



ಕೇಂದ್ರಿಯ ವಿದ್ಯಾಲಯ, ನೇವಲ್ ಬೇಸ್, ಕಾರವಾರ
केन्द्रीय विद्यालय नौ सेना अवस्थान, अरगा, कारवार

KENDRIYA VIDYALAYA,

Naval Base, Karwar, PIN. 581308

(Under the Ministry of Education, Govt. of India)

Website: www.karwar.kvs.ac.in Phone : **08382 - 263111** Email : kvkarwar2005@gmail.com

F: 13390/KVK/2020-21

Date: 13.04.2021

TENDER DOCUMENT

FOR PROVIDING
SECURITY / HOUSE KEEPING/ GARDENING SERVICES
TO KENDRIYA VIDYALAYA KARWAR BY SERVICE PROVIDER

DATE & TIME OF ISSUE OF TENDER DOCUMENT Whoever not registered, can register with our Vidyalaya immediately	13.04.2021 TO 22.04.2021 UP TO 12:00 NOON
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 2:30 PM BY 23.04.2021
DATE & TIME FOR OPENING OF TENDER DOCUMENT - TECHNICAL/FINANCIAL BID	AT 12:00 Noon ON 24.04.2021

SALE & SUBMISSION OF TENDER DOCUMENT

SALE OF FORM : FROM **13.04.2021 TO 22.04.2021** UPTO 12:00 Noon ON ALL WORKING DAYS
SUBMISSION OF TENDER DOCUMENT: **UPTO 2:30 PM BY 23.04.2021.**

- The Tender Form can be obtained from the office of Kendriya Vidyalaya Karwar on any working day from 13.04.2021 TO 22.04.2021 up to 12:00 Noon on payment of Rs.100/-.
- In case the Tender Form is downloaded from the website of Kendriya Vidyalaya Karwar the Demand Draft of Rs.100/- (One Hundred only) in favour of "Principal, Kendriya Vidyalaya Karwar" payable at Karwar be sent along with the Tender Form, failing which the tender of the concerned Agency will be rejected.

The tender shall be accepted under Bid System. The interested Service Providers are advised to submit Technical & Financial bids in a **sealed envelopes** superscribing "**TECHNICAL/FINANCIAL BID FOR PROVIDING Security / House Keeping/ Gardening Services**". to Principal, Kendriya Vidyalaya Karwar.

- The tender (Technical Bid & Financial Bid) duly completed in all respect may be send through speed post/Regd. Post/Courier only to the Vidyalaya by 23.04.2021.



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CONTENTS OF TENDER DOCUMENT

SL. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice
02	Scope of work and general instruction for tenderer
03	Terms & Conditions
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05	Technical Bid qualification criteria
06	Proforma for Technical Bid
07	Details of contracts for past three years
08	Proforma for Financial Bid
09	Check list for Technical Bid

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERER
FOR PROVIDING HOUSEKEEPING/GARDENING/SECURITY SERVICES**

1. Name of KV: Kendriya Vidyalaya Karwar
2. Address / Location of Building: Kendriya Vidyalaya Karwar, Naval Base, Karwar – 581 308
3. Total Area : 10 Acres approx. (Approx 62 rooms, 16 toilets, Corridors, Open areas, Stair case)
(Play Grounds, Garden and rooms)

The Area/ compound is surrounded by a boundary wall with two gates.

(The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)

4. SECURITIES : SCOPE OF WORK:

- a. The agency is to provide security services / watchman for the campus of Kendriya Vidyalaya for a period of One Year.
- b. The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays.
- c. Only UNARMED, Ex-serviceman/ Ex paramilitary personnel/ civilian guards in proper uniform with verified antecedents will be employed.
- d. Three unarmed guards in uniform with minimum One (01) guard per shift will be provided on 8 hours per security.
- e. The agency will be responsible for payment to these security/watchman. No payment or honorarium what so ever will be paid by Vidyalaya to the security personnel deployed by the agency.
- f. The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
- g. The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
- h. The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

5.GARDENER: SCOPE OF WORK:

- a) The contractor is to employ adequate number of trained gardeners for providing gardening services in the entire Vidyalaya campus - entrance area & potted plants, lawn, staff quarters area.
- b) The Gardener/Housekeeping employees should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc. on holiday(s) whenever required will be paid on pro-rata basis.
- c) Developing Lawns & Gardens of the Vidyalaya by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.
- d) Maintaining of the lawns and gardens by watering, cutting, pruning & weeding, putting new annual and seasonal flower plants and ornamental plants, and putting pesticides and manure, ant/termite treatment etc., as the sole responsibility of the agency.
- e) All sorts of tools and implements and other materials needed for the maintenance of the lawns and gardens will be provided by the Vidyalaya.
- f) Wild growth of grass, bushes and trees in the lawn, sports ground, and entrance area is to be cut regularly and disposed off away at a place acceptable to Municipal committee.
- g) All existing flowerbeds are to be watered regularly and seasonal/ all weather saplings, flowers and plants are to be planted /replaced.
- h) All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.
- i) The contractor is also to provide special services not spelled out above in relation to gardening service which may be asked by Principal or committee framed to supervise the gardening services, in the interest of Vidyalaya
- j) The Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.

6. CONSERVANCY (HOUSEKEEPING) : SCOPE OF WORK :

01. In general, the scope of work involves sweeping of entire school building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Principal. The contractor is required to provide sufficient safaiwalas. The safaiwalas are to be available at the Vidyalaya as per the followings timing for work or as may be decided by the Vidyalaya:

ON WORKING DAYS

08:00 am to 5:00 pm

DAILY WORK

02. The Contractor will be responsible for the following jobs daily through his employees:-

- (a) Cleaning of the floor area of all class rooms, corridors, offices & stair case, varandah etc. with wet floor dusters, detergent, disinfectants, etc., once in the morning before opening of the Kendriya Vidyalaya and thereafter after interval especially in the areas like corridors, stairs reception etc.
- (b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes, flies etc.
- (c) Cleaning and washing of toilets and urinals using phenyl, detergents and disinfectants once in the morning and again in the afternoon and after school hours or as may be specified by the Principal & committee formed for this purpose.
- (d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available in each toilet in the building.
- (e) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school everyday before opening of the school.
- (f) Cleaning of durries, carpets, curtains, ventilation blend, Library racks, and other stores and material of Vidyalaya.
- (g) Sweeping and cleaning of open areas, roads, passages, prayer ground, lawns etc. within the boundary of the Kendriya Vidyalaya. The garbage and foliage so collected is to be disposed off away from the Vidyalaya at specific places earmarked by Municipal Corporation.
- (h) In case of shortage of water or non-availability of water the contractor will be responsible for bringing water from outside for cleaning, at his own expenditure. Vidyalaya will not be responsible for providing water to the contractor in case of shortage.
- (i) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24 hours of notice of complaint.
- (j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

WEEKLY WORK

03 The contractor will be responsible for the getting the following jobs done through his employees once a week:-

- (a) Washing and scrubbing of floor areas with detergents and dirt removing agents.
- (b) Acid cleaning of sanitary wares, without damaging their shines.
- (c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.
- (d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.
- (e) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.
- (f) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.
- (g) Removal of cobwebs in all rooms and other spaces of the school.

QUARTERLY WORK

04 The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee:-

- (a) Cleaning of overhead water tanks, all water coolers and any other water storage reservoir.
- (b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.

05 Room Facility: The Kendriya Vidyalaya shall provide a small room/space for the supervisor and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed in the room and nobody will be allowed to stay in it after school hours.

07. RATES

Rates must be fixed on per month basis for the whole unit (covered area, open area, surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work. At times when work is taken for a period less than a week because of closure of the school etc., rates would be calculated on pro rata basis and payment made accordingly.

8. The tender shall be accepted under Bid System. The interested Service Providers are advised to submit Technical & Financial bids in sealed envelopes superscribing "**TECHNICAL/ FINANCIAL BID FOR PROVIDING SECURITY / HOUSE KEEPING/ GARDENING SERVICES**" to Kendriya Vidyalaya Karwar.

9. **TECHNICAL BID of the service providers must necessarily be accompanied with Earnest Money of 25,000/- (Rupees Twenty five thousand only), refundable (without interest), in the form of Demand Draft / in favour of 'Principal, Kendriya Vidyalaya Karwar, failing which the tender shall be rejected summarily.**

10. The rates of contract awarded would be subject to review on revision of rates of service Tax after the award of the contract. If there is any revision in the Service Tax, the rate of contract will stand revised by one fourth (1/4th) of the per cent revision in Service Tax rates. The revision will take effect from the first day of the following month of the month in which revision takes place. For illustration, if the rate of Service Tax is increased / decreased by 10% on 1st January, the rates of contract will stand increased / decreased by 2.5% with effect from 1st February.

11. The successful tenderer will have to deposit Performance Security Deposit (SD) of 10% of the contract value in the form of an Account payee Demand Draft. The performance security should remain valid for a period of **90 (ninety) days** beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.

12. Conditional bids shall not be considered and will be out rightly rejected.

13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the **Technical Bid Application**, the same must be attested by the person authorized to sign the tender bids.

14. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.

The attested copy of the **CERTIFICATE OF REGISTRATION** of firm should also be enclosed along with the tender alongwith the name of authorized partner to interact with Kendriya Vidyalaya Karwar.

15. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.

16. The TECHNICAL & FINANCIAL BID shall be opened on the scheduled date and time (At 12:00 Noon on 26.04.2021) in the Vidyalaya in the presence of the representatives of the Agency / firm if any, who wish to be present at the time of opening the tender.

17. The TECHNICAL BID if not qualified will be summarily rejected.

18. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.

19. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, its Earnest Money (EMD) will be forfeited.

20. If after award of the contract, the successful bidder (L1) fails to provide required number of **Security Guard / Gardner/ Safaiwalas / Workers**, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.

21. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form.

TERMS & CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the Principal, KV Karwar, but not more than one year after review of performance.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya Karwar. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Kendriya Vidyalaya Karwar.
3. By virtue of this agreement, no relationship will be created between the Safaiwalas/ Workers and Kendriya Vidyalaya Karwar/ KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards/ Gardner / Safaiwalas/ Workers meeting all statutory obligations and no complaints by any of its Security Guards/ Gardner /Safaiwalas/ Workers in this regard will be entertained by the Kendriya Vidyalaya Karwar / KVS.
4. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya Karwar side and two months' notice on the side of Service Provider without assigning any reason and the decision of the Vidyalaya authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. The labourers should be physically and mentally fit.
6. The Security Guard / Gardener / Safaiwalas/ Workers should be neatly dressed up with proper uniform and shoes.
7. The Security Guard / Gardener / Safaiwalas/ Workers should be well versed with local languages.
8. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by it's Security Guard / Gardener / Safaiwalas/ Workers.
9. The Firm/Agency shall ensure that the wages to the Security Guard / Gardener / SAFAIWALAS/ WORKERS will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force as per **CENTRAL GOVERNMENT LABOUR ACT** and other mandatory rules as in force.
10. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guard / Gardener / Safaiwalas/ Workers employed by it and deployed in Kendriya Vidyalaya, Karwar.
11. Verification of **CHARACTER AND ANTECEDENTS** of the Security Guard / Gardener / Safaiwalas/ Workers through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Safaiwalas/ Workers provided are of good character, duly verified by the Police from security angle should be provided to the Vidyalaya immediately after award of Contract. The Security Guard / Gardener / Safaiwalas/ Workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
12. The Vidyalaya shall not provide any accommodation or living facilities to the Security Guard / Gardener / SAFAIWALAS/WORKERS.
13. The Gardener / Safaiwalas/ Workers should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.
14. Losses caused to the Vidyalaya due to negligence on the part of Security Guard/ Gardener/ Safaiwalas /Workers will be recovered from the Agency/Contractor.
15. The Security Guard / Gardener / Safaiwalas /Workers provided by the Service Provider should be well mannered, courteous and polite. The Security Guard / Gardener / Safaiwalas/Workers should not smoke or consume liquor while on duty and should not play cards, etc. within the Vidyalaya premises.
16. During the period of leave of any of the Security Guard / Gardener / Safaiwalas/Workers, the Service Provider shall deploy another Security Guard / Gardener / Safaiwalas/Workers with prior intimation to the Vidyalaya.
17. The Service Provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.
18. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.

19. The quoted rates will be all inclusive of all charges, **excluding Service Tax**, and no other charges will be paid extra. Service Tax, if applicable, will be paid extra by the Vidyalaya to the concerned Agency/ Service Provider on production of receipt by the Agency/ Service Provider.

20. **The material** such as- Brooms, Dusters, Brushes, Acids, Detergents, Disinfectants, Phenyl, Naphthalene balls, Soaps, Wiper, Dustbins, etc should be provided by the Agencies for use of Safaiwalas/Workers for cleanliness purpose in the Vidyalaya. The Service Provider has to do with their cost and quality of material should be good and the item bill along with materials should be submitted to the office incharge for verification of stock.

21. The Service Provider shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer/ Principal of Kendriya Vidyalaya Karwar. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.

22. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made through RTGS/by cheque only.

23. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

24. The Kendriya Vidyalaya reserves the right to order any worker of the Service Provider to leave the premises of the Kendriya Vidyalaya if his/her presence at any time if felt undesirable.

25. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of **100/-** to be signed by both the parties.

26. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya Karwar. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be Karwar. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Karwar.

27. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.

PENALTY CLAUSE

Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:

(Amount in ₹)

Sl. No.	Violation	Penal amount per month (₹)			Remarks
		First instance	Second instance	Third instance	
01	Improper cleanliness in class rooms & corridors.	500/-	1000/-	1500/-	On each occasion
02	Improper cleanliness in Toilets	500/-	1000/-	1500/-	On each occasion.
03	Improper cleanliness in open spaces, grounds, roads.	500/-	1000/-	1500/-	For each violation.
04	Absence of a Safaiwala/Gardener/Securities without deploying his/her replacement	500/-	1000/-	1500/-	For each violation.
04	Non compliance of any other terms & conditions	500/-	1000/-	1500/-	For each violation.

TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid:-

- A. The Office of the Applicant/ Service Provider should be located in Karwar. (Proof of address to be provided)
- B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the **certificate of registration of firm** should also be enclosed along with the tender.
- C. The Agency must have a minimum' of three years' experience in providing Conservancy/House Keeping Services to Central Government Departments/Autonomous Body/ State Govt/ Public Sector Companies/Banks. Proof of at least one contract relating to services to Central Government/State Governments/ Autonomous Body/ PSUs/Bank in last three years along with attested copies of the work order should be enclosed.
- D. The Agency should have its own Bank Account. Certified copy of the account maintained for 2019-20 and 2020-21 issued by the Bank, shall be enclosed.
- E. The Applicant's agency (not individual) should be registered with **Service Tax department**. Certified copy of the registration shall be attached with the Bid document.
- F. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc.
- G. If it is found that the information/ certificates furnished by the participating firm is incorrect / wrong or bogus, the firm shall be deemed blacklisted and it's bids will be ignored and Bid Security/ Performance Security will be forfeited.
- H. Those agencies not registered with Kendriya Vidyalaya Karwar for the year 2020-21 should remit earnest money deposit of Rs.25,000/- for participating in the tender bid.

I. EVALUATION OF BID:

The bid will be treated as non-responsive if following documents are not attached:-

- (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- (b) Audited Balance Sheet & Profit and Loss Account of the last three years.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) PAN No. and Current IT clearance certificate.
- (e) Attested copy of proof of EPF registration along with attested copies of challans for EPF payment for the year 2020-2021.
- (f) Attested copy of proof of ESI registration.
- (g) Attested copy of proof of Service Tax Registration.

PERFORMA FOR TECHNICAL BID		
1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Karwar. Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last three years) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (attach attested copy of the Registration)	
7	Service Tax Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (three years)	Attach as per format- Annexure-I
10	Self- certificate for non-blacklisting	Attach as per format- Annexure-II.
11	Total No.s of employees in the Agency	
12	Earnest Money of 25,000/- (for 3 services) in favour of ‘Principal, Kendriya Vidyalaya Karwar, VVN A/c, Karwar ‘ is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch.....
13	Acceptance of Terms & Conditions of tender documents.	Attach as per format – Annexure- III
14	Declaration by the Tenderers	Attach as per format – Annexure- IV
15	For registration (Whoever not registered, can register with our Vidyalaya immediately)	Attach as per format

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

DECLARATION

1. I,Son/Daughter/Wife of Shri.....
.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby undertake to work at **L1** rates as per the terms and conditions given in the tender documents.

Signature of authorized person.....

Date:.....

Place:

Full Name.....

Mobile /Telephone No.....

DETAILS OF CONTRACTS FOR PAST THREE YEARS

DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING CONSERVANCY/ HOUSE KEEPING SERVICES DURING THE LAST TWO YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (` . Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(If the space provided is insufficient, a separate sheet may be attached)

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

ANNEXURE-II

Ref: F. No......

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....
..... (name & address of
Agency/firm) is neither blacklisted by any Government Department/ Autonomous Body/ PSU nor any criminal case is
registered against the firm.

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

ANNEXURE-III

:ACCEPTANCE OF THE TENDERERS:

The Terms & Conditions enumerated in the document from **Sl. No.1 to 27** have been read by me/us and are acceptable to
me/us.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

:DECLARATION BY THE TENDERERS:

I/We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

PERFORMA FOR FINANCIAL BID – HOUSE KEEPING			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, KARWAR – 581308	
2	Area / Blocks	Area of KV : 10 Acres approx. (Approx 62 rooms, 16 toilets, Corridors, Open areas, Stair case) (Play Grounds, Garden and rooms) The Area/ compound is surrounded by a boundary wall with two gates. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for housekeeping services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Safaiwalas /Housekeeping required in the Vidyalaya	07 (Seven).	
Sl. No.	Details	Amount (in Rupees) per Month	
		Housekeeping Per labour	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per housekeeping staff as per notification from the Office of the Labour Commission of Government of India per Safaiwala (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges (Please enclose the proof of rates of concerned authority)		
3	E.S.I. Charges (Please enclose the proof of rates of concerned authority)		
4	Service Tax, if applicable (Please enclose the proof of rate of concerned authority)		
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus per labourer.		
III. TOTAL MONTHLY CHARGES PER LABOURER (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 07 LABOURERS PER MONTH			

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

PERFORMA FOR FINANCIAL BID – GARDENING			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA KARWAR – 581308	
2	Area / Blocks	Area of KV : 10 Acres approx. (Approx 62 rooms, 16 toilets, Corridors, Open areas, Stair case) (Play Grounds, Garden and rooms) The Area/ compound is surrounded by a boundary wall with three gates. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for gardening services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Gardeners required in the Vidyalaya	01 (One).	
Sl. No.	Details	Amount (in Rupees) per Month	
		Gardening	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per gardener as per notification from the Office of the Labour Commission of Government of India per Gardener (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges (Please enclose the proof of rates of concerned authority)		
3	E.S.I. Charges (Please enclose the proof of rates of concerned authority)		
4	Service Tax, if applicable (Please enclose the proof of rate of concerned authority)		
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus per gardener.		
III. TOTAL MONTHLY CHARGES PER GARDENER (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 01 (ONE) GARDENER			

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

PERFORMA FOR FINANCIAL BID – SECURITY			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA KARWAR– 581301	
2	Area / Blocks	Area of KV : 10 Acres approx. (Approx 62 rooms, 16 toilets, Corridors, Open areas, Stair case) (Play Grounds, Garden and rooms) The Area/ compound is surrounded by a boundary wall with two gates. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	24 Hours security services on shift basis on all days.	
4	No. of Securities required in the Vidyalaya	03 (Three) 8 hours duty each.	
Sl. No.	Details	Amount (in Rupees) per Month	
		Securities (Per person)	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per security as per notification from the Office of the Labour Commission of Government of India per Security. (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges (Please enclose the proof of rates of concerned authority)		
3	E.S.I. Charges (Please enclose the proof of rates of concerned authority)		
4	Service Tax, if applicable (Please enclose the proof of rate of concerned authority)		
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus etc per security.		
III. TOTAL MONTHLY CHARGES FOR EACH SECURITY (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 03 (THREE) SECURITIES			

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

FORMAT OF BID

(All figures in Rs.)

S. No	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniform/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Material Charges for House Keeping	Total monthly cost (Co. 8 + 9)
1	2	3	4	5	6	7	8	9	10
1	House Keeping	07							
2	Security	03						-----	
3	Gardener	01						-----	

- NOTE: 1. Service Tax shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)
Signature: _____
Name: _____

CHECK LIST FOR TECHNICAL BID

1. I/We have gone through the contents of the tender documents received from Kendriya Vidyalaya Karwar for providing service of
..... (Security Service) (House keeping) (Gardening).

I/We affirm that our Agency is implementing **MINIMUM WAGES ACT** in force at Cental Govt.

2. The Technical bid duly filled in by a person authorized by the Agency/ Service Provider, in prescribed proforma, is placed at **Page No.**_____
3. Proof of address of the Agency is placed at **Page No.** _____
4. Banker’s Certificate has been placed at **Page No.**_____
5. Attested copy of Registration of Agency is placed at **Page No.**_____
6. In case of partnership, proof as required under Technical Bid Qualification Criteria is placed at **Page No.**_____
7. Attested copy of Registration with Service Tax is placed at **Page No.**_____
8. Attested copy of PAN No. is placed at **Page No.**_____
9. Annexure: I to IV, as prescribed, are duly filled in and are enclosed herewith.

Demand Draft for Rs. 25,000/- for three services favoring – ‘Principal, Kendriya Vidyalaya Karwar, VVN A/c, Karwar’ towards EMD is attached to the Technical Bid document.

10. Any other document, not mentioned above.....
.....is/ are also enclosed.

Date:.....
Place:.....

Signature of Proprietor/authorized signatory.....