



KENDRIYA VIDYALAYA BHURKUNDA

TENDER FORM



DATE & TIME OF TENDER DOCUMENT AVAILABLE IN WEBSITE (https://bhurkunda.kvs.ac.in)	23.06.2020- 10.00 hrs TO 13.07.2020 - 12:00 hrs
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 13-07-2020 BY 13.00 hrs.
DATE & TIME FOR OPENING OF TENDER DOCUMENT TECHNICAL / FINANCIAL BID	Will be published on website on 14.07.2020

ADDRESS:

Principal,
Kendriya Vidyalaya Bhurkunda,
Gate No-03, Ghutuwa, NTS Barkakana,
Dist-Ramgarh, State- Jharkhand, Pin code – 829103

ईमेल – kv.bhurkunda@gmail.com वेबसाईट – <https://bhurkunda.kvs.ac.in>

Cost of form Rs. 200/- to be deposited at the time of submission of tender form.

Every Page and Document must be signed by the Proprietor of the firm.

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Security/ Cleaning Sweeping/ Gardening Manpower through service contract for 01 year".

1. The Kendriya Vidyalaya Sangathan, a Centrally funded Autonomous Body, 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 Bhurkunda, from the reputed / registered consultant / Service Provider Firm for providing Security Services/Cleaning Sweeping/ Gardening Manpower through service contract initially for a period of 01 (one) year w.e.f. 01.07.2020 which may likely to be extended one more year if found to be satisfied, as indicated below.
 - (a). Name of the KV : Kendriya Vidyalaya Bhurkunda
 - (b). Address/Location of the Building : KV Bhurkunda, Gate No-03, Ghutuwa
NTS Barkakana, Dist-Ramgarh, Pin code – 829103
 - (c). Area of the Building : 1.00 Acres (Approx.) –Temporary Building
 - (d). Area of the campus : 1.50 Acres
 - (e). No of days during the month for : All days (30 days to be calculated for the monthly bill
for comparative statement purpose)

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER (S) IN K V Bhurkunda

S.No.	Name of the Post/Requirement	Number
1	Unskilled worker [Cleaning & Sweeping Services]	02
2	Unskilled worker [Gardening]	01
3	Security Guards (Non- Arms)	03 on rotation basis for round the clock security services

S. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide the security in the premises KV wherever he is deputed and to look after overall security in the KV Bhurkunda, Gate No-03, Ghutuwa, NTS Barkakana, Dist-Ramgarh, Pin code – 829103
2.	Workers for cleanliness	To clean all KV building, Office, Class rooms, Corridors, toilets, garden & main road inside of Vidyalaya wherever he/she is deputed and any other work assigned by the Vidyalaya for cleaning/dusting etc.
3.	Worker for maintenance of Gardens	To maintain & clean the garden & all tree surrounding boundaries wall and any other work assigned by Vidyalaya.

3. The tender form can be downloaded from the Kendriya Vidyalaya Bhurkunda website (<https://bhurkunda.kvs.ac.in>) from 23.06.2020 to 13.07.2020 and bidder must submit the tender with Rs 200.00 (Rupees Two hundred only) by Demand Draft / Pay order drawn in favour of Kendriya Vidyalaya Bhurkunda, Vidyalaya Vikash Naidhi payable at Ramgarh towards the cost of tender.

4. The tender shall be accepted under bid system. The interested service providers are advised to submit technical and financial bids separately in sealed envelope subscribing **TECHNICAL/FINANCIAL BID** for providing **Security** services to Principal, Kendriya Vidyalaya Bhurkunda by **Registered post/speed post/courier/by hand latest by 13.07.2020 up to 13:00 PM.**

5. The Earnest Money Deposit (EMD) of Rs.5000/- for each service, refundable(without interest), should be in the shape of Demand Draft/pay order drawn in favour of "KENDRIYA VIDYALAYA BHURKUNDA VIDYALAYA VIKASH NIDHI" and payable at Ramgarh , **failing which the tender application shall be rejected summarily.**

6. Each Bidder must submit only one quotation for security services/ Cleaning Sweeping/ Gardening Manpower services.

7. The tendering service Providers are required to enclose photocopies of the following documents (duly self-attested) along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**

(a) Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority.

(b) Copy of license of PSARA as per Private Security Agencies (Regulation) Act, 2005.

(c) Copy of the Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970.

(d) Copy of PAN/GIR/GST card

(e) Copies of EPF and ESIC certificates.

(f) Certified extracts of the Bank Account containing transactions during last three consecutive years.

(g) At least three years' experience (Attach a list of clienteles) of providing manpower services to any Government Department / PSUs etc.

(h) 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.

(i) Copy of experience certificate/work contract in KVS, for selection of successful tenderer in case of rates are tie-up within firms.

(j) ISO certificate (only Manpower supply).

(k) The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.

Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.

GENERAL TERMS & CONDITIONS

1. The Bidder shall quote Service charges (including profit and administrative charges) in the format of quotation attached only (Annexure A). 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. **(Monthly remuneration will be 30 days for the security and 25 days for the other services for comparative statement purpose)**

a) The GST/ service tax is exempted by Govt. of India for education institutions.

b) Correction if any shall be made by crossing out, initialling, dating and rewriting.

2. The successful tenderer will have to deposit performance security in the form of **D.D.** for an amount to **Rs.1,00,000**(One Lakh only) for one year. The performance security shall be submitted within 10 days from the date of Notification of Award. The performance security will be retained for a period of **90 (ninety) days** beyond the date of cessation of the contract (initial one year) for completion of all contractual obligations of the bidder including warranty obligations and till providing the NOC from all the employees about the settling of their dues. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly

renewed by the successful tenderer as per new labour rates and will be returned as per the condition stated above.

3. **Conditional bids shall not be considered and will be out rightly rejected.**
4. 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 cases 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.
5. 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 along with the name of authorized partner to interact with Kendriya Vidyalaya Bhurkunda.
6. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.
7. The TECHNICAL BID if not qualified will be summarily rejected.
8. 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.
9. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, its Earnest Money (EMD) will be forfeited.
10. If after award of the contract, the successful bidder (L1) fails to provide required number of Security Guards/ Cleaning and sweeping manpower / Gardening Manpower, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.
11. Telex, Email or Facsimile Bids are not acceptable.
12. The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

Evaluation of Bid:

13. 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:**The bid will be treated as non-responsive if following documents are not attached:**
 - (a) Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, Govt of Jharkhand for running the business of private security agencies operating in the state of Jharkhand.
 - (b) Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970.
 - (c) 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. .
 - (d) Audited Balance Sheet & Profit and Loss Audited Balance Sheet & Profit and Loss Account.
 - (d) List of clienteles during last 3 years along with cost of assignment.
 - (e) PAN No. and Current IT clearance certificate.
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested copy of proof of ESI registration.
 - (h) Attested copy of proof of GST Registration.

- (i) Refundable (without interest) Bid Security of Rs.5,000/- for each service in the form of an Account Payee Demand Draft, FOR, Banker's Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of Kendriya Vidyalaya Bhurkunda, payable at Ramgarh
- (j) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of Jharkhand/ Central Govt shall render the Bid disqualified for evaluation. Also, the rates for service charges/profit are quoted below any fraction of rupee will be treated unresponsive.
- (k) The evaluation will be done on the basis of total for all the items listed in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- (l) If there is tie in the L1 Vendor the evaluation will be done on the basis of technical bid qualification and the decision of Chairman VMC will be final.
- (m) The TECHNICAL & FINANCIAL BID shall be opened on the scheduled date and time in the Vidyalaya in the presence of the representatives of the Agency / firm and VMC members if any, who wish to be present at the time of opening the tender.
- (m) The technical bids would first be taken into consideration by a Committee.
- (n) The Financial Bid of only those tenders will be opened whose Technical bids are found to be in order. In case the lowest bidder (L-1) is disqualified after selection for any reason then the negotiation will be made with second lowest (L-2) bidder to work as L-1 rate.

Award of Contract

- 14. (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 as per para 13 above.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- (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.
- (e) The decision of Chairman VMC K V Bhurkunda will be final and binding on all issues related to the award of contract.
- 15. The contract can be short closed without any prior notice on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya Bhurkunda. 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 Bhurkunda
- 16. By virtue of this agreement, no relationship will be created between the Conservancy staff/ Workers and Kendriya Vidyalaya Bhurkunda / KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards meeting all statutory obligations and no complaints by any of its Security Guards in this regard will be entertained by the Kendriya Vidyalaya Bhurkunda.
- 17. The agreement can be terminated earlier by giving one month written notice on Kendriya Vidyalaya Bhurkunda 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 decision shall be entertained.

18. **The Security Personnel should be of age group between 21 to 40 years. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Bhurkunda. 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 Indenting Office. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. Ex-serviceman will be preferred for employing as Security Guards. The replacement of a Candidate on account of absence /unsuitability for Kendriya Vidyalaya Bhurkunda, shall be made within 24 hours.**
19. The workers should be physically and mentally fit. The Security Guards should be neatly dressed up with proper uniform and shoes.
20. The Contractor shall get the Security Guard 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 shall be deployed for duty by the service provider.
21. The Security Guard should be well versed with local languages.
22. **The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Security Guards.**
23. (i) **Rates of Remuneration for staff quoted below minimum wages applicable, in the State of Jharkhand or as per Central Govt. Labour Dept. notification (whichever is higher), shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and agency must submit the copy of the notification with request to revise the wages from the effective date. Any delay on the part of the agency, will be borne by the agency.**
(ii) **The Bid will be treated null and void, if it is quoted with “NIL” service charges which should include Profit, providing uniform to all the employees, tax liabilities and all other overhead expenses too.**
24. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guards employed by it and deployed in Kendriya Vidyalaya Bhurkunda.
25. Verification of **CHARACTER AND ANTECEDENTS** of the Security Guard / Gardener / Conservancy staff/ Data Entry operator 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 Security Guards provided are of good character, duly verified by the Police from security angle should be provided to the Vidyalaya immediately (within 07 days) after award of Contract. The Security Guard shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
26. **Police Verification Report should be submitted to the Vidyalaya of all the workers engaged at KV Bhurkunda by agency.**
27. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

where

$$A1 = \frac{\text{Monthly remuneration} \times \text{No. of days of absence}}{\text{No. of days in the month}}$$

28. Losses caused to the Vidyalaya due to negligence on the part of Security Guards will be recovered from the Agency/Contractor.
29. The Security Guard provided by the Service Provider should be well mannered, courteous and polite. The Security Guard should not smoke or consume liquor while

- on duty and should not play cards, etc. in the Vidyalaya. The Vidyalaya shall not provide any accommodation or living facilities to the Security Guard.
30. During the period of leave of any of the Security Guards, the Service Provider shall deploy another Security Guard with prior intimation to the Vidyalaya.
31. The Service Provider shall be responsible for complying with obligations under 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.
32. **All the employees employed should be issued with Identity card with a mention of allotted UAN number provided by the EPF department and ESI No. within 15 days from the date of contract by Agency.**
33. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract. Minor variations as per actual calculation will be borne by the contracting agency. The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central rate/State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the central/State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
34. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory.
- i) The Contracting Agency will ensure payment by the fifth of every succeeding month to their employees provided to the satisfactory work/actual attendance of their employees as per the monthly remuneration quoted without any deduction into their bank accounts or by cheque.
- ii) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate (Hard Copy) after making the payment to the employees provided to the satisfactory work/actual attendance of their employees in the Vidyalaya office supported with the following documents: -
- a) Details of disbursement made to the staff furnishing cheque details / bank deposit details for each payment.
- b) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
- iii) **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. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice along with all the proofs for payments as quoted above. All payments shall be made by cheque / RTGS / NEFT only.**
35. **The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.**
36. **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.**
37. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of **Rs.100/-** to be signed by both the parties.
38. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya Bhurkunda. 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 Bhurkunda / any other place decided by KVS HQs. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Ramgarh.
39. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.
40. **The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any**

class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

41. The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
42. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.

Arbitration:

In case of any dispute between the contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940.

H. Jurisdiction:

The courts at the station (Ramgarh) will have jurisdiction over all legal disputes under this agreement.

UNDERTAKING

I / We have gone through the contents of the general terms and conditions (point no.1 to 42) of tender documents received from Kendriya Vidyalaya Bhurkunda for providing Security Services. I / We fully aware of the facts stated in the tender documents.

Signature of the proprietor / authorized signatory

Name.....

Seal.....

Scope of work (Conservancy)

a. Daily work (from 07.00 am to 4:30 pm) or as may be decided by the Institute.

1. Sweeping of entire area of the Institute and surrounding of Building including residential complex and collection of all waste material and disposal of the same as per the instructions of the Principal.

2. Cleaning of the floor area with floor duster and mopping with detergent/ disinfectant etc. once in the morning before opening the Institute and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of phenyl etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.

3. Cleaning and washing of toilets and urinals using deodorant, detergent & disinfectants Three Times a day or as may be specified by the teacher in-charge or Principal.

4. Cleaning of Carpets, durries etc. using vacuum cleaner.

5. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.

6. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute & residential area and the area adjacent to main gate.

7. Regular dusting /cleaning of furniture (table & Chair) and equipment, telephones, books cases, filing cabinets, almirahs and doors and windows of rooms and other spaces of the Institute before opening of the Institute.

8. The choking of sanitary installation e.g. Traps Bottle, traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

9. All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.

b. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

1. Washing and scrubbing of floor areas with detergents and dirt removing agent of the entire Vidyalaya plant.

2. Acid cleaning of sanitary installation and tiles without damaging their shine.

3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.

4. Cleaning of filled surfaces in the corridors and staircases.

5. Cleaning of water storage tanks and water coolers, if any.

6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.

7. Dusting and cleaning of fans, Electrical Fittings, Window Panes with Glass cleaning chemical/agents and cleaning of partition panelling, washing and pressing (Ironing) on curtains & Table cloths.

8. Removal of cobwebs in the rooms and other spaces of the Institute. 9. Any other work assigned by the Authority.

c. REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.

1. The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.

2. The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.

3. The contractor's worker shall be polite, courteous, well behaved and honest.

4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.

5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the contractor along with their Profiles & photos should be submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Director. If under un-avoidable circumstances, any replacement is to be made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Director at the time of introducing the new person/replacement.

6. The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
7. The Institute shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Institute is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Institute shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through e-payment (NEFT/RTGS) on 5th of every month.
9. Insurance and accident risks of the workers will be the responsibility of the Contractor.
10. The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person without prior permission from the Institute in writing.
11. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Institute. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
12. The Institute reserves the right to order any worker of the contractor to leave the premises of the Institute if his/ her presence at any time is felt undesirable.
13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc. to the concerned authorities.
14. KV Bhurkunda is a "No Tobacco Zone", the contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the office premises.

