**केन्द्रीय विद्यालय**

**आयुध निर्माणी, मुरादनगर, गाजियाबाद(उ०प्र०)**

**KENDRIYA VIDYALAYA**

**Ordnance Factory, Muradnagar ,GHAZIABAD (U.P.)**

**🕾**01232-298808

E-mail: [kvofm.principal@gmail.com](mailto:kvofm.principal@gmail.com) Website: [www.muradnagar.kvs.ac.in](http://www.muradnagar.kvs.ac.in)

CBSE Aff.No.:2100034 School Code:08543

**निविदा दस्तावेज / TENDER DOCUMENT**

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract**.

Sir/Madam,

1. The Kendriya Vidyalaya OF MURADNAGAR, District – Ghaziabad, Uttar Pradesh, Pin-201206, 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.

1. Sealed competitive Bids in two bid system are invited by The Principal, Kendriya Vidyalaya O.F. Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206 . Kendriya Vidyalay form the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

A.

|  |  |
| --- | --- |
| **Area of the Building** | Kendriya Vidyalaya Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206 |
|  | is having four blocks viz. |
|  | Lab & Library block, Primary block, Secondary& Sr. Secondary Block |
|  | and Main entrance block. There is an assembly ground inside the campus. |
|  | Parties are advised to see the location before quoting. |
| **Address/Location of the Building** | Kendriya Vidyalaya O.F. Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin - 201206 |

1. **Man power required:-**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.** | | **Category of** | **Number** | | **of** | | **As per the following shifts** | **Remark** |  | |  | |  | | |
| **No.** | | **Manpower** | **personnel** | |  | |  |  |  | |  | |  | | |
|  |  | **required in the** | | | |  |  |  | |  | |  | | |
|  |  |  |  |  |  | |  | |  | | |
|  |  |  | **shifts** | |  | |  |  |  | |  | |  | | |
|  |  |  |  |  |  | |  |  | | |  | |  | | |
| 1. |  | Security Guards | 01 (one) | |  | | Shift I –from 6.00AM to 2.00 PM | 1 day off for each | | |  | | |  |
| 2. |  | Security Guards | 01 (one) | |  | | Shift II –from 2.00PM to 10.00PM | security | person & in | |  | |  | | |
| 3. |  | Security Guards | 01 (one) | |  | | Shift III –from 10.00PM to | the off | day substitute | |  | |  | | |
|  |  |  |  |  |  | | 6.00AM | person | will be provided | |  | |  | | |
|  |  |  |  |  |  | |  |  | | |  | | |  |
| 4. | | Gardener | 02 (two) | | | | Gardening of our Lawns & Garden of Vidyalaya |  | | |  | |  | | |
| 5. | | Conservancy Personnel | 04 (Four) | | | | 7:00 A.M. to 4 P.M. |  | | |  | |  | | |
| 6. | | Electrician / Plumber / Data Entry Operator | 01 (One) | | | |  | As and when required basis | | |  | |  | | |
| **Sl. No.** | | **Category of Manpower** | **Responsibilities** | | | |  |  | | |
|  | |  |  | | | |  |  | | |
|  |  |  |  |  | | | | | | | | | |  |
| 1. | | Security Guards | To provide round the clock security/guard in the Vidyalaya for the safety security of the | | | | | | |  | | | | | |
|  | |  | Vidyalaya property. | | | | | | |  | | | | | |
| 2. | | Conservancy Personnel | Cleanliness of Primary section & Secondary Section , ladies(Girls) toilets, Grounds etc. | | | | | | |  | | | | | |
|  |  |  |  |  |  |  | |  |  | |  |  | | | |

1. Material to be used for cleanliness will be supplied by the vidyalaya.

* + - 1. **Quoted Price:**
  1. The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.
  2. Service charges less than TDS as NIL and such bids would be summery rejected.
  3. 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.
  4. The Bidder shall deposit Rs.10,000/- in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of VVN A/C,KendriyaVidyalaya, OF Muradnagar payable at UBI, Modinagar, as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  5. **Exemption from payment of EMD:** The National Small Scale Industries Corporation Ltd. (NSIC) under SinglePoint Registration Scheme and **holding a valid Registration certificate with NSIC, are exempted from** **payment of ‘Earnest Money Deposit’. The firm must have to submit enclose documentary proof of this effect.**
  6. The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.10,000/- (Rupees Ten Thousand Only) valid for fourteen months from the date of award of the 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.
     1. Telex or Facsimile Bids are not acceptable.

