

केन्द्रीय विद्यालय सिंगरौली जिला-सिंगरौली (म०प्र०) 486889

KENDRIYA VIDYALAYA SINGRAULI, DIST.- SINGRAULI (M.P.) 486889

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फा. / केवि / सिंगरौली / 2020

दिनांक 20 / 01 / 2020

TENDER DOCUMENT

Sub: - "Inviting Bid" for engaging registered Service Provider Firm for providing Manpower including material through service contract.

Sir/Madam,

- 1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.
- 2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Singrauli, Distt Singrauli (MP) 486889 from the reputed/registered Consultant/Service provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended.
 - A. (i) Area of the Building

08 Acres having approximately

01 Library ,43 rooms, 06 labs, 2 halls, 12 toilets & 05 bathrooms corridors and open areas as well as enclosed surrounding areas. Parties are advised to see the location (staff

quarter if required)

(ii) Address/Location

Kendriya Vidyalaya Singrauli Distt-Singrauli (M.P.) 486889

B. Man power required: -

No.		Minimum	No. of	In the following
	Category of	qualifications	worker	way/timing
	Manpower	or/and	Required	
		experience		
1	Security Guards without	Middle		All the days including
	arms (Male)	Standard	03*	holidays and Round the
			05	clock (in 03 shift &
				rotation)
2	Workers for sweeping	Primary	03	Monday to Saturday

	& cleanliness-Gents	standard		from 07.00 A.M to
	(including 01 lady)			12.00 Noon & 1.00 PM
	unskilled			to 04.00 PM**
3	Workers for Gardening	Primary		Monday to Saturday
	Unskilled	standard	01	from 07.00 A.M to
			U1	12.00 Noon & 1.00 PM
				to 04.00 PM **

^{*} Likely to be extended.

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

Sl.	Category of	Responsibilities
No.	Manpower	
1.	Security Guards	Safety & Security of School building/campus round the
		clock.
2.	Workers for	Sweeping & cleaning of entire areas of School building &
	cleanliness	campus including ground, cleaning, sweeping, laboratories
		department, staff room,
		Corridors, toilets & footsteps.
		Other works allotted
3.	Workers for	Maintenance, Beautification and upkeep of gardens, play-
	Gardening	fields and compound of the Vidyalaya

C. Material used in cleaning etc.

Material for cleanliness to be used as per attached Annexure-C. The cost of material however will be beard by the Contract Agency.

D. Cleanliness Work will have to be got done in the following way:-

- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Vidyalaya.
- cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary. For keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.

Principal chamber, office, storeroom, other room sweeping of open area, removing of grass/weed keeping Vidyalaya campus as a whole clean as assigned by Principal.

Watering of plants plantation development of gardens and maintenance of garden trimming, removing, plant waste grass bushes.

^{**} If work is not completed in the given time worker have to stay for More time and complete the work.

- iii) Cleaning and washing of toilets and urinals using deodorants detergent and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of floor area and furniture of all class rooms, Office, Departments, Lab daily.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls Labs etc. within the boundary of the Vidyalayas wall surroundings to this building.
- vi) Regular dusting/cleaning of class room desks office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e.7.00 AM.
- vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- viii) List of items/cleaning material required is attached vide Annexure-B.
- ix) The choking of the sanitary installations e.g. w. c's traps. Bottle traps gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- xi) Filling of water in desert coolers which are at present around 03 (Three).
- xii) Putting of Kerosene oil in Desert coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.
- xiii) Cleaning of water storage tanks and operation of Water/Air coolers kept in Primary, Secondary & Sr. Secondary wing and Staff room, Office regularly.

E. OTHER CONDITIONS

- 1) All the contract workers shall report every day in the Vidyalaya for duty half an hour before the starting of the School and put signature in attendance register.
- 2) The sanitary materials purchased should be submitted to the office every Month for verification before being issued for daily use. (as per list enclosed)
- 3) The supervisor should visit Vidyalaya for giving necessary instructions to carry Out the work daily.
- 4) Phenyl shall be applied in all toilets and urinals twice a day
 - (a) Before start of the School (b) After Lunch
- 5) Swabbing of all floor areas should be done every day without fail.

- 6) Cleaning of glass windows, sink, mirrors shelves, cupboards should be done at Regular intervals.
- 7) Dust bins, Teachers tables should clean regular.
- 8) All the workers must be present in the school during school hours without fail.
- 9) Dusting of desks before start of class is compulsory every day.

F. ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and Scrubbing of floor areas with detergents and dirt removing Agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert air coolers.
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards etc.
- vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

G. TERMS AND CONDITIONS FOR PROVIDING SERVICES OF GARDENING IN THE VIDYALAYA.

- 1. That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises located at Singrauli with effect from contract date.
- 2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
- 3. That the entire responsibility for taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it & develop of garden.
- 4. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.
- 5. That the Vidyalaya on its part shall at no time directly or indirectly employee the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.

- 6. That the tenure of the service agreement shall be initially for a period of one year. And thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
- 7. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
- 8. Agency will provide as gardening tools, implements as required school will not provide any equipment /implement

H. TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES

- 1. That the agency shall provide security arrangement for Kendriya Vidyalaya Singrauli building/premised located at :- Kendriya Vidyalaya, Singrauli
- 2. That the agency would undertake to engage, employee and provide the requisite number of staff as per mention above for the purpose and also be fully responsible for safety & security of the entire building, rooms, laboratories and other departments available in the campus, payment of their emoluments and dues, discipline and work. In situations where Ex-Servicemen are not available others can be engaged for the purpose by the Agency.
- 3. That the entire responsibility for taking security measures of the said building/premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses a provided. The agency will be fully responsible for any loss or property etc. for negligence of the persons employed by it.
- 4. That the Agency shall provide complete continuous security measures throughout the 24 hours **by changing the personnel in rotation** or replacement.
- 5. That 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. That the tenure of the service agreement shall be initially for a period of one year and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying on month's dues in lieu of the notice.
- 7. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.

3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA RATE, EPF, ESI & other statutory costs (Including profit and administrative charges etc.) in the format of bid / tender only attached (Annexure-A)
- (b) Service Charges per month (service charges include all overhead charges, supervisory charges, Uniform and other equipment/accessories required by the workers for efficient delivery of their duties and mandatory by rule of law. TDS will be deducted as per rules hence service charges should be such that the minimum wages to workers is ensured after all statuary obligations for the man power provided by him.
- (c) The tenders in which Service charges (including overhead charges, profit etc.) are either not quoted or quoted at unjustified rates and exceptionally low such as Zero,01 rupees etc will summarily be treated as Un-responsive, the decision of Vidyalaya will be final in this regard.
- (d) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
 - In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. % age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- e) The Bidder shall deposit **Earnest Money Rs 25000/- (10000 for Security service, 10000 for cleaning service, 5000 for gardening services)** in the form Demand Draft from Nationalized Bank drawn in favour of "VVN ACCOUNT Kendriya Vidyalaya Singrauli", payable at Singrauli as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. (Cheque will not be accepted)
- f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of equivalent of 10% of total amount of the contract valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency. (Cheque will not be accepted)
- g) Telex or Facsimile Bids are not acceptable.
- **4.** Each Bidder must submit Bid separately for each service.

5. LEGAL

- a. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- b. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the KV SINGRAULI.
- c. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox· copies of such documents shall be furnished to the KV SINGRAULI.
- d. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the KV SINGRAULI or any other authority under Law.
- e. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the KV SINGRAULI
- f. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the KV SINGRAULI is put to any loss /obligation, monetary or otherwise, the KV SINGRAULI will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

- g. The Service Provider shall be held responsible for any loss/damage to the equipments and instruments of the KV SINGRAULI provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the KV SINGRAULI.
- h. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The KV SINGRAULI will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned of KV SINGRAULI by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
- i. The decision of KV SINGRAULI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

6. Validity of Bid: -

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

7. <u>Terms and Conditions</u>:

- (a) The Contracting Agency will ensure that the full remuneration shall be disbursed in Bank Account of concerned employee only online NEFT/RTGS.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya /office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of **Bank Account disbursement** in triplicate after making the payment to the employees provided to the Vidyalaya/office/premises supported with the following documents:
 - (i) Details of disbursement made to the staff Only Bank statements details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
 - (iii) Contracting agency should submit copy of ECR, E-Challan, Salary wages register reflecting PF.

- (iv) Dully signed attendance sheet of month.

 Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill with proof (i) and (ii) only
- (d) The Contracting Agency will provide <u>Identity Card</u> to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indent or/Client.
- (f) The normal Vidyalaya/office hours of Singrauli is from 7.00 am to 4.30 PM six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and Guard for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. Kendriya Vidyalaya Singrauli also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided by the Indenting Agency as per the rate quoted.
 - ✓ Security Guard round the clock all days in a month ii. Workers for cleanliness for six days Monday to Saturday*
 - iii. Workers for gardening for six days Monday to Saturday*
- *Except Gazeted holidays and Sundays.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly remuneration = Monthly Remuneration-A1.

Where $A1 = \underline{\text{Monthly remuneration}} X \text{ Nos. of days of absence}$

Nos. of days in the month

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also No Conveyance or any other charges will be paid by Vidyalaya. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/unsuitability for Vidyalaya shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/sabotage caused by/attributable to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency.

- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained workers who are the below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- (m) The Vidyalaya shall provide a small room/space for the workers/staff deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with <u>impressive summer</u> uniform as well as winter uniform with insignia.

8. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and conform to the terms & conditions in the following manner:

9. Eligibility of Bidders:

The bid will be treated as non-responsive if following terms & conditions are not fulfilled and related documents are not attached: -

- (a) Brief profile of the company and evidence to establish that the bidder has minimum experience of three years in cleaning/sweeping. Attested copy of license obtained from the Home Department for running the business of Private security agencies operating in the State/Central.
- (b) PAN No. and Current Income Tax clearance certificate. Audited balance sheet & Profit and loss account.
- (c) Proof of registration with the Labour Dept. of MP/Central Govt.
- (d) Attested copy of proof of valid EPF registration
- (e) Attested copy of proof of valid ESI registration.
- (f) Proof of Firm registration.
 - (i) The Bidder shall deposit <u>Earnest Money Rs 25000/- (refundable) & Bid charge Rs. 500/- (non-refundable) in the form Demand Draft</u> from Nationalized Bank drawn in favour of "VVN ACCOUNT Kendriya Vidyalaya Singrauli", payable at Singrauli as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. (Cheque will not be accepted)
 - (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled staff, in the Govt. of MP/Central Govt. of Singrauli shall

- render the Bid disqualified for evaluation. As per KVS HQ letter no. F. 11079-12/2012-KVS/HQ/Admin/Dated 13.6.2012, where both Central and State govt. has fixed the Minimum rates of wages, the rates of wages whichever is higher will be applicable.
- (iii) Adequate amount if not quoted towards service charges/over head charges may render the Bid disqualified for evaluation.
- (iv) Adequate Amount if not quoted towards the cost of material (for sufficient quantity and quality of material to be used for a whole month for keeping the office neat and clean and in hygienic condition) may also render the Bid disqualified for evaluation.
- (V)The minimum wages quote should be the higher of the two viz central Minimum wages and minimum wages offered by state of MP
- (VI) Minimum wages shall not be lowest then the wages applicable the since of opening of the tender.
- (VII) The evaluation will be done for all the items put together Indenting Office will award the contract to the lowest evaluated responsive bidder.

10. Award of Contract:

- (a) The Indent or will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price in financial bid. In case equal bid amount quoted by two or more bidders, Vidyalaya Management Committee have full right to award contract to eligible & Suitable bidder in the interest of Vidyalaya.
- (b) The Indent or reserves the right to increase or decrease the requirement of manpower indicated in para 2 above, as per the requirement.
- (c) The indent or prior to the expiration of the Bid validity period will notify the bidder who's Bid in accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indent or reserves the right to accept or reject all Bids and to cancel the biding process and reject all Bids at any time prior to the award of the contract, without assigning any reason.

11. Bid Submission Information / Last date and time of receipt of Bids

A. Each bidder shall submit his bid in Two Parts viz. 'Technical Bid' and 'Financial Bid' in separate sealed cover super scribed with 'Technical Bid' and 'Financial Bid' as the case may be. The Earnest Money/ Bid charges in the shape of Demand Draft/Pay order should be submitted along with the Technical Part of bid. The Technical bids would first be take into consideration by a Committee. The financial Bid of only those tenderers will be opened whose Technical bids are found to be in order.

B. You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing Services for Sanitation/Cleanliness, Gardening Services & Security Services in KV Singrauli latest by 01.00 PM on 04.02.2020. The sealed bids /tenders will be opened at 2.00 PM on dated 04.02.2020 at KV Singrauli in the presence of bidders. The last date of submission of tenders by registered post/ speed post only (No other means accepted) i.e. 04.02.2020 latest by 01.00 PM, If the closing date of receipt of sealed bids /tenders and opening date of sealed bids/tenders happens to be declared Holiday then the sealed bids/tenders will be deposited /received /opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An Earnest Money of Rs 25000/- & Bid price 500 is to be deposited with the (technical) tender document. The indenter looks forward to receiving the bid in the format of bid attached only and appreciates the interest of the service provider in Singrauli.

(Sujit Saxena) PRINCIPAL

Undertaking

I/ We hereby undertake that all the technical and commercial tender conditions and other terms & conditions mentioned in this document from 1 to 11 or any changed conditions prior to the dead line for submission of the bids shall be accepted to us and I / We shall abide by the same fully.

(Signature of Prop./Manager/Authorised Signatory)
Full name with date / Rubber Stamp/ PAN TIN No. etc. of the firm.

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR CLEANING / GARDENING / SECURITY WORK OR SERVICES

	CLEANING / GARDENING / SECURIT I	WOILI OIL DI	SILVICES
SNo.	Nature of Documents	Enclosed (write Yes/No)	Remarks
1	The Demand Draft for Rs. 25000/- (twenty-five thousand only) towards EMD amount and Rs. 500 (Five hundred) towards tender fee (nun refundable) Cheques and other modes of payment will not be accepted in any circumstances and tender will be treated as received without EMD and hence unresponsive.		
2	Terms and conditions as per Annexure –I duly signed in token of acceptance of all T&Cs from 1 to 11 above as in Part I of the Tender. (submit 12 page tender documents)		
3	Brief profile of the company and evidence to establish (as attached in page no. 15)		
4	minimum experience of three years in concern service (enclose valid proof i.e. work order and experience certificate (latest))		
5	Attested copy of license obtained from the Home Department for running the business of Private security agencies operating in the State/Central.		
6	PAN No. and Current Income Tax clearance certificate (Certified by CA)		
7	Audited balance sheet & Profit and loss account.		
8	Proof of live registration with the Labour Dept. of MP/Central Govt.		
9	Attested copy of proof of valid live EPF registration		
10	Attested copy of proof of valid live ESI registration.		
12	Annexure "B" Technical Bid		
13	Annexure "A" Format of Financial Bid (separate for Security, Gardening and cleaning services)		
14	Annexure "C" List of Material		

(Signature of Prop./Manager/Authorised Signatory)
Full name with date / Rubber Stamp/ PAN TIN No. etc. of the firm.

ANNEXURE-C

<u>LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRE FOR SAFAI ETC.</u>

(PER MONTH)

Phenyle (Liquid)-White –doctor Brand	25 ltrs.
Nirma-	02 Kg.
Acid- Doctor brand	5 Ltrs.
Hariyali Jhadoo- Good quality	10 Nos.
Phool Jhadoo - Good quality	05 Nos
Cob Web's Remover-	03 Nos.
Sweeping Brush-	05 Nos.
Sling Brush- for toilet cleaning-	05 Nos.
Soap for toilet-dettol	04 Nos.
Liquid Soap for Toilet-dettol	02 Nos. (250ml)
Towel good quality -	01 No.
Microtribre cloth for dusting -	05 meter
Naphthalene balls-good quality	500 gms
Anti Termite - As per requirement	
Any other item needed for cleaning buckets	, Mug etc as per
Requirement.	
	Nirma- Acid- Doctor brand Hariyali Jhadoo- Good quality Phool Jhadoo - Good quality Cob Web's Remover- Sweeping Brush- Sling Brush- for toilet cleaning- Soap for toilet-dettol Liquid Soap for Toilet-dettol Towel good quality - Microtribre cloth for dusting - Naphthalene balls-good quality Anti Termite - As per requirement Any other item needed for cleaning buckets

उपरोक्त सामग्री मै हर महिने के प्रथम दिन को उपलब्ध कराऊंगा।

(Signature of Prop./Manager/Authorised Signatory)
Full name with date / Rubber Stamp/ PAN TIN No. etc. of the firm.

TECHNICAL BID

FOR CONSERVANCY/GARDENING AND SECURITY SERVICES AT KV SINGRAULI

	BRIEF PROFILE OF COMPANY						
	NAME OF COMPANY/FIRM						
	YEAR OF ESTABLISHMENT						
	PROPERITER'S NAME & MOBILE NUMBER						
	COMPANY/FIRM ADDRESS, EMAIL ID						
	LANDLINE NUMBER (OFFICE)						
	COMPANY ESTABLISHMENT REGISTRATION NUMBER						
	Please enclosed attested photocopy as Annexure-I						
	REQUISITE LICENCE & DOCUM	MENT					
1	IG/DG LICENCE:						
	(please attach a photocopy as Annexure-2)						
	(a) LICENCE NUMBER:						
	(b) ISSUING AUTHORITY:	to					
	(c) VALIDITY:						
2.	LABOUR LICENCE :						
	(please attach a photocopy as Annexure-3)						
	(a) LICENCE NUMBER:						
	(b) ISSUING AUTHORITY: © VALIDITY:	to					
3.	ESIC REGISTRATION:						
	(please attach a photocopy as Annexure-4)						
4.	ESIC REGISTRATION NO:						
	(please attach a photocopy as Annexure-4)						
5.	EPF REGISTRATION NO.						
	(please attach a photocopy as Annexure-5)						
6.	SERVICE TAX REGISTRATION NO.:						
	(please attach a photocopy as Annexure-6)						
7.	PAN No. Please enclose attested photo copy of Pan card and						
	attach copy of IT clearance certificate as Annexure-7)						
8.	GST No.						
	PERFORMANCE RECORD OF COI	MPANY					
9.	Annual Turnover for the last 3 Years	2019-20:					
	(Enclose copy of documents as Annexure9(i), 9(ii) and 9(iii)	2018-19:					
		2017-18:					
10.	Solvency certificate (mandatory of turnover is less than 5	Issuing Bank					
	lakh) (Please attach a photocopy as Annexure 10)	Date of issue					
		Amount					
11.	Please enclose photocopies of attested audited balance						
	sheet and profit and loss A/C.						

12	. Experience	of work	during the	last three	years al	ong with	cost of	assignment ((please a	ittach
Ph	otocopy)									

Sr.	Session	Name of organization	Service provided	Annual cost of
No				assignment
1	2017-18			
2	2018-19			
3	2019-20			

14. Please provide the details of EPF and ESIC for any two months. (APRIL 2019 to DECEMBER 2019) for any of the organization where firm has provided/ is providing services:

(Bid shall be treated as non-responsive on Non-submission of following documents)

EPF/ESIC						
Remittance						
Month	EPF amount	EPF	Challan No	TRRN	UAN Card	Copy of e-
	paid by Client	deposited by	(Enclose	Number)of any two	passbook
	Organization	Firm:	copy)	(Enclose	employee)	(Annual
	per month			сору)		statement of
	per					any two
	employee.					employee)
2019	Rs.	Rs.				
2019	Rs.	Rs.				
Moth	ESIC amount	ESIC	Challan No		ESIC Card (of	
	paid by Client	deposited by	(Enclose		any two	
	Organization	Firm:	сору)		employee)	
	per month					
2019	Rs.	Rs.				
2019	Rs.	Rs.				

We/I hereby undertake that all the information provide by me/us is correct and I acknowledge that if any of the information is found to be wrong/not provided, bid will be treated as non-responsive.

Sea	al & Sign of
The Proprietor/ Au	thorized Signatory
Name:	

FORMAT OF BID SECURITY SERVICE

(All figures in Rs.)

S.	Category of Manpower	No.	Per Unit Monthly	EPF Rate	ESI Rate	Service charges/	Monthly	Total monthly	Unit OTA Rate per
No.			Remuneration	(As per	(As per	Charges of uniforms	Unit Rate	cost	hour as & when
			30 days	rules)	rules)	/bonus etc including	(Col.4+5+6	(Col. 8X3)	needed
			(As per rules)			over head profit.	+7)		
1	2	3	4	5	6	7	8	9	10
	Security Guard	03							
	Without Arms	03							
	GRAND TOTAL								
	GRAND TOTAL of col. 9 (Rs. In words): -								

Note:-

- 1. L1 Means lowest rate will be consider on the basis of total of monthly cost as per Col. 9
- 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
- 3. For Security Guards unit monthly remuneration should be quoted for 30 days of month.
- 4. (i). Service_Tax Exempted by the Govt. for Educational Institutions. (ii). TDS will be deducted as per rule.

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.

Bidder's Signature with seal	Name and Address of firm
Contact No	Date:

FORMAT OF BID CLEANLINESS SERVICE

S.	Category of Manpower	N	Per Unit	EPF	ESI	Service charges/	Monthly Unit	Total	Cost of	Total	Unit OTA
No.		0.	Monthly	Rate	Rate	Charges of	Rate	monthly	materia		Rate per hour
			Remuneration	(As per	(As per	uniforms /bonus	(Col.4+5+6+7	cost	1		as & when
			26 days	rules)	rules)	etc including over)	(Col.			needed
						head profit.		8X3)			1100000
										11	
1	2	3	4	5	6	7	08	09	10		12
										(9+10)	
1	Workers for Sweeping										
	& Cleanliness	0									
	(Unskilled)	3									
	02 Male & 01 Female										
	GRAND TOTAL				1						
	GRAND TOTAL OF									1	
	Col. 11 (Rs in word)										

Note:-

- 1. L1 Means lowest rate will be consider on the basis of total of monthly cost as per Col. 11
- 2. (**) List of items / Cleanliness material required Monthly Basis for Safai is enclosed as Annexure C
- 3. In case of discrepancy between unit price and total price, the unit price shall prevail. Furnishing Cost of material is essential.
- 4. The cost of material should not be less than Rs. 2000 = 00 (Two thousand) otherwise tender treated as cancelled.
- 5. For Cleanliness Service unit monthly remuneration should be quoted for 26 days of month.
- 6. (i). Service Tax Exempted by the Govt. for Educational Institutions. (ii). TDS will be deducted as per rule.

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed.

Bidder's Signature with seal		
Contact No.	Data:	

FORMAT OF BID Gardening Services

(All figures in Rs.)

S.	Category of Manpower	No.	Per Unit Monthly	EPF Rate	ESI Rate	Service charges/	Monthly	Total monthly	Unit OTA Rate per
	Category of Manpower	140.	•				_		•
No.			Remuneration	(As per	(As per	Charges of uniforms	Unit Rate	cost	hour as & when
			26 days	rules)	rules)	/bonus etc including	(Col.4+5+6)	(Col. 8X1)	needed
						over head profit.	+7)		necded
1	2	3	4	5	6	7	8	9	10
1	Gardener / Mali	0.1							
	Un-skilled	01							
	GRAND TOTAL								
	GRAND TOTAL of col. 9 (Rs. In words): -								
								1	

Note: -

- 1. L1 Means lowest rate will be consider on the basis of total of monthly cost as per Col. 9
- 2. In case of discrepancy between unit price and total price, the unit price shall prevail. Furnishing Cost of material is essential.
- 3. Gardeners unit monthly remuneration should be quoted for 26 days of month.
- 4. (i). Service Tax Exempted by the Govt. for Educational Institutions. (ii). TDS will be deducted as per rule.

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.

Bidder's Signature with seal	Name and Address of firm
Contact No	Date: