



केंद्रीय विद्यालय गोड्डा
KENDRIYA VIDYALAYA GODDA
जिला गोड्डा , झारखण्ड 814133
DIST: GODDA, JHARKHAND-814133
फोन: 7070779080
E-mail: goddakv@gmail.com
Website: https://godda.kvs.ac.in

School No. 69551 Aff No. 3400034 KV Code 2072 Stn Code 603

F-40035/KVG/ Tender/2021-22/

Dated : 10.06.2021

TENDER DOCUMENT

SUB: Inviting Bid for engaging Service provider firm for providing Manpower through Service Contract (security / house keeping/ gardening services) to Kendriya Vidyalaya, Godda Jh.

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others. Kendriya Vidyalaya Godda is a unit constituent of KVS and running under the aegis of Kendriya Vidyalaya Sangathan .

2. Sealed competitive Bids (Technical and Financial) are invited by the Kendriya Vidyalaya Godda 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. 01-07-2021 which may be extended by another specific period, as indicated below:-

(A) Total Area : 6.5 Acres approx.

School Building,(two floors) , Play Grounds, Cycle /scooter/ Car Stands. Garden and open space near buildings/rooms), residential campus The Area/ compound is surrounded by a boundary wall with one gate.

(The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)

(B) Manpower Required

S.No	Category of Manpower	Number	Age	Qualification
1	Unskilled worker (Cleaning & Sweeping)	02(one female and 02 males)	18 ⁺ Years	Must be physically fit and mentally sound and should be fit to work even in odd hours
2	Unskilled worker (Gardening)	01	18 ⁺ Years	-do-
3	Security Guards (without Arms)	03 on rotation basis for round the clock security services	18 ⁺ Years	-do-

(C) Schedule

Date & time of issue of tender document	10.06.2021 TO 26.06.2021 UP TO 3 PM
Last Date & Time For Submission Of Tender Document	UPTO 1500 HRS BY 26.06.2021
DATE & TIME FOR OPENING OF TENDER DOCUMENT - TECHNICAL/FINANCIAL BID	AT 10:00 a.m. HRS ON 28.06.2021 Before the LPC Members in KV Godda in presence of VMC Member & Agency Representatives

(D) SALE & SUBMISSION OF TENDER DOCUMENT

SALE OF FORM : FROM **10.06.2021 TO 26.06.2021** ON ALL WORKING DAYS from Vidyalaya Office between 10:00 A.M. to 1:00 P.M.

SUBMISSION OF TENDER DOCUMENT: **UPTO 3 PM BY 26.06.2021** (By Regd. Post)

- The Tender Form can be obtained from the office of Kendriya Vidyalaya, Godda Jh on any working day from 10.06.2021 to 26.06.2021 up to 1 pm on payment of `Rs.1000/- by Cash/Demand Draft/ Pay Order drawn in favour of VIDYALAYA VIKASH NIDHI(VVN) ACCOUNT payable at UBI Godda
- In case the Tender Form is downloaded from the website of Kendriya Vidyalaya, Godda, the Demand Draft/ Pay Order of Rs.1000/- (One Thousand only) in favour of “VIDYALAYA VIKASH NIDHI(VVN) ACCOUNT “ payable at UBI Godda be sent along with the Tender Form, failing which the tender of the concerned Agency will be rejected.
- Separate form for each service such as Security , Gardening and House Keeping Services should be submitted along with the cost of Tender Form i.e. Rs 1000 /- and with the necessary documents.

The tender shall be accepted under **Two Bid System**. The interested Service Providers are advised to submit Technical & Financial bids in a **separate sealed envelopes** super scribing "**TECHNICAL/FINANCIAL BID FOR PROVIDING Security / House Keeping/ Gardening Services**". Two separate bids then be put together in a single Sealed envelope duly super scribing "**TENDER FOR PROVIDING “Security/House Keeping/ Gardening Services ” and should be sent by registered post to ‘The Principal, Kendriya Vidyalaya, Godda P.O. and Distt. Godda Jharkhand 814133’** so as to reach on or before 26.06.2021 by 03.00 p.m.

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केन्द्रीय विद्यालय गोड्डा
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1

निविदा सूचना/TENDER NOTICE
KENDRIYA VIDYALAYA GODDA
P.O. and Distt. Godda Jharkhand 814133
Phone No: 7070779080 E-mail: goddakv@gmail.com Website: <https://godda.kvs.ac.in>

Sealed tenders are invited for awarding contract for out-sourcing the Housekeeping, Security and Gardening services in KV. Godda. The tender form/ document can be obtained from the office of KV.Godda at the above mentioned Address on all working days (between 10 am to 1.00 pm) against non-refundable payment of Rs.1000/- (Rupees One Thousand Only) through cash(to deposit in Office under receipt)/Demand Draft / Pay Order to be drawn in favour of “VIDYALAYA VIKASH NIDHI (VVN) ACCOUNT” Payable at UBI Godda

Note: 1. Tender document can also be downloaded from the website : <https://godda.kvs.ac.in>

2. Last date and time for tender queries : 26.06.2021 up to 3 pm.

3. Last date for submission of tenders : 26.06.2021 up to 3 pm.

4. Opening of bids : 28.06.2021 at 10.00 pm. (in Principal Chamber KV Godda in presence of purchase Committee members and representatives)

5. Earnest Money Deposit : Rs. 25,000/- in form of DD favoring “VIDYALAYA VIKASH NIDHI(VVN) ACCOUNT” Payable at UBI Godda (with Technical Bids)

Remark: For any inadvertent error please keep yourself connected with our website updates or send queries to E-Mail goddakv@gmail.com

Sd/

प्राचार्य
PRINCIPAL

2. SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERER FOR PROVIDING HOUSEKEEPING/GARDENING/SECURITY SERVICES

1. Name of KV : Kendriya Vidyalaya Godda Jharkhand
2. Address / Location of Building: Kendriya Vidyalaya, Godda, P.O. & Distt Godda Jh 814133
3. Each Bidder must submit only one Bid. The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

4. : SCOPE OF WORK: (SECURITIES)

- a. The agency is to provide security services/watch and ward services for the campus of Kendriya Vidyalaya for a period of One Year (12 Months)
- b. The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays.
- c. Only Healthy, Physically fit, Ex-serviceman/ Ex paramilitary personnel/ civilian guards in proper uniform with verified antecedents will be employed.
- d. Three unarmed guards in uniform with minimum ONE (01) guard per shift will be provided on 8 hours per security.
- e. The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by Vidyalaya to the security personnel deployed by the agency.
- f. The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
- g. The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence on the part of personnel employed by it or failure to provide adequate security and will be liable to pay compensation.
- h. The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties in vidyalaya interest to the security staff employed by the agency.

5. : SCOPE OF WORK: (GARDENER)

- a) The agency is to employ competent , physically fit gardeners for providing gardening services in the entire Vidyalaya campus - entrance area & potted plants, lawn, staff quarters area.
- b) The Gardener / House keeping employees should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.
- c) Developing Lawns & Gardens of the Vidyalaya by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.
- d) Maintaining of the lawns and gardens by watering, cutting, pruning & weeding, putting new annual and seasonal flower plants and ornamental plants, and putting pesticides and manure, ant termite treatment with germicides etc., as the sole responsibility of the agency.
- e) All sorts of tools and implements and other materials needed for the maintenance of the lawns and gardens will be provided by the Vidyalaya.
- f) Wild growth of grass, bushes and trees in the lawn, sports ground, staff quarters and entrance area is to be cut regularly and disposed off away at a place acceptable to Municipal committee/Nagar Parishad Godda.

- g) All existing flowerbeds are to be watered regularly and seasonal/all weather saplings, flowers and plants are to be planted /replaced.
- h) All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.
- i) Adequate quantity of manure, pesticide and herbicides will be provided by the Vidyalaya to ensure good growth of plants.
- j) The agency is also to provide special services not spelled out above in relation to gardening service which may be asked by The Principal or committee framed to supervise the gardening services, in the interest of Vidyalaya
- k) 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.

l) Stock And Supplies

The Vidyalaya shall maintain sufficient stocks of various items such as the garden implements like spades, Belchas, Garden Pipes, Manure, Sprinklers, brooms, lawn movers, baskets etc. so as to meet normal requirements.

The Principal /monitoring committee will decide the adequacy of any such item in garden. The contractor will be bound by such decision.

6.: SCOPE OF WORK : (CONSERVANCY (HOUSEKEEPING)

6.1. In general, the scope of work involves sweeping of entire area of the school building and surroundings, collection of all waste material and disposal of the same as per instructions of the Principal. The contractor is required to provide Two safaiwalas (one MALE and One Female). The safaiwalas are to be available at the Vidyalaya as per the followings timing for work or as may be decided by the Vidyalaya:

ON WORKING DAYS

06:30 A.M. to 12:30 P.M hours and 01:30 P.M to 03:30 P.M. hours (12.30- 01.30 Break)

DAILY WORK

- 6.2 The Contractor will be responsible for the following jobs daily through his employees:-
- (a) Cleaning of the floor area of all class rooms, corridors, offices & stair case, varandah etc. with wet floor dusters, detergent, disinfectants etc., once in the morning before opening of the Kendriya Vidyalaya and thereafter after interval especially in the areas like corridors, stairs, reception and primary classes area etc.
 - (b) Spraying of hygienic chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes flies etc.
 - (c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after school hours or as may be specified by the Principal & committee formed for this purpose.
 - (d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals will be ensured by The Vidyalaya.
 - (e) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirahs , doors , fans , tube lights and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the school.
 - (f) Cleaning of durries, carpets, curtains, venation blend, Library racks, and other stores and material of Vidyalaya.
 - (g) Sweeping and cleaning of open areas, campus roads, passages, prayer ground, lawns etc. within the boundary of the Kendriya Vidyalaya. The garbage and foliage so collected is to be disposed off away from the Vidyalaya at specific places earmarked for the purpose
 - (h) In case of shortage of water or non-availability of water the contractor will be responsible for bringing water from outside for cleaning, at his own expenditure. Vidyalaya will not be responsible for providing water to the contractor in case of shortage.
 - (i) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24hours of notice of complaint.
 - (j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

WEEKLY WORK

- 6.3 The contractor will be responsible for getting the following jobs done through his employees once a week:-
- (a) Washing and scrubbing of floor areas with detergents and dirt removing agents Acid cleaning of sanitary wares, without damaging their shines.
 - (b) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.
 - (c) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.
 - (d) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.
 - (e) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.
 - (f) Removal of cobwebs in all rooms and other spaces of the school.

QUARTERLY WORK

- 6.4 The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee:-
- (a) Cleaning of overhead water tanks (RCC tanks, sintex tanks), all water coolers and any other water storage reservoir .
 - (b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.

07 Room Facility: The Kendriya Vidyalaya will not provide any room/space for the supervisor except storage of material etc. . No name plate of the contractor shall be allowed in the room and nobody will be allowed to stay in it after school hours.

08. Stock And Supplies

- a) The Kendriya Vidyalaya Godda shall maintain sufficient stocks of various items such as acids, towels, dusters, soaps, phenyls, detergent, freshener, naphthalene balls etc., so as to meet normal requirements.
- b) The Principal /monitoring committee will decide the adequacy of any such item in toilets. The contractor will be bound by such decision.

09. The tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids in separate sealed envelopes superscribing "**TECHNICAL/ FINANCIAL BID FOR PROVIDING SECURITY / HOUSE KEEPING/ GARDENING SERVICES**" to Kendriya Vidyalaya, Godda, Jharkhand.

10. TECHNICAL BID of the service providers must necessarily be accompanied with Earnest Money of 25,000/- (Rupees Twenty Five thousand only), refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour of 'VIDYALAYA VIKAS NIDHI (VVN) ACCOUNT' Payable at UBI Godda only for un-registered firms at KV. Godda , failing which the tender shall be summarily rejected. ,

11. The successful tenderer will have to deposit Performance Security Deposit (SD) of 5% of the contract value in the form of an Account payee Demand Draft. The performance security should remain valid for a period of **60 (Sixty) days** beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.

12. Conditional bids shall not be considered and will be out rightly rejected.

13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the **Technical Bid Application**, the same must be attested by the person authorized to sign the tender bids.

14. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.

The attested copy of the **CERTIFICATE OF REGISTRATION** of firm should also be enclosed along with the tender alongwith the name of authorized partner to interact with Kendriya Vidyalaya, Godda Jharkhand.

15. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.

16. The TECHNICAL & FINANCIAL BID shall be opened on the scheduled date and time (At 10:00 hrs on 28.06.2021), in the Principal office in the presence of PC/VMC Chairman/ VMC Representative and the representatives of the Agency / firm if any, who wish to be present at the time of opening the tender.

17. At first only the Technical Bid will be opened, analysed, and evaluated. Financial bids of only those bidders will be opened who have been declared technically qualified by the bid opening committee.

18. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.

19. No bidding firm will be allowed to withdraw its bids . If any firm intends to withdraw before opening of technical bids, its Earnest Money (EMD) will be forfeited.

20. If after award of the contract, the successful bidder (L1) fails to provide required number of Security Guard / Gardner/ **Safaiwalas / Workers**, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.

21. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form.

22. The firms/Agencies who have already been in contract with Kendriya Vidyalaya Godda in past and have not been issued satisfactory performance certificate after completion of work or some issues are still to be solved /Pending **are need not to apply** for tender unless issues/disputes are resolved. These tenders will not be considered.

23 TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfil the following specifications:

- a). The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.
- b). There should be no case pending with the police against the proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
- c). The Service Provider should be duly registered with the Service Tax Authorities and having valid labour Registration license under Contract Labour (Regulation & Control) Act, 1970.
- d). The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- e). The Service Provider should have its own Bank Account.
- f). The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the user Department/office within two months of the signing the agreement.

3. TERMS & CONDITIONS

1. **The remuneration shall be disbursed through cheque/AC transfer at KV's premises in the presence of representative of the KVs or its constituent.**
 - (a) The Contracting Agency/Service provider will ensure payment by the 5th of every succeeding month to their employees provided to the KVs/premises as per the monthly remuneration quoted without any deduction through cheque/AC transfer.
 - (b) The Contracting Agency/Service provider will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KVs office/premises supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing cheque details/A/C Transfer for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
 - (iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
 - (c) The Contracting Agency/Service provider will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
 - (d) The Contracting Agency/Service provider shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indent or/Client.
 - (e) The normal office hour of KVs is from 7.00 am to 3.00 pm six days from Monday to Saturday except second 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. Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency/Service provider will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted on pro rata basis.
 - (f) In case of absence of the employee on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration - A₁

Where A₁ = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence.}$
 - (g) The Employees/Manpower provided by the Contracting Agency/Service provider 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 KV. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency/Service provider, promptly i.e. within 24 hours. The replacement of an employee on account of absence /unsuitability for KV shall be made within 24 hours.
 - (h) The contracting Agency/Service provider will be required to sign a contract with the KV as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also be part of the Model Agreement.
 - (i) In case of any loss, theft / shortage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency/Service provider.
 - (j) The antecedents of all the workers will be got verified from the police by the Contracting Agency/Service provider before deployment for work.
 - (k) The Contracting Agency/Service provider will deploy **Security personnel** who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency/Service provider will also ensure that the security guards are free from Aid or any other infectious disease before deployment for work.

- (l) The KV GODDA shall provide a small guard room/ space for Security Supervisor and 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.
- (m) The Contracting Agency/Service provider shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
2. **Evaluation of Bid: (Mentioned below in this document)**
3. 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 2.
 - (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
 - (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
 - (d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
4. The contract shall be valid for a period of one year from the date of awarding of the contract, The contract may be extended, on the same terms and conditions or with some additions /deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and KV GODDA.
5. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya, Godda , Jharkhand. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Kendriya Vidyalaya, Godda , Jharkhand.
6. By virtue of this agreement, no relationship will be created between the Safaiwalas/ Workers and Kendriya Vidyalaya, Godda , Jharkhand/ KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards/ Gardner / Safaiwalas/ Workers meeting all statutory obligations and no complaints by any of its Security Guards/ Gardner /Safaiwalas/ Workers in this regard will be entertained by the Kendriya Vidyalaya, Godda , Jharkhand / KVS.
7. The agreement can be terminated earlier by giving one month's written notice from Kendriya Vidyalaya, Godda , Jharkhand side and three months' notice from the side of Service Provider without assigning any reason and the decision of the Vidyalaya authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
8. The Contractor shall get the Security Guard / Gardener / Safaiwalas/ Workers screened for **visual, hearing and major physical defects and contagious diseases** and will provide a certificate to this effect to the Vidyalaya. Only physically fit Security Guard / Gardener / Safaiwalas/ Workers shall be deployed for duty by the Service Provider.
9. The Security Guard / Gardener / Safaiwalas/ Workers should be well versed with local languages.
10. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by it's Security Guard / Gardener / Safaiwalas/ Workers.
11. The Firm/Agency shall ensure that the wages to the Security Guard / Gardener / SAFAIWALAS/ WORKERS will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force as per **CENTRAL GOVERNMENT LABOUR ACT** and other mandatory rules as in force.
12. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guard / Gardener / Safaiwalas/ Workers employed by it and deployed in Kendriya Vidyalaya, Godda , Jharkhand.

13. Verification of **CHARACTER AND ANTECEDENTS** of the Security Guard / Gardener / Safaiwalas/ Workers through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Safaiwalas/ Workers provided are of good character, duly verified by the Police from security angle should be provided to the Vidyalaya immediately after award of Contract. The Security Guard / Gardener / Safaiwalas/ Workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.

14. The Gardener / Safaiwalas/ Workers should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.

15. Losses caused to the Vidyalaya due to negligence on the part of Security Guard/ Gardener/ Safaiwalas /Workers will be recovered from the Agency/Contractor.

16. The Security Guard / Gardener / Safaiwalas /Workers provided by the Service Provider should be well mannered, courteous and polite. The Security Guard / Gardener / Safaiwalas/Workers should not smoke or consume liquor while on duty and should not play cards, etc. in the Vidyalaya.

17. During the period of leave of any of the Security Guard / Gardener / Safaiwalas/Workers, the Service Provider shall deploy another Security Guard / Gardener / Safaiwalas/Workers with prior intimation to the Vidyalaya.

18. The Service Provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, EPF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.

19. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the KVGODDA shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the KVS for whatever reason. The Agency shall also be responsible for the insurance of its personnel.

20. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the committee constituted by Principal KV GODDA in respect of the persons deployed and submit the same to the KV GODDA in the first week of the succeeding month. The Vidyalaya shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable..

21. **The material** such as- Brooms, Dusters, Brushes, Acids, Detergents, Disinfectants, Phenyl, Naphthalene balls, Soaps, Wiper, Dustbins, etc will be provided by the Vidyalaya for use of Safaiwalas/Workers for cleanliness purpose in the Vidyalaya. The Service Provider has **not** to do with their cost and quality of material.

22. The Service Provider shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer/ Principal of Kendriya Vidyalaya, Godda , Jharkhand. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.

23. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, running short of funds available with Vidyalaya if any.

24. The Kendriya Vidyalaya reserves the right to order any worker of the Service Provider to leave the premises of the Kendriya Vidyalaya if his/her presence at any time if felt undesirable.

25. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of ` 100/- to be signed by both the parties.

26. In the event of any dispute arising in respect of the clauses of the agreement the same shall be tried to resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be Godda. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Godda only.

27. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of KV GODDA.

28. The Service Provider will be bound by the details furnished by it to the competent authority of KV GODDA while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.

29. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the KV GODDA. The Service Provider shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. The KV GODDA shall, in no way, be responsible for settlement of such issues whatsoever.

30. The KV GODDA shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

31. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

32. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

33. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

34. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the KVGODDA or any other authority under Law.

35. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the KV GODDA

36. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the KV GODDA is put to any loss /obligation, monetary or otherwise, the KV GODDA will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

37. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The KV GODDA will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to KVGODDA by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

38. The decision of KV GODDA in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

39. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency. The KVGODDA reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage

40. These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between KV GODDA and the Service Provider and any non- compliance shall be deemed as breach of the Contract/Agreement.

4. PENALTY CLAUSE

Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:

Sl. No.	Violation	Penal amount per Month (in-Rs)			Remarks
		First instance	Second instance	Third instance	
01	Improper cleanliness in class rooms & corridors.	500/-	1000/-	1500/-	On each occasion
02	Improper cleanliness in Toilets	500/-	1000/-	1500/-	On each occasion.
03	Improper cleanliness in open spaces, grounds, roads.	500/-	1000/-	1500/-	For each violation.
04	Absence of a Safaiwala/Gardener/Securities without deploying his/her replacement	500/-	1000/-	1500/-	For each violation.
04	Non compliance of any other terms & conditions	500/-	1000/-	1500/-	For each violation.

5. TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid:-

A. The Office of the Applicant/ Service Provider should be located in India. (Proof of address to be provided)

B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the **certificate of registration of firm** should also be enclosed along with the bid.

C. The Agency must have a minimum' of three years' experience(except start-ups) in providing Conservancy/House Keeping Services to Central Government Departments/Autonomous Body/ State Govt/ Public Sector Companies/Banks. Proof of at least one contract relating to services to Central Government/State Governments/ Autonomous Body/ PSUs/Bank in last three years along with attested copies of the work order should be enclosed.

D. The Agency should have its own Bank Account. Certified copy of the account maintained for 2019-20 and 2020-21 issued by the Bank, shall be enclosed.

E. The Applicant's agency (not individual) should be registered with **Service Tax department** (if applicable). Certified copy of the registration shall be attached with the Bid document.

F. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc.

G. If it is found that the information/ certificates furnished by the participating firm is incorrect / wrong or bogus, the firm shall be deemed blacklisted and it's bids will be ignored and Bid Security/ Performance Security will be forfeited.

H. Those agencies not registered with Kendriya Vidyalaya Godda for the year 2021-22 or they are MSME should remit earnest money deposit of Rs.25,000/- refundable (without interest), in the form of **Demand Draft / Pay Order drawn in favour of 'VIDYALAYA VIKAS NIDHI (VVN) ACCOUNT' Payable at UBI Godda.**, for participating in the tender bid. **failing which the tender shall be summarily rejected**

I. EVALUATION OF BID : At first technical bids will be opened if it qualifies as per the T&C then the Financial Bid will be opened of successful technical bids Only and other financial bids will not be entertained . 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.

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.
- (b) Audited Balance Sheet & Profit and Loss Account of the last three years.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) PAN No./ GST No. and Current IT clearance certificate.
- (e) Attested copy of proof of EPF and ESIC registration along with attested copies of challans for EPF payment and ESIC Deductions for the year 2020-2021.
- (f) Attested copy of License for private Security provider issued by competent authority.
- (g) Attested copy of proof of Service Tax Registration (If Applicable).
- (h) Undertaking that minimum wages Act.is not violated by the Service provider.
- (i) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, and Non-technical supervisory staff **in the Central Govt. rate** shall render the Bid disqualified for evaluation.
- (j) The evaluation will be done for all the items put together, Indenting Officer will award the contract to the lowest evaluated responsive bidder.

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.

Sd/
Signature
Name: L.D.S. Yadav
Designation: Principal
For and on behalf of the
Kendriya Vidyalaya Sangathan

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)
Address:

Name:.....
Phone No (O):
Seal:

Date

PROFORMA FOR TECHNICAL BID		
1	Name of Agency (Official and Registered)	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. WhatsApp No. E-Mail Address	
4	Full address of Operating/ Branch Office in Jharkhand. Telephone No. WhatsApp No. E-Mail Address	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last 3 years) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (attach attested copy of the Registration)	
7	Service Tax Registration No.(if applicable) (attach attested copy of the Registration)	
8	PAN No./GST No. of the Agency (attach copy of PAN card and GST No. allotment letter)	
9	Details of major contracts handled in last 03 (three years)	Attach as per format- Annexure-I
10	Self- certificate for non-blacklisting	Attach as per format- Annexure-II.
11	Total Nos of employees in the Agency as on 31 st May 2021	
12	Earnest Money Rs 25,000/- (for 3 services) in favour of 'VIDYALAYA VIKAS NIDHI (VVN) ACCOUNT' Payable at UBI Godda " is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch.....
13	Acceptance of Terms & Conditions of tender documents.	Attach as per format – Annexure- III
14	Payment of Minimum Wages and Mode of payment through NEFT/RTGS/A/C Payee Cheque	Attach as per format – Annexure- IV

Signature of authorized person _____

Date: _____

Name _____

Place: _____

Seal: _____

CHECK LIST FOR TECHNICAL BID

1. I /We have gone through the contents of the tender documents received from Kendriya Vidyalaya, Godda , Jharkhand for providing service of (Security Service)(House keeping) (Gardening) .

I/We affirm that our Agency is implementing **MINIMUM WAGES ACT** in force at Jharkhand/India

2. The Technical bid duly filled in by a person authorized by the Agency/ Service Provider, in prescribed proforma, is placed at **Page No.1.**
3. Proof of address of the Agency is placed at **Page No.2**
4. Banker’s Certificate has been placed at **Page No.3**
5. Attested copy of Registration of Agency is placed at **Page No.4**
6. In case of partnership, proof as required under Technical Bid Qualification Criteria is placed at **Page No.5**
7. Attested copy of Registration with Service Tax is placed at **Page No.6**
8. Attested copy of PAN No. is placed at **Page No.7**
9. Annexure: I to IV, as prescribed, are duly filled in and are enclosed herewith.
10. EMD (Bid Security) of Rs. Rs.25,000/- refundable (without interest), in the form of **Demand Draft / Pay Order drawn in favour of ‘VIDYALAYA VIKAS NIDHI (VVN) ACCOUNT’ Payable at UBI Godda.**
11. Any other document, not mentioned above..... is/ are also enclosed.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

DECLARATION

1. 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;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by
them;
3. The information/documents furnished along with the above application are true and authentic to 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.
4. I hereby undertake to work at **L1** rates as per the terms and conditions given in the tender documents.

Signature of authorized person.....

Date:.....

Full Name.....

Place:

Mobile /Telephone No.....

PROFORMA FOR FINANCIAL BID – HOUSE KEEPING /Conservancy Services			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, GODDA , JHARKHAND – 814133	
2	Area / Blocks	Area of KV : 6.5 Acres approx. School Building, Play Grounds, Open Area, Cycle /scooter/ Car Stands & toilets in each block. Residential Campus The Area/ compound is surrounded by a boundary wall with One gate. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for housekeeping services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Safaiwalas /Housekeeping required in the Vidyalaya	02 (Two). One Male and One Female	
Sl. No.	Details	Amount (in Rupees) per Month (26 Days)	
		Housekeeping Per Person	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per housekeeping staff as per notification from the Office of the Labour Commission of Government of India per Safaiwala (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
3	E.S.I. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
4	Any Other administrative charges of Govt.	Latest rates as prescribed by Govt.	_____
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus per labourer.		
III. TOTAL MONTHLY CHARGES (No.of Days 26 Days) PER Safaiwala (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 02 (Two) Safaiwala			

Imp Note: 1. The EPF, ESIC and any administrative charges (applicable and payable by KV) will be added as per latest rule at the time of awarding service contract to the successful bidder. Comparison will made on the basis of rates shown at SI No. III only.

2. In case of discrepancy between unit price and total price the unit price shall prevail..All amounts should be quoted in whole Rupee

3.If the rates quoted by two or more bidders become equal (Tie) , then preference will be given to those who have maximum satisfactory work experience with KV Godda

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

PROFORMA FOR FINANCIAL BID – GARDENER

1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, GODDA , JHARKHAND – 814133	
2	Area / Blocks	Area of KV : 6.5 Acres approx. School Building, Play Grounds, Open Area, Cycle /scooter/ Car Stands & toilets in each block. Residential Campus The Area/ compound is surrounded by a boundary wall with One gate. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for gardening services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Gardeners required in the Vidyalaya	01 (ONE).	
Sl. No.	Details	Amount (in Rupees) per Month (26 Days)	
		Gardening	
I. FIXED (NON NEGOTIABLE)		In figure	In Words
1	Min. Wages per gardener as per notification from the Office of the Labour Commission of Government of India per Gardener (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
3	E.S.I. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
4	Any Other administrative charges of Govt.	Latest rates as prescribed by Govt.	_____
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus per gardener.		
III. TOTAL MONTHLY CHARGES (No.of Days 26 Days) PER GARDENER (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 01 (ONE) GARDENERS			

Imp Note: 1. The EPF, ESIC and any administrative charges (applicabe and payable by KV) will be added as per latest rule at the time of awarding service contract to the successful bidder. Comparison will made on the basis of rates shown at Sl No. III only.

2. In case of discrepancy between unit price and total price the unit price shall prevail..All amounts should be quoted in whole Rupee

3.If the rates quoted by two or more bidders become equal (Tie) , then preference will be given to those who have maximum satisfactory work experience with KV Godda

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

PERFORMA FOR FINANCIAL BID – SECURITY(Watch And Ward)

1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, GODDA , JHARKHAND – 814133	
2	Area / Blocks	Area of KV : 6.5 Acres approx. School Building, Play Grounds, Open Area, Cycle /scooter/ Car Stands & toilets in each block. Residential Campus The Area/ compound is surrounded by a boundary wall with One gate. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	24 Hours security services on shift basis on all days. (8 Hours Duty)	
4	No. of Securities required in the Vidyalaya	03 (Three) 8 hours duty each. One Person Per Shift	
Sl. No.	Details	Amount (in Rupees) per Month (30.4 Days)	
		Security (Rate Per person)	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per security as per notification from the Office of the Labour Commission of Government of India per Security. (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
3	E.S.I. Charges, if applicable (Please enclose the proof of rates of concerned authority)	Latest rates as prescribed by Govt.	_____
4	Any Other administrative charges of Govt.	Latest rates as prescribed by Govt.	_____
II. NEGOTIABLE			
1	Service charges inclusive of Uniforms/Bonus etc including profit per security.		
III. TOTAL MONTHLY CHARGES (No of Days 30.4 Days) FOR EACH SECURITY (I + II)			
IV. TOTAL MONTHLY CHARGES FOR 03 (Three) SECURITY Personal			

Imp Note: 1. The EPF, ESIC and any administrative charges (applicabe and payable by KV) will be added as per latest rule at the time of awarding service contract to the successful bidder. Comparison will made on the basis of rates shown at SI No. III only.

2. In case of discrepancy between unit price and total price the unit price shall prevail..All amounts should be quoted in whole Rupee

3.If the rates quoted by two or more bidders become equal (Tie) , then preference will be given to those who have maximum satisfactory work experience with KV Godda

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

7. DETAILS OF CONTRACTS FOR PAST THREE YEARS

DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING CONSERVANCY/ HOUSE KEEPING SERVICES DURING THE LAST Three YEARS IN THE FOLLOWING FORMAT
(Attested copies of the last three years work award may be enclosed)

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

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

Date: Signature of Proprietor/authorized signatory.....

Place..... Name:.....

Seal

Ref: F. No.....

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S..... (name & address of Agency/firm) is neither blacklisted by any Government Department/ Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date: Signature of Proprietor/authorized signatory.....

Place..... Name:.....

Seal

:ACCEPTANCE OF THE TENDERERS:

The Terms & Conditions enumerated in the document from **Sl. No.1 to 40** have been read by me/us and are acceptable to me/us.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

:DECLARATION BY THE TENDERERS:

I/We, hereby undertake that payment to the workers deployed by the Agency are being paid through A/c payee Cheque /Bank a/c transfer/NEFT, as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal