

**TENDER DOCUMENT**  
**FOR**  
**OUTSOURCING OF MAINTENANCE SERVICES OF ARMY INSTITUTE OF LAW**  
**SECTOR 68 MOHALI**

1. Nature of Work : Outsourcing of Maintenance Services at Army Institute of Law Sector 68, Mohali
2. Availability of Tender :Tender document can be downloaded from the College website (www.ail.ac.in)
3. Date of Advertisement :17 Aug 2024 (Saturday)
4. Familiarisation of with Site :17 Aug 2024 to 11 Sep 2024  
(Time of Visit 0930 hrs to 1500 hrs on all working days except Saturdays and 0930 hrs to 1300 hrs on 11 Sep 2024).
5. Last Date and Time of Submitting of Tender :Tender document shall be received upto 04 PM on 11 Sep 2024 in the office of the Army Institute of Law Sector 68 Mohali and will be opened on 12 Sep 2024 at 10:30 AM, in the presence of available bidders. **The applicants shall mention on the sealed cover of Technical Bid and Financial/ Commercial Bid the name of the firm/ Company's name, phone numbers & name of contact person.**
6. Date of Opening of Tender :12 Sep 2024 at 10.30 AM, All bidders are invited to attend
7. Amount of EMD (Refundable) :1% of amount of tender to accompany Technical Bid in the form of DD drawn in the favour of Army Institute of Law.
8. This document contains 14 pages including cover page.
9. The tender document consisting of **Technical Bid and Financial/ Commercial Bid to be submitted in separate sealed** envelopes as per prescribed form, duly completed and signed.

LAST DATE FOR SUBMISSIONS OF FORM IS 11 Sep 2024 TILL 4.00 PM. TENDER WILL OPEN ON 12 Sep 2024 AT 1030 HRS IN AIL, SECTOR 68, MOHALI.

Demand Draft (EMD) @ 1% of the cost of the contract (Ref para 14 of the Proposal Form)

The Presiding Officer  
Board for Opening Bids for Outsourcing of Maintenance Services  
C/O Army Institute of Law  
Sector – 68, Mohali – 160062

**OUTSOURCING OF MAINTENANCE SERVICES OF  
ARMY INSTITUTE OF LAW, SECTOR 68, MOHALI**

**PROPOSAL FORM**

**Profile of the Company/Agency**

- 1. Name of Organization/Agency : .....
- 2. Details of the Owner : .....
- 3. Address of the Organization :  
(Permanent) .....
- 4. Dept of labour, Govt of Punjab :  
Registration No. ....  
(Attach copy of the same)
- 5. Key Person to Connect and Contact No : .....
- 6. Office Contact No and Email Address : .....
- 7. PAN No alongwith copy of PAN Card : .....
- 8. ESI No alongwith copy of ESI Card : .....
- 9. EPF No alongwith copy of EPF Card : .....
- 10. GST No alongwith copy of GST Card : .....
- 11. No. of years of Experience in running :  
Outsourcing Service Agency (Attach Details) .....  
for Maintenance, Housekeeping Staff,  
Gardeners etc.

**Contract Specific Details**

- 12. Do you have Experience :  
in providing Maintenance Services to .....  
Educational Institutes, if Yes (Attach Details)
- 13. The contract is for 12 months only - Acceptable/Not Acceptable
- 14. Earnest Money Deposit (EMD) @ 1% of  
the cost of contract is to be deposited through  
Demand Draft in favour of Army Institute of Law  
payable at Mohali. (Refundable) - DD No \_\_\_\_\_

15. Deposit of Security equal to 10% of the cost of the contract in the form of Bank Guarantee (BG). - Acceptable/ Not Acceptable
16. Do you accept all terms and condition of the contract document? - Yes/ No
17. Have you attached Sample Dress Photograph for Male & Female maintenance staff for Summer and Winter. - Yes/No
18. If contract awarded, do you agree to extend the Contract by three months to one year (if required), on expiry of the Contract on existing terms and conditions. - Yes/ No
19. Have you attached one copy of Terms and Conditions for Outsourcing Services signed and stamped on each page (Total pages -08)  
**(The bid will not be considered if copy of Terms and Conditions for Outsourcing Services duly signed and stamped on each page are not found attached)** - Yes/ No
20. Have you attached one blank copy of SOQ's printed on Outsourcing Agency Letter Head and duly signed as part of Technical Bid.  
**(The bid will not be considered if one blank copy of SOQ's duly filled, printed on Outsourcing Agency Letter Head and duly signed is not found attached)** - Yes/ No

21. References.

S. No.	Name of Company/ Institution/ Premises where Maintenance Services being provided	Number of Staff Category wise being provided	Date since services Being provided	Name of Contact Person	Mobile No. of Contact Person
1.					
2.					
3.					

Procedure for Applying

22. Two step bid system will be followed as follows: -
- (a) Step 1 - Opening of Technical Bids.
  - (b) Step 2 - Opening of Financial Bids (only in case of bidders whose technical bid has been accepted).

**Note:** Technical and Commercial bids are to be submitted in separate envelopes super scribed as Technical Bid or Commercial Bid as the case may be.

### **Eligibility Criteria for Technical Bid**

23. Bidders who fulfil the following requirements shall only be eligible to apply: -
- 23.1 Joint ventures are not accepted.
- 23.2 The bidder should have satisfactory experience in similar work during the last two years.
- 23.3 The Bidder should have average annual Gross Receipt of Rs 30,00,000/- during the last two consecutive financial years ending 31<sup>st</sup> March 2024. Balance sheets duly audited by the chartered accountant to be provided.
- 23.4 The bidders to give details of at least two references for qualifying works completed in the last three years along with details of institution/organization, contact person and contact details where work carried out.

### **Essential Enclosures for Technical Bid**

24. Application (proposal form) duly completed along with address and contact details in the company letter head.
25. Copy of GST certificate.
26. Canceled cheques of bank account.
27. Application fee (EMD) @1% of the cost of the contract in the form of Demand Draft in favor of Army Institute of Law payable at Mohali to be attached with application.
28. One copy of tender document including Terms and Conditions for Outsourcing Services duly signed and stamped on each page (total pages- 08)
29. Enclose one copy of **blank SOQ (without price schedule)** attached in this document duly signed by the vendor/Tenderer along with Official Stamp.
30. The tenderers are required to furnish information about similar works handled, staff held and infrastructure etc. in technical bid.
31. Turnover certificate of previous three years up to 31-3-2024.
32. Names and designation of technical reps and administrative representative who will deal with the project.

**Note:** The financial/ commercial bid will be opened only in case of bidders whose technical bid has been evaluated successfully. If they do not full fill the criteria the bid shall not be entertained.

### **Essential Enclosures for Commercial Bid**

33. One copy of Tender document duly signed and stamped on each page.
34. **Commercial bid to include one copy of SOQs with price schedule duly filled (Appx 'A')** printed on **Official Letter head of Outsourcing Agency** and **signed** by Authorized signatory along with official seal, **signed and stamped on each page.**

### **Submission of Documents**

35. The duly completed tender documents shall be submitted at Army Institute of Law in two separate sealed envelopes on or before date and time indicated. Technical and Commercial bids are to be submitted in separate envelopes super scribed as Technical Bid or Commercial Bid as the case may be. Both envelopes can be placed together in a bigger envelope only after indicating the that it contains both technical and commercial bids or could be submitted as such.

36. Bidders/Agencies to check that all amounts filled in SOQ are arithmetically correct. All section wise total amounts shall be written in words also.

37. Tender Drop Box is available with reception center of the College in Sector 68, Mohali. The bids could be physically dropped into the drop box or sent by registered post in sealed envelope.

(Signature of Authorised Signatory)



Name .....

Date.....

**TERMS & CONDITIONS FOR OUTSOURCING SERVICES**  
**(INCOMPLETE TENDERS WILL NOT BE ACCEPTED)**

**GENERAL TERMS AND CONDITIONS**

**General**

1. Army Institute of Law (AIL), Mohali is desirous of outsourcing daily routine maintenance of campus area including all its assets and arboriculture.
2. AIL is looking for a suitable agency who could provide complete solution for upkeep and maintenance of all its assets on daily basis and healthy growth, upkeep of its arboriculture assets and green areas.
3. Visit to campus for familiarization is a mandatory requirement for bidding.
4. Duration of this contract will be for 12 months from the date of award of contract.

**Scope of work**

5. **Daily Maintenance.**

(a) Daily maintenance includes cleaning of the premises, Academic Block, Administrative block, hostels, washrooms, toilets, all other area of the main campus and 1.44 Acre Sports complex situated in Sector 69 Mohali.

(b) Care, maintenance of the existing gardens/arboriculture area and further development of the same.

(c) Total area is as under: -

- (i) Main Campus - 5.385 Acre
- (ii) Sports Complex - 1.44 Acre Land

6. **Detailed Scope of Work.**

(a) **Maintenance of Main Campus Total Area 5.385 Acre.**

(i) **Adm Block Ground Floor.** Principal Office (incl one Washroom), Registrar Office (incl one Washroom), Placement Office, Conference Hall, 2 x PAs Office, Tea Room, 1x Washroom. Seminar Hall, Moot Court Room, Water cooler Plinths, Accounts Office, Main Office, Atrium, Reception, 4 x washrooms (2 x Ladies & 2 x Gents) including all Corridors, Windows, Doors and stairs.

(ii) **Academic Block.**

(aa) **1<sup>st</sup> Floor.** 8xClassrooms, 6xFaculty Cabins, EM office, Faculty Nest, 6xWashrooms (3xLadies & 3xGents), 2 x water coolers plinths and including all corridors, windows, doors & stairs.

(ab) **2<sup>nd</sup> Floor.** KRC(Library), Abhimanyu Hall (Reading Room), Computer lab, Silver Room (VIP Room) incl Washroom, Legal Aid Cell, 2 x Washroom (1xLadies & 1xGents) and including all corridors, windows, doors & stairs and water cooler plinths.

(ac) **3<sup>rd</sup> Floor.** 6 x classrooms, 6 x Faculty Cabins, 2 x water cooler plinths, 2 x roofs, 2x washrooms (1 x Ladies & 1 x Gents) and including all corridors, windows, doors & stairs.

(iii) **MPH Block.**

(aa) **MPH Block Ground Floor.** Basement hall, 2 x Washrooms (1x Ladies & 1 x Gents) including all corridors, windows, doors and stairs.

(ab) **MPH Block 1<sup>st</sup> Floor.** Café including stairs Ground to 2<sup>nd</sup> floor, Gym, Research Cell, MI Room, Sty Shop, 2 x washrooms (1x ladies & 1 x Gents), including all corridors, windows, doors and stairs.

(ac) **MPH Block 2<sup>nd</sup> Floor.** Multi-Purpose Hall, Washroom and including all corridors, windows, doors and stairs.

(iv) **Guest Rooms.**

(aa) **Ground Floor.** 1 x Drawing Room, 4 x Rooms, 1 x kitchen, 2 x washrooms and terrace.

(ab) **First Floor.** 4 x Rooms, 2 x washrooms, 1 x water cooler plinth and terrace.

(v) **Registrar Residence.** 1 x Drawing Room, 2 x Rooms, 2 x washrooms, 1 x kitchen, open area and stairs, windows and doors.

(vi) **Principal Residence.** 1 x Drawing Room, 2 x Rooms, 2 x washrooms, 1 kitchen, open area and stairs, windows and doors.

(vii) **Green Room.** Room and washroom.

(viii) **Boys Warden Residence.** 2 x Rooms, 1 x kitchen, 1 x washroom, Dinning area and terrace.

(ix) **Girls Warden Residence.** 2 x Rooms, 1 x kitchen, 1 x washroom, Dinning area and terrace.

