



केन्द्रीय विद्यालय 3 बी आर डी, वायु सेना स्थल चंडीगढ़-160003

दूरभाष :0172-2655097 (कार्यलय), 0172-2658207 (गृह)

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KENDRIYA VIDYALAYALA-3BRD,AFS, CHANDIGARH – 160003

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Ref. No. F----/KV/3BRD/CHD/2020-21/

Dated: 05.08.2020

**Inviting Bid for Engaging Service Provider Firms for providing Manpower through Service Contract (Security, Cleanliness & Gardening) For KV 3BRD AFS Chandigarh**

Kendriya Vidyalaya Sangathan is a centrally funded autonomous body is a society registered under Societies Registration act 1860. Sangathan administers the scheme of Kendriya Vidyalayas set up for imparting education to children of transferrable central government employees among others.

- 1) Sealed competitive bids are invited by Kendriya Vidyalaya 3 BRD AFS Chandigarh from reputed, registered service provider firm for providing manpower through service contract. Initially for a period of one-year w.e.f. 06.09.2020, which may be extended for another one year with the consent of both the parties and satisfactory performance of work done during the last year by service providing firm.

**Area of the KV :**

Whole Vidyalaya Campus including Vidyalaya Building and other spaces. The Vidyalaya has Approx. 36 class rooms, 5 Labs., 2 staff Rooms, other departments, library, resource room and toilets. Parties are advised to see the location. Total area of school campus is approx. 11 acres.

**Address/Location of the Vidyalaya :** Kendriya Vidyalaya 3BRD Air Force Station,  
Near Kali Baari Mandir, Chandigarh-160003

- 2) The detail of manpower required for various services are listed below:-

S.N.	Category of Manpower	No. of persons	Min. qualification experience etc.	Timing
01	Security Guard (Without arms)	03 (Male)	Middle VIII Passed	Round the clock Total 24 hrs. Min 01 Security Guard per shift-three shift (per shift-8 hours duty). The duty must be change after 8 hrs compulsory.
02	Conservancy Cleanliness Safaiwala	03 (02 Ladies) (01Gents)	Trained in sweeping/Cleaning work	As decided by the Vidyalaya
03	Gardener	01 Male	Trained in gardening	As decided by the Vidyalaya

Signature and Stamp of Firm

### 3) Scope of work:-

#### A) Security Services:-

- i ) That the agency shall provide security arrangements for Kendriya Vidyalaya 3 BRD Chandigarh building and whole premises which is located at Air Force Station Chandigarh.
- ii) That the agency would undertake to engage, employ and provide the requisite number of trained personals for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
- iii) That the entire responsibility for taking security measure of the said building/premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc for negligence of the persons employed by it.
- iv) That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation and replacement.
- v) That the Vidyalaya on its part shall at times directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the that of termination of the contract.
- vi) That the tenure of the service agreement shall be for a period of one year. The contract may be terminated giving one month's notice in advance to the either side or paying one months dues in lieu of the notice.
- vii) That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
- viii) The courts at Chandigarh only will have jurisdiction of legal deutes under this agreement.
- ix) Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya 3BRD Chandigarh as per the Indian Arbitration Act. The seat of the arbitration shall be at Chandigarh and the proceedings shall be governed by the Indian Arbitration Act,1940.

#### B) Cleanliness services:-

- a) Daily Work (from 7 a.m. to 12.00 noon and 1.30 P.M to 4 PM or as may be decided by the Vidyalaya) For Cleanliness worker the working days are from Monday to Saturday only.
  - i) The material of cleaning and sweeping purposes will be provided by the Vidyalaya.
  - ii) Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
  - iii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of Kendriya Vidyalaya 3 BRD Chandigarh and thereafter every 2 hours specially in the areas like corridors stairs and reception etc. Spray of chemical (supplied) etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
  - iv) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.

- v) Cleaning of carpets, Durries etc.
- vi) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
- vii) Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary and outside gates of the Kendriya Vidyalaya.
- viii) Regular dusting/cleaning of furniture (table and chair) and equipment, telephones, book cases, cabinets, almirahs and doors and windows in class-rooms and other spaces of the School every day before opening of the School.

**b) Items of work to be done generally Once in a Week**

- i) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.
- vi) Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
- vii) Removal of cobwebs in all rooms and other spaces of the school.
- viii) Proper cleaning of water coolers.

**c) Requirements from the Staff of the Agency: their Duties: Behaviour etc.**

- i) The contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
- ii) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make of noise in the school premises.
- iii) The contractor's workers shall be polite, courteous, well behaved and honest.
- iv) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other misbehavior deed done by its workers.
- v) The antecedents of all workers will be got verified from police by the agency before deployment of work.
- vi) The contractor's workers shall not enter into any unlawful activity within the KV Premises and have a good moral character.
- vii) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct amounts from its security deposit in case the Kendriya Vidyalaya is put to any Financial loss directly indirectly by and act of omission or commission on the part of the contractors' workers.

**viii) IN ANNEXURE B PROFORMA –I DC RATES PRESCRIBED BY LOCAL ADMINISTRATION SHOULD BE QUOTED (CHANDIGARH ADMINISTRATION OF DC CHANDIGARH ) IN ANNEXURE - B PROFORMA –II MINIMUM WAGES APPLICABLE IN CENTRAL GOVT. SHOULD BE QUOTED WHICHEVER WILL BE HIGHER WILL BE CONSIDERED AS MINIMUM WAGES FOR AWARDED THE TENDER. CURRENT LATEST ORDER IN THIS REGARD MUST BE ATTACHED FOR PROOF. BIDDER QUOTING RATES LESS THEN MINIMUM WAGES WILL NOT BE CONSIDERED FOR AWARD OF TENDER.**

- ix) Insurance and accident risks of the workers will be the responsibility of the contractor.
- x) All the workers of the contractors shall be free from infectious diseases.
- xi) The contractor will ensure that proper licence /permission from the concerned authorities, wherever applicable are obtained promptly.
- xii) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- xiii) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya.
- xiv) 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.
- xv) 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 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of Absence}$

- xvi) Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya 3 BRD Chandigarh as per the Indian Arbitration Act. The seat of the arbitration shall be at Chandigarh and the proceedings shall be governed by the Indian Arbitration Act, 1940.
- xvii) The courts at Chandigarh only will have jurisdiction or all legal deputed under this agreement

**C) Gardening services: -**

Maintenance and upkeep of gardens and compound of the Vidyalaya .

**Terms and Conditions for providing services of Gardening in the Vidyalaya**

- a) That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises locate at Chandigarh with effect from date of award of work order, if bid is successful.
- b) That the agency would engage, employ and provide trained gardener for purpose and also be responsible for payment of their emoluments and dues, discipline and work.  
That entire responsibility for taking maintenance measures of gardens, and compound (excluding play fields) 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.
- c) The Gardening also includes
  - (i) Grass bidding, Hedge cutting, Plantation of trees.
  - (ii) Growing of grass and maintenance
  - (iii) Watering and maintenance.
  - (iv) Spray of pesticides.
  - (v) Growing of seasonal plants
  - (vi) Trees trimming.
  - (vii) Beautification of flower pots.
  - (viii) Gudai of plants e.t.c
  - (ix) Development of lawn.
- d) The courts at Chandigarh only will have jurisdiction or all legal deputed under this agreement
- d) For Gardner worker the working days are from Monday to Saturday only.

#### 4) Quoted prize:-

- a) The Bidder shall quote the unit rate which comprises of monthly remuneration EPF, ESI and other statutory charges as per applicable government rules (Annexure B Proforma I and Proforma - II) which will be treated as financial bid.
- b) The bidder shall furnish the information in the technical bid form attached as Annexure A. Failure to furnish information in technical bid that is Annexure A. They bid will be treated incomplete and not be considered.
- c) **Bidder may quote minimum 3% service charges below which the tender will be rejected.**
- d) Bidder will enclose all relevant supporting documents and Annexure A in a sealed envelope and write TECHNICAL BID on their envelope.
- e) Bidder will put in another sealed envelope Annexure B (Proforma I and Proforma II) along with supporting documents of minimum wages etc as quoted with FINANCIAL BID written on the envelope.
- f) **Both the envelopes that is envelope of TECHNICAL BID ENVELOPE AND FINANCIAL BID ENVELOPE Will be sealed in a big envelope with (BID FOR PROVIDING ANNUAL CONTRACT FOR SECURITY , CLEANILINESS AND GARDENING WORK IN KV 3BRD CHANDIGARH WRITTEN ON THE ENVELOPE)**
- g) **Demand draft of Rs.15000/- must be attached with tender as earnest money in favour of PRINCIPAL KENDRIYA VIDYALAYA 3 BRD AFS CHANDIGARH which will be refundable to those firms which do not qualify the bid or rejected.**
- h) **Educational institutions are exempt from service tax.**
- i) TDS will be deducted as per govt. rules.
- j) During Summer vacation, Autumn break and winter break only one Safaiwala is required.
- k) Duty time of Mali and Safai persons will be decided by School but shall not be more than 8 hours per day including lunch hours.
- l) Mandatory payment of EPF, ESI are to be made as per applicable government rules. Splitting of wages for calculation of EPF is not permitted.
- m) No overwriting should be there in quoted rates.
- n) **The selected firm has to furnish performance security through Demand draft for an amounting Rs. 1,20,000/- (One Lakh Twenty Thousand only) The Performance security shall be submitted within 5 days from date of notification of award and an agreement will be executed only after that. Integrity pact is also to be signed before agreement.**
- o) **In case separate-separate firms qualify for separate-separate services than performance security will be 10% of total annual cost of assignment, valid for fourteen months from the date of award of contract.**
- p) Earnest money will be returned only after performance security is submitted.
- q) Telex or facsimile bids are not accepted.
- r) Each bidder must submit only one bid.
- s) Payment to persons employed must be done through direct Bank Account transfer, RTGS or NEFT , which will be verified by Vidyalaya only then next payment will be released
- t) Contractor must produce the proof of disbursement.
- u) Payment of contracting agency will be paid through transfer (RTGS/NEFT) direct into Bank Account of agency.

Signature and Stamp of Firm

- v) **Rate quoted shall be fixed during the duration of contract and shall not be subjected to adjustment except the statutory provision, if amended. In case of change in rate due to statutory provision only, such changes will be accepted and not any additional liability like percentage of profit service charges etc.**
- w) **Bidder may quote minimum 3 % service charge below which the tender will be rejected.**
- x) Contractor shall pay the salary to all employees through bank account transfer only by 7<sup>th</sup> of every month positively, which will be verified by school.
- y) Rates must be quoted on the supplied format Annexure-B

**z) IN ANNEXURE B PROFORMA –I DC RATES PRESCRIBED BY LOCAL ADMINISTRATION SHOULD BE QUOTED ( CHANDIGARH ADMINISTRATION OF DC CHANDIGARH ) IN ANNEXURE - B PROFORMA –II MINIMUM WAGES APPLICABLE IN CENTRAL GOVT. SHOULD BE QUOTED WHICHEVER WILL BE HIGHER WILL BE CONSIDERED AS MINIMUM WAGES FOR AWARDED THE TENDER. CURRENT LATEST ORDER IN THIS REGARD MUST BE ATTACHED FOR PROOF. BIDDER QUOTING RATES LESS THEN MINIMUM WAGES WILL NOT BE CONSIDERED FOR AWARD OF TENDER**

#### **5) Validity of Bid:-**

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

#### **6) Terms and Conditions: -**

a) The Contracting Agency will ensure payment by the 7<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya as per the monthly remuneration quoted without any deduction through Bank Account transfer. Contracting Agency will submit invoice along with proof of disbursement after making the payment to the employees.

**Contracting Agency will submit in triplicate along with invoice. The details of disbursement made to staff through RTGS /NEFT and Proof of payment of statutory obligation such as EPF /ESI , Challans of EPF/ESI submitted in any month shall be of one month prior.**

b) Payment to the Contracting agency will be released within 07 days from the date of the receipt of the invoice/bill.

c) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Kendriya Vidyalaya valid for the period of contract.

d) The Contracting Agency shall comply with all statutory obligations.

e) The normal office hours of KV is from 7:00 AM to 3:00 PM for six days from Monday to Saturday. However KV 3 BRD Chandigarh reserves the right to request the services on Sunday/Holiday/beyond office hours. The contracting agency will be compensated by the KV 3BRD Chandigarh as per the rates quoted for OTA for working on Sunday / beyond office hours.

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

**Total Monthly Remuneration = Monthly remuneration -A<sub>1</sub>** Where

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

g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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 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 KV. /unsuitability for KV shall be made within 24 hours.

h) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya as per the Model Contract of KVS. The other terms and conditions specified in the Bid document and accepted will also form the part of the Model Agreement.

i) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.

j) Police verification in respect of all the persons engaged by the agency is mandatory.

k) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax in respect of the month proceeding to the month for which bill/invoice belongs. If proof of (i) and (ii) are not attached, payment will not be released.

l) The Contracting Agency shall comply with all statutory obligations.

