



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 conservancy services.
निविदा का प्रकार / Type of the tender	Open and advertised. Two bid system.
निविदा की कोटि /Tender Category	Services
निविदा प्रकाशन की तिथि /Date of publication of tender	25/12/2020 "हिन्दुस्तान" and "Hindustan times"
निविदा दस्तावेज डाउनलोड करने की तिथि / Tender Document Download / Sale Start Date	25/12/2020
निविदा जमा करने तिथि / Bid submission start date	10/01/2021
निविदा डाउनलोड बंद करने की तिथि / Tender Document Download / Sale end Date	10/01/2021
निविदा जमा करने की अंतिम तिथि एव समय Last date and time of submission of tender	Date: 10/01/2021 up to: 1400Hrs.
निविदा बोली /Bidding System	Two bid System (Technical Bid-Envelop: I, Financial Bid- Envelop: II)
निविदा दस्तावेज का मूल्य /Price of Tender document	Rs.1000/-(Rupees One Thousand only.)-Nonrefundable.
वायदा राशी /Earnest Money Deposit*	Rs.50,000 -(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'.
निविदा की वैधता अविध / Bid validity period	90 day from last date.
निविदा जमा करने का माध्यम /Mode of deposit of tender documents	Registered Post only or deposited in drop box kept in office of KV Punjab Lines Meerut C
निविदा जमा करने का पता/Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA, PUNJAB LINES MEERUT CANTT NEAR SHEESE KA GURUDWARA, MEERUT CANTT- 250001
निविदा दस्तावेज का मूल्य एव वायदा राशी को जमा करने का माध्यम /Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT(DD for tender document & EMD in Favor of PRINCIPAL, KV PUNJAB LINES MEERUT CANTT
निविदा खोलने की तिथि एव समय /Date &Time of opening tender	11/01/2021 (Monday) at 1500Hrs.



केन्द्रीय विद्यालय पंजाबलाइन्समेरठकैन्ट (उ०प्र०) 250 001
KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT. (U.P.) 250 001
दूरभाष 0121-2661292 फैक्स नं०-0121-2661292
Phone No.: 0121-2661292 Fax No.: 0121-2661292
Website : <https://kvplmeerutcantt.kvs.ac.in>
Email: kvplmeerut@gmail.com

CBSE Affiliation Code : 2100022
School Code : 08580

F:Tendor conservancy/KV PL/2020-21

Date:- 25/12/2020

निविदा दस्तावेज / TENDER DOCUMENT

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

The Kendriya Vidyalaya Punjab Lines Meerut Cantt , Meerut- 250001 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 Punjab Lines Meerut Uttar Pradesh, Pin-250001 Kendriya 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	Kendriya Vidyalaya Punjab Lines Meerut Cantt) is having Two Buildings - Primary Wing and Secondary Wing at a distance of approx. 200 meter from each other..Parties are advised to see the location before quoting rates.
Address/Location of the Building	Kendriya Vidyalaya Punjab Lines Meerut, Meerut (U.P.)- 250001

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Numbers of workers required	In the following way/timing
1.	Workers cleaniless for	Un skilled	06 (04 for secondary school building, 02 for primary school building. Out of 06 workers 03 should be females)	From 6.00AM to 4.00 PM
2.	Gardener (primary and Secondary Wing)	Semi Skilled/skilled	02	From 08:00 am to 04:00 PM
3.	Plumber	Skilled	01	On Daily Basis
4.	Electrician	Skilled	01	On Daily Basis
5.	Data Entry Operator	Skilled	01	On Daily Basis

Total 06 workers for cleanliness/filling of water in desert coolers and for cleaning coolers etc.

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

S.No.	Category of Manpower	Responsibilities
1.	Workers for cleanliness	To clean the Vidyalaya wherever he/she is deputed.
2	Gardener	To maintain gardens and vidyalaya plant.
3	Plumber	To maintain all water fittings, points, cisterns, taps etc.
4	Electrician	To maintain all electrical fittings, points etc.
5	Data Entry operator	Office Job

Material for cleanliness to be used as per requirement. The cleanliness material, however, will be provided by Vidyalaya.

C. Work will have to be get done in the following way :-

- i. Sweeping of entire area of the building and surrounding of building and collection of all waste material and disposal of the same as instructions of the KVS.
- ii. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. Once in the morning before opening the office and there after every 2 hours specially in the area like corridor commerce stairs and receptions etc. Spraying of flit/anti-termite treatment & rodent condent etc. are to be made daily and whenever necessary for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.
- iii. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv. Cleaning of carpets of the officer's room with vacuum cleaner to be provided by the contractor.
- v. Sweeping and clearing of open areas, roads, passage, lawns, auditorium/meeting halls/canteen etc. within the boundary of the Vidyalaya's wall surroundings to this building.
- vi. Regular dusting/cleaning of office furniture (table and chair) and equipments , telephones, book cases, filling cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the School i.e. 07:30 A.M. in suumer & 08:00 AM in winters.
- vii. Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- viii. List of items/cleaning material required is attached vide Annuxure- B.
- ix. The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- x. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- xi. Filling of water in all desert coolers.
- xii. Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

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

- (I) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- (II) Acid cleaning of sanitary wares, without damaging their shines.
- (III) Removing strains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- (IV) Cleaning of filled surfaces in the Class rooms, corridors and staircases
- (V) Cleaning of water storage tanks, water coolers, and desert coolers.
- (VI) Poilshing of name plates and number plates with brasso (on each floor) and cleaning of the other name plates/Boards.
- (VII) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc including removal of cobwebs.
- (VIII) Cleaning of all doors and window panes.

3. Quoted Price:

- i. The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher),

EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.
(Annexure –A)

- ii. Service charges less than TDS as NIL and such bids would be summery rejected.
 - iii. 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.
 - iv. The Bidder shall deposit Rs.50,000/- (Fifty Thousand only)in the form of DD valid for 135 days after the date of submission of bids or DD drawn in favour of Principal ,Kendriya Vidyalaya, Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board) Meerut as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - v. The selected firm has to furnish performance security in the form of DD for an amount of 10% of the total amount of serving for One Year valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 30 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.
 - vi. 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 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
 - (c) The Contracting Agency will submit the invoice/bill along with proof of 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 maybe.
 - (ii) Proof of payment of statutory obligation such as EPF (Copy of Challan 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) Master 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 Indenter/Client.
- (f) The normal office hours of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 is from 7.30 am to 4.00 pm six days from Monday to Saturday. However, the Contracting Agency will provide the services from 6am to 4 pm on all the days in a month except Sunday according to the duty timing shown at pre-pages/above. Vidyalaya also reserves the right to request for the services of additional/extra manpower.
- (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_1

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

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001. 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 of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 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, / sabotage caused by/attribution to the personnel deployed, the of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 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 personnel, who are below the age of 60 years and should be physically fit and mentally alert. The Contracting Agency will also ensure that the staff deployed are free from any infectious disease before deployment for work.

7. BIDDINGPROCEDURE:

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 PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001. 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-V in a separate sealed cover, super scribed with the words "FINANCIAL BID" and addressed to THE PRINCIPAL, KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001..Along with covering letter for submission of financial bid given at Annexure-IV.

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 conservancy Services in KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001 on service charge basis " and addressed to THE PRINCIPAL, KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001..

The Technical Bid shall be accompanied by a DD ofRs.50,000/-valid for135 days after the Date of submission of bids or DD of Rs.50,000/-drawn in favour of Principal, KV Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board Meerut) towards EMD. The Technical Bid shall be accompanied by a DD of Rs.1000/- (One Thousand only) drawn in favour of Principal,KV Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board Meerut) 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, Punjab Lines Meerut Cantt in this regard shall be final and binding. Only those bidders, who's 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 11.01.2021 at 1500 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 5 (Five)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 Agency for conservancy Services Only

- 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 of Rs.50,000/- valid for 135 days after the date of submission of bids or DD of Rs.50,000/- drawn in favour of Principal, Kendriya Vidyalaya and DD of Rs. 1000/- for Tender documents.
- m) Attested copy of Registration of (MSME) Provide UAN No.

9. The evaluation will be done for all the items put together. Indenting Office will award the contract to The lowest evaluated responsive bidder.

10. Award of Contract:

- A. The 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 3. In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed:
 - B. Company having Experience in working in KV's will be Preferred.
 - C. The indenter 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 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.
 - E. 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.
11. Last date and time of receipt of Bids: You are requested to submit the sealed Bids superscribed on the Envelope as **Bids for Providing Conservancy Services in KV, Punjab Lines Meerut Cantt ,On service charge basis, On or before 10.01.2021 1400 hrs** The tenders Will be opened at 11/01/2021 1500 Hrs at KV Punjab Lines Meerut Cantt in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative). If any On 11/01/2021. If the last date of depositing and 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.

Yours faithfully,

PRINCIPAL
KENDRIYA VIDYALAYA, PUNJAB LINES MEERUT
CANTT

For and on behalf of the Kendriya Vidyalaya Punjab
Lines

Letter head of the bidding firm

Annexure-I
Part-(1)

COVERING LETTER OF TECHNICAL TENDER FORM

Date _____

Ref. Your Tender Document No. _____ Dated _____

To,
The Principal
Kendriya Vidyalaya Punjab Lines
Meerut Cantt, Meerut (U.P.)
PIN - 250001

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 Authorized to sign tender for and on behalf of

(Name of Tenderer)

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

Letter head of the firm

Annexure-I
Part-(ii)

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 authorized signatory of the company, should be enclosed with Technical Tender.

Annexure-I

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 notarized court affidavit is to be attached in this regard)	
12.	Whether all the pages of tender document are duly signed by authorised signatory, in token of acceptance of the same, is Attached.	
13.	Whether agency profile is attached?	
14.	Length of experience in the field.	
15.	Current status of No's of staff/supervisor registered with ESI/EPF and their details (Documentary proof)	
16.	(MSME) Registration UAN No Provide (Copy to be enclosed)	
17.	Details of other clients/ establishment/ organisation where the bidder has supplied similar services during the period of April 2015 to March 2020 in Annexure-III along with documentary proof.	
18.	License to engage in the business of private Agency for conservancy services only.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

ANNEXURE-II

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: Annexure: I [Part-(i)]			TB
2)	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3)	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			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 5 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)	DD of Rs.50000/- in the form of valid for 135 days of submission of bids or DD drawn in favour of Principal, KV Punjab Lines Meerut Cantt payable at UBI. Branch(Cantonment Board Meerut), Meerut			TB
13)	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
14)	List of clients indicating quantum of work executed with Them [Last 5 Years]— attach Annexure-III and documentary proof.			TB
15)	Covering letter for submission of Financial Bid. Annexure-IV			TB
16)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. Annexure-V			TB
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 along with documentary proof. In no case the documents related to financial bid i.e. Annexure-IV & V should be placed into envelop for technical bid.

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

Name of the Agency and address:

Sl No	Financial Year	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 along with certified & reliable documentary proof.

Letter head of the bidding firm

Annexure IV

Covering letter for submission of Financial Bid

Letter No: _____

Date: _____

To,
The Principal
Kendriya Vidyalaya Punjab Lines
Meerut Cantt, Meerut (U.P.)
PIN - 250001

Dear Sir,

We, the undersigned, offer to provide security, conservancy & Gardening services in accordance with your request dt _____
Our attached Financial Proposal is for the sum of _____ 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

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		8	9	
01	Conservancy (Unskilled workers for sweeping & cleaning)	06							
02	Gardener (Semi skilled)	02							
03	Plumber (Skilled)	01							
04	Electrician (Skilled)	01							
05	Data Entry Operator (Skilled)	01							

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates 26 for (SI.No.1,2).
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. Daily wages rates is to be quoted for serial no 03*, 04* & 05*.
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 open only when the bidder qualify in technical bid.
6. Rates will be revised as per Govt Notification from time to time.
7. Service Charges should be quoted in percentage only, if quoted in rupees it can be rejected.
8. Service Charge less Than TDS will be treated as Nil and such bids would be summarily rejected.

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 Demand Draft No. _____

Dated _____ drawn on _____

(Bidder)

Signature of the authorized signatory: _____

Name: _____

Bidders seal



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 Guard (Chowkidar)
निविदा का प्रकार / Type of the tender	Open and advertised. Two bid system.
निविदा की कोटि /Tender Category	Services
निविदा प्रकाशन की तिथि /Date of publication of tender	25/12/2020 "हिन्दुस्तान" and "Hindustan times"
निविदा दस्तावेज डाउनलोड करने की तिथि / Tender Document Download / Sale Start Date	25/12/2020
निविदा जमा करने तिथि / Bid submission start date	10/01/2021
निविदा डाउनलोड बंद करने की तिथि / Tender Document Download / Sale end Date	10/01/2021
निविदा जमा करने की अंतिम तिथि एव समय Last date and time of submission of tender	Date: 10/01/2021 up to: 1400Hrs.
निविदा बोली /Bidding System	Two bid System (Technical Bid-Envelop: I, Financial Bid- Envelop: II)
निविदा दस्तावेज का मूल्य /Price of Tender document	Rs.1000/- (Rupees One Thousand only.)-Nonrefundable.
वायदा राशी /Earnest Money Deposit*	Rs.50,000 -(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'.
निविदा की वैधता अविधि / Bid validity period	90 day from last date.
निविदा जमा करने का माध्यम /Mode of deposit of tender documents	Registered Post only or deposited in drop box kept in office of KV Punjab Lines Meerut C
निविदा जमा करने का पता/Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA, PUNJAB LINES MEERUT CANTT NEAR SHEESE KA GURUDWARA, MEERUT CANTT- 250001
निविदा दस्तावेज का मूल्य एव वायदा राशी को जमा करने का माध्यम /Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT(DD for tender document & EMD in Favor of PRINCIPAL, KV PUNJAB LINES MEERUT CANTT
निविदा खोलने की तिथि एव समय /Date &Time of opening tender	11/01/2021 (Monday) at 1500Hrs.



KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT.(U.P.)250 001

CBSE Affiliation Code : 2100022
School Code : 08580

Phone No.:0121-2661292 Fax No.:0121-2661292
Website : <https://kvplmeerutcantt.kvs.ac.in>
Email: kvplmeerut@gmail.com

F:Tendor conservancy/KV PL/2020-21

Date:- 25/12/2020

निविदा दस्तावेज / TENDER DOCUMENT

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

The Kendriya Vidyalaya Punjab Lines Meerut Cantt , Meerut- 250001 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 Punjab Lines Meerut Uttar Pradesh, Pin-250001 Kendriya 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	Kendriya Vidyalaya Punjab Lines Meerut Cantt) is having Two Building. Primary Wing and Secondary Wing of 200 mtr far from each others. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya Punjab Lines Meerut, Meerut (U.P.)- 250001

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Numbers of workers required	In the following way/timing
1.	Security Guard without Arms (Chowkidar) For Primary wing	Un skilled	05	Shift I – from 06:00 AM to 02:00 PM (Two Guards) Shift II- from 02:00 PM to 10:00 PM (One Guard) Shift III- from 10:00 PM to 06:00 AM (Two Guards)
2.	Security Guard without Arms (Chowkidar) For Secondary Wing		05	

C. Work will have to be get done in the following way :-

- (i) Safety and security of school building, school property and school premises.
- (ii) Safety and security of students at school gate.
- (iii) To monitor and ensure smooth entry of visitors.
- (iv) To operate water pump to maintain steady supply of water in school.
- (v) Any other work assigned by principal.

3. Quoted Price:

- i. The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached. (Annexure -A)
- ii. Service charges less than TDS as NIL and such bids would be summery rejected.
- iii. 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.
- iv. The Bidder shall deposit Rs.50,000/- (Fifty Thousand only)in the form of DD valid for 135 days after the date of submission of bids or DD drawn in favour of Principal ,KendriyaVidyalaya, Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board) Meerut as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

The selected firm has to furnish performance security in the form of DD for an amount of 10% of the total amount of serving for One Year valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 30 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.

Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid. Bidder must have 10 years experience of working in kendriya vidyalayas (a proof to this must be attached with the bidding document)
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 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of 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 maybe.
 - (ii) Proof of payment of statutory obligation such as EPF (Copy of Challan 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) Master 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 Indenter/Client.
- (f) The normal office hours of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 is from 7.30 am to 4.00 pm six days from Monday to Saturday. However, the Contracting Agency will provide the services round the clock on all the days in a month including Sunday and holidays according to the duty timing shown at pre-pages/above. Vidyalaya also reserves the right to request for the services of additional/extra manpower.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration --A₁

Where A₁ = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence Nos.}}{\text{of days in the month}}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001. 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 of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 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, / sabotage caused by/attributionable to the personnel deployed, the of Kendriya Vidyalaya Punjab Lines Meerut Cantt, Uttar Pradesh Pin 250001 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 personnel, who are below the age of 60 years and should be physically fit and mentally alert. The Contracting Agency will also ensure that the staffs deployed are free from any infectious disease before deployment for work.

7. BIDDINGPROCEDURE:

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 PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001. 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-V in a separate sealed cover, super scribed with the words "FINANCIAL BID" and addressed to THE PRINCIPAL, KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001..Along with covering letter for submission of financial bid given at Annexure-IV.

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 Guard(Chowkidar) Services in KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001 on service charge basis**" and addressed to THE PRINCIPAL, KENDRIYA VIDYALAYA PUNJAB LINES MEERUT CANTT, UTTAR PRADESH PIN 250001..

The Technical Bid shall be accompanied by a DD of Rs.50,000/-valid for 135 days after the Date of submission of bids or DD of Rs.50,000/-drawn in favour of Principal, KV Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board Meerut) towards EMD. The Technical Bid shall be accompanied by a DD of Rs.1000/- (One Thousand only) drawn in favour of Principal, KV Punjab Lines Meerut Cantt payable at UBI, Branch(Cantonment Board Meerut) 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, Punjab Lines Meerut Cantt in this regard shall be final and binding. Only those bidders, who's 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 11.01.2021 at 1500 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 5 (Five) 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 Agency for conservancy Services Only

- 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 of Rs.50,000/- valid for 135 days after the date of submission of bids or DD of Rs.50,000/- drawn in favour of Principal, Kendriya Vidyalaya and DD of Rs. 1000/- for Tender documents.
 - m) Attested copy of Registration of (MSME) Provide UAN No.
9. The evaluation will be done for all the items put together. Indenting Office will award the contract to The lowest evaluated responsive bidder.
10. Award of Contract:
- A. The 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 3. In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed:
 - B. Company having Experience in working in KV's will be Preferred.
 - C. The indenter 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 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.
 - E. 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.
11. 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 Guard(Chowkidar) Services in KV, Punjab Lines Meerut Cantt ,On service charge basis, On or before 10.01.2021 1400 hrs** The tenders Will be opened at 11/01/2021 1500 Hrs at KV Punjab Lines Meerut Cantt in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative). If any On 11/01/2021. If the last date of depositing and 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.

Yours faithfully,

PRINCIPAL
KENDRIYA VIDYALAYA, PUNJAB LINES MEERUT
CANTT

For and on behalf of the Kendriya Vidyalaya Punjab
Lines

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 Punjab Lines
Meerut Cantt, Meerut (U.P.)
PIN - 250001

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 authorized to sign tender for and on behalf of

(Name of Tenderer)

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

Letter head of the firm

Annexure-I
Part-(ii)

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 authorized signatory of the company, should be enclosed with Technical Tender.

Annexure-I

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 notarized court affidavit is to be attached in this regard)	
12.	Whether all the pages of tender document are duly signed by authorised signatory, in token of acceptance of the same, is Attached.	
13.	Whether agency profile is attached?	
14.	Length of experience in the field.	
15.	Current status of No's of staff/supervisor registered with ESI/EPF and their details (Documentary proof)	
16.	(MSME) Registration UAN No Provide (Copy to be enclosed)	
17.	Details of other clients/ establishment/ organisation where the bidder has supplied similar services during the period of April 2015 to March 2020 in Annexure-III along with documentary proof.	
18.	License to engage in the business of private Agency for conservancy services only.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

ANNEXURE-II

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: Annexure: I [Part-(i)]			TB
2)	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3)	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			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 EPP			TB
6)	Copy of Registration Certificate of ESI			TB
7)	Copy of Labour license			TB
8)	Copy of Income Tax Return for last 5 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)	DD of Rs.50000/- in the form of valid for 135 days of submission of bids or DD drawn in favour of Principal, KV Punjab Lines Meerut Cantt payable at UBI, Branch/Cantonment Board Meerut, Meerut			TB
13)	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
14)	List of clients indicating quantum of work executed with Them [Last 5 Years]— attach Annexure-III and documentary proof.			TB
15)	Covering letter for submission of Financial Bid. Annexure-IV			TB
16)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. Annexure-V			TB
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 along with documentary proof. In no case the documents related to financial bid i.e. Annexure-IV & V should be placed into envelop for technical bid.

Name of Govt/Semi Govt agencies, PSU to whom the bidder has extended similar services during last five years [April 2015-December 2020]
 Name of the Agency and address:

Sl No	Financial Year	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 along with certified & reliable documentary proof.

Letter head of the bidding firm

Annexure IV

Covering letter for submission of Financial Bid

Letter No: _____

Date: _____

To,

The Principal
Kendriya Vidyalaya Punjab Lines
Meerut Cantt, Meerut (U.P.)
PIN - 250001

Dear Sir,

We, the undersigned, offer to provide security, conservancy & Gardening services in accordance with your request dt _____
Our attached Financial Proposal is for the sum of _____ 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-V

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 (Chowkidar)	10							

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30.
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 open only when the bidder qualify in technical bid.
6. Rates will be revised as per Govt Notification from time to time.
7. Service Charges should be quoted in percentage only, is quoted in rupees it can be rejected
8. Service Charge less Than TDS will be treated as Nil and such bids would be summarily rejected.

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 Demand Draft No. _____ Dated _____ drawn on _____

(Bidder)

Bidders seal

Signature of the authorized signatory: _____

Name: _____