(x) **Hostels.**

(ab) **Girls Hostel Single Wing.** 8 x Washrooms (1x indian Seat, 1 x English seat, 1x batharea and 2 x Washbasins), 1 x kitchen, 2 x water cooler plinths, single stairs Ground Floor to Top Floor and terrace.

(ac) **Girls Hostel Double Wing.** 16 x Washrooms (1 x indian seat, 1 x English seat, 1 x batharea, 2 x washbasin), 2 x kitchens, Double stairs from Ground Floor to Top Floor and terrace.

(ad) **Additional Girls Hostel.** 8 x Washrooms (1 x indian Seat, 1 x English seat, 1x batharea, and 2 x Washbasins), 1x kitchen, 2 x water cooler plinths, single stairs Ground Floor to Top Floor and terrace.

(ae) **New Girls Hostel**. 16 x washrooms consisting of 1 x English seat, 1x bath area and 1 x wash basin.

(af) **Boys Hostel Single Wing**. 8 x Washrooms (1 x indian Seat, 1 x English seat, 1x batharea, 1xurinal pot and 1 x Washbasins), 1 x kitchen, 2 x water coolers, single stairs Ground Floor to Top Floor and terrace.

(ag) **Boys Hostel Double Wing**. 16 x Washrooms (1 x indian seat, 1 x English seat, 1 x urinal pot, 1 x washbasin), 2 x kitchens, Double stairs from Ground Floor to Top Floor and terrace.

(xi) **Security Rooms**. 1 x Security Room, 1 x Security changing room and washroom.

(xii) 2 x Set of Garages, 3 x Fountains (Water bodies), Main Campus Sports Area (2 x basketball courts, 2 x badminton courts, 1 x volleyball ground, Amphitheater, Generator Complex, Power Room, Garbage area, Drainage system and all open area).

(b) **Maintenance of Sports Complex (Total Area 1.44acre) Situated at Sector 69 Mohali**. 2 x Rooms, 2 x washrooms and open area.

(c) **Arboriculture**. Maintenance of existing green areas, plants, hedges, trees and development of arboriculture both in main campus and sports complex.

## 7. **Periodicity of Maintenance**.

- |   |                                    |
|---|------------------------------------|
| (a) Adm Block incl Washrooms                | - Once a Day before 9 AM.          |
| (b) Hostel Common Area and Common Washrooms | - Twice a Day                      |
| (c) Balance Area                            | - Once a Day (between 10AM to 4PM) |

8. **Material and Machinery**. Material and Machinery for the smooth running of services to be provided by the agency only.

9. **Multi-Tasking**. The manpower provided by the agency will also be tasked for making special arrangements for classes, exams or any other functions from time to time as and when required by the College Administration.

10. **Supervisors**. Agency to nominate three/two supervisors out of which one supervisor to be a lady supervisor who will be specifically supervising the cleaning of girl's hostels. The lead/head supervisor will be responsible to the college administration for daily maintenance.

11. **Maintenance Material and Machinery**. Provisioning of maintenance material for housekeeping (cleaning material for general areas and washrooms), arboriculture (manure & sprays) and use of any machinery will be responsibility of the agency/bidder. Whenever the material/stores are supplied to the AIL, the same will be checked by the



Adm Incharge of AIL. A register will be maintained by the Supervisor for record of receipt and issue of material/stores/equipment's etc, which will be verified by the Adm Incharge with signatures.

12. **Clearance and Cleaning of Sewerage Pit and Sewerage Lines.** Sewerage pits and sewerage lines to be cleaned once in a week. In case of blockage of sewage both external/internal actions to be initiated to resolve the same on war footing.

13. **Expectations.** Following is expected:-

(aa) The entire campus should give neat and clean appearance at all times.

(ab) The level of cleaning of washrooms to be of corporate standard.

(ac) In case of any impending inspection/visit, the agency/manpower employed will be required to do undertake special cleaning and maintenance efforts.

