



केन्द्रीय विद्यालय, भारतीय सैन्य अकादमी  
देहरादून- 248 007 (यू०के०)  
KENDRIYA VIDYALAYA, INDIAN MILITARY ACADEMY  
DEHRADUN- 248 007 (U.K)  
E\_mail: kvimaddn@yahoo.co.in;  
Web Site: <https://dehradunima.kvs.ac.in>  
Phone: 2773470, 2772656

दिनांक / Date: 19.07/2019

**अल्पावधि निविदा दस्तावेज /**  
**SHORT TERM TENDER DOCUMENT**  
**विद्यालय भवन एवं परिसर की सफाई व्यवस्था हेतु**  
**FOR PROVIDING**  
**CLEANLINESS/ CONSERVANCY SERVICES**  
**(HOUSE KEEPING SERVICES)**

AT  
KENDRIYA VIDYALAYA, INDIAN MILITARY ACADEMY, DEHRADUN  
BY SERVICE PROVIDER

DATE & TIME OF ISSUE/ SALE OF TENDER DOCUMENT	<b>20.07.2019 TO 27.07.2019 BETWEEN 1000 HRS TO 1200 HRS (ON WORKING DAYS OR THE TENDER DOCUMENT MAY BE DOWNLOADED FROM KV WEBSITE)</b>
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT BY THE AGENCY	<b>UPTO 1200 HRS BY 27.07.2019 BY REGISTERED POST/ SPEED POST/BY HAND.</b>
DATE & TIME FOR OPENING OF TENDER DOCUMENT - <b>TECHNICAL BID</b>	<b>AT 1400 HRS ON 27.07.2019 IN THE PRESENCE OF REP. OF AGENCIES, IF ANY.</b>



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## निविदा दस्तावेज की सामग्री CONTENTS OF TENDER DOCUMENT

क० सं० SL. NO.	संकलित सामग्री का विवरण DESCRIPTION OF CONTENTS
01	निविदा सूचना / Tender Notice
02	निविदाओं की बिक्री एवं जमा करने की प्रक्रिया / Sale & submission of Tender Documents
03	कार्य क्षेत्र एवं निविदाकार हेतु सामान्य निर्देश / Scope of work and general instruction for tenderer
04	नियम एवं शर्तें / Terms & Conditions
05	दण्ड का प्रावधान / Penalty Clause
06	तकनीकी बोली हेतु योग्यता का मापदण्ड / Technical Bid qualification criteria
07	तकनीकी बोली हेतु प्रपत्र / Performa for Technical Bid
08	वित्तीय बोली हेतु प्रपत्र / Performa for Financial Bid
09	ढेके से पूर्व ईमानदारी समझौता / Pre-Contract Integrity Pact
10	अनुलग्नक कमांक – I से VI तक / Annexure I to VI
11	तकनीकी निविदा हेतु जाँच सूची / CHECK LIST FOR TECH. BID



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1. 'सफाई व्यवस्था की सेवा प्रदान करने हेतु' हेतु निविदा /  
**TENDER FOR PROVIDING  
CLEANING/SWEEPING/ CONSERVANCY SERVICES  
(HOUSE KEEPING SERVICE)**

1. केन्द्रीय विद्यालय, भारतीय सैन्य अकादमी, देहरादून हेतु प्रतिष्ठित, अनुभवी एवं आर्थिक रूप से सम्पन्न एवं कर्मचारी राज्य बीमा निगम(ESIC), कर्मचारी भविष्य निधि संगठन(EPFO) एवं वस्तु एवं सेवा कर (GST) से सम्बन्धित विभागों में पंजीकृत एजेंसियों से "सफाई व्यवस्था की सेवा प्रदान करने हेतु" द्वि-बोली प्रणाली (भाग-1: तकनीकी-बोली एवं भाग-2 : वित्तीय-बोली) के अर्न्तगत सीलबन्द निविदाएं आमंत्रित की जाती हैं। ठेके की अवधि एक वर्ष की होगी जिसे ठेकेदार द्वारा उक्त वर्ष के दौरान प्रदत्त सेवाओं की समीक्षा के उपरान्त विद्यालय की प्रशासनिक सुविधा एवं जरूरतों के आधार पर अगले एक वर्ष हेतु बढ़ाया जा सकता है। सेवाओं का ठेका दिनांक 01.08.2019 से आरम्भ होगा।