1. Each Bidder must submit only one Bid.
2. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed forsubmission of Bids.
   * + 1. **Terms and Conditions**:
          1. The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.
          2. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
3. The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents :-
   1. Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.
   2. Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.
   3. It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
   4. Muster roll for the month.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

1. The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
2. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter /Client.
3. The normal office hours of Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206 is from 7.30 am to 2.40 pm 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. Vidyalaya 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.
4. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration -A1

|  |  |  |
| --- | --- | --- |
| Where A1 = | Monthly remuneration X Nos. of days of absence Nos. | |
|  | of days in the month |  |

1. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206. 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 OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206 shall be made within 24 hours.
2. The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.
3. In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206 reserves the right to claim and recover damages from Contracting Agency.
4. The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
5. The Contracting Agency will deploy the trained/professional security guards/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from any infectious disease before deployment for work.

The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.

**7. BIDDING PROCEDURE:**

It is proposed to have a **Two Bid System** in this Tender, i.e. Technical Bid and Financial Bid.

1. **Technical Bid:** The bidder should specifically provide full details of the Agency in this Bid. The Technical Bid

is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** the full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206**. **Please note that the prices should not be indicated in the Technical Bid.**

1. Financial **Bid:** The bidder should submit the Financial Bid as per **Annexure-**VI in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206**. **Along with covering letter for submission of financial bid given at Annexure-**V**.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for** **providing Security ,Conservancy & Gardening Services in THE PRINCIPAL, Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206. on service charge**

**basis** ” and addressed to **THE PRINCIPAL, Kendriya Vidyalaya OF Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206.**

The Technical Bid shall be accompanied by a Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.10,000/-drawn in favour of VVN A/C,KV,OF Muradnagar payable at UBI,Modinagar, towards EMD. The Technical Bid shall be accompanied by a

1. of Rs.1000/-( One Thousand only) drawn in favour of VVN A/C,KV,OF Muradnagar payable at UBI,Modinagar towards cost of tender document. Technical Bids received without the Application Fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, KV, OF Muradnagar in this regard shall be final and binding. Only those bidders, who’s Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on 30.07.2021 **at 15:00 Hrs**. Financial Bids of only those who qualify in the technical way.

Financial Bid will be opened thereafter.

1. **Evaluation of Bid:**

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

1. The bid will be treated as non-responsive if following documents are not attached :-
   1. 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.
   2. Audited Balance Sheet & Profit and Loss Account.
   3. List of clients during last 3 years along with cost of assignment.
   4. Average Turn Over Two Crores Fifty Lakh for Last Three Year By C A Verified.
   5. PAN No. and copy of last assessment order / copy of IT return.
   6. Attested copy of proof of EPF registration.
   7. Attested copy of proof of ESI registration.
   8. Attested copy of proof of ISO Registration.
   9. Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
   10. Attested copy of Labour registration certificate.
   11. Attested copy of valid Labour License.
   12. Copy of current labour rate issued from the Competent Authority.
   13. DD/Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD / Pay Order of Rs.10,000/- drawn in favour of VVN A/C,KendriyaVidyalaya
       1. Attested Copy of agreement of Training Institute of Guard.
       2. Attested copy of Registration of (MSME) Provide UAN No.
       3. Attested Copy of PCC Director/Partner/Proprietor.
2. The evaluation will be done for all the items put together. Indenting Office will award the contract to The lowest evaluated responsive bidder.
3. **Award of Contract:**
   1. The indentor will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price as per para 3.In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed:
   2. Company having Experience in working in Kv’s /Educational Institutions will be Preferred.
   3. The intendor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (**B**) above.
   4. The indentor 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.
   5. Notwithstanding the above, the indentor reserves the right to accept or reject all Bids and to cancel the biding process and reject all Bids at any Time prior to the award of the contract.
4. **Last date and time of receipt of Bids**: You are requested to submit the sealed Bids superscribed on the

Envelope as Bids for Providing Security & Conservancy Services in Kendriya Vidyalaya O.F. Muradnagar, District – Ghaziabad, Uttar Pradesh, Pin-201206. **On service charge basis. On or before 26.07.2021 by 15:00 Hrs. The tenders** Will be opened at 1500 Hrs at KV OF Muradnagar UP in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative). If any On **30.07.2021 at 15:00 Hrs**. If the last date of depositing and opening of tenders happens to be declared holiday. Then the Tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule Remaining unchanged. The indentor look forward to receive the Bid in the format of Bid attached only and Appreciate the interest of the service provider in the Vidyalaya office.

Yours faithfully,

PRINCIPAL

KENDRIYA VIDYALAYA, O.F. Muradnagar

Dist. - Ghaziabad UP

For and on behalf of the Kendriya Vidyalaya



|  |  |  |
| --- | --- | --- |
| **निविदा दस्तावेज** | |  |
| **TENDER DOCUMENT** | |  |
| एक नजर में निविदा के महत्वपूर्ण **/ Important points of the tender at a glance:** | |  |
|  |  |  |
| निविदा का शीर्षक / Title of the Tender: | Out-sourcing of the security, conservancy and Gardening services etc. |  |
|  |  |  |
| निविदा का प्रकार / Type of the tender | Open and advertised. Two bid system. |  |
|  |  |  |
| निविदा की श्रेणी / Tender Category | Services |  |
|  |  |  |
| निविदा प्रकाशन की तिथि /Date of publication of tender | 08.07.2021 |  |
| निविदा दस्तावेज डाउनलोड / बिक्री आरम्भ करने की तिथि / | 10.07.2021 10:00 Hrs |  |
| Tender Document Download / Sale Start Date |  |  |
| निविदा प्रपत्र जमा करने की आरम्भ तिथि /Bid submission start date | 10.07.2021 10:30 Hrs |  |
|  |  |  |
| निविदा दस्तावेज डाउनलोड / बिक्री समाप्त करने की तिथि / | 24.07.2021 12:00 Hrs |  |
| Tender Document Download / Sale end Date |  |  |
| निविदा जमा करने की अंतिम तिथि व समय | Date: 26.07.2021 up to: 15:00Hrs. |  |
| Last date and time of submission of tender |  |  |
| निविदा प्रक्रिया / Bidding System | Two bid System |  |
|  | (Technical Bid-Envelop: I, Financial Bid- Envelop: II) |  |
|  |  |  |
| निविदा दस्तावेज का मूल्य / Price of Tender document | Rs.1000/-(Rupees One Thousand only.)-Nonrefundable. |  |
|  |  |
| निविदा राशि / Earnest Money Deposit\* | Rs.10,000/-(Rupees Ten Thousand Only) refundable without interest. |  |
|  | \*The National Small Scale Industries Corporation Ltd. (NSIC) |  |
|  | under Single Point Registration Scheme and holding a valid |  |
|  | Registration certificate |  |
|  | With NSIC, are exempted from payment of ‘Earnest Money |  |
|  | Deposit’. |  |
|  |  |  |
| निविदा की वैधता अवधि / Bid validity period | 90 day from last date. |  |
|  |  |  |
| निविदा जमा करनेका माध्यम / Mode of deposit of tender | Registered Post or deposited in drop box kept at school for |  |
| documents | this purpose Only. |  |
|  |  |  |
| निविदा जमा करने का पता / Address for deposit of tender | THE PRINCIPAL |  |
| documents | KENDRIYA VIDYALAYA OF MURADNAGAR |  |
| DISTRICT- GHAZIABAD UTTAR |  |
|  |  |
|  | PRADESH-201206 |  |
| निविदा दस्तावेज का मूल्य व निविदा राशि को जमा करने का माध्यम | Offline. Separate DEMAND DRAFT(DD) or BANKER’S |  |
| /Mode of | CHEQUE or PAY ORDER for tender document & EMD in |  |
| deposit of tender document price and EMD. |  |
| Favor of VVN A/C KV, OF MURADNAGAR, and payable at UBI, MODINAGAR. |  |
|  |  |
|  |  |  |
| निविदा खोलने की तिथि व समय / Date & Time of opening tender | Date 30.07.2021 Time 03:00 PM. |  |
|  |  |  |

**Letter head of the bidding firm**

**Annexure-I**

**Part-(i)**

**COVERING LETTER OF TECHINAL TENDER FORM**

Date

|  |  |  |
| --- | --- | --- |
| Ref. Your Tender Document No. |  | Dated |
| To, | |  |
| The Principal | |  |
| Kendriya Vidyalaya, O.F. Muradnagar | |  |
| Distt Ghaziabad | |  |
| Uttar Pradesh | |  |
| Pin-201206 | |  |
| Sir, | |  |

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security and conservancy staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
6. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

**(Signature with date)**

**(Name and designation) Duly Authorized to sign tender for and on behalf**

**of**

**(Name of Tenderer)**

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

**Letter head of the firm**

**Annexure-I**

**Part-(ii)**

**Declaration**

1. I, …………………… son/daughter of Shri…………………………, proprietor/partner/director/authorized

signatory of M/s ……………………..........................................................................., am competent to

sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
2. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person

(Name, designation and seal)

Date:

Place:

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

**Annexure-I**

**Part-(iii)**

|  |  |  |
| --- | --- | --- |
|  | **PROFORMA FOR TECHNICAL SPECIFICATIONS** | |
|  |  |  |
| **Sl.No.** | **Particulars** | **To be filled by the tenderer** |
|  |  |  |
| 1. | Name of the Agency |  |
| 2. | Date of establishment of the agency |  |
|  |  |  |
| 3. | Establishment ID |  |
|  |  |  |
| 4. | Detailed office address of the Agency with Office Telephone |  |
|  | Number, Fax Number and Mobile Number and name of the contact |  |
|  | person |  |
| 5. | Whether registered with and holding license from all concerned |  |
|  | Government Authorities including registration under Contract |  |
|  | Labour (Regulation & Abolition) act, 1970. |  |
|  | (Copies of all certificates of registration to be enclosed) |  |
| 6. | PAN/TAN Number (copy to be enclosed) |  |
| 7. | Labour License Number (copy to be enclosed) |  |
| 8. | Service Tax/GST Registration Number (copy to be enclosed) |  |
| 9. | EPF Registration Number (copy to be enclosed) |  |
| 10. | ESI Registration Number (copy to be enclosed) |  |
| 11. | Whether the firm is blacklisted by any Government |  |
|  | Department/autonomous body or any criminal case is registered |  |
|  | against the firm or its owner/partners anywhere in India. (If no, a |  |
|  | notarized court affidavit is to be attached in this |  |
|  | regard) |  |
| 12. | Whether all the pages of tender document are duly signed by |  |
|  | authorized signatory, in token of acceptance of the same, is |  |
|  | Attached. |  |
|  |  |  |
| 13. | Whether agency profile is attached? |  |
| 14. | Length of experience in the field. |  |
|  |  |  |
| 15. | Attested Copy of agreement of Training Institute of Guard. |  |
|  |  |  |
| 16. | Copy Average Turn Over Two Corers Fifty Lakh for Last Three |  |
|  | Year By C A Verified. |  |
|  |  |  |
| 17. | Copy Attested copy of proof of ISO Registration. |  |
|  |  |  |
| 18. | Copy Attested Copy of PCC Director/Partner/Proprietor. |  |
|  |  |  |
| 19. | Current status of No’s of staff/supervisor registered with ESI/EPF |  |
|  | and their details (Documentary proof ) |  |
|  |  |  |
| 20. | (MSME) Registration UAN No Provide (Copy to be enclosed) |  |
|  |  |  |
| 21. | Details of other clients/ establishment/ organization where the |  |
|  | bidder has supplied similar services during the period of April |  |
|  | 2010 to March 2019 in **Annexure-III** along with documentary |  |
|  | proof. |  |
|  |  |  |

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **ANNEXURE-II** |
| **CHECKLIST OF DOCUMENTS TO BE SUBMITTED** | | | | |  |
| **Sl.No.** | **Documents to be submitted** |  | **Submitted /** | **Remarks** | **Part of Technical** |
|  |  |  | **Not** |  | **Bid(TB)/Financial** |
|  |  |  | **Submitted** |  | **Bid.(FB)** |
| 1) | Covering letter for Technical Bid: **Annexure: I [Part-(i)]** | |  |  | TB |
| 2) | Declaration by the firm: **Annexure: I [Part-(ii)]** | |  |  | TB |
| 3) | Copy of proforma for Technical Specification: | |  |  | TB |
|  | **Annexure: I [Part-(iii)]** |  |  |  |  |
|  |  | |  |  |  |
| 4) | Duly signed (signature of authorized signatory on each page) | |  |  | TB |
|  | tender documents as a token of acceptance of all T& C of | |  |  |  |
|  | Tender. |  |  |  |  |
| 5) | Copy of Registration certificate of EPF |  |  |  | TB |
| 6) | Copy of Registration Certificate of ESI |  |  |  | TB |
| 7) | Copy of Labour license. |  |  |  | TB |
| 8) | Copy of Income Tax Return for last 5 years | |  |  | TB |
| 9) | Copy of Service Tax Registration & GST Registration | |  |  | TB |
| 10). | Copy of average Turn Over Two Crores Fifty Lakh for Last | |  |  | TB |
|  | Three Year By C A Verified. |  |  |  |  |
|  |  | |  |  |  |
| 11). | Attested copy of proof of ISO Registration. | |  |  | TB |
|  |  | |  |  |  |
| 12). | Attested Copy of agreement of Training Institute of | |  |  | TB |
|  | Guard. |  |  |  |  |
|  |  | |  |  |  |
| 13). | Attested Copy of PCC Director/Partner/Proprietor. | |  |  | TB |
|  |  |  |  |  |  |
| 14). | Copy of ISO-9001-2008 Certificate |  |  |  | TB |
| 15). | Copy of PAN/TAN Card |  |  |  | TB |
| 16). | Rs.10,000/- in the form of Bank Guarantee valid for 135 days | |  |  | TB |
|  | after the date of submission of bids or DD/Pay Order drawn | |  |  |  |
|  | in favour of VVN A/C,KV,NTPC,KANIHA payable | |  |  |  |
|  | At SBI, Telesingha | Branch |  |  |  |
|  | (NTPC Campus), Deepshikha, Kaniha. |  |  |  |  |
| 17). | Notarized affidavit of the effect that the firm was not | |  |  | TB |
|  | Blacklisted/debarred by any government agency. | |  |  |  |
|  |  | |  |  |  |
| 18). | List of clients indicating quantum of work executed with | |  |  | TB |
|  | Them[**Last 3 Years**] — attach **Annexure-III** and | |  |  |  |
|  | documentary proof. |  |  |  |  |
| 19). | Covering letter for submission of Financial Bid. | |  |  | TB |
|  |  | **Annexure-IV** |  |  |  |
| 20). | Rate quoted complied with the Minimum Wages Act of | |  |  | TB |
|  | Government of India (Central Govt.) with all other statutory | |  |  |  |
|  | provisions. | **Annexure-V** |  |  |  |
|  |  |  |  |  |  |

Important Note- The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

................................................................................................................................................................................

**N.B:** The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed withTechnical Tender along with documentary proof. In no case the documents related to **financial bid** i.e. Annexure-IV & V should be placed into envelop for technical bid.

**‘ANNEXURE-III’**

Name of Govt / Semi Govt agencies,PSU to whom the bidder has extended similar services during last five years [ **April** 2015**-March** 2019]

Name of the Agency and address: - …………………………………………………………………………………………………………………………………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No | Financial | Name of the Govt/Semi Govt agencies,PSU | Period of contract | | Total number of employee engaged | |
|  | Year |  | (From………………To……………..……) | | altogether | |
|  |  |  |  |  |  |  |
| 1. |  | i. |  |  |  |  |
|  |  | ii. |  |  |  |  |
|  |  | iii. |  |  |  |  |
|  |  | iv. |  |  |  |  |
|  |  | v. |  |  |  |  |
| 2. |  | i. |  |  |  |  |
|  |  | ii. |  |  |  |  |
|  |  | iii. |  |  |  |  |
|  |  | iv. |  |  |  |  |
|  |  | v. |  |  |  |  |
| 3. |  | i. |  |  |  |  |
|  |  | ii. |  |  |  |  |
|  |  | iii. |  |  |  |  |
|  |  | iv. |  |  |  |  |
|  |  | v. |  |  |  |  |
|  |  |  |  |  | **(Signature with date)** | |
|  |  |  | **(Name and designation) Duly authorised to sign tender for and on behalf of** | | | |
|  |  |  |  |  |  | **(Name of Tenderer)** |

**N.B:** The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender along with certified & reliabledocumentary proof.

**Letter head of the bidding firm**

**Annexure IV**

**Covering letter for submission of Financial Bid**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Letter No: |  |  |  | Date: | | |  |  |
| To, |  |  |  |  |  |  |  |  |
| The Principal |  |  |  |  |  |  |  |  |
| Kendriya Vidyalaya |  |  |  |  |  |  |  |  |
| O.F. Muradnagar |  |  |  |  |  |  |  |  |
| District Ghaziabad |  |  |  |  |  |  |  |  |
| UP Pin-201206 |  |  |  |  |  |  |  |  |
| Dear Sir, |  |  |  |  |  |  |  |  |
| We, the undersigned, offer to provide security, conservancy & Gardening services in accordance with your request dt. | | | | | |  | . | |
| Our attached Financial Proposal | is | for | the |  | sum |  |  | of |

(in words and figures).

This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]

:

Name and Title of Signatory

:

Name of Firm and address

: