



केन्द्रीय विद्यालय संगठन

# केन्द्रीय विद्यालय महाराजपुर कवर्धा (छ.ग.)

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय

**Kendriya Vidyalaya Maharajpur Kawardha (C.G.) An  
Autonomous Body under Ministry of Education : Govt. of India**

करपात्री स्टेडियम , जिला पंचायत रोड , कवर्धा , जिला-कबीरधाम (छ.ग.)

Karpatri Stadium, Zila Panchayat Road , Kawardha Dist- Kabirdham (CG.) 491995

Website: <https://kawardha.kvs.ac.in/> Email – [kawardhakv@gmail.com](mailto:kawardhakv@gmail.com)

Ref. No. F./22-02/KV/KWD/2020-21/

Dated: 07-11-2020

## TENDER DOCUMENT

FOR PROVIDING

SECURITY / CONSERVANCY SERVICES  
TO KENDRIYA VIDYALAYA, MAHARAJPUR KAWARDHA  
BY SERVICE PROVIDER

DATE & TIME OF DOWNLOADING OF TENDER DOCUMENT	From 09.11.2020
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 02:00 PM BY 27.11.2020
TENTATIVE DATE & TIME FOR OPENING OF TENDER DOCUMENT - <i>TECHNICAL/FINANCIAL BID</i>	AT 11:00 AM ON 28.11.2020

## SALE & SUBMISSION OF TENDER DOCUMENT

DOWNLOADING OF TENDER DOCUMENTS/FORM : FROM 09.11.2020 FROM THE WEBSITE OF VIDYALAYA

LAST DATE FOR SUBMISSION OF TENDER DOCUMENT : UPTO 02:00 PM BY 27.11.2020

- The Tender Form can be downloaded from the official Website of Kendriya Vidyalaya, Maharajpur Kawardha : [www.kawardha.kvs.ac.in](http://www.kawardha.kvs.ac.in) .
- Separate form for each service such as Security , Conservancy Services should be Submitted along with the necessary documents.

The Tender shall be accepted under Bid System. The interested Service Providers are advised to submit Technical & Financial bids separately. The bids are in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed envelopes superscripting "TECHNICAL/FINANCIAL BID FOR PROVIDING Security and Conservancy Services". Outer Sealed envelope duly superscripting "TENDER FOR PROVIDING Security Conservancy Services" is to be submitted /sent by post to Principal, Kendriya Vidyalaya, Maharajpur Kawardha C/o karpatri Stadium Zila Panchayat Road, Kawardha Dist-Kabirdham C.G: 491995".

- The tender (Technical Bid & Financial Bid) duly completed in all respect may be send through speed post or Regd. Post or submitted to the office (on all working days) on or before 27.11.2020 upto 2:00 PM.

## CONTENTS OF TENDER DOCUMENT

SL. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice / Advertisement
02	General Instructions for tenderer
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05	Terms & Conditions
06	Technical Bid qualification criteria
07	Proforma for Technical Bid
08.	Declaration and Annexures
09	Proforma for Financial Bid

### 01. Tender Notice

Sealed tenders are invited for awarding contracts for out-sourcing Security and Conservancy services in Kendriya Vidyalaya Maharajpur Kawardha. The tender form/ document can be obtained from the official Website of Kendriya Vidyalaya Maharajpur Kawardha .

Note: 1. Tender document can be downloaded from the website [www.kawardha.kvs.ac.in](http://www.kawardha.kvs.ac.in)

2. Last date and time for tender queries : 26.11.2020 up to 2 pm.
3. Last date for submission of tenders : 27.11.2020 up to 2 pm.
4. Tentative Date of Opening of bid : 28.11.2020 at 11.00 am.
5. Earnest Money Deposit : Rs. 5,000/- for Security Services and Rs. 5,000/- for Conservancy Services through NEFT/RTGS in  
Account No : 628202010008551  
Account Name : “Vidyalya Vikas Nidhi, KV kawardha, UBI Kawardha”.  
IFSC Code : UBIN0562823

## **2. GENERAL INSTRUCTION FOR TENDERER FOR PROVIDING SECURITY / CONSERVANCY SERVICES**

1. The tender shall be accepted under the Bid System. The interested Service Providers are advised to submit Technical & Financial bids separately. The bids are in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed envelopes superscripting "TECHNICAL/FINANCIAL BID FOR PROVIDING Security and Conservancy Services". Outer Sealed envelope duly superscripting "TENDER FOR PROVIDING Security Conservancy Services" is to be submitted /sent by post to Principal, Kendriya Vidyalaya, Maharajpur Kawardha C/o karpatri Stadium Zila Panchayat Road, C.G: 491995".
2. TECHNICAL BID of the service providers must necessarily be accompanied with receipts and details of Earnest Money of 5,000/- (Five thousand only) for Security Service and 5,000/- (Five thousand only) for Conservancy Service, refundable (without interest), through NEFT/RTGS to Account No :- 628202010008551 'Vidyalya Vikas Nidhi, KV Kawardha' IFSC Code : UBIN0562823, failing which the tender shall be rejected summarily.
3. 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 (1/4<sup>th</sup>) 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.
4. The successful tenderer will have to deposit Performance Security Deposit (SD) of ` 10% of the contract value through NEFT/RTGS . 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.
5. Conditional bids shall not be considered and will be out rightly rejected.
6. 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.
7. 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.
8. The attested copy of the CERTIFICATE OF REGISTRATION of firm should also be enclosed along with the tender along with the name of authorized partner to interact with Kendriya Vidyalaya, Maharajpur Kawardha.
9. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with the seal of the firm.
10. The TECHNICAL & FINANCIAL BID may be opened on the scheduled date and time (At 11:00 AM on 28.11.2020), 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.
11. The TECHNICAL BID if not qualified will be summarily rejected.

12. 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.
13. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, it's Earnest Money (EMD) will be forfeited.
14. If after award of the contract, the successful bidder (L1) fails to provide required number of Security Guard / Safaiwalas, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.
15. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form.
16. All the staff Employed/deputed for the above mention work must have police verification certificate.
17. Any change in Tender Process will be updated in the website of the Vidyalaya. Tenderers are directed to visit the website of the Vidyalaya regularly to get any update about the Tender Process.

### **03. AWARD OF CONTRACT**

- a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price.
- b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para-1above.
- c) The Indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d) Notwithstanding the above, the Indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

## **4-A . SCOPE OF WORK FOR PROVIDING SECURITY / CONSERVANCY SERVICES**

- 1. Name of KV : Kendriya Vidyalaya Maharajpur Kawardha.**
- 2. Address / Location of Building : Kendriya Vidyalaya Maharajpur Kawardha C/O Karpatri Stadium Zila Panchayat Road Kabirdham, Chhatisgarh : 491995**
- 3. Total Area : 4000 Sq meter approx.**

**( 10 Class Rooms, Office (01 room), Audio Visual Room (01), Library (01), Staff Room, corridors, Play Grounds , Water Tank, Garden and open space near buildings/rooms)**

**The Area/ compound is surrounded by a boundary wall with one gate.**

**( 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/watch and ward services 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 one guard per shift will be provided on 8 hours duty.**
- e. The agency will be responsible for payment to these guards/security personnel. 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 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 will have the right to assign any other security/safety related duties to the security staff employed by the agency.**
- i. The Security Staff employed will be responsible for safety and security of students during entry and exit of students in and out from the vidyalaya campus .**

#### **4-B. CONSERVANCY ( HOUSEKEEPING ) : SCOPE OF WORK :**

**5:01** In general, the scope of work involves sweeping of the entire of the school building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Principal /Cleanliness committee. The contractor is required to provide 02 safaiwalas ( 01 Female) . 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 ( 8 Hours )**

**07:30 to 03:30 hours**

#### **5:02 DAILY WORK**

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

- (a) Cleaning of the floor area of all rooms, corridors, offices & stair case, verandah etc. with wet floor dusters, detergent, disinfectants. 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 acids, 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 & Cleanliness committee formed for this purpose.
- (d) Provision of soap and liquid soap in the toilets and placing sufficient quantities of naphthalene balls/cakes and odonil cakes in the urinals.
- (e) Regular dusting / cleaning of furniture (table and chair) and equipment, 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 24hours of notice of complaint.
- (j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

#### **5:03 WEEKLY WORK**

The contractor will be responsible for the getting the following jobs done by 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) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.
- (f) Removal of cobweb in all rooms and other spaces of the school.

#### **5:04 QUARTERLY WORK**

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 (RCC tanks, syntax 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.

#### **5:05 STOCK AND SUPPLIES**

The school will provide stocks of various items such as acids, towels, dusters, soaps, phenyls, detergent, odonil, naphthalene balls(branded & ISI marked) etc., so as to meet normal requirements. The Principal/monitoring committee will decide the adequacy of any such item in toilets. The contractor will be bound by such a decision.

## **5. 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. Kawardha, 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 Kawardha, C.G. 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 Maharajpur Kawardha .**
- 3. By virtue of this agreement, no relationship will be created between the Safaiwalas/ Workers and Kendriya Vidyalaya Maharajpur Kawardha / KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards/ Safaiwalas/ Workers meeting all statutory obligations and no complaints by any of its Security Guards / Safaiwalas / Workers in this regard will be entertained by the Kendriya Vidyalaya Maharajpur Kawardha / KVS.**
- 4. The agreement can be terminated earlier by giving one month's written notice on Kendriya Vidyalaya Maharajpur Kawardha , side and three 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 a decision shall be entertained.**
- 5. The labourers should be physically and mentally fit.**
- 6. The Security Guard / Safaiwalas / Workers should be neatly dressed up with proper uniform and shoes.**
- 7. The Contractor shall get the Security Guard / Safaiwalas/ Workers screened for visual, hearing and major physical defects and contagious diseases and will provide a certificate to this effect to the Vidyalaya. Only physically fit Security Guard / Safaiwalas / Workers shall be deployed for duty by the Service Provider.**
- 8. The Security Guard / Safaiwalas / Workers should be well versed with local languages.**
- 9. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Security Guard / Safaiwalas .**
- 10. The Firm/Agency shall ensure that the wages to the Security Guard / 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. The Security will be deployed for the entire days of the month but safaiwalas will be deployed for working days or as per requirement of the Vidyalaya only.**
- 11. The said Firm/Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Guard / Safaiwalas / Workers employed by it and deployed in Kendriya Vidyalaya, Maharajpur Kawardha.**
- 12. Verification of CHARACTER AND ANTECEDENTS of the Security Guard / 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 / Safaiwalas/ Workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.**
- 13. The Vidyalaya shall not provide any accommodation or living facilities to the Security Guard / SAFAIWALAS/WORKERS.**

14. The Safaiwalas Workers should be deployed for all days of the month except Sunday and other Holidays or as per requirement of Vidyalaya, unless otherwise required on written requisition. Additional charges for cleaning / sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.

15. Losses caused to the Vidyalaya due to negligence on the part of Security Guard/ Safaiwalas /Workers will be recovered from the Agency/Contractor.

16. The Security Guard / Safaiwalas / Workers provided by the Service Provider should be well mannered, courteous and polite. The Security Guard / Safaiwalas/Workers should not smoke or consume liquor while on duty and should not play cards, etc. in the Vidyalaya.

17. During the period of leave of any of the Security Guard / Safaiwalas/Workers, the Service Provider shall deploy another Security Guard / Safaiwalas/Workers with prior intimation to the Vidyalaya.

18. 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.

19. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.

20. **The quoted rates will be all inclusive of all charges, Service Tax and no other charges will be paid extra. Service Tax, if applicable, will not be paid extra by the Vidyalaya to the concerned Agency/ Service Provider on production of receipt by the Agency/ Service Provider.**

21. The material such as- Brooms, Dusters, Brushes, Acids, Detergents, Disinfectants, Phenyl, Naphthalene balls, Soaps, Wiper, Dustbins, etc should be provided by the Vidyalaya for use of Safaiwalas/Workers for cleanliness purpose in the Vidyalaya.

22. 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, Maharajpur Kawardha. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.

23. 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 by cheque/ bank account only.

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

25. 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.

26. 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.

27. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya, Kawardha. 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 Kawardha. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Kawardha.

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



## 6. 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 Chhattisgarh. (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 one years' experience in providing Conservancy/Security Services to Central Government Departments/Autonomous Body/ State Gov./ Public Sector Companies/Banks. Proof of at least one contract relating to services to Central Government/State Governments/ Autonomous Body/ PSUs/Bank in last one years along with attested copies of the work order should be enclosed.
  - D. 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.
  - E. 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.
  - F. 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.
- 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 1(one) years.
- (b) PAN No. and Current IT clearance certificate.
- (c) Attested copy of proof of Employee Provident Fund registration along with attested copies of challans for EPF payment for the year 2019-20.
- (d) Attested copy of proof of Employee State Insurance registration.
- (e) Attested copy of proof of Service Tax Registration
- (f) Receipts / Details of Earnest Money Deposit

**7. PERFORMA FOR TECHNICAL BID**

<b>1</b>	<b>Name of Agency</b>	
<b>2</b>	<b>Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)</b>	
<b>3</b>	<b>Full Address of Registered Office</b>  <b>Telephone No. :</b> <b>FAX No. :</b> <b>E-Mail Address :</b>	
<b>4</b>	<b>Full address of Operating/ Branch Office in Chhattisgarh.</b>  <b>Telephone No.</b> <b>FAX No.</b> <b>E-Mail Address</b>	
<b>6</b>	<b>Registration No. / License No. of the Agency (attach attested copy of the Registration)</b>	
<b>7</b>	<b>Service Tax Registration No. (attach attested copy of the Registration)</b>	
<b>8</b>	<b>E.P.F Registration No. (attach attested copy of the Registration)</b>	
<b>9</b>	<b>E.S.I Registration No.(attach attested copy of the Registration )</b>	
<b>10</b>	<b>PAN No. of the Agency ( attach copy of card)</b>	
<b>11</b>	<b>Details of major contracts handled in last 01 (one years)</b>	<b>Attach as per format- Annexure-I</b>
<b>12</b>	<b>Self- certificate for non-blacklisting</b>	<b>Attach as per format- Annexure-II.</b>
<b>13</b>	<b>Total No.s of employees in the Agency</b>	
<b>14</b>	<b>Earnest Money of 10000/- (for 2 services) in favour of ‘Principal, Kendriya Vidyalaya Kawardha, VVN A/c, UBI KAWARDHA ‘ is to be enclosed.</b>	<b>NEFT/RTGS NO ..... date.....</b> <b>Name of Bank &amp; Branch.....</b> .....
<b>15</b>	<b>Acceptance of Terms &amp; Conditions of tender documents.</b>	<b>Attach as per format – Annexure- III</b>

**Date:.....**  
**person.....**

**Signature of authorized**

**Place:.....**

**Name:.....**

**Seal:.....**

**8-A 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.**

**Date:.....**

**Signature of authorized person.....**

**Place:.....**

**Name:.....**

**Mobile Number :.....**

<b>8-B DETAILS OF CONTRACTS FOR PAST ONE YEAR</b>
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**DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING CONSERVANCY/ SECURITY SERVICES DURING THE LAST ONE YEARS IN THE FOLLOWING FORMAT.**

(Attested copies of the last one 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.....

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 .....**

**:ACCEPTANCE OF THE TENDERERS:**

**The Terms & Conditions enumerated in the tender document from Sl. No.1 to 28 , Scope of Work and Other Instructions as mentioned in the tender documents have been read by me/us and are acceptable to me/us.(Seal and Signed copy of tender documents is attached herewith the tender.**

**Date:.....  
person.....**

**Signature of authorized**

**Place:.....**

**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 .....**

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

<b>9A. PERFORMA FOR FINANCIAL BID – CONSERVANCY SERVICES</b>		
<b>1</b>	<b>Name of the Building / Area with address</b>	<b>KENDRIYA VIDYALAYA, MAHARAJPUR KAWARDHA , karpatri Stadium Zila Panchayat Road, Kawardha Dist-Kabirdham C.G: 491995"</b>
<b>2</b>	<b>Area / Blocks</b>	<b>Area of KV : 4000 Sq m approx. 10 class room, Office (1 room), Audio Visual Room (01), Staff Room, corridors, Play Grounds, Water Tank, Garden and open space near buildings/rooms (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 he operational conditions prior to the submission of the tender documents)</b>
<b>3</b>	<b>No. of days during the month for which service is required.</b>	<b>26 days of the month except Sunday and Holidays, unless otherwise required on written requisition. Additional charges for Conservancy services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.</b>
<b>4</b>	<b>No. of Safaiwalas required in the Vidyalaya</b>	<b>02 (Two)</b>
<b>Sl. No</b>	<b>Details</b>	<b>Amount ( in Rupees) per Month</b>
		<b>Safaiwala/ labourer</b>
<b>I. FIXED (NOT NEGOTIABLE)</b>		<b>In figure</b>
		<b>In Words</b>
<b>1</b>	<b>Unit Monthly Remuneration for 26 days (should not be less than Min. Wages as per notification from the Office of the Labour Commission of Government of India ) per Safaiwala/ labourer</b>	
<b>2</b>	<b>E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)</b>	
<b>3</b>	<b>E.S.I. Charges, if applicable ( Please enclose the proof of rates of concerned authority)</b>	
<b>4</b>	<b>Service Tax, if applicable (Please enclose the proof of rate of concerned authority)</b>	
<b>II. NEGOTIABLE</b>		
<b>1</b>	<b>Service charges (minimum should be 1 Rs and in whole number inclusive of Uniforms/Bonus) per Safaiwala/ labourer</b>	
<b>III. TOTAL MONTHLY CHARGES <u>PER LABOURER</u> ( I + I)</b>		
<b>IV. TOTAL MONTHLY CHARGES FOR 02 (Two) LABOURERS PER MONTH</b>		

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....



9B-PERFORMA FOR FINANCIAL BID – SECURITY SERVICES			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, MAHARAJPUR KAWARDHA , Karpatri Stadium Zila Panchayat Road, Kawardha Dist-Kabirdham C.G: 491995"	
2	Area / Blocks	Area of KV:4000 Sq m approx. 10 class room, Office (01 room), Audio Visual Room (01), Staff Room, corridors, Play Grounds, Water Tank, Garden and open space near buildings/rooms 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)	
<b>I. FIXED (NOT NEGOTIABLE)</b>		<b>In figure</b>	<b>In Words</b>
1	Unit Monthly Remuneration for 30 days (should not be less than Min. Wages as per notification from the Office of the Labour Commission of Government of India) per Security Guard		
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)		
3	E.S.I. Charges, if applicable ( Please enclose the proof of rates of concerned authority)		
4	Service Tax, if applicable (Please enclose the proof of rate of concerned authority)		
<b>II. NEGOTIABLE</b>			
1	Service charges(minimum should not be less than 1Rs and in in whole number) inclusive of Uniforms/Bonus etc per security Guard		
<b>III. TOTAL MONTHLY CHARGES FOR EACH SECURITY GUARD ( I + II)</b>			
<b>IV. TOTAL MONTHLY CHARGES FOR 03(Three) SECURITIES GUARD</b>			

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....