Gardening Work

J. Daily Work (from 07:30 AM to 12:30 PM and 01:30 PM to 04:30 PM or as may be decided by the Vidyalaya)

1. That the agency shall provide Gardening arrangements for entire Kendriya Vidyalaya campus located at NTS Barkakana, Ramgarh with effect from (as per agreement).
2. a) The contractor is to employ adequate number of trained gardeners for providing gardening services in the entire Vidyalaya campus – entrance area & potted plants, lawn, staff quarters area.
 - b) The Gardener / Housekeeping employees should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.
 - c) Developing Lawns & Gardens of the Vidyalaya by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.
 - d) Maintaining of the lawns and gardens by watering, cutting, pruning & weeding, putting new annual and seasonal flower plants and ornamental plants, and putting pesticides and manure, ant termite treatment with germicides etc., as the sole responsibility of the agency.
 - e) All sorts of tools and implements and other materials needed for the maintenance of the lawns and gardens will be provided by the Vidyalaya.
 - f) Wild growth of grass, bushes and trees in the lawn, sports ground, staff quarters and entrance area are to be cut regularly and disposed-off away at a place acceptable to Municipal committee.
 - g) All existing flowerbeds are to be watered regularly and seasonal/all-weather saplings, flowers and plants are to be planted /replaced.
 - h) All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.

3. 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.
4. 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 and it will be recovered from the agency.
5. That the tenure of the service provider complete continuous gardening measures throughout the year to the Vidyalaya.
6. That the Vidyalaya on its part shall at no time directly or indirectly employ 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.
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 personal which shall be the responsibility of the Agency only who shall be the employee of such personnel.

Requirements from staff of the Agency and their duties, behavior etc.

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
3. The contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.
6. The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the contractor.
10. All the workers of the contractor shall be free from infectious diseases.
11. The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
12. The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
13. The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
14. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

PERFORMA FOR TECHNICAL BID – CONSERVANCY/SECURITY SERVICES		
1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Ramgarh, Jharkhand Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last three years 2017-18 to 2019-20) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (attach attested copy of the Registration)	
7	GST Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (three years) with government bodies/ KVS	
10	Self- certificate for non-blacklisting and declaration	
11	Total No's of employees in the Agency	
12	Annual Turnover 2017-18 2018-19 2019-20	Rs. Rs. Rs.
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2017-18 2018-19 2019-20	_____ _____ _____
15	Earnest Money of Rs.5,000/- in favour of “Kendriya Vidyalaya Bhurkunda Vidyalaya Vikash Nidhi” payable at Ramgarh is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch.....
16	Attested Copy of License obtained from Govt of Jharkhand under PSARA Act to run private security agency (attach a copy)	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

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

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

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

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

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

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

Annexure-C

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

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

Annexure-D

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. (Latest EPF/ESI statement attached)

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

ANNEXURE- E
FORMAT OF FINANCIAL BID

(All figures in Rs.)

Sl. No.	Category of Manpower	No. of manpower required	Unit monthly remuneration	EPF	ESI	Service charges (profit) (per unit) Including uniforms/ bonus etc.	Total monthly remuneration per unit (4+7)	Total Monthly Cost
1	2	3	4	5	6	7	8	9
1	Security Guard	03		Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			

- NOTE:
1. GST/ **Service Tax** is not chargeable from educational institutions.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. EPF and ESI will not be considered while preparing the comparative statement

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of **Rs. 5,000/- (Rupees Five Thousand only each)** is furnished herewith vide Bank Guarantee / Demand Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Date:

Seal:

ANNEXURE- F
FORMAT OF FINANCIAL BID

(All figures in Rs.)

Sl. No.	Category of Manpower	No. of manpower required	Unit monthly remuneration	EPF	ESI	Service charges (profit) (per unit) Including uniforms/ bonus etc.	Total monthly remuneration per unit (4+7)	Total Monthly Cost
1	2	3	4	5	6	7	8	9
1	Cleaning & Sweeping	02		Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			
2	Gardner (Unskilled)	01		Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			

- NOTE:
1. GST/ **Service Tax** is not chargeable from educational institutions.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. EPF and ESI will not be considered while preparing the comparative statement

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and agree to enter into the agreement in the format enclosed. Bid Security of **Rs. 5,000/- (Rupees Five Thousand only each)** is furnished herewith vide Bank Guarantee / Demand Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Date:

Seal: