identity Card** to his employee deputed as per the format suggested by the Indenting Office valid for the period of contract.
  - e) The Contracting Agency shall **comply with all statutory obligations**. Minor variations as per actual calculation will be borne by the Indenter/Client.
  - f) It is mandatory for the contracting Agency to submit the **attested copy of license obtained from the Home Department/Authorized Govt. office** for running the business of **Private Manpower Services ( Staff Car Driver ) failing which the bid will be treated as disqualified/non-responsive.**
  - g) The normal office hours of KVS, RO HYDERABAD is **9.00 am to 5.30 pm** ( Six days from **Monday to Saturday** ) However, the Contracting Agency will provide the Services **round the week all the days in a month** , if required according to the duty timing shown at pre-pages/above.KVS also reserves the right to request for the services of additional/extra manpower.
  - h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:  

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

Where  $A1 = \frac{\text{monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
  - i) The candidate provided by the Contracting agency shall be accepted only after scrutiny by KVS. Therefore, **minimum three-four bio-data shall be made available** against each slot in each category. The candidate may be invited **to verify the authenticity of documents submitted , if needed and also no conveyance or any other charges will be paid** by KVS. In case **none is found** suitable then **additional bio-data** shall be made available by the Contracting Agency promptly i.e. **within 24 hours**. The replacement of a candidate on account of absence/unsuitability for KVS shall be made within 2 hours.
  - j) The contracting Agency will be **required to sign a contract** with the KVS, RO, HYDERABAD per the **Model Contract enclosed** for ready reference. The other terms & conditions specified in the bid document and accepted bid will also form the part of the Model Agreement.
  - k) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from contracting agency.
  - l) The **antecedents** of the **Staff Car Driver** will be **got verified from the police by the Contracting Agency** before deployment for work.
  - m) The Contracting Agency will deploy the **Staff Car Driver**, preferably ex-servicemen who are **below the age of 50 years as well as physically fit and mentally alert**. Preference will be given to the Ex-servicemen.
  - n) The Contracting agency will also ensure that the **Staff Car Driver** are **free from infectious diseases** before deployment for work.
  - o) The contracting Agency shall **provide Staff Car Driver with impressive uniform as with insignia.**