(ad) The manpower employed is expected to put various items, stores etc in a presentable and systematic manner after cleaning of area.

(ae) The entire workforce employed by the agency will be required to work as one homogenous team.

(af) Foul smell from sewerage pit to be prevented by timely cleaning.

(ag) The team will also be expected to do antimalarial, antivirus sprays.

### **Operation of Contract, Conduct, Responsibilities and Duties of Outsourced Staff and Outsourcing Agency**

14. The Outsourcing staff provided by the Agency shall be the employee of the Outsourcing company and not of the AIL. However, they shall work under overall control of the Registrar, AIL Mohali or staff nominated by the Registrar for this purpose.

15. Registrar, AIL Mohali shall be the Empowered Officer for this contract. In respect of disputes of any kind, the Principal of the Institute will be final authority to settle disputes for the purpose of this contract.

16. The Supervisors will be reporting to Administrative Assistant/Incharge of the College and take instructions from Registrar and head of Administration at least once a day.

17. Outsourcing Agency will be responsible to deploy trained staff with good bearing on duty.

18. The Outsourcing Agency shall be responsible for the conduct of employees deployed as per law of the land. The Outsourcing Agency shall withdraw the delinquent workers immediately being asked in writing by the empowered officer and provide suitable relief within 24 hours.

19. In order to cater for absence of an outsourced person from work, there should be a relief system, as non-availability of staff will adversely affect hygiene and sanitation of the Institute. No outsourced person to be put on duty for more than 8 hours in a single shift. A mechanism for relief to be worked out by the agency. Relief to be paid his dues at par with other staff of his/her category.

20. The manpower provided by the agency will also be utilized for making special arrangements for classes, exams or any other functions from time to time as and when required.

21. The Supervisors are required to write in Repair register if there is any type of repair/maintenance is required in the college/hostels.

22. **Name & Telephone Number.** Name, telephone number and other contact details of Outsourced personnel and Field Officer will be displayed in EM office by the outsourcing Agency.

23. **Important Instructions for Outsourced Staff Employed By the Agency.**

(a) **Consistency of Staff.** The agency will be required to select staff for maintenance duties in a manner that there is consistency in their attendance and they fully understand the daily routine duties. The relief should be provided in case a staff is absent or has proceeded on leave.

(b) The persons being employed by the Outsourcing agency should be fully capable to understand and carryout all the duties expected from him satisfactorily as applicable to an educational institute.

(c) The agency will provide identity card to each employee, indicating that they are employed for AIL.

(d) The supervisor is required to maintain daily attendance register which should be verified by Administrative Assistant/Incharge and countersigned by the Registrar AIL on daily basis.

(e) **Age.** The Outsourced personnel should be within the age group of 25-50 yrs (Proof of age is required). They should be well trained for their duties.

(f) **Police Verification and Medical.** The agency will provide certificate of medical fitness and police verification in respect of each employee.

24. **Minimum Staff Required to be Employed.** The agency has been given an overall contract for maintenance of AIL complex as brought out at para 02 of the General Terms and Conditions above. The Agency may utilise higher number of manual labour or a combination of manual and mechanical resources for maintenance. However, a minimum number of maintenance staff is to be mandatorily employed to meet requirement of dual tasking. Scale of minimum staff to be employed on daily basis is as under:-

- (a) Safai Workers - 09
- (b) Mali - 03

**Note:** The maintenance agency will be responsible for relief to these staff due to their absence/one day off per week.

25. The services of Outsourced personnel deployed by the Outsourcing Agency will be dispensed with immediately if they are not found working in accordance within the guidelines for maintenance or involved in cases of indiscipline and agency will be informed telephonically followed by written compliant.

26. The Contract shall remain in force for a period of twelve months wef date of signing of agreement. In an event of requirement, the Outsourcing Agency should be willing to continue the existing contract from three months to twelve months from the expiry of contract at existing terms and conditions.

**Terms of Payment & Statutory Conditions/Obligations.**

27. **Terms of Payment.** It will be obligatory for the agency to make payment of minimum monthly wages as notified by the **Local Dy Commissioner/DC Mohali** to all the staff employed through him at AIL, Mohali.

28. **Submission of Monthly Bill by the Outsourcing Agency.** The Outsourcing Agency to submit monthly bill by 10<sup>th</sup> of every month. Payment of monthly bill will be made by AIL only if the bill is submitted by the outsourcing agency along with following documents/proofs:-

- (a) Covering letter on agency letter head duly signed and stamp
- (b) Invoice for the month (incl Bill No and Date).
- (c) Attendance sheet duly signed by the contractor and verified by the authorised officer of this institute.
- (d) EPF Challan alongwith detail of employee's
- (e) ESI Challan alongwith detail of employee's
- (f) GST Challan
- (g) Detailed salary sheet showing Gross Salary paid, all deductions made and net paid to the individuals
- (h) Extract of the Bank Account for wages paid, EPF, ESI Contributions made.

29. It is the sole responsibility of the Outsourcing agency that the payment be made in time to the vendor from whom any material/ stores/ equipment's purchased or repaired etc or any services hired by the agency. AIL is only responsible for monthly payment to the outsourcing agency as per bill and will not be responsible for any dues to any other agency/supplier.

30. The Outsourcing Agency, shall not be entitled to any additional payment during the tenure of present contract on any account.

31. The Outsourcing Agency shall submit monthly bills in duplicate by the 10<sup>th</sup> of every month to the Registrar, AIL Mohali complete with all documents. The bills submitted by the agency will be scrutinized by the dealing staff at AIL and payment shall be made within a period of 15 days from the submission of the bills.

32. The Outsourcing agency will submit undertaking to ensure that outsourced personal employed by the agency at AIL will be engaged on duty as per duty hours, and paid salary as per rules on the subject. A certificate to this effect will be attached with monthly bills being submitted by the outsourced personal.

33. The Outsourcing Agency shall take full responsibility for paying monthly minimum wages to its contracted employees before 7<sup>th</sup> of each month. In Case any complaint is received from the contracted employees, action will be taken. Under such dispensation, contract is liable for termination giving due notice and setting the dues of the employee from the pending bills/security deposit available with the AIL, Mohali.

34. **Statutory Obligations.** The Outsourcing Agency will ensure that the mandatory, statutory contribution made by AIL to the Outsourcing Agency wrt ESI (Employees' State Insurance), EPF (Employees Provident Fund) as per latest notifications from the offices of ESI and EPF.

35. Liability of meeting all the statutory obligations like EPF, ESI, GST and any other applicable tax etc will vest with the security agency and documentary proof of the contractor will be provided the agency.

36. The Outsourcing Agency shall abide by labour Laws, Rules and regulation as issued by the government and amended from time to time.

37. In the event of any injury / loss of life to contractor's men/staff operating in the college, it shall be sole repeat sole responsibility of the agency for payment towards any treatment or compensation or legal matters arising therefrom. The Agency shall get all his worker, deployed on AIL, Mohali covered under requisite General Insurance Scheme under the Prescribed Act or any additional insurance to cover liabilities under payment of Compensation Act. For settlement of claim of injured/ dead worker, AIL Mohali shall not bear any liability on his account what so ever.

38. **Deductions From Monthly Payments.**

(a) TDS as applicable shall be deducted from the monthly payment of the Outsourcing agency.

(b) **Deductions for Non Availability of Min Strength of Staff (refer para 25) .**

(i) Rs. 500/- per day for absence of each maintenance staff (if relief not provided).

(ii) Rs. 700/- per day for absence of supervisor/lead Supervisor (if relief not provided).

(c) **Non-Availability/Supply of the Cleaning Material/Appliances.** Rs. 1000/- per day will be deducted for non availability/supply of cleaning material/appliances.

39. In case of any lapse attributed to the duty of worker penalty will be imposed on company as per following details: -

(a) **Minor Lapse not Involving any Damage to Property or Person.** - Rs. 250/-

(b) **Major Lapse** - Upto Rs. 5000/- with or without lodging complaint with civil police depending on the nature of case.

(c) **Cases of Misbehavior/Conduct.** - Rs. 500 - Rs. 5000/- depending upon severity of case.

(d) **Reporting of Misconduct.** In case of any of the College Staff misbehaving with the maintenance staff, supervisor can report same in writing to the Registrar AIL.

(e) Any loss to property due to lapse attributed to the negligence of outsourced employees and/or due to act of omission/commission on part of maintenance staff, the Outsourcing Agency will be responsible to make good the loss which shall be worked out by Registrar and will remain non-negotiable and shall be put in writing.

(f) The Outsourcing Agency will maintain a Penalty register in respect of personnel deployed. Regular entries (as and when penalty is imposed) will be made in the register. The register will be signed from the Registrar once in a month.

(g) Any of the personnel deployed provided by the outsourcing Agency whose work or conduct is found unsatisfactory by the AIL, Mohali shall be replaced immediately at no cost to AIL, Mohali

40. **Conditions For Termination of Contract.**

40.1 The Outsourcing Agency shall not under any circumstances alter or give or agree to give any person any gift or consideration of any kind of inducement for reward doing or forbearing to do or for having done or forborne to do any act in relation to be obtaining or execution of this or any other contract. Any breach of this condition by the contractor or by anyone employed / engaged by him or acting on his behalf whether with or without his knowledge shall entail the AIL to discontinue the services, forfeiture of the security deposit to and terminate the contract forthwith and deduct from contractor's bill, the amount of any loss or damage resulting from the cancellation thereof, due to the AIL, Mohali, without prejudice to any other rights available under the terms of contract or law.

40.2 AIL has right to short closure / termination (wholly or partially) of this contract with one month notice without assigning any reasons to the Outsourcing Agency.

40.3 The contract is liable for termination by giving one-month notice to the Outsourcing Agency in the event of repeated non-performance or improper performance of the duties in accordance with the Contract. Periodic failure to provide full complement of maintenance staff or putting untrained maintenance staff/Mali/Plumber on duty could be an appropriate reason for cancelation of contract.

40.4 If Outsourcing Agency wants to terminate the contract he shall be intimating such termination of contract with three month prior notice to AIL.

40.5 Outsourcing Agency will not sublet this contract in any form/case.

40.6 If at any time during the currency of contract an order or decree of competent court be made or resolution passed for the winding up of contract, the AIL will have rights to terminate the contract by giving one month notice in writing but without prejudice to any right acquired to either party prior to such termination.

41. All disputes arising out of or in any way concerning this contract whatsoever shall be referred to the sole arbitration of the Principal AIL, Mohali or any other officer appointed by him/her. The decision of such arbitrator shall be final and binding on the concerned parties.

**Declaration**

**I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever.**

**Place:**

**Date:**

**Signature and Seal:**

**SCHEDULE OF QUOTES (SOQ) FOR THE CONTRACT OF  
OUTSOURCING SERVICES AT AIL MOHALI**

<b>S.No</b>	<b>Description</b>	<b>Cost in Rs.</b>	<b>GST</b>	<b>Total</b>
(a)	(b)	(c)	(d)	(e)
1.	Cost of Human Resources (Housekeeping, Gardners, Supervisory Staff)			
2.	Cost of Maintenance Material			
3.	Component of Cost of Appliances			
4.	Service Charges			
5.	Any Other Cost			
6.	<b>Grand Total</b>			

**Notes:**

1. The consolidated figure quoted by the Outsourcing Agency for complete year for total numbers of workers including all misc heads **will be considered for deciding L1 vendor/firm.**
2. Where ever not applicable, please write-NIL.
3. Schedule of Quotes to be prepared on agencies Letter Head and duly signed & stamp by the Proprietor/Owner .
4. Amount will be paid on monthly basis as per bill raised by the agency only after checking of the bill.

Signature: \_\_\_\_\_

Name:

Date:

Place: