



केन्द्रीय विद्यालय संगठन

निविदा दस्तावेज़



TENDER-DOCUMENT

Important points of the tender at a glance:

Title of the Tender:	Out-sourcing of the security/Conservancy/Gardening /Sub Staff & Data Entry Operator(manpower Services)
Type of the tender	Open and advertised. Two-Bid system.
Tender Category	Services
Date of publication of tender	01/12/2021'Jansatta(Hindi) & The Statesman (English)''
Tender Document Download/ Sale Start Date	01/12/2021 1000 Hrs.
Submission start date	01/12/2021 1000 Hrs.
Last date and time of submission of tender	Date:21/12/2021 upto:14 00Hrs.
Bidding System	Two-Bid System. (Technical Bid-Envelop: I, Financial Bid-Envelop: II)
Price of Tender document	Free of cost.
Earnest Money Deposit*	Rs.50,000/- All together service (Rupees FIFTY Thousand Only) refundable without interest. *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'.
Bid validity period	90 days from last date.
Mode of deposit of tender documents	Registered/ Speed Post only.
Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA SECTOR-28, ROHINI,POCKET-17, BLOCK-C DELHI- 110042.
Mode of deposit of tender document price and EMD.	Offline. DEMAND DRAFT(DD) as EMD in favor of "Principal KV SEC-28 ROHINI VVN A/C" and Payable at DELHI.
Date of pre-bid meeting	N. A.
Date & Time of opening tender	22/12/2021(WEDNESDAY) at 1000 Hrs.

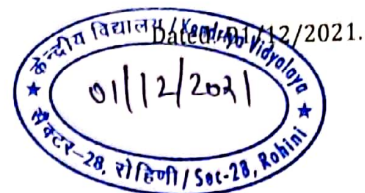
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KENDRIYA VIDYALAYA SECTOR-28, ROHINI, NEW DELHI-110042

Ref.No.F.Tender/Security/Manpower/KV SEC-28/Rohini/2021-2022/

Downloaded Tender Cost : Nil

EMD of tender Amount Rs. 50,000/- (Fifty Thousand Only)



Part-A(Technical-Bids)

TENDER-DOCUMENT

Sub: "Inviting sealed Tenders/Quotations for engaging Service Provider Firm for providing Manpower 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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Quotations/ Bids are invited by the Kendriya Vidyalaya, Sector-28, Rohini, New Delhi-42 from the reputed/ registered Consultant/ Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year i.e. **01.01.2022 to 31.12.2022** which may be extended by another one year, as indicated below:-

A. Manpower required:-

S.No.	Category of Manpower	Nos.	Minimum qualifications or/ and experience.
01	Security Guard (Un-Armed)	As Per Requirement	As Per KVS(HQ)Guidelines/Norms
02	Sweeper/unskilled labor	As Per Requirement	As Per KVS(HQ)Guidelines/Norms
03	Mali/Gardener	As Per Requirement	As Per KVS(HQ)Guidelines/Norms
04	Library Attendant/Sub-staff Skilled/10 th pass	As Per Requirement	As Per KVS(HQ)Guidelines/Norms
05	Data-Entry-Operator	As Per Requirement	10+2 Pass, Knowledge of computer Operation.

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

S.No.	Category of Manpower	Responsibilities.
01	Security Guard (Un-Armed)	Security of school Campus
02.	Sweeper/unskilled labor	Cleanliness of campus,-classrooms & Toilets- corridors all surrounding area etc.
03	Mali/Gardener	Maintenance of school Gardens
04.	Library Attendant/Sub-staff	Knowledge of photo-copy, library cleaning & maintenance work
05.	Data-Entry-Operator 10 pass	Feeding of various Data on computers

3) **Quoted Price:**

- a) The Technical-Bids of only those prospective Agencies/Firms will be considered for evaluation who fulfill all the eligibility condition Para 6 in the terms and condition and Para 7 (evaluations of Bids) of this bids. The format of Technical-Bids Format as per Annexure-A & Annexure-A part (i) check list are mandatory to fill by agency.
- b) The Bidder shall quote unit rate which shall comprise of monthly remuneration OTA rate, EPF, ESI & other statutory costs and service charges including profit and administrative charges in the format of quotation only attached Financial Bid Annexure-B only are accepted. If the agency changes or omits any items the tender will be rejected.

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- c) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- d) The Rate Quoted shall be fixed for the duration of the contract and shall be increased/ decreased, if the govt. is increase or decrease the wages.
- e) Correction if any shall be made by crossing out, initialing, dating and re-writing.
- f) The bidder shall deposit **Rs.50,000/- (Rs. Fifty Thousand Only)** in the form of DD valid for 90 days after the date of submission of Bids or DD Drawn in favor of **Principal KV Sec-28 Rohini VVN A/c.** Payable at New Delhi as earnest money along with the bid. The earnest Money shall be returned to the unsuccessful bidder after the award of the contract.
- g) The selected firm has to furnish performance security in the form of DD for amount of **Rs.1,00,000/- (One lakh only)** valid for fourteen month from the date of award of contract. Performance security shall be submitted within 15 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. No interest shall be paid thereon.
- h) Telex of 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 shall be disbursed through cheque/ NEFT at Kendriya Vidyalaya Sector-28, Rohini, New Delhi premises in the presence of representative of the KV Office or its constituent.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV's office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/ bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KV's office/ premises supported with the following documents:-
- (d) Details of disbursement made to the staff furnishing cheque/NEFT/UPI details for each payment,
 - (i) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
 - (ii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
- (e) 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.
- (f) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (g) The Vidyalaya is Single shift KV and having normal office/working hours from 7.00 a.m. to 3.00 p.m. six days from Monday to Saturday. However, the Contracting Agency will provide the security services (other services as per requirement) round the clock all the days in a month according to the duty timings allotted/decided.

KV Sector-28, Rohini, New Delhi 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.

- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

Where $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

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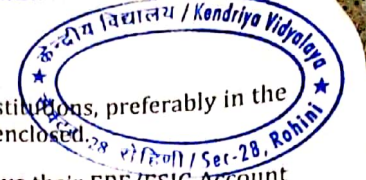
- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Sector-28 Rohini, New Delhi. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KV Sector-28, Rohini, New Delhi. 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 shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the KV Sector-28, Rohini, New Delhi 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.
- (k) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KV Sector-28, Rohini, New Delhi reserves the right to claim and recover damages from Contracting Agency.
- (l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (m) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex. servicemen/Manpower (As per requirements), who are below the age of 60 years as well as physically fit and mentally alert. Preference will be given to the Ex.-servicemen/excellent in the area concerned. The Contracting Agency will also ensure that the security guards /employees are free from Aid or any other infectious disease before deployment for work.
- (n) The KV Sector-28, Rohini, New Delhi shall provide a small guard room/space for Security Supervisor and Security Guards/Manpower 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.
- (o) The Contracting Agency shall provide to their security personnel/Manpower with impressive summer uniform as well as winter uniform with insignia.

7. **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 at the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account of Last 03 Years.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax/GSTN Registration.
 - (h) The Bidder shall deposit **Rs.50,000/- (Fifty Thousand Only)** in the form of DD valid for 90days after the date of submission of bids or DD drawn in favor of **Principal KV Sec-28 Rohini VVN A/c** payable at Delhi as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (l) The Bidder Must have latest ISO Certified company and Valid ISO Certification as ISO 9001:2008 /901:2015. Copy of certificate are attached with Bids.
 - (J) The bidder have availed Security license Delhi PSARA for running of Security Business as per Govt. of India/ Delhi Private security Agency Rule Act-2005/2009, issued by Ministry of Home affairs, Department of Home.
 - (K) The tender shall be submitted only by those reputed security agency who are providing security



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guards/Housekeeping/gardening/manpower personnel to educational institutions, preferably in the educational institution shaving campus life. Copy of experience should be enclosed.