**Bidder is liable to quote for rate per person 1. Unit Rate as per minimum wage current rates 2. EPF 3. ESI service charges percentage of unit rate quoted in Annexure B. Agency should submit an affidavit to the effect that firm never have been black listed by any client.**

m) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

n) The Contracting Agency will deploy the trained and efficient persons, who are below the age of 60 years as well as physically fit and mentally alert. The contacting agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

o) The KV shall provide a small room/space for the workers/staff deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.

**p) The principal reserves the right to reject quotations/ Rates/contract without any reasons at any time. Rates should be quoted as per the Minimum Wages DC rates fix by Local Chandigarh Administration that is DC Chandigarh rates for minimum wages in Annexure B Proforma –I and minimum wages applicable in central govt. Should be quoted in Annexure B Proforma –II whichever will be higher will be considered as minimum wage for awarding tender. Current order in this regard must be attached as a proof. Firm quoting rates less than minimum wages will not be considered for tender contract.**

q) All moneys which the said contractor shall be liable to pay to the Vidyalaya on account of the breach of this agreement /contract or any other account shall be deducted by the said Vidyalaya from and set off against any money or moneys which may be due to the said contractor on account of the carrying out the services of the contractor or security money.

**r) The contractor shall remain liable to and shall indemnify the Vidyalaya in respect of all causes of action, Claims, damages, compensation or costs, charges and expenses arising out of any accident or injury sustained by the students or employees of the Vidyalaya or anyone else in the Vidyalaya, caused directly or indirectly by anyone in the employment of the contractor etc. While in or upon the services being rendered out of any act, default or negligence, error in judgment on this part.**

s) The Vidyalaya shall be entitled to terminate this agreement/contact and discharge the contractor without prejudice to other rights and remedies available to it, if the contractor shall become insolvent or fails and/or neglects to carry out instructions on its behalf or to complete the services or suspend the same delay the progress thereof without any reasonable cause. It is made clear that the essence of this contract is the satisfaction of the Vidyalaya regarding the performance and proper execution of the services.

t) In case of termination of this agreement or contract and/or discharge of this contractor as here-in-before stipulated the Vidyalaya shall be entitled to appoint a new contractor or contractors to continue according to Vidyalaya's specifications and authorize the contractor /contractors to use any plant, materials and the property of the contractor left upon and contractor shall , in such case lost and forfeit all the interest whatsoever under this Agreement or contract, except his claim for money unpaid on settlement of account between parties and security of all his bills.

**IN ANNEXURE B PROFORMA –I DC RATES PRESCRIBED BY LOCAL ADMINISTRATION SHOULD BE QUOTED (CHANDIGARH ADMINISTRATION OF DC CHANDIGARH ) IN ANNEXURE - B PROFORMA –II MINIMUM WAGES APPLICABLE IN CENTRAL GOVT. SHOULD BE QUOTED WHICHEVER WILL BE HIGHER WILL BE CONSIDERED AS MINIMUM WAGES FOR AWARDDING THE TENDER. CURRENT LATEST ORDER IN THIS REGARD MUST BE ATTACHED FOR PROOF. BIDDER QUOTING RATES LESS THEN MINIMUM WAGES WILL NOT BE CONSIDERED FOR AWARD OF TENDER**



## 7) Evaluation of bid :

K.V. 3BRD AFS Chandigarh will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached:-
  - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years. Brief profile should be prepared in one page.
  - (b) Audited Balance Sheet & Profit and Loss Account (Last 3 years).
  - (c) List of clientele during last 3 years along with cost of assignment. Appreciation letter if any must be produced and details of contract extension if any be produced.
  - (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 Registration.
  - (h) Copy of firm registration
  - (i) License to run security service from competent authority. (Attach copy of certificate)
  - (j) It is mandatory for contracting agency to submit the attested copy of license obtained from competent authority under PSARA Act for running the business of private security agency operation in Chandigarh UT failing which the bid will be treated as non-responsive and rejected.
  - (k) Labour license to run cleanliness and gardening services
  - (l) GSTN Registration Certificate
  - (m) Evaluation will be done for all items put together

**Bidder shall deposit Rs. 15000 (Fifteen thousand) in the form of demand draft drawn in favour of (PRINCIPAL KV 3BRD AFS CHANDIGARH ) as earnest money. Earnest money will be returned to unsuccessful bidder after award of contract.**

**(n) IN ANNEXURE B PROFORMA –I DC RATES PRESCRIBED BY LOCAL ADMINISTRATION SHOULD BE QUOTED (CHANDIGARH ADMINISTRATION OF DC CHANDIGARH ) IN ANNEXURE - B PROFORMA –II MINIMUM WAGES APPLICABLE IN CENTRAL GOVT. SHOULD BE QUOTED WHICHEVER WILL BE HIGHER WILL BE CONSIDERED AS MINIMUM WAGES FOR AWARDED THE TENDER. CURRENT LATEST ORDER IN THIS REGARD MUST BE ATTACHED FOR PROOF. BIDDER QUOTING RATES LESS THEN MINIMUM WAGES WILL NOT BE CONSIDERED FOR AWARD OF TENDER**

## 8. Award of Contract:-

(a) The Committee will evaluate the Bid on basis of the following criteria:-

S.No	Areas of Evaluation	Maximum Marks	Marks Awarded
1.	Financial Turnover supported by Bank statement/ Balance Sheet during last 3 years (i) Below 50 Lakhs – 0 Marks (ii) 50 Lakhs to 1 Crore - 2 Marks each year (iii) 1 Core to 1.5 Crore - 3 Marks each year (iv) Above 1.5 Crore - 5 Marks each year	15	
2.	ITR last three years supported by Form 16 10 Marks each year	30	
3.	No. of Clients Served per year for last 3 years in:- (i) Govt./PSU/KVs – 2 Marks per year per client (ii) Private - 1 Marks per year per client	30	
4.	Fulfillment of Statutory provision as per Govt. Norms as given in Technical Bid	15	
5.	Recognition (Attach proof )	10	
	<b>TOTAL</b>	<b>100</b>	

(b) The firm getting a minimum of 50 or more marks will be eligible for competing in next round that is Financial Bid. Fulfillment of statutory provision as per Govt. Norms is mandatory failing which tender will be rejected, inspite of firm getting more than 50 marks in above evaluation.

(c) 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 in Financial Bid. If two or more firms are equal in Financial Bid, the firm who get more marks in the evaluation tool will be awarded the contract.

(d) The indenter reserves the right at the time of award of contract to increase or decrease the requirements of manpower.

(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.

Signature and Stamp of Firm

## 9. Last date and time of receipt of Bids:-

Bidders are requested to submit sealed Bids subscribed on envelope as '**Bid for providing Annual contract for Security , Cleanliness and gardening work**' in Kendriya Vidyalaya 3BRD AFS Chandigarh. Bid will be received **upto 31.08.2020 latest by 10:00 a.m.** Tender's will be opened in the office of Principal KV 3BRD AFS Chandigarh at **11:00 a.m. on 31.08.2020.**


Tenders may either be sent through registered/speed post in a properly sealed cover through Indian Postal Service only or Tender may be submitted by hand in Vidyalaya office to the following designated officials:

1. Sh. Harjit Rahi (ASO)
2. Mrs. Asha Sharma (JSA)

Time of submission 10:00 am to 3:00 pm on all working days. If the last date of depositing and opening of tenders happens to be a declared holiday announced by competent authorities then the tenders will be deposited/ opened on next working day. Other terms and conditions and time schedule remaining unchanged.

**Tender must be properly sealed before submitting otherwise it will not be accepted.**

**COVID -19 norms for social distancing must be followed strictly in the process.**

  
**PRINCIPAL**  
**K.V. 3 BRD AFS Chandigarh**  
 प्रचार्या / Principal  
 केन्द्रीय विद्यालय, 3 बी.आर.डी., ए.एफ.एस., चण्डीगढ़  
 Kendriya Vidyalaya, 3BRD, AFS, Chandigarh

तकनीकी बोली हेतु प्रपत्र / **PROFORMA FOR TECHNICAL BID**

Annexure - A

S. No		Mention Page No. of the Copy/Document Attached along with Technical Bid that is this Proforma Annexure A
1	Name of Agency / Firm	
2	Nature of the concern : (i.e. Sole Proprietor/Partnership firm/Company/ Govt. Department/ Public Sector Organization) valid supporting documents as per act may be attached	
3.	Full Address of Registered Office, Telephone No. Fax No. & Email address. Full Address of Operating/Branch Office in Chandigarh with proof and Telephone No., Fax No., E-mail address with proof	
4	ITR last three years supported by Form 16 – 10 Marks each year	
5	Attach Bankers Certificate of maintenance of account for last 3 years and copy of first page of Passbook having account details and address of firm	
6	Registration No. with Labour Deptt/License No. of the Agency (Attach attested copy of the Registration/ License)	
7	GST Registration No. (attach attested copy of the registration)	
8	PAN No. of the Agency (Attach copy of the PAN card)	
9	Details of major contracts handled in last 3 years (a) In Government Sector/PSU/KVS (b) In Private Sector	Provide detail in the attached proforma & Mention Page No.
10	EPF Registration No.(Attach copy)	
11	ESI Registration No. (Attach copy)	
12	Affidavit that firm is not blacklisted by any client in last 5 years	
13	Total No. of employees in the agency	
14	Financial Turn Over Supported by the Complete Balance Sheet during last 3 years certified by CA	
15	Earnest Money of <b>Rs. 15000/-</b> In favour of <b>PRINCIPAL KENDRIYA VIDYALAYA 3BRD, AFS CHANDIGARH</b> mention DD No. and Date	
16	Tender Fee of Rs. 500/- (Mention DD No. Date & Amount)	
17.	License for running security in Chandigarh UT under PSARA Act	

Signature of authorized person

Date : .....

Name.....

Place : .....

Seal.....

**DECLARATION**

I, .....Son/Daughter/Wife of Shri .....  
Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender document for outsourcing services i.e. Security, Cleanliness and Gardening undertake to abide by them;
2. The information/documents furnished along the above application 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 besides liabilities towards prosecution under appropriate law.
3. I, hereby undertake to work at L1 rates as per the terms and conditions given in the tender documents.

Signature of authorized person

Date : .....

Name.....

Place : .....

Mobile/Telephone No.....

Signature and Stamp of Firm

**KENDRIYA VIDYALAYA 3BRD AFS CHANDIGARH**

Annexure: B

**As per DC rates prescribed by Local (Chandigarh) Administration**

Proforma - I

S. N	Category of Manpower (Rate for One person should be quoted for comparison )	Unit monthly remuneration (Rate per person) Basic+ DA	EPF (As per applicable Govt. Rules)	ESI (As per applicable Govt. Rules)	Service charge including overhead and profit (should be quoted in amount (Rs.) and not in % )	Monthly Unit rate(Col 3+4+5+6)
1	2	3	4	5	6	7
1	<b>Security Guard</b> (Rates quoted for full month) Without arms					
2	<b>Cleanliness Worker</b> (Rates quoted for full month) Without material					
3.	<b>Gardener</b> (Rates quoted for full month)					

**Note:-1) Cleanliness services rates should be quoted without material. Cleanliness material will be provided by Vidyalaya.**

**2) Bidder may be quote minimum 3 % service charge, below which the tender will be rejected.**

**3) EPF must be quoted as per applicable Govt. Rules.**

**4) In case of discrepancy between unit price and total price, the unit price will prevail.**

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree enter into the agreement in the format enclosed Bid EMD of Rs.....(Rs ..... ) is furnished herewith vide Bank Draft No.....Dated .....Drawn on .....

**Note: For Cleanliness Worker and Gardner the working days are for Monday to Saturday only.**

(Bidder)

Signature.....

Name .....

Date & Time.....

Stamp.....

Signature and Stamp of Firm

## KENDRIYA VIDYALAYA 3BRD AFS CHANDIGARH

Annexure: B

### As per Rates applicable in Central Government.

Proforma - II

S. N	Category of Manpower (Rate for One person should be quoted for comparison )	Unit monthly remuneration (Rate per person) Basic+ DA	EPF (As per applicable Govt. Rules)	ESI (As per applicable Govt. Rules)	Service charge including overhead and profit (should be quoted in amount (Rs.) and not in % )	Monthl y Unit rate(Col 3+4+5+6 )
1	2	3	4	5	6	7
1	Security Guard (Rates quoted for full month) Without arms					
2	Cleanliness Worker (Rates quoted for full month) Without material					
3.	Gardener (Rates quoted for full month)					

**Note:- 1) Cleanliness services rates should be quoted without material. Cleanliness material will be provided by Vidyalaya.**

**2) Bidder may be quote minimum 3 % service charge, below which the tender will be rejected.**

**3) EPF must be quoted as per applicable Govt. Rules.**

**4) In case of discrepancy between unit price and total price, the unit price will prevail.**

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree enter into the agreement in the format enclosed Bid EMD of Rs.....(Rs ..... ) is furnished herewith vide Bank Draft No.....Dated .....Drawn on .....

**Note: For Cleanliness Worker and Gardner the working days**

**are for Monday to Saturday only.**

(Bidder)

Signature.....

Name .....

Date &amp; Time.....

Stamp.....

Signature and Stamp of Firm