2. निविदा प्रपत्र जमा करने से पूर्व ठेकेदार/एजेंसी यह सुनिश्चित करे कि पूर्व में उनकी फर्म के ठेके को गलत कार्यप्रणाली/व्यवहार के कारण किसी भी के०वि०/के०विसं/सरकारी/अर्धसरकारी/निकाय/अन्य विभागों द्वारा निरस्त नहीं किया गया हो क्योंकि ऐसी फर्म के०वि०, भा०सै०अ०, देहरादून में निविदा/ठेके हेतु पात्र नहीं मानी जाएंगी। ऐसी किसी भी फर्म की निविदा को अयोग्य माना जाएगा एवं उनके द्वारा प्रतिभूति राशि/धरोहर राशि को जब्त (Forfeit) कर लिया जाएगा।

3. ठेकेदार द्वारा विद्यालय में सफाई व्यवस्था की सेवा प्रदान करने हेतु कुल 05 (Five) सफाई-कर्मि नियुक्त करने होंगे जिनको प्रातः 0700 बजे से दोपहर 1200 बजे तक एवं अपराह्न 1400 बजे से 1700 बजे तक सफाई कार्य करना होगा। समय-सारिणी में विद्यालय प्रशासन के द्वारा बिना कारण बताए बदलाव भी किया जा सकता है। सफाईकर्मि शारीरिक एवं मानसिक रूप से स्वस्थ एवं 30 वर्ष से 55 वर्ष की आयु के होने चाहिए।

4. निविदा हेतु इच्छुक एजेंसियों को निविदाएं जमा करने से पूर्व ही विद्यालय के खाते में रू० 11,000/- की राशि [रू० 1000/- निविदा शुल्क (cost of Tender document) के रूप में एवं रू० 10,000/- प्रतिभूति राशि (EMD) के रूप में] को RTGS अथवा NEFT के माध्यम से विद्यालय के निम्नलिखित खाते में जमा करना होगा -

खाते का नाम : School Fund Kendriya Vidyalaya IMA

खाता क्रमांक : 602602010000453

बैंक का नाम : Union Bank of India, Premnagar, Dehradun

आई०एफ०एस०सी०कोड: UBIN0560260

उपरोक्त माध्यम से भुगतान के अतिरिक्त भुगतान का अन्य माध्यम मान्य नहीं होगा। उक्त राशि जमा करने के उपरान्त ही TECHNICAL BID के साथ उक्त राशि की जमा करने का प्रमाण प्रस्तुत करना होगा। जिन एजेंसियों की निविदा स्वीकृत नहीं होती है अथवा जिनकी दरें पर विद्यालय प्रबंधन का अनुमोदन नहीं होता है तो सम्बन्धित एजेंसी को Earnest money Deposit (EMD) की राशि ₹0 10,000/- ब्याज रहित भुगतान के साथ RTGS अथवा NEFT के माध्यम से वापस की जाएगी। निविदा शुल्क एवं प्रतिभूति राशि के भुगतान के बिना जमा की गई निविदाओं पर विचार नहीं किया जाएगा।

5. निविदाएं पंजीकृत / त्वरित डाक/दस्ती द्वारा दिनांक 27.07.2019 को 12.00 बजे तक जमा कराई जा सकती है। निर्धारित समय एवं तिथि के उपरान्त निविदाएं स्वीकार नहीं की जाएंगी।

6. प्रथम चरण में तकनीकी बोली /TECHNICAL BID दिनांक 27-07-2019 को 14.00 बजे सम्बन्धित एजेंसियों के प्रतिनिधियों के समक्ष, यदि कोई उपस्थित हो, विद्यालय में खोली जाएगी।

द्वितीय चरण में, दिनांक 29.07.2019 को 10.00 बजे केवल उन्ही एजेंसियों से सम्बन्धित वित्तीय बोली /FINANCIAL BID खोली जाएगी जो तकनीकी बोली /TECHNICAL BID में योग्य पाये गये हों।

7. विद्यालय प्रबंधन अपने पास यह अधिकार सुरक्षित रखता है कि वे किसी भी निविदा अथवा सभी निविदाओं को बिना कोई कारण बताए रद्द कर सकते हैं एवं निविदा दस्तावेज में उल्लिखित नियमों एवं शर्तों में संशोधन / निरस्त कर सकते हैं।

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## केन्द्रीय विद्यालय, भारतीय सैन्य अकादमी

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### 2. निविदाओं की बिक्री एवं जमा करने की प्रक्रिया / SALE & SUBMISSION OF TENDER DOCUMENT

- The Tender document can be downloaded from Kendriya Vidyalaya, IMA, Dehradun website- <https://dehradunima.kvs.ac.in>. The Tender Form can be obtained from the office of Kendriya Vidyalaya, Indian Military Academy, Dehradun on any working day **from 20.07.2019 to 27.07.2019** between 1000 hrs to 1200 hrs after depositing Rs 1,000/- (Rs Ten thousand only) through RTGS/NEFT in KV, IMA, Dehradun account as stated below-  
खाते का नाम : School Fund Kendriya Vidyalaya IMA  
खाता क्रमांक : 602602010000453  
बैंक का नाम : Union Bank of India, Premnagar, Dehradun  
आई०एफ०एस०सी०कोड: UBIN0560260
- The cost of Tender is to be remitted even in case the Tender Form is downloaded from the website of Kendriya Vidyalaya, IMA, Dehradun. The proof of having deposited Rs. 1000/- only as cost of Tender Form must be sent with the **TECHNICAL BID** of Tender Form, failing which the tender of the concerned Agency will be rejected.
- The tender shall be accepted under **TWO BID SYSTEM**. The interested Service Providers are advised to submit Technical & Financial bids in **two separate sealed envelopes** superscribing as :- (1) "**TECHNICAL BID FOR PROVIDING CLEANLINESS/ CONSERVANCY SERVICES**" and, (2) "**FINANCIAL BID FOR PROVIDING CLEANLINESS/ CONSERVANCY SERVICES**". Both sealed envelopes should be kept in a **third bigger sealed envelope** superscribing as:- "**TENDER FOR PROVIDING "CLEANING/ SWEEPING/ CONSERVANCY SERVICES"** and be sent through **REGD POST/ SPEED POST/BY HAND** to Kendriya Vidyalaya, IMA, Dehradun.
- The tender (Technical Bid & Financial Bid) duly completed in all respect and alongwith necessary enclosures and proof of having remitted the cost of Tender document and Earnest Money Deposit ( Rs. 1000/- + Rs. 10,000/-) may be submitted in the Vidyalaya on any working day between 1000 hrs to 1200 hrs by **27.07.2019 through Registered Post/Speed Post/by Hand.**



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**3. कार्य क्षेत्र एवं निविदाकार हेतु सामान्य निर्देश**  
**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERER**

1. Name of KV : Kendriya Vidyalaya, Indian Military Academy, Dehradun.
2. Address / Location of Building : Kendriya Vidyalaya, Indian Military Academy, Dehradun- 248 007.
3. Total Area : 15 Acres approx.  
(Secondary Block, Primary Block, Temporary Rooms, Play Grounds, Cycle /scooter/ Car Stands. Play Grounds, Garden, Roads and open space near buildings/rooms)  
The Area/ compound is surrounded by a boundary walls with two Gates.  
(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 Vidyalay and is aware of the operational conditions prior to the submission of the tender documents)
2. Minimum **05 Safaiwalas/ Workers** should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required by the Vidyalaya. Additional charges for working on holiday(s) whenever required will be paid on pro-rata basis.

**दैनिक कार्य:-**

प्रातः 0700 बजे से दोपहर 1200 बजे तक एवं अपराहन 1400 बजे से सायं 1700 बजे तक अथवा विद्यालय प्रशासन द्वारा निर्देशित कार्यसमय जो भी हो।

1. विद्यालय भवन, मैदान एवं परिसर की सम्पूर्ण सफाई करके एकत्रित किये गए कूड़े को प्राचार्य के निर्देशानुसार नष्ट किया जाएगा।
2. प्रातःकाल में विद्यालय में कक्षार्ये प्रारंभ होने से पूर्व तथा प्रत्येक दो घन्टे के अंतराल से गीले डस्टर से फर्श की सफाई की जायेगी (विशेष रूप से बरामदा गलियारा)।

3. शौचालयों एवं मूत्रालयों की सफाई एवं धुलाई फिनाईल एवं धुलाई के पाउडर से एक बार प्रातः काल में, दोबारा से अपराह्न में तथा तीसरी बार सांय में करनी होगी । इसके अलावा जब कभी भी आवश्यक हुआ तो इस तरह की सफाई अलग से भी करनी होगी ।
4. कालीनों एवं दरियों की सफाई करनी होगी ।
5. पानी की कमी के समय सफाई हेतु पानी निर्देशित स्थान से लेकर आना होगा ।
6. खुले क्षेत्रों, सड़कों, मुख्य द्वार के पास, बगीचों, खेल के मैदानों, आदि जो भी स्थान विद्यालय परिसर के अंतर्गत आता है उसे झाड़ू लगाकर साफ करना होगा ।
7. फर्नीचरों, टेबल, कुर्सियों, उपस्करों, बुक केसों, कक्षाओं की अलमारियों, दरवाजों, एवं खिडकियों एवं सभी अन्य कक्षों की डस्टिंग एवं सफाई विद्यालय में छात्रों एवं अध्यापकों के आने से पहले करनी होगी ।
8. शौचालयों की नालियों, जी0आई0 पाईप एवं मेन होल आदि में गंदे पानी के बहाव में रूकावट होने पर उसे 24 घण्टे की भीतर ठीक करना होगा ।
9. उपकरणों की चमक खराब न हो ऐसे पदार्थों का प्रयोग सफाई हेतु किया जाएगा ।
10. सीडियों, गलियारों तथा बरामदे की सफाई व्यवस्था ।
11. सफाई कार्य में प्रयोग आने वाली सामग्री - झाड़ू , फिनाइल, तेजाब इत्यादि विद्यालय द्वारा प्रदान की जायेगी ।

### साप्ताहिक कार्य:-

1. डिटरजेंट पाउडर आदि से फर्श को रगड़ना एवं पानी से धोना ।
2. तेजाब से शौचालयों आदि के सेनेटरी वेड्स को इस प्रकार से साफ करना की उनकी चमक खराब ना हो ।
3. फर्श; दरवाजों एवं पार्टिशन से दाग, धब्बों को सर्फ अथवा अन्य धुलाई सामग्री द्वारा हटाया जाना तथा यह सुनिश्चित करना कि धुलाई के बाद कोई दाग धब्बा न रह गया हो ।
4. कॉरीडोर एवं सीडियों में भराव वाले स्थानों की सफाई ।
5. पानी भंडारण के स्थान एवं वाटर कूलर की सफाई ।
6. ब्रास की नेम प्लेट की पॉलिश नंबर प्लेट एवं बोर्ड्स की सफाई ।
7. पंखों, बिजली के उपकरणों, खिडकी के काँच, चौखट आदि की सफाई कैमिकल अथवा अन्य धुलाई सामग्री द्वारा की जायेगी ।
8. विद्यालय के सभी कक्षों एवं स्थलों से मकड़ी जालों की सफाई ।
9. शौचालयों की नालियों, जी0आई0 पाईप एवं मेन होल आदि की सफाई एवं गंदे पानी के बहाव को ठीक रखना ताकि बहाव में रूकावट न हो ।

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## 4 - नियम एवं शर्ते TERMS & CONDITIONS

1. The contract shall be valid for a period of **one year** from the date of awarding of the contract, which can be extended for such period as may be decided by the KV, IMA, Dehradun authority, but not more than one year after review of performance.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya, IMA, Dehradun. The unsatisfactory service shall mean and include non-compliance and non-fulfillment 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, IMA, Dehradun.
3. By virtue of this agreement, no relationship will be created between the **Safaiwalas/ Workers** and Kendriya Vidyalaya, IMA, Dehradun/ KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Safaiwalas/ Workers meeting all statutory obligations and no complaints by any of its Safaiwalas/ Workers in this regard will be entertained by the Kendriya Vidyalaya, IMA, Dehradun / KVS.
4. The agreement can be terminated earlier by giving **two month's written notice** on Kendriya Vidyalaya, IMA, Dehradun side and **three months' notice** on 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.
5. One of the Safaiwalas/ Workers should be **Female** and others should be **Males** and between the **age group of 30 yrs to 55 yrs**. They should be physically and mentally fit. The female **Safaiwala/worker** shall also clean and wash the Ladies' toilets in addition to other duties.



6. The **Safaiwalas/ Workers** should be neatly dressed up with proper uniform and shoes.

7. The Contractor shall get the **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 **Safaiwalas/ Workers** shall be deployed for duty by the Service Provider.

8. The **Safaiwalas/ Workers** should be well versed with Hindi.

9. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by it's **Safaiwalas/ Workers**.

10. **Labour Regulations:** The Contractor shall comply with all Labour Laws and regulations in force. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, Apprentices Act, 1961, EPF & MP Act, ESI Act or the modifications thereof or any other laws relating there to and the rules made there-under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him. The contractor shall maintain all the statutory registers, required under labour laws. The contractor shall also produce these records on demand by **Principal, KV, IMA, Dehradun**. If he fails to do so, his failure will be a breach of the contract and **Principal, KV, IMA, Dehradun** may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

The Firm/Agency shall ensure that the wages to the **SAFAIWALAS/ WORKERS** will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force at Dehradun (rates fixed by the Central Labour Commissioner office, Dehradun / State Labour Commissioner, whichever are higher) and other mandatory rules as in force. Further, the Firm/Agency shall also ensure that the contribution towards the **EPF** and **ESI** in respect of each worker is being remitted to the concerned authorities on time.

11. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Safaiwalas/ Workers employed by it and deployed in Kendriya Vidyalaya, IMA, Dehradun.

12. The Firm/ Agency should have it's Office / Branch Office in Uttarakhand.

13. Verification of **CHARACTER AND ANTECEDENTS** of the 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 Safaiwalas/ Workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.

14. The Vidyalaya shall not provide any accommodation or living facilities to the **SAFAIWALAS/WORKERS**.

15. The Safaiwalas/ Workers should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required by the Vidyalaya.

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

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

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

19. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.

20. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.

21. The quoted rates of **SERVICE CHARGES / ADMINISTRATIVE CHARGE** will be inclusive of all other charges viz Supervisory charges, Dresses, leave, etc and no other charges will be paid extra by the KV.

22. The Service Charge / Administrative Charge quoted by the Contractor/ Firm should not be less than 05 (FIVE) percent of the bill amount. The Bill amount shall include -Remuneration, EPF Contribution share of Principal employer, ESI Contribution share of Principal Employer.

23. **The KVs are presently exempted** from payment of **Service Tax**. Hence, no payment shall be made by this Vidyalaya on this account till such time the exemption is granted by the concerned authority.

24. The contract shall be finalized on the basis of least **Service Charges/ Administrative charge (but not below 5% of the total bill amount)** quoted by the contractor. However, unrealistic Service Charges although quoted lowest may not be considered by the KV. In case, service charge quoted by two or more agencies are same, the **L1 will be decided on the basis of higher satisfactory experience of working in a Kendriya Vidyalaya, IMA, Dehradun, other KVs, KVS and in order of merit decided by KV, IMA, Dehrdun.**

25. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. **The monthly bill shall include Wages, EPF, ESI & Service Charges/Adm./ Supervisory charges.** The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by through RTGS only.

26. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

**27. The material such as** - Brooms, Dusters, Brushes, Acids, Detergents, Disinfectants, Phenyl, Naphthalene balls, Soaps, Wiper, Dustbins, etc shall be provided by the Vidyalaya for use of Safaiwalas/Workers for cleanliness purpose in the Vidyalaya. The Service Provider has nothing to do with the cost and quality of material.

28. 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, IMA, Dehradun. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.

29. 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.

30. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of Rs **100/-** to be submitted by the Service Provider and to be signed by both the parties.

31. निविदा प्रपत्र जमा करने से पूर्व टेकेदार/एजेंसी यह सुनिश्चित करे कि पूर्व में उनकी फर्म के टेके को असफल प्रदर्शन अथवा टेके के नियमों/शर्तों के उलंघन के कारण किसी भी सरकारी/अर्धसरकारी/निकाय/अन्य विभागों द्वारा निरस्त नहीं किया गया हो क्योंकि उक्त विभागों द्वारा उनका टेका निरस्त होने के कारण वे के0वि0, भा0सै0अ0, देहरादून में निविदा हेतु पात्र नहीं हैं।

32. The Agency must have a minimum' of **two years' experience** in providing **Conservancy/ Housekeeping** Services to KVs/KVS, Central Government Departments/Autonomous Body/ State Govt/ Public Sector Companies/Banks. Proof relating to services to KVs/KVS, Central Government/State Governments/ Autonomous Body/ PSUs/ Banks along with attested copies of the work order should be enclosed.

33. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya, IMA, Dehradun. 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 Dehradun. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at **Dehradun**.

34. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.

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केन्द्रीय विद्यालय, भारतीय सैन्य अकादमी  
देहरादून- 248 007 (यू०के०)  
KENDRIYA VIDYALAYA, INDIAN MILITARY ACADEMY  
DEHRADUN- 248 007 (U.K)  
E\_mail: kvimaddn@yahoo.co.in  
Web Site: <https://dehradunima.kvs.ac.in>  
Phone: 2773470, 2772656

दिनांक / Date: 19.07/2019

**5 - दण्ड का प्रावधान**  
**PENALTY CLAUSE**

Penalty will be levied, for the violation of terms & conditions of the contract in the following manner: **(Amount in Rs.)**

Sl. No.	Violation	Penal amount per month (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 without any intimation	500/-	1000/-	1500/-	For each violation.
04	Non compliance of any other terms & conditions	500/-	1000/-	1500/-	For each violation.

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## केन्द्रीय विद्यालय, भारतीय सैन्य अकादमी

देहरादून- 248 007 (यू०के०)

KENDRIYA VIDYALAYA, INDIAN MILITARY ACADEMY

DEHRADUN- 248 007 (U.K)

E\_mail: kvimaddn@yahoo.co.in ,Web Site: <https://dehradunima.kvs.ac.in>

Phone: 2773470, 2772656

दिनांक /Date:19.07/2019

### 6. तकनीकी बोली हेतु योग्यता का मापदण्ड /

### **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 (HQ/ Branch Office) of the Applicant/ Service Provider should be located in **Uttarakhand**. (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 with the concerned authority of Govt should also be enclosed along with the tender.

C. Proof relating to services to KVs/KVS, Central Government/State Governments/ Autonomous Body/ PSUs/ Banks 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 **2017-18 and 2018-19** issued by the Bank, should be enclosed.

E. The Applicant's agency (not individual) should be registered with **GST, EPFO, ESIC, etc.** Certified copies of the registration shall be attached with the Technical Bid document by the agency.

F. The bidding firm has to give a self-certified certificate that the contract of the concerned firm has not been terminated / firm **has not been blacklisted** by any KV/ KVS/Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks/firm, etc. due to unsatisfactory performance of the firm.

G. The Contractor/ Firm/Agency should meet all the requirements as mentioned in the Tender Document.

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

Xxx

## 7. FORM FOR TECHNICAL BID

Name of firm/ Agency:.....

तकनीकी बोली /TECHNICAL BID		
1	Name of Agency	
2	<b>Nature of the concern:</b> (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of <b>Registered Office</b> with phone No. & e.mail ID	
4	Full address of <b>Operating/ Branch Office</b> in Uttarakhand (attach proof ).	
5	<b>Banker</b> of Agency with full address (Attach Bankers certificate of account maintenance for the last two years)	
6	<b>Registration No. / License No.</b> of the Agency (attach attested copy of the Registration)	
7	<b>GST Registration No.</b> (attach attested copy of the Registration)	
8	<b>EPFO Registration No.</b> (attach attested copy of the Registration)	
9	<b>ESIC Registration No.</b> (attach attested copy of the Registration)	
10	<b>PAN No.</b> of the Agency ( attach copy of card)	
11	Details of <b>major contracts</b> handled in last 02 (two years)	Attach as per format- Annexure-I
12	Self- certificate about <b>non termination/ blacklisting of firm</b>	Attach as per format- Annexure-II.
13	Total Number of employees with the Agency	
14	<b>Date and details of remittance of EMD of Rs. 10,000/-</b> through RTGS/ NEFT to KV, IMA,Dehradun before depositing the Tender	Date of remittance: Bank & address from which remitted: (Attach a proof of the same)
15	<b>Date &amp; details of remittance of Rs. 1000/- towards cost of Tender document</b> through RTGS/ NEFT is enclosed (even if the same is downloaded from KV website).	Date of remittance: Bank & address from which remitted: (Attach a proof of the same)
16	Acceptance of Terms & Conditions of tender documents.	Attached as per format – Annexure- III

The documentary proof as stated above, duly self attested alongwith Annexure-I to VI are enclosed.

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

S E A L:.....



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

## FORM FOR FINANCIAL BID

<b>वित्तीय बोली हेतु प्रपत्र / PERFORMA FOR FINANCIAL BID</b>		
1	<b>Name of Agency with complete address:</b>	
2	Area / Blocks of KV, IMA, Dehradun	Area of KV : 15 Acres approx. Secondary Block, Primary Block, Temporary Rooms, Play Grounds, Open Area, Cycle /scooter/ Car Stands & toilets in each block. The Area/ compound is surrounded by a boundary wall, and fencing on the south side / pond side, with two Gates.
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 cleaning/sweeping, etc on Sunday/ Gazetted holiday(s), whenever required, will be paid on pro-rata basis.
4	Min. No. of <b>Safaiwalas</b> required in the Vidyalaya	<b>Total 05 (FIVE) including a Lady worker.</b>
<b>Sl. No.</b>	<b>DETAILS OF RATES QUOTED</b>	
<b>I. FIXED (NOT NEGOTIABLE)</b>		
1	Min. Wages as per notification from the Office of the Central Labour Commissioner, Dehradun, per <b>Safaiwala</b> , as amended from time to time.	The amount shall be paid to the Agency by the Vidyalaya, as per rates prescribed by the concerned authorities, from time to time. However, a proof of latest rates of wages, EPF/ESI contribution, as notified by the concerned departments shall have to be furnished by the Service provider with the monthly bill.
2	E.P.F. Contribution by Principal Employer	
3	E.S.I. Contribution by Principal Employer	
4	Any other Tax payable by the KV, if otherwise applicable	
<b>II. NEGOTIABLE:</b>		
<b>1. CONTRACTOR'S SERVICE CHARGES / ADMINISTRATIVE CHARGES PER MONTH.</b> IT SHOULD BE FURNISHED IN THE FORM OF % age (PERCENTAGE) OF THE BILL AMOUNT. [SHOULD NOT BE LESS THAN 5%].  [The monthly bill for the purpose includes : Wages + EPF + ESI contribution. (The Service Charge/ Adm Charge should includes the amount to be met by the Contractor on Uniform, Supervision, any other adm. / incidental/ misc. charges, cost of items to be provided to the works as mentioned in the tender, etc.etc.)]		.....(in figure) <b>Percent (%)</b> of the monthly bill amount.  .....(in words) <b>Percent(%)</b> of the monthly bill amount.

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name : .....

**S E A L O F F I R M** .....

9. ठेके से पूर्व ईमानदारी समझौता /  
PRE-CONTRACT INTEGRITY PACT

ATTACHED

<p>पिछले दो वर्षों के ठेकों का विवरण /  <b>DETAILS OF CONTRACTS OF LAST TWO YEARS</b></p>
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DETAILS OF MAJOR CONTRACTS WITH KV/KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING **CONSERVANCY/ HOUSE KEEPING SERVICES** DURING THE LAST TWO YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last two years work order may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Rs. 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: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal of the firm.....

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

***ANNEXURE-II***

**Ref: F. No.....**

**Date:.....**

**SELF CERTIFICATE**

This is to certify that M/S.....  
..... (name &  
address of Agency/firm) is neither been blacklisted by any KV/ KVS/ Central  
Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks/firm, etc.  
nor any criminal case is registered against the firm.

This is also certified that the contract of the Contractor /Agency/Firm has never  
been terminated by any KV/ KVS/ Central Government Department/ State Govt/  
Autonomous Body/ PSUs/ Banks/firm, etc. due to unsatisfactory performance of  
the firm.

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name : .....

Seal .....

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

**ANNEXURE-III**

**केन्द्रीय विद्यालयों में कार्य का अनुभव /  
DETAILS OF CONTRACTS IN KENDRIYA VIDYALAYAS**

DETAILS OF CONTRACTS WITH **KENDRIYA VIDYALAYAS** HANDLED BY THE TENDERING  
AGENCY FOR PROVIDING **CONSERVANCY/ HOUSE KEEPING SERVICES** DURING THE  
LAST TWO YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last two years work order may be enclosed)

S. No.	Name of Kendriya Vidyalaya with full address	Amount of Contract (Rs. 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: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal .....

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

*ANNEXURE-IV*

**:ACCEPTANCE OF THE TENDERERS:**

1. I / We have carefully gone through the 'CONTENTS OF TENDER DOCUMENT'.
2. All the Terms & Conditions enumerated in the document have been read by me/us and the same are accepted by me/us.
3. I/We meet all the requirement for submission of Tender.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

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

*ANNEXURE-V*

**:DECLARATION BY THE TENDERERS:**

I/We, hereby undertake that payment to the workers deployed by the Agency at **KV, IMA, Dehradun** shall be paid as per approved wages of **Central Labour Commissioner, Dehradun office/ Govt of Uttarakhand (whichever are higher)** and the Agency has been complying with all the statutory provisions in respect of the workers deployed.

The payment of wages shall be paid by us to the employees of the Agency through RTGS/NEFT to their concerned bank account numbers.

My/our Agency is registered with the **GST , EPFO & ESIC**. I / we shall remit the contribution of workers & management share to these authorities, as per rules.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....



**NAME OF AGENCY/ FIRM.....**

**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. The decision of the KV, IMA, Dehradun in awarding the contract to any firm is binding upon us.
5. I hereby undertake to work at **L-1** rates as per the terms and conditions given in the tender documents.

**Signature of authorized person.....**

**Date:.....**

**Full Name.....**

**Place: .....**

**Mobile /Telephone No.....**

**Seal of the firm.....**

## **11. CHECK LIST & ENCLOSURES TO BE SUBMITTED WITH THE TECHNICAL BID**

1. **The Technical bid** duly filled in by a person authorized by the Agency/ Service Provider, in prescribed proforma, is placed at **Page No.1.**
2. Proof of address of the Agency is placed at **Page No.2**
3. Banker's Certificate has been placed at **Page No.3**
4. Attested copy of Registration of Agency is placed at **Page No.4**
5. Attested copy of Registration with GST is placed at **Page No.5**
6. Attested copy of registration with EPFO is placed at **Page No.6**
7. Attested copy of registration with ESIC is placed at **Page No.7**
8. Attested copy of PAN No. is placed at **Page No.8**
9. Annexure: **I to VI**, as prescribed, are duly filled in and are enclosed herewith.
10. Proof of RTGS/NEFT for **Rs.10,000/-** towards payment to 'Kendriya Vidyalaya, IMA, Dehradun' on account of **EMD is attached to the Technical Bid document.**
11. Proof of RTGS/NEFT for **Rs.1000/-** towards payment to 'Kendriya Vidyalaya, IMA, Dehradun' on account of cost of tender document (The amount is to be paid even the tender form has been downloaded from KV website) **is attached to the Technical Bid document.**
12. All the pages are signed with seal of the firm.
13. **The Tender should be submitted through REGD. POST or SPEED POST or BY HAND only.**

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

**S E A L O F F I R M** .....