



केन्द्रीय विद्यालय, पोरबंदर
बिरला रोड, तटरक्षक मुख्यालय- १ के समीप,
पोरबंदर-३६०५७६

निविदा सूचना

केन्द्रीय विद्यालय पोरबंदर में आउट-सोर्सिंग के लिए निम्नलिखित सेवाएँ प्रदान करने हेतु अलग-अलग मुहरबंद बोली / निविदा आमंत्रित की जाती है :-

1. सिक्यूरिटी गार्ड
2. सफाई कर्मचारी
3. माली (बाग-बगीचे की देखरेख हेतु)

मुहरबंद बोली / निविदा प्राप्त करने की अंतिम तारीख (पंजीकृत डाक के द्वारा मात्र) दिनांक

02.03.2020 को दोपहर 3.00 बजे तक है | निविदा-प्रपत्र / दस्तावेज केन्द्रीय विद्यालय पोरबंदर के उपरोक्त पते पर दिनांक **17.02.2020** (पूर्वाह्न 10.00 बजे से 11.00 बजे के मध्य) सभी कार्य दिवसों में विद्यालय कार्यालय से “विद्यालय विकास निधि, केन्द्रीय विद्यालय पोरबंदर” के पक्ष में देय रु. 200/- (प्रत्येक के लिए अलग अलग) के अप्रतिदेय बैंक डिमांड ड्राफ्ट जमा करवाने पर प्राप्त किए जा सकता है। पंजीकृत डाक द्वारा प्राप्त मुहरबंद बोली / निविदा तिथि **03.03.2020** को दोपहर **01.00** बजे खोली जाएगी |

प्राचार्य

KENDRIYA VIDYALAYA, BIRLA ROAD, PORBANDAR -360576

TENDER NOTICE

SEALED TENDERS ARE INVITED FROM REGISTERED AGENCIES FOR PROVIDING UNDER MENTIONED SERVICES IN THE VIDYALAYA.

1. FOR CLEANING-SWEEPING SERVICES IN THE VIDYALAYA CAMPUS.
2. SECURITY SERVICES IN THE VIDYALAYA.
3. GARDENING SERVICES

THE BLANK TENDER FORMS WILL BE AVAILABLE FROM THE OFFICE ON ALL WORKING DAYS BETWEEN 10.00 TO 11.00 AM ON PAYMENT OF RS.200/- (**NON REFUNDABLE**) IN FORM OF DD/PAY ORDER , PAYABLE IN FAVOUR OF “**VIDYALAYA VIKAS NIDHI KENDRIYAVIDYALAYA PORBANDAR**” , PAYABLE AT PORBANDAR FROM **17.02.2020**. THE TENDER FORMS DULY FILLED IN SHOULD REACH TO UNDERSIGNED LATEST BY **02.03.2020 (03:00 PM) (SENT BY REGISTERED POST ONLY)** TENDERS WILL BE OPENED ON **03.03.2020 AT 01.00 PM**

PRINCIPAL

TENDER DOCUMENT

To

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

Sealed competitive Bids are invited by the Kendriya Vidyalaya, Porbandar from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. **01-04-2020** which may be extended by another one year, as indicated below:

General instructions:

- 1. Area of the Building:** - Vidyalaya building situated in 12 acres of land having app. 25 rooms and 6 toilets, departments' corridors, stairs and open areas as well as enclosed surrounding areas in the ground floor. Parties are advised to see the location.

Address/Location of the Building: - **KENDRIYA VIDYALAYA, PORBANDAR BIRLA ROAD PORBANDAR GUJARAT- 360576**

2. Man power required (security & conservancy):

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of Personnel Required in the shifts	As per the following shifts	Responsibility
1.	Security Guard (Without arms)	Middle Standard	01(one)	Shift I –from 6.OOAM to 2.00 PM	As per mentioned in Annexure-II
2.	Security Guard (Without arms)	Middle Standard	01(one)	Shift II –from 2.OOPM to 10.OOPM	
3.	Security Guard (Without arms)	Middle Standard	01(one)	Shift III –from 10.OOPM to 6.OOAM	

S. No	Category of Man power	Required Number of Man Power	Responsibility
1.	Cleaning & Sweeping (Unskilled)	02 (TWO)	As per mentioned in Annexure-I
2.	Gardening(Semi-Skilled)	01 (ONE)	As per mentioned in Annexure-III

3. Quoted Price:

- (a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (**Annexure-B**).
- (b) The service tax and any other such tax liable to be paid by the client shall Be quoted by the bidder separately.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
In case of change in rate due to statutory. provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d) The Bidder shall deposit an EMD of Rs. **30,000/- (estimated value of total works) for security, Rs. 20,000 for conservancy and Rs. 5,000 for Gardening respectively** in the form of DD/Pay Order drawn in favour of "**KENDRIYA VIDYALAYA PORBANDAR VIDYALAYA VIKAS NIDHI**" payable at Porbandar as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank DD/PAY ORDER for an amount of **Rs.10% of value of contract**. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (f) Telex or Facsimile Bids are not acceptable.
- (g) Each Bidder must submit only one Bid. Tenderer should submit self-attested copy of registration certificate under ESIC, EPF, PAN and GST with latest challans. Tenderer should not be black listed by any central or state government and undertaking to this effect needs to be furnished on a non-judicial stamp paper of requisite.
- (h) Security agency must have ISO certificate and copy of it needs to be enclosed.
- (i) Latest copy of licence from labour commissioner to employee contract labour under contract labour act for security guard of the labour licence to be submitted along with technical bid.
- (j) If any information furnished by tenderer is found to be incorrect or false or fabricated at any stage during the bidding process comes to the notice of Vidyalaya that any information has been concealed by the tenderer, the agreement will be terminated with immediate effect. And the security deposit will be forfeited, legal actions under the provision of IPC,CPC, and other laws into force will be initiated to the tenderer.

- (k) The tenderer should have satisfactory completed either three similar work in central govt. /PSU during the last three financial years previous to one in which the tenderers are invited.

4. Validity of Bid:

The Bid shall remain valid for a period of 90 days after the deadline fixed for submission of Bids.

5. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/RTGS/NEFT.
- (b) The security guards shall ensure that all the electric equipment, instruments, light and fans should be switched off after closer of the office hours.
- (c) The Contracting Agency will provide the safety kit like mask and gloves to the deputed person.
- (d) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya Porbandar, office/premises as per the monthly attendance and submitted all details related to this office of kv porbandar.
- (e) Remuneration quoted without any deduction.
 - i. The Contracting Agency will submit the invoice/bill along with proof of disbursement after making the payment to the employees provided to the Kendriya Vidyalaya Porbandar, office/premises supported with the following documents :
 - ii. Details of disbursement made to the staff furnishing Cheque details/Bank passbook of employee for each payment,
 - iii. Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
- (f) Payment to the Contracting agency will be released within 15 days or as per fund available from the date of the receipt of the invoice/bill.
- (g) 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 contract.
- (h) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (i) It is mandatory for the Contracting Agency to submit the **attested copy of license obtained from the Govt. of Gujarat** for running the business of **private security agencies operating in the Porbandar district**, failing which the bid will be treated as disqualified/non responsive.
- (j) The normal office hours of Kendriya Vidyalaya Porbandar, is from 7.00 am to 4.00 pm (1 Hour lunch break) six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above.
- (k) Kendriya Vidyalaya Porbandar 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.

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

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration-A,}$$

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

- (m) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Porbandar. 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 Kendriya Vidyalaya Porbandar. 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 Kendriya Vidyalaya Porbandar shall be made within 24 hours.
- (n) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Porbandar 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.
- (o) In case of any loss, theft/ sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya Porbandar reserves the right to claim and recover damages from Contracting Agency.
- (p) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (q) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, **who are between the age of 19 to 55** years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/security supervisors are free from AIDS or any other infectious disease before deployment for work.
- (r) The Kendriya Vidyalaya Porbandar shall provide a small guard room/space for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (s) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (t) Issue of tender document to a Firm/Agency does not mean that a firm/agency is technically qualified. The technical eligibility of firm/agency will be decided by this institute after submission of Document by the firm/agency. The technical bid shall be opened first and evaluated and financial bid open for only firms they qualified technical bid.
- (u) Security guards on duty shall maintain proper register of all visitors coming to meet with the officers / officials of this office.
- (v) The vidyalaya shall not be responsible financially or otherwise for any injury caused to the personal in the course of performing the duties as per this tender.

6. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner:

- (A) The bid will be treated as non-responsive if following documents are not attached:-
- (a) Attested copy of license obtained from the Govt. of Gujarat, for running the business of private security agencies operating in the Porbandar district.
 - (b) Brief profile of the company and evidence. To establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.
 - (c) Audited Balance Sheet & Profit and Loss Account.
 - (d) List of clientele during last 3 years along with cost of assignment.
 - (e) PAN No. and Current IT clearance certificate.
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested copy of proof of ESI registration.
 - (h) Attested copy of labour licence/labour registration.
- (B) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the state of Gujarat/Central government shall render the Bid disqualified for evaluation.
- (C) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

7. 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.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

Annexure I

**TERMS AND CONDITIONS FOR CLEANING/SWEEPING/JOBS ETC.
FOR KENDRIYA VIDYALAYA**

1. Name of the K.V. :
 2. Address/Location of :
the Building
 3. Area of the Building :
including open space
 4. No. of days during the month :
for which the Services are
required
- All days except Sunday and Gazetted holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping etc. on holiday(s) whenever required will be payable.

SCOPE OF WORK

A. Daily Work (from 7 A.M. to 12.30 P.M. and 1.30 P.M. to 5.30 P.M. or as may be decided by the Vidyalaya).

- (1) 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.
- (2) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
- (3) Cleaning and washing of toilets and urinals using deodarants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
- (4) Cleaning of carpets, Durries etc.
- (5) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
- (6) Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
- (7) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones; book cases, filing cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school everyday before opening of the school.

- (8) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphtholine balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- (9) The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- (10) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

B. Items of Work to be Done Generally Once in a Week

- (1) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- (2) Acid cleaning of sanitary wades, without damaging their shines.
- (3) Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- (4) Cleaning of filled surfaces in the corridors and staircases.
- (5) Cleaning of water storage tanks and water coolers, if any.
- (6) Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.
- (7) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition panelling etc.
- (8) Removal of cobwebs in all rooms and other spaces of the school.

C. Requirements from the Staff of the Agency: their Duties: Behaviour etc.

- (1) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (2) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- (3) The contractor's workers shall be polite, courteous, well behaved and honest.
- (4) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (5) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- (6) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.

of and central Govt whichever is higher will be applied

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- (7) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- (8) The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- (9) Insurance and accident risks of the workers will be the responsibility of the Contractor.
- (10) All the workers of the Contractor shall be free from infectious diseases.
- (11) The Contractor will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.
- (12) 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.
- (13) The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
- (14) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

D. General Conditions:

(1) **Agreement:** For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the Contractor.

(2) **Terms of Payment:** The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya "that the work has been done satisfactorily". In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

(3) **Room Facility:** The Kendriya Vidyalaya shall provide a small room/space for the supervisor and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after school hours.

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E. Notice of Termination of Contract

(1) The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.



G. Supervision

The contractor shall authorise a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorised as and when he is required to do so by the Kendriya Vidyalaya.

H. Rates

Rates must be fixed on per week basis for the whole unit (covered area, open area, surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a week because of closure of the school etc., rates would be calculated for a day and payment made accordingly.

I. Arbitration

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

J. Jurisdiction

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

*The minimum wage will not be less than prescribed by State/Central Govt. The contractor shall pay whichever is higher.

Annexure II

TERMS AND CONDITIONS FOR SECURITY SERVICES

1. Name of K.V.
2. Address/Location
3. Area of the Building/other Details
4. No. of days during the month: All the days including holidays and round the clock.

SCOPE OF WORK

Providing round the clock security services

Terms and Conditions to be Executed between the Agency and Kendriya Vidyalaya for Providing Security Services

1. That the agency shall provide security arrangements for Kendriya Vidyalaya building/premises located at _____ with effect from _____.
2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-Servicemen are not available others can be engaged for the purpose by the Agency.
3. That the entire responsibility for taking security measures 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.
4. That the Agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
6. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Distt. Soldier Board or any other body of Ex-Servicemen, recognised for the purpose by the State Govt., as the case may be.
7. That the tenure of the service agreement shall be initially for a period of one year with effect from _____ and thereafter it shall continue till either

- side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
8. 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.
9. 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 _____ as per the Indian Arbitration Act. The seat of the arbitration shall be at _____ and the proceedings shall be governed by the Indian Arbitration Act, 1940.

Annexure III

**TERMS AND CONDITIONS FOR PROVIDING SERVICES OF
GARDENING IN THE VIDYALAYA**

1. Name of K.V.
2. Address/Location
3. Area of the Building/other Details
4. No. of days during the month: All working days and as described by the Vidyalaya

SCOPE OF WORK

Maintenance and upkeep of gardens, play-fields and compound of the Vidyalaya.

Terms and Conditions for Providing Services of Gardening in the Vidyalaya

1. That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises located at _____ with effect from _____.
2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.
6. That the tenure of the service agreement shall be initially for a period of one year with effect from _____ and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
7. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in

this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employee of such personnel.

8. 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 _____ as per the Indian Arbitration Act. The seat of the arbitration shall be at _____ and the proceedings shall be governed by the Indian Arbitration Act, 1940.

TECHNICAL BID- Annexure A

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Sr. no.(1)	Requirement(2)	Information supplied (3)	Page number (4)
1	Name of the Organisation/ Firm,		
2	Status of the agency company/partnership/ proprietorship		
3	Name of the representative with designation who would be calling on and attending to our jobs.		
4	Named of bankers with address and telephone nos. with enclose copy of front page of bank passbook.		
5	Copy of licence for operating a security agency in Gujarat.		
6	Copy of registration with register of companies		
7	Copy of registration with EPFO		
8	Copy of registration with ESIC		
9	Labour licence / Registration certificate.		
10	Copy of registration for GST		
11	Copy of income tax return file during 2016-17, 2017-18, 2018-19.		
12	Experience with other school (attach work order)		
13	PAN NO. of firm as allocated by the income tax department.		
14	Details of EMD Amount.(cheque/DD no. with Date)		

Signature & Seal.....

FINANCIAL BID – Annexure B

Sr.no.(1)	Particulars(2)	Security guards(3)	Conservancy (4) (Cleaning & Sweeping)	Gardener (5)
1	Rate of minimum wages per day per person			
2	Total wages per month (30 days for security guards & 26 days for Conservancy & Gardener)			
3	Service charge in Rs. (in form of Percentage of total wages per month)			
4	Sub Total (a)			
5	EPF (wages upto maximum wages of Rs.15000 /-)			
6	ESI (30 days for security guards & 26 days for Conservancy & Gardener)			
7	Sub Total (b)			
8	Grand total (a+b)			

Note: No cutting and over writing allowed in Financial BID.

RATE QUOTED FOR CONSERVANCY SERVICES WITHOUT MATERIAL.

Signature & Seal

FINANCIAL BID

If there are more than one L1 bidder the evaluation shall be done as per the marks obtained as per below mentioned criteria.

s.no.	particulars	Scoring mechanism	
		values	Marks
1	Marks distribution	Experience with central/ state govt. Educational Institute (for supply of security guard in financial year 2019-20) till feb 2020	1 mark for each Working in Educational Institute.

- The tenderers should submit satisfactory certificate from the concerned offices where the tenderer is providing the services
- Agency having highest marks shall be selected.
- All right reserved by the committee of Vidyalaya.
- It is to be ensure that quoted service charges must be Justified & reasonable.
- In case of discrepancy between unit price and total price, unit price shall prevail.

It is certify that I have read and understand all the terms and conditions of the tender document.

Place: _____

Signature: _____

Date: _____

(with Name & Seal)

8. Last date and time of receipt of Bids

Date and time of tender notice issuance	17.02.2020
Last date and time for receiving bids at Vidyalaya office via register post.	02.03.2020 till 03:00 PM
Date and time of Opening of BID	03.03.2020 at 01:00 PM

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours Faithfully

Principal

FOR AND BEHALF OF THE KENDRIYA VIDYALAYA, PORBANDAR