- (L) The Firm/company/ agency has to submit the list of the employee who have their EPF/ESIC Account numbers, E-Challan, ECR Copy and are expected to be deployed by the firm. This may be verified from the website www.epfoindia.gov.in before awarding the contract as per the KVS HQ, New Delhi Letter No. F.No.1-1/2015/KVS /JC(Fin.)Dated 16.06.2016, if required.
 - (N) Min. wages are quoted as per KVS Guideline/Norms for In Manpower Service Bidders Quoted (Govt. of India/NCT Delhi min. wages Rates, which are higher are applicable (valid Circular No F. 11079-12/2012KVS(HQ)/Admin-1 dated 13.06.2012 and KVS Delhi Region ref. no F-19080/2012/ Admin/KVS/DR/7696-7778 dated 28.06.2012.
 - (O) If any firm/agency quotes "Zero Or NIL" charges /consideration/Negotiable, the bid shall be treated as unresponsive and will not be considered. In terms of GOI, Min. of Finance, Dept. of Expenditure Om No. 29(1)/2014-PPD Date 28.01.2014. So that the bidder/Agency not quoted service charge "0" Or "Nil" of Min. Wages. The tender will be rejected. So that the bidder/Agency are not quoted service charge less than TDS@2% as Nil such Bids would be summarily rejected.
 - (P) The bidder are also submit a copy of ECR (EPFO) Copy for last three month, for must have shown employee status regular on his payroll as on 31.08.2021 as an indicator of financial health of the service provider.
 - (Q) If the Rates will be same for two or more Firms, priority will given by us to these agency have a valid the integrated management system(IMS) certification and has implemented & maintains a integrated quality Management, Environmental Management, Occupational Health & Safety Managements System as ISO9001:2008/ 9001:2015(QMS), ISO14001:2015(EMS) and OHSAS18001:2007 certified agency. This certificate(s) must be valid on the last date of submission of tender. As proof of validity, the bidder must have attached a copy of certificate issued by the certifying agency and also min. to max. Kendriya Vidyalayas working experience/years are preferable by us. (Photocopy of KVs experience should be attached).
 - (R) If the firms/ company/ agency should be currently providing a manpower services Like a security Guard/ housekeeper/ gardener, two or more any central Govt./State Govt. Organizations/ autonomous body the relevant Documents/ work order/ agreement in this regards may be submitted with the tender/ quotation.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India/KVS HQ norms shall render the Bid is disqualified for evaluation.
 - (iii) Indenting Office will award the contract to the lowest evaluated responsive bidder for each service separately.

8. **Award of Contract:-** 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 (iii). In case of rates are same between two or more than the financial bid will be evaluated of qualified bidders following criteria of assessment would be followed:

- a. If the Rates will be same for two or more firms, priority will give by us to these agency have a valid the integrated IMS certification and two other Govt. Offices/ department plus max KVs work counted are Min. to maximum Kendriya Vidyalayas working experience/years are preferable by us. (Photo copy of KVs experience must be attached). min 10 Security Guard Training Certificate are attached with technical bids will be preferred.
- b. If here in financial bids the rates are tie of two or more agency as per para 7(q) and 10 the financial bids selection criteria are "
If in financial bids in above mentioned condition are again tie than the selection or priority will given by us to these agency have a single similar nature of work-order in any govt. department / PSU/central/state govt. /KVs . The work-order are consider only Govt. contract work-order for similar nature of service not a private company work order and many more parameter like ISO, turn-over etc
- c. If rates is a minor differences in rates due to rounded off the amount rates will be considered same as per rounded off nearest whole number (If less than .50 paisa will be read previous rupees and .50 paisa & above to the next higher in rupees)

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- d. The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (A) above.
- e. 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.
- f. 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.

9. Downloading of Tender/quotation form :

The Interested Firm/company dealing in Security/Housekeeping Like cleaning & Gardening/Manpower as DEO/Sub-staff service provider can Download from our website: <https://rohiniSec28.kvs.ac.in/>, free of cost or may be had from the office of the Vidyalaya on any working day. The Last date of submission of the tender is 21.12.2021 1400 hours otherwise the tender/quotation will be rejected.

- 10. **Experience:** The agency desirous of submitting quotation must have an experience of carrying out similar / related work in atleast one government/ autonomous bodies/ PSUs and five or more other KVs in Delhi/NCR Region in the last three years. The addresses and the telephone numbers of the client organization shall be submitted along the quotation.

11. Last date and time of receipt of Quotations/Bids:

You are requested to submit the Sealed Quotations/in two Bids system (Technical & Financial Bids are separate envelope) super-scribed on the envelope as "Quotations/Bids for providing Security, housekeeping, Gardening & Manpower as DEO/Sub-staff in KV Sector-28 Rohini, Delhi on service charge basis" upto 21.12.2021 at 02.00 P.M. The tenders/quotations will be opened on 22.12.2021 at 10.00 A.M. in the Principal's Office of KV Sec-28 Rohini, Delhi in the presence of bidders or their representative having a valid authorization letter. If the last date of depositing and opening of quotations/tenders happens to be declared Holiday, then the quotations/tenders will be deposited/ opened on the next working day, other terms and conditions and the time schedule will remain unchanged. An **earnest money of Rs.50,000/- (Rupees Fifty Thousand only)** is to be deposited alongwith quotation/tender document by way of DD in favor of "**Principal KV Sec-28 Rohini VVN A/c** payable at Delhi.

We look forward to receive the Quotations/Bid in the format of Quotations/Bid attached only and appreciate the interest of the service provider in the KV Sector-28 Rohini Delhi.

Yours faithfully,

PRINCIPAL
For & on behalf of Kendriya Vidyalaya, Sec-28 Rohini, Delhi-110042.



KENDRIYA VIDYALAYA SECTOR-28, ROHINI, NEW DELHI-110042

Annexure-A

Technical Bid Format/Agency Details for Security/Housekeeping/Gardening/Manpower Outsourcing Services.

S. N.	Particulars	Details information provided by the agency/firm/company
01.	Name of the Firm/Company/proprietary concern registered.	
02.	Full Correspondence Address(Head Offices/registered office;	
03.	Telephone No./Mobile No.(Head Office Delhi).	
04.	Earnest Money Deposit(EMD)yes/No.	
05.	EMD Details DDNo./issued at Drawn on Bank on Account of; EMD Amount of Rs. Rs.50,000/- (Rs. Fifty Thousand Only)	EMD DDNo.....issued date..... Bank Name..... Payable at New Delhi. Rs.50,000/- (Rs. Fifty Thousand Only)
06.	Copy of Constitution or legal status of the sole proprietorship/ Partnership Firm/NGO/Trust/agency/company etc.	
07.	Income Tax/PAN No./GIR No.(Attach attested copy)	
08.	Service Tax No.(Attach attested copy)	
09.	EPF Registration No.(Attach attested copy)	
10.	ESIC Registration No. (Attach attested copy)	
11.	GSTN Registration No.(Attach attested copy)	
12.	Registration No. Under of Shop Establishment Act	
13.	Valid or latest ISO Certification 9001:2015 or any other Valid ISO certificate Copy Attached Or IMS certification copy attached	
14.	Valid Security PASARA License as per govt. India/Delhi security business Rule, issued by Ministry of Home affairs. Copy Attached	
15.	If have, Udyog Adhar No.(Ministry of Micro, Small & Medium Enterprises, Govt. of India(MSMS).Attached Yes/No.	
16.	Copy of income Tax return Filed Acknowledgement for last 05 years- 2016-17,2017-18,2018-19& 2019-2020& 2020-21 are attached. yes/no.	
17.	Proof of Financial Status in form of Audited Balance Sheet for the last three financial year. Average turn Over amount with copy of proof attached	
18.	Client List with work value & work period/Experience of execution of similar work as per KVS Tender Attach Documentary proof in support)Yes/no.	
19.	Any Other information.	

Signature of Proprietor/Director/authorized
Person;.....

Full Name of Bidder:.....

Mobile No/Telephone No.:.....

Seal:.....

Date:.....

Place:

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ANNEXURE-I.

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

SELF-DECLARATION FILLED BY BIDDER/AGENCY/FIRM

1. I,.....Son of Director of the M/s:.....
..... agency mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. This is to certify that M/s..... registered office at.....
..... (name & address of the agency/firm/company) is neither blacklisted by any central/state Government/ autonomous Body/PSU nor any criminal case is registered against the Agency/ firm/company.
5. I hereby undertake to work at L-1 rates as per the terms and conditions given in the tender documents.

Signature of Proprietor/Director/authorized
Person;.....

Full Name of Bidder:.....

Date:.....

Mobile No/telephone No.:.....

Place:.....

Seal:.....

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ANNEXURE-II

//TO BE FURNISHED ON THE LETTERHEAD OF SERVICE PROVIDER AGENCY/FIRM//

DETAILS OF CONTRACTS FOR LAST THREE OR MORE YEARS

DETAILS OF CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/STATE GOVERNMENTS/PSU/ HANDED BY THE TENDERING AGENCY FOR PROVIDING SECURITY/HOUSEKEEPING/GARDENING/MANPOWER SERVICES DURING FOR LAST THREE OR MORE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years or more years work awarded may be closed)

SN	Details of clients alongwith address telephone No.	Amount of contract(In lakhs per year)	Contract duration(Period)	
			From(Date)	To(Date)
1				
2				
3				
4				
5				
6				

(If The Space provided is in sufficient, a separate sheet may be enclosed)

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information/documents furnished along with the above application are true and authentic to best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Proprietor/Director/authorized Person;.....

Full Name of Bidder:.....

Date:.....

Mobile No/Telephone No.:.....

Place:

Seal:.....

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

1. ACCEPTANCE OF TENDERS ALL THE TERMS & CONDITIONS.

The terms and conditions numerate in this tender document from all para/point NO have been read by me/us and are acceptable to me/us.

2. DECLARATION BY THE TENDERER

I/we hereby undertake that payment to the workers deployed by the agency are being paid as per existing approved wages of central/State government and the agency has been complying with all the statutory provisions in respect of the workers deployed in the above mention KV and also accept to follow the all labor laws as per govt. norms.

Signature of Proprietor/Director/authorized Person;.....

Full Name of Bidder:.....

Date:.....

Mobile no/telephone No.:.....

Place:

Seal:.....

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CHECKLIST FOR SUBMISSION OF TECHNICAL-BID ;

S. N.	Particulars/Tender Required all details	Enclosed Yes/No	Page No
01.	Quotation covering Letter / request letter of our Company letter head for Tender for security Housekeeping, gardening & Manpower service at your KV premises With All Annexure-I,II,III, IV &Annexure-V Check lists are attached(yes/No)		
02.	Your Tender Form for Technical & Financial Bids in separate envelopes as per your tender notice		
03.	EMD of Rs 50,000/-only are Enclosed		
04.	Company Profile are attached(yes/No)		
05.	Client List with Contract Value and working duration with valid date		
06.	MSME /Company Udyog Adhar No. Ministry of Micro, Small & Medium Enterprises, Govt. of India are attached(yes/No)		
07.	Company Registration/ Incorporation Certificate issued by Govt. India, Photocopy are attached(yes/No)		
08.	Veiled Security License "PASARA" issued by, Delhi Secretariat, Govt. of Delhi, Home Department and Bihar PASARA are attached(yes/No)		
09.	Shop establishment, Min of Labor registration copy, are attached (yes/No)		
10.	Income Tax PAN card Photo Copy are attached(yes/No)		
11.	EPFO(Employee provident fund)Registration copy are attached(yes/No),		
12.	ESIC(Employee State Insurance Co.)Registration Copy are attached(yes/No),		
13.	Service Tax Registration/GSTN Registration Photocopy are attached(yes/No),		
14.	Valid or latest ISO Certification9001:2015 or any other Valid ISO certificate Copy Attached Or IMS certification copy attached(yes/No),		
15.	ITR Copy for Assessment Year- ITR- with Balance sheet, PL of Last 05 year AY 2016-17, & 2017-18, 2018-19 , 2019-2020& 2020-21. Certified By C.A. Copy are attached (yes/No)		
16.	EPF/ESIC Challan ECR Statement & ESIC Statement for shown employee status are regular on our payroll are attached (yes/No)		
17.	Service Tax Deposit Receipts Bank copy & Service Tax return / GSTN details Copy, are attached (yes/No)		
18.	Clients details as work order & experience copy in this same fields are attached (yes/No)		
19.	Any other information or any other govt. working in similar field. If yes copy of work-order enclosed.		

Signature of Proprietor/Director/authorized Person;.....

Full Name of Bidder:.....

Mobile No/Telephone No.:.....

Date:.....

Place:

Seal:.....

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Name of Bidding Firm/Agency : M/S

KENDRIYA VIDYALAYA SECTOR-28, ROHINI, NEW DELHI-110042 .

ANNEXURE-B.

FORMAT OF FINANCIAL-BIDS.

FOR MANPOWER / SECURITY / SWEEPING / MAIL / LIB. ATTENDENT/SUB-STAFF/ DEO SERVICE AND OTHER ITEMS

S. N.	CATEGORY OF MANPOWER	NUMBER	UNIT MONTHLY REMUNERATION	EPF RATE @	ESIC RATE @	SERVICE CHARGES INCLUDING OVERHEAD AND PROFIT @	MONTHLY UNIT RATE (COL.4+ 5+ 6 +7)	TOTAL MONTHLY COST (COL8 x 3)
				5	6	7	8	10
01	Security Guard 08hrs duty	One						
02.	Sweeper/ cleaner (Un-skilled) 08hrs duty	One						
03.	Gardner/ Mali (Un-skilled) 08hrs duty	One						
04	Sub-Staff/ Peon/Lib. Attendant 08hrs duty	One						
05	Data-Entry-operator(Skilled) 08hrs duty	One						

- NOTE:**
- Conversion of monthly rates of wages into daily min wages rates of wages shall be worked out by dividing the monthly rates by 30 days (for Sl No.1) and 26 days for (Sl. No.2,3,4 & 5).
 - If any firm/agency quotes NIL charges /consideration//Negotiable, the bid shall be treated as unresponsive and will not be considered. In terms of GOI, Min. of Finance, Dept. of Expenditure Om No. 29(1)/2014-PPD Date 28.01.2014. So that the bidder/Agency quoted service charge less than TDS@2 % or as Nil such Bids would be summarily rejected.
 - In case of discrepancy between unit price and total price, the total price shall prevail.
 - As per KVS Guideline/Norms for in Manpower Service Bidders Quoted (Govt. Of India /NCT Delhi wages/Rates which are higher are applicable).
 - If rates is a minor differences in rates due to rounded off the amount rates will be considered same as per rounded off nearest whole number (If less than 0.50 paisa will be read previous rupees and 0.50 paisa & above are counted to the next higher in rupees)

We agree to provide the above service of manpower excluding material and to abide by the terms & conditions contained in the bid documents and also agree to enter the agreement in the format enclosed. Bids Security as EMD of Rs.50,000/- (Rupees fifty Thousand Only) is furnished herewith vide Bank draft No Date drawn on

(Bidder)

Signature:

Name:

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