

स्था:२०१६

केन्द्रीय विद्यालय

धरमगढ़

वोकेशनल कॉलेज कैम्पस, धरमगढ़

कलाहाण्डी, ओडिशा- ७६६०१५



06672-242057

**KENDRIYA VIDYALAYA  
DHARAMGARH**

Vocational College Campus,  
Dharamgarh

KALAHANDI, ODISHA-766015

e-mail:[kydharamgarh@gmail.com](mailto:kydharamgarh@gmail.com)

F. 320112/KVDGH/2020-21/62

Date 03.11.2020

सुरक्षा सेवाओं और सफाई कार्य की आउटसोर्सिंग हेतु निविदा सूचना

TENDER NOTICE FOR FOR OUTSOURCING OF SECURITY AND CONSERVANCY

SERVICES THROUGH SERVICE CONTRACTOR

पंजीकृत फर्म /सेवा प्रदाताओं से सुरक्षा सेवाओं और सफाई कार्य की आउटसोर्सिंग हेतु सीलबंद निविदाएँ आमंत्रित की गयी हैं | सभी विवरण /मानकों और शर्तों के साथ उक्त वस्तु/सेवा से संबंधित निविदा प्रपत्र प्राचार्य केन्द्रीय विद्यालय धरमगढ़ के कार्यालय से रुपये 500 (पांच सौ ) का डिमांड ड्राफ्ट /पे आर्डर /अकाउंट पेयी चेक जो "VVN A/C, Kendriya Vidyalaya, Dharamgarh के पक्ष में तथा UBI, Junagarh में देय हो जमा करके दिनांक:25-11-2020 अपराह्न 3:00 बजे अथवा उसके पहले प्राप्त किया जा सकता है |निविदा प्रपत्र विद्यालय की वेबसाइट [www.dharamgarh.kvs.ac.in](http://www.dharamgarh.kvs.ac.in) पर भी उपलब्ध है जिसे डाउनलोड किया जा सकता है और रुपये 500 (पांच सौ ) का डिमांड ड्राफ्ट /पे आर्डर /अकाउंट पेयी चेक जो "V.V.N. ACCOUNT, Kendriya Vidyalaya, Dharamgarh के पक्ष में तथा Union Bank of India, Junagarh में देय हो संलग्न कर के उपरोक्त पते पर दिनांक :25-11-2020,अपराह्न 3:00 बजे अथवा उसके पहले जमा किया जा सकता है | निविदाएँ दिनांक :27-11-2020 को अपराह्न 03:00 बजे अधोहस्ताक्षरी के कार्यालय में खोली जायेंगी | निविदा के साथ वायदा राशि रु.10,000/-(दस हजार मात्र) का डिमांड ड्राफ्ट /पे आर्डर /बैंकर्स चेक जो "VVN A/C,Kendriya Vidyalaya, Dharamgarh के पक्ष में तथा Union Bank of India, Junagarh में देय हो संलग्न करना आवश्यक है | वायदा राशि के बिना निविदा को प्रथमदृष्टया निरस्त कर दिया जायेगा लेकिन वैसी फर्म जो राष्ट्रीय लघु उद्योग निगम लिमिटेड (NSIC) के अंतर्गत एकल बिंदु पंजीकरण योजना के तहत पंजीकृत हैं और जिनके पास वैध पंजीकरण है उन्हें वायदा राशि जमा करने से छूट है |

Sealed quotations are invited from the registered firms/service providers for engaging Service Provider Firm for providing Manpower through service contract. The tender document containing all the descriptions/specification of the said items and terms & conditions may be obtained from the O/o the Principal, Kendriya Vidyalaya Dharamgarh by paying Rs 500/- (Rupees Five Hundred) (non-refundable) DD/Pay order/Bankers Cheque drawn in favour of "VVN ACCOUNT, Kendriya Vidyalaya,

Dharamgarh" and payable at Union Bank of India, Junagarh" on or before 25-11-2020 by 15. 00 hrs. The tender form is also available on the website of this office [www.dharamgarh.kvs.ac.in](http://www.dharamgarh.kvs.ac.in) and the same may be downloaded from the website and it be submitted along with the required DD/Pay order/Bankers Cheque drawn in favour of "VVN A/C ,Kendriya Vidyalaya, Dharamgarh" and payable at Union Bank of India, Junagarh of Rs 500/- towards the tender document fee. The last date of the receipt of the bids at the above mentioned address is 25.11.2020 latest by 15.00 hrs. The tenders will be opened in the office of the undersigned on 27-11-2020 at 1500 hrs. An Earnest Money Deposit of Rs.10,000/-(Rs.Ten Thousand Only) through DD/Bankers Cheque/Pay order in f/o "V.V.N.ACCOUNT , Kendriya Vidyalaya, Dharamgarh payable at Union Bank of India, Junagarh" needs to be enclosed with the bids, without which the bids shall be summarily rejected.

The SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'.

प्राचार्य /Principal

केन्द्रीय विद्यालय धरमगढ़ KV Dharamgarh



केन्द्रीय विद्यालय संगठन

निविदा दस्तावेज

TENDER DOCUMENT

एक नजर में निविदा के महत्वपूर्ण बिंदु / Important points of the tender at a glance:

निविदा का शीर्षक /Title of the Tender:	Out-sourcing of the security and conservancy services.
निविदा का प्रकार/Type of the tender	Open and advertised.Two bid system.
निविदा की कोटि/Tender Category	Sevices
निविदा प्रकाशन की तिथि /Date of publication of tender	04-11-2020 “ The Samaja”
निविदा दस्तावेज डाउनलोड/बिक्री आरम्भ करने की तिथि Tender Document Download / Sale Start Date	05-11-2020
निविदा प्रपत्र जमा करने की आरम्भिक तिथि /Bid submission start date	05-11-2020
निविदा दस्तावेज डाउनलोड/बिक्री बंद करने की तिथि Tender Document Download / Sale end Date	25-11-2020 (up to 15:00 Hrs)
निविदा जमा करने की अंतिम तिथि एवं समय Last date and time of submission of tender	Date:25-11-2020 (up to 15:00Hrs).
निविदा प्रक्रिया /Bidding System	Two bid System (Technical Bid-Envelop:I, Financial Bid- Envelop:II)
निविदा दस्तावेज का मूल्य/Price of Tender document	Rs.500/-(Rupees five hundred only.)-Non refundable.
वायदा राशि/Earnest Money Deposit*	Rs.10.000/-(Rupees Ten Thousand Only)-refundable without interest. *The SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC, are exempted from payment of ‘Earnest Money Deposit’.
बिड की वैधता अवधि /Bid validity period	90 days from last date.
निविदा जमा करने का माध्यम/Mode of deposit of tender documents	Registered Post/ Speed Post or deposited in drop box kept at school for this purpose only.
निविदा जमा करने का पता /Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA DHARAMGARH VOCATIONAL COLLEGE CAMPUS, NEAR GOVT HIGH SCHOOL, DHARAMGARH DIST: KALAHANDI,, ODISHA,PIN:766015
निविदा दस्तावेज का मूल्य एवं वायदा राशि को जमा करने का माध्यम /Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT (DD) or BANKER’S CHEQUE or PAY ORDER for tender document & EMD in favour of V.V.N. ACCOUNT KV DHARAMGARH and payable at UNION BANK OF INDIA, JUNAGARH
निविदा पूर्व मीटिंग का दिनांक /Date of pre-bid meeting	
निविदा खोलने की तिथि एवं समय/Date & Time of opening tender	27-11-2020 at 15:00 Hrs.

**निविदा दस्तावेज /TENDER DOCUMENT**

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

Sir/Madam,

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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids in two bid system are invited by The Principal, Kendriya Vidyalaya, Dharamgarh 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 by another one year, as indicated below:-

A.

Area of the Building	5 Acres
Address/Location of the Building	KENDRIYA VIDYALAYA DHARAMGARH VOCATIONAL COLLEGE CAMPUS, NEAR GOVT HIGH SCHOOL, DHARAMGARH DIST: KALAHANDI, ODISHA, PIN:766015

B.

Man power required:-

S. No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Conservancy Services	(Minimum 3 persons) At least 01 female	Literate
2.	Security Services	(Minimum 2 persons)	Literate
3.	Sub Staff (Semiskilled)	As per requirement	Class- X passed /Matriculate.

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

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide round the clock security/guard in the Vidyalaya for the safety security of the Vidyalaya property.
2.	Conservancy Personnel	Cleanliness of Entire School Campus
3.	Sub-staff	Look after the Office and Labs and all official works as assigned by the Principal

3.

**Quoted Price:**

- The Bidder shall quote unit rate, which shall comprise of **monthly remuneration (not below minimum wages as per Govt of Odisha/ Govt of India latest notification whichever is higher)**, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure – IV).
- The service charge must be quoted in percentage (only upto two places after decimal e.g. 10.2365% is an invalid quote whereas 10.23% is valid) and not in a fixed amount. Minimum value of service charge should be such that after deducting TDS as applicable and statutory liabilities (like EPF,ESI etc.)the rate should not go below the minimum wages. The Service Tax need not be quoted by the bidder because Security or cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Govt. of India. Notification No.06/2014- service tax dated 11.07.2014.
- Service charges should not be fraction like 0.90%,0.99%..etc will be counted as NIL and such bids would be summerly rejected and **the PAN should be in the name of the Firm/ company with recent and valid IT return file documents. It must be not below 2%.**
- 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.
- The Bidder shall deposit Rs.10,000/- in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of VVN Account , Kendriya Vidyalaya , Dharamgarh payable at Union Bank of India, Junagarh as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- Exemption from payment of EMD:** The SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and **holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'.The firm must have to submit enclose documentry proof of this effect.**
- The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 10% of the net amount for one year 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.

(g) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

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

6. **Terms and Conditions:**

(a) The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> 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 disbursement in duplicate 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 furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.

(ii) Proof of payment of statutory obligation such as EPF (Copy of Chalian with TRRN), ESI, Service Tax and any other applicable tax.

(iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.

(iv) Muster roll for the month.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

(d) The Contracting Agency will provide Identity Card to 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 Indentor /Client.

(f) The normal office hours of KV Dharamgarh is from 7.30 am to 2.40 pm six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. Vidyalaya 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.

(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 - A<sub>1</sub>

where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

(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 KV Dharamgarh. 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 KV Dharamgarh 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 available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.

(j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV Dharamgarh 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/professional security guards/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from any infectious disease before deployment for work.

- (m) KV Dharamgarh shall provide a room/space for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in aforesaid room except the staff of Contracting Agency on duty.
- (n) The Contracting Agency shall provide impressive summer uniform as well as winter uniform with insignia to their security personnel.

**7. BIDDING PROCEDURE:**

It is proposed to have a **Two Bid System** in this Tender, i.e. Technical Bid and Financial Bid.

- A. **Technical Bid:** The bidder should specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I(Part:i-iii)** and the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the "Technical Bid" is placed at **Annexure-II**. The full details are to be put in a sealed cover super scribed with the words "TECHNICAL BIDS" and addressed to "THE PRINCIPAL, **KENDRIYA VIDYALAYA DHARAMGARH, VOCATIONAL COLLEGE CAMPUS, NEAR GOVT HIGH SCHOOL DHARAMGARH, DIST: KALAHANDI ODISHA, PIN:766015**".

**Please note that the prices should not be indicated in the Technical Bid.**

- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words "FINANCIAL BID" and addressed to "THE PRINCIPAL, **KENDRIYA VIDYALAYA DHARAMGARH, VOCATIONAL COLLEGE CAMPUS, NEAR GOVT HIGH SCHOOL DHARAMGARH, DIST: KALAHANDI ODISHA, PIN:766015**". **alongwith covering letter for submission of financial bid given at Annexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with "**Bids for providing Security & Conservancy Services in KV, Dharamgarh on service charge basis**" and addressed to "THE PRINCIPAL, **KENDRIYA VIDYALAYA DHARAMGARH, VOCATIONAL COLLEGE CAMPUS, NEAR GOVT HIGH SCHOOL DHARAMGARH, DIST: KALAHANDI ODISHA, PIN:766015**".

The Technical Bid shall be accompanied by a Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.10,000/- drawn in favour of VVN Account, KV Dharamgarh payable at Union bank of India, Junagarh towards EMD. The Technical Bid shall be accompanied by a DD of Rs.500/- (Five Hundred only) drawn in favour of VVN A/C, KV Dharamgarh payable at Union bank of India, Junagarh towards cost of tender document. Technical Bids received without the Application Fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of **THE PRINCIPAL, KENDRIYA VIDYALAYA DHARAMGARH** in this regard shall be final and binding. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **27-11-2020 at 15:00 Hrs.** Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.

**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:

- (i) 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.
  - c) List of clients during last 5 years along with cost of assignment.
  - d) PAN No. and copy of last assessment order / copy of IT return.
  - e) Attested copy of proof of EPF registration.
  - f) Attested copy of proof of ESI registration.
  - g) Attested copy of proof of Service Tax Registration & GSTIN number. (However Kendriya Vidyalayas are exempted from service tax & GST)
  - h) Attested copy of License to engage in the business of Private Security Agency.
  - i) Attested copy of Labour registration certificate.
  - j) Attested copy of valid Labour License.
  - k) Copy of current labour rate issued from the Competent Authority.
  - l) DD/~~Bank~~ Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD / Pay Order of Rs.10,000/- drawn in favour of VVN Account, KV Dharamgarh payable at Union bank of India, Junagarh as earnest money deposit along with the Bid.
  - m) DD/Pay Order of **Rs 500/-** as the cost of tender document drawn in favour of VVN A/C, KV Dharamgarh payable at Union bank of India, Junagarh Notarized affidavit of the effect that the firm was not black-listed by any PSU, autonomous bodies, govt. organisation.
  - n) Signature of the authorised person on each pages of tender document as a token of acceptance of all the terms and conditions.

- (ii) Remuneration of staff, quoted below minimum wages (Central/State Govt of Odisha, whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department, shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

9. **Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 8. **In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed :-**

Sl.No.	Details	Maximum Marks												
01.	<b>Experience in Kendriya Vidyalayas in Odisha</b> Maximum will get 50, Next 40, 30, 20 and 10	50 marks												
02.	Previous experience in providing similar category of manpower to Government/semi Government Agencies  <b>Sample Scale of marking for one year:</b> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>No of Govt/Semi Govt./PSU Clients to whom the bidder had extended similar services with at least 4 personals</th> <th>Mark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>2</td> <td>4</td> </tr> <tr> <td>3</td> <td>6</td> </tr> <tr> <td>4</td> <td>8</td> </tr> <tr> <td>5 or more than five (5)</td> <td>10</td> </tr> </tbody> </table> <p>Maximum per year mark for Supply of similar category of manpower to Government/semi Government Agencies is 10. The award of above marks is subject to following conditions:</p> <p>i. Only the contract made within preceeding 05 years will be considered.</p> <p>ii. The minimum manpower supplied to the govt agency is not less than four:</p> <p>iii. The bidder has submitted documentry proof of contracts in last 05 Years.</p>	No of Govt/Semi Govt./PSU Clients to whom the bidder had extended similar services with at least 4 personals	Mark	1	2	2	4	3	6	4	8	5 or more than five (5)	10	50 marks  (10 marks for each preceding 5 years)
No of Govt/Semi Govt./PSU Clients to whom the bidder had extended similar services with at least 4 personals	Mark													
1	2													
2	4													
3	6													
4	8													
5 or more than five (5)	10													

- (b) Even after applying the criteria enumerated in para 9(a) the tie position exists the decision of the bid evaluation committee would be final.
- (c) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (B) above.
- (d) The indentor 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.
- (e) Notwithstanding the above, the Indentor 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.

10. **Last date and time of receipt of Bids:** You are requested to submit the Sealed Bids superscribed on the envelope as "**BIDS FOR PROVIDING SECURITY & CONSERVANCY SERVICES IN KV DHARAMGARH ON SERVICE CHARGE BASIS**" on or before 25-11-2020 by 15:00 Hrs. The tenders will be opened on 27-11-2020 at 15:00 Hrs at KV Dharamgarh in the presence of bidders/authorized representative (letter of authorization along with identity proof shall be submitted by the representative).. If the last date of depositing/opening of tenders happens to be declared holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

Yours faithfully,

  
**THE PRINCIPAL**  
**KENDRIYA VIDYALAYA DHARAMGARH**  
**PRINCIPAL**  
**KENDRIYA VIDYALAYA**  
**DHARAMGARH**  
 (For and on behalf of the Kendriya Vidyalaya Sangathan)

Letter head of the bidding firm

Annexure-I  
Part-(i)

**COVERING LETTER OF TECHNICAL TENDER FORM**

Date \_\_\_\_\_

Ref. Your Tender Document No. \_\_\_\_\_ dated \_\_\_\_\_

To,  
THE PRINCIPAL  
KENDRIYA VIDYALAYA DHARAMGARH  
VOCATIONAL COLLEGE CAMPUS,  
NEAR GOVT HIGH SCHOOL, DHARAMGARH  
DIST: KALAHANDI, ODISHA, PIN:766015

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security and conservancy staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
6. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of  
\_\_\_\_\_  
(Name of Tenderer)

N.B : The above tender form, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

**Declaration**

1. I, ..... son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s ....., am 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 hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable 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 liabilities towards prosecution under appropriate law.

Signature of Authorized Person  
(Name, designation and seal)

Date :

Place :

N.B : The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.



**PROFORMA FOR TECHNICAL SPECIFICATIONS**

Sl.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Labour License Number (copy to be enclosed)	
8.	Service Tax/GST Registration Number (copy to be enclosed)	
9.	EPF Registration Number (copy to be enclosed)	
10.	ESI Registration Number (copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notorised court affidavit is to be attached in this regard)	
12.	Whether any show cause notice was ever issued by the Office of the Labour Commissioner or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	
13.	Whether all the pages of tender document are duly signed by authorised signatory, in token of acceptance of the same, is attached.	
14.	Whether agency profile is attached?	
15.	Length of experience in the field.	
16.	Current status of No.s of staff/supervisor registered with ESI/EPF and their details (Documentary proof)	
17.	Details of other clients/ establishment/ organisation where the bidder has supplied similar services during the period of April 2013 to March 2018 in <b>Annexure-IV</b> alongwith documentary proof.	
18.	Whether the firm is an SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and <b>holding a valid Registration certificate with NSIC?</b>	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks	Part of Technical Bid(TB)/Financial Bid.(FB)
1)	Covering letter for Technical Bid: <b>Annexure: I [Part-(i)]</b>			TB
2)	Declaration by the firm: <b>Annexure: I [Part-(ii)]</b>			TB
3)	Copy of proforma for Technical Specification: <b>Annexure: I [Part-(iii)]</b>			TB
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of tender.			TB
5)	Copy of Registration certificate of EPF			TB
6)	Copy of Registration Certificate of ESI			TB
7)	Copy of Labour license			TB
8)	Copy of Income Tax Return for last 2 years			TB
9)	Copy of Service Tax Registration & GST Registration			TB
10)	Copy of ISO-9001-2008 Certificate			TB
11)	Copy of PAN/TAN Card			TB
12)	Copy of VAT clearance certificate			TB
13)	Last 2 years audited statement from Chartered Accountant alongwith duly filled in <b>Annexure-III</b> .			TB
14)	Latest EPF Inspection report			TB
15)	No.s of staff/supervisor registered with ESI/EPF and their details (Attach valid Documentary issued by EPFO)			TB
16)	Rs.10,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of VVN A/C.KV, Dharamgarh payable at Union bank of India, Junagarh			TB
17)	Demand Draft of Rs- 500/- as cost of tender document (non-refundable)			TB
18)	Notarized affidavit of the effect that the firm was not blacklisted/debarred by any government agency.			TB
19)	List of clients indicating quantum of work executed with them KVs and other [Last 5 Years]— attach <b>Annexure-IV</b> and documentary proof.			TB
20)	Covering letter for submission of Financial Bid. <b>Annexure-V</b>			<b>FB</b>
21)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. <b>Annexure-VI</b>			<b>FB</b>

**Important Note-** The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

.....

**N.B :** The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender alongwith documentary proof.

**DECLARATION OF FINANCIAL STATUS ON THE BASIS OF AUDITED BALANCE SHEET OF THE FIRM**

**Name of the firm:.....**

Sl No.	Financial Year	Profit/Loss	Profit Amount (in Rs.) Figure	Profit Amount (in Rs.) Word	Remark
1.	2017-18				
2.	2018-19				
3.	2019-20				
TOTAL					

(Signature with date)  
(Name and designation) Duly authorised to sign tender for and on behalf of  
\_\_\_\_\_  
(Name of Tenderer)

**N.B :** The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender alongwith documentary proof.

**Name of Govt/Semi Govt agencies,PSU to whom the bidder has extended similar services during last five years [ April 2015-March 2020]**

Name of the Agency and their address :- .....

Sl No	Financial Year	Name of the KV	Period of contract (From.....To.....)	Total number of employee engaged altogether	Name of the Govt/Semi Govt agencies,PSU	Period of contract (From.....To.....)	Total number of employee engaged altogether
1.	2015-16	i.					
		ii.					
		iii.					
		iv.					
		v.					
2.	2016-17	i.					
		ii.					
		iii.					
		iv.					
		v.					
3.	2017-18	i.					
		ii.					
		iii.					
		iv.					
		v.					
4.	2018-19	i.					
		ii.					
		iii.					
		iv.					
		v.					
5.	2019-20	i.					
		ii.					
		iii.					
		iv.					
		v.					

(Signature with date)  
 (Name and designation) Duly authorised to sign tender for and on behalf of  
 (Name of Tenderer)

**N.B :** The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender alongwith documentary proof.

Letter head of the bidding firm

Annexure V

**Covering letter for submission of Financial Bid**

Letter No: \_\_\_\_\_

Date: \_\_\_\_\_

To,

THE PRINCIPAL  
KENDRIYA VIDYALAYA DHARAMGARH  
VOCATIONAL COLLEGE CAMPUS,  
NEAR GOVT HIGH SCHOOL, DHARAMGARH  
DIST: KALAHANDI, ODISHA, PIN: 766015

Dear Sir,

We, the undersigned, offer to provide security & Conservancy services in accordance with your request dt. \_\_\_\_\_. Our attached Financial Proposal is for the sum of \_\_\_\_\_ ( in words and figures). This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials] : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Name of Firm : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

**FORMAT OF FINANCIAL BID**  
**ANNEXURE-'VI'**

Name of bidding Firm : .....

S. No.	Category of Manpower	Number	All figures in Rupees			Service charges		Monthly Unit Rate (Col.4+5+6+7(ii))	Total monthly cost (Col.8X3)
			Unit monthly Remuneration	EPF Rate	ESI Rate	7(i):Rate in Percentage	7(ii):Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.....		
1	2	3	4	5	6	7(i):Rate in Percentage	7(ii):Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.....	8	9
01	Security Guards without Arms	03							
02	Conservancy (unskilled workers for Sweeping & Cleaning)	03							
03	Sub-Staff (Industrial Workers(Excluding Mines) Semi-Skilled)	01							

**NOTE:**

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for SI No.1) and 26 for ( SI.No.2).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be opened only when the bidder qualify in technical bid.**

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. Earnest Money Deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Bidder's seal  
Signature of the authorized signatory: \_\_\_\_\_  
Name: \_\_\_\_\_