



केन्द्रीय विद्यालय क्रमांक 1.तेजपुर KENDRIYA VIDYALAYA No. 1 TEZPUR

(मानव संसाधन विकास मंत्रालय के शिक्षा विभाग के अधीन एक स्वायत्तशासी निकाय)

An Autonomous Body under the Ministry of H.R.D., Department of Education (Govt. of India)

पोस्ट / P.O.: - डेकारगाँव / Dekargaon, जिला / Dist:- सोनितपुर / Sonitpur, असम/ Assam पिन - 784501

Website- <https://no1tezpur.kvs.ac.in> Email- armytezpur1498@gmail.com Phone-03712-258111 (Civil), 2377 (Army)

School Affiliation Number: 200006

C.B.S.E. School Code:- 05025

Ref. No. F.20/1498 / 089 B / KVT/2020-21/

Dated 08.07.2020

आउटसोर्सिंग द्वारा विद्यालय की सुरक्षा, बागवानी एवं साफ़-सफ़ाई सेवाओं हेतु निविदा दस्तावेज़ (2020-21)

Tender Document for providing Security, Gardening & Housekeeping/ Conservancy Services, through outsourcing in the Vidyalaya (2020-21)

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School Affiliation Number: 200006 C.B.S.E. School Code:- 05025

Ref. No. F.20/1498 / 089 B / KVT/2020-21/

Dated 06.07.2020

TENDER NOTICE

विद्यालय की सुरक्षा , बागवानी एवं साफ़-सफाई सेवाओं हेतु निविदा आमंत्रण (2020-21)

केन्द्रीय विद्यालय क्र. 01 असम में आउटसोर्सिंग द्वारा विद्यालय भवन एवं संपूर्ण प्रांगण की सुरक्षा ,बागवानी एवं साफ़-सफाई की सेवाओं हेतु निविदा आमंत्रित की जा रही है | उक्त कार्य करने हेतु इच्छुक पंजीकृत एवं अनुभवी फर्म/एजेंसी , निविदा प्रपत्र विद्यालय के कार्यालय अथवा विद्यालय की वेबसाइट www.no.1tezpur.kvs.ac.in से प्राप्त कर सकते है | पूर्ण रूप से भरे हुए निविदा प्रपत्र निविदा मूल्य रू 500/ एवं मांगी गई धरोहर राशि EMD (के साथ केवल त्वरित डाक अथवा पंजीकृत डाक द्वारा दिनांक.31/07/2020 सांय 5:00 बजे तक विद्यालय कार्यालय में जमा किए जा सकते हैं | अधिक जानकारी के लिए विद्यालय की वेबसाइट का अवलोकन किया जा सकता है।

प्राचार्य

Tender notice for Vidyalaya Security Services, Gardening & Housekeeping/Conservancy Services (2020-21)

Kendriya Vidyalaya No.1 Tezpur, Assam invites open tender enquiry for outsourcing of the Vidyalaya Security, Gardening and House-keeping/Conservancy Services for 2020-21 from eligible and experienced registered firms/agencies. They may collect the form from Vidyalaya office or download from the Vidyalaya website www.no.1tezpur.kvs.ac.in and the completed form must be sent to Vidyalaya Office through registered/speed post on or before 5:00 pm, 31/07/2020 along with tender document cost of Rs 500/- and required EMD.

For more details visit www.no.1tezpur.kvs.ac.in



केंद्रीय विद्यालय क्रमांक 1.तेजपुर KENDRIYA VIDYALAYA No. 1 TEZPUR

(मानव संसाधन विकास मंत्रालय के शिक्षा विभाग के अधीन एक स्वायत्तशासी निकाय)

An Autonomous Body under the Ministry of H.R.D., Department of Education (Govt. of India)

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पत्रांक सं. F.20/1498 / 089 B / KVT/2020-21/

Dated 08.07.2020

आउटसोर्सिंग द्वारा विद्यालय की सुरक्षा, बागवानी एवं साफ़-सफ़ाई सेवाओं हेतु निविदा दस्तावेज़ (2020-21)

Tender Document for providing Security, Gardening and Housekeeping/Conservancy Services through outsourcing in the Vidyalaya (2020-21)

एक नज़र में निविदा के महत्त्वपूर्ण बिन्दु / Important points of tender at a glance

1	निविदा का शीर्षक /Title of the tender	Out- sourcing of the Security, gardening & Housekeeping/ Conservancy Services in the Vidyalaya & its campus
2	निविदा का प्रकार /Type of the tender	Open and Advertised two bid System
3	निविदा की कोटि /Tender Category	Services
4	निविदा प्रकाशन की तिथि /Date of Publication of Tender	09/07/2020 in the daily Newspapers Purvanchal Prahari & The North East Times
5	निविदा दस्तावेज़ डाउनलोड /बिक्री आरंभ करने की तिथि Date of download of Tender Document/ Date of start of sale of Tender document	09/07/2020
6	निविदा प्रपत्र ज़मा करने की आरंभिक तिथि /Date of start of Bid Submission	09/07/2020
7	पूर्ण रूप से भरे हुए निविदा प्रपत्र ज़मा करने की अंतिम तिथि एवं समय Last date and time of submission of duly filled Tender (bidding) documents	31/07/2020 5.00 PM
8	पूर्ण रूप से भरे हुए निविदा प्रपत्र ज़मा करने का माध्यम /Mode of submission of duly filled Tender (bidding) documents	Only through Speed Post or Registered Post in the Vidyalaya Office
9	पूर्ण रूप से भरे हुए निविदा प्रपत्र ज़मा करने का पता /Address of submission of duly filled Tender (bidding) documents	THE PRINCIPAL KENDRIYA VIDYALAYA NO. 1, TEZPUR, POST – DEKARGAON, DISTRICT – SONITPUR, ASSAM-784501
10	निविदा प्रक्रिया /Bidding System	Two Bid System (Technical Bid- Envelope : I, Financial Bid- Envelope : II)
11	निविदा की वैधता अवधि /Bid Validity Period	90 days from the last date
12	निविदा दस्तावेज़ का मूल्य / Price of Tender Document	Rs. 500/- (Rs. Five hundred only) –Non-refundable
13	धरोहर राशि/ Ernest Money Deposit (EMD)	Rs. 5,000/- (Rs. Five Thousand only) Refundable without Interest
14	निविदा दस्तावेज़ का मूल्य एवं धरोहर राशि ज़मा करने का माध्यम / Mode of submission of Price of Tender Document and Earnest Money Deposit	Offline : Separate Demand Drafts (DD) Or Banker's Cheque for Tender Document and EMD in favour of " KENDRIYA VIDYALAYA NO. 1 TEZPUR VVN ACCOUNT " payable at UNION BANK OF INDIA, Tezpur
15	निविदा पूर्व मीटिंग की तिथि /Date of pre-Bid meeting	04/08/2020 1.00 PM
16	निविदा खोलने की तिथि, समय एवं स्थान /Date, time and place of opening of Bids	04/08/2020, 1.30 PM in the office of Principal Kendriya Vidyalaya No.1, Tezpur, Assam



केंद्रीय विद्यालय क्रमांक 1.तेजपुर

KENDRIYA VIDYALAYA No. 1 TEZPUR

(मानव संसाधन विकास मंत्रालय के शिक्षा विभाग के अधीन एक स्वायत्तशासी निकाय)

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पत्रांक सं. F.20/1498 / 089 B / KVT/2020-21/

Dated 08.07.2020

आउटसोर्सिंग द्वारा विद्यालय में, सुरक्षा, बागवानी एवं साफ़-सफ़ाई सेवाओं हेतु
सविस्तार निविदा दस्तावेज़ (2020-21)

Tender Document in Details

**for providing Security, Gardening and Housekeeping/Conservancy Services through
outsourcing in the Vidyalaya (2020-21)**

Sub : "Inviting Bids for engaging Service Provider Firm/Agency for providing Manpower through service contract for **providing Security, Gardening and House Keeping Services in the Vidyalaya**

Sir,

1. The Kendriya Vidyalaya Sangathan centrally funded Autonomous Body, is a society registered under Societies' Registration Act, 1860. The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government Employees among others. The Kendriya Vidyalaya No. 01, Tezpur, Assam is one such institution to impart education to the children of transferable Central Government Employees among others
2. Sealed competitive Bids in two bid system are invited by The Principal, **Kendriya Vidyalaya No. 01, Tezpur (Assam)** from the reputed/registered Service Provider Firms for providing Manpower through service contract for providing Security Services, Gardening work and House Keeping work in the Vidyalaya initially for a period of 01 (one) year for its premises/building from the date of signing the contract which may be extended by another one year as per the terms and conditions.

2A. Area and address:

Area of Building/ Vidyalaya	Kendriya Vidyalaya, No.1 Tezpur (Assam) is having a compact two storied building along with entire Vidyalaya Premises having sufficient number of toilets and separate courtyards in each block, gardens, assembly ground, playground, Cycle stand, Staff Quarters and open areas as well as enclosed surrounding areas (Approx. 15 Acres Land). Parties are advised to see the location before quoting.
Address/Location of the Building /Vidyalaya	Kendriya Vidyalaya No. 01, Tezpur Post – Dekargaon, District – Sonitpur, Assam

2B. Man Power required:-

S. No	Category of Man Power	Minimum Qualifications or/ and Experience	Number of workers required	As per the following timings
1.	Security Guards (Without Arms)	10 th class pass (Preferably ex-serviceman)	04 (Four) Male	Round the clock (on rotation basis 8 hrs duty per guard per day) One extra Guard will work as per the need for at 08 hrs in day/night.
2.	Gardener (Unskilled)	Primary standard	01 (one) Male	7.00 AM to 3.30 PM (With half an hour lunch break)
3.	Safaiwala / Workers for Cleanliness (Unskilled)	Primary standard	05 (Five) (Among which 02 ladies necessary)	7.00 AM to 3.30 PM (With half an hour lunch break)

(The number of persons may increase or decrease as per the requirement)

2C. An outline of tasks to be carried out by different category of manpower to be provided as under: -

S. No	Category of Man Power	Responsibilities in brief
1.	Security Guards	Provision of round the clock security to the entire Kendriya Vidyalaya No. 01, Tezpur, office, building and campus.
2.	Gardener	Daily maintenance of existing gardens in the Vidyalaya campus, including cleaning, pruning, cutting, planting, adding manure watering daily, replacing of damage plants, arranging plants on the direction to develop new garden/lawn, creation and maintenance of Vermi Compost Pits and other similar nature of work as and when directed by the Vidyalaya Administration.
3.	Safaiwala/Workers for Cleanliness	Housekeeping work of entire Vidyalaya Building and all the Vidyalaya premises/entire Vidyalaya campus including surroundings of the Vidyalaya including daily sweeping & cleaning of all the toilets/ bathrooms, classrooms, staffrooms, administrative rooms/offices, departments, labs, corridors, play grounds, cycle stand, open space etc. as and when directed by the Vidyalaya Administration. Toilets and bathrooms are to be cleaned thrice in a day and as and when directed by the Vidyalaya Administration.

3. Quoted Price:

(a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration (**not below minimum wages as per Government of Assam/ Government of India as per latest notification whichever is higher**), EPF rate %, ESI rate % & other statutory costs and Service Charges in percentage (including profit and administrative charges) in the format of quotation only attached as (**Annexure-VI**) in a separate well sealed envelope.

(b) The Service charges must be quoted in percentage (**only up to two places of decimal e.g. 10.2365% is an invalid quote whereas 10.23 % is valid**) and not in fixed amount. Bids quoted with NIL OR Zero Service charges will be treated as non-responsive and such Bids will be summarily rejected. Agency service charge cannot be less than 1% (i.e. .09% or .99% or any other fraction cannot be considered). The Service Tax need not to be quoted by the bidder because security or cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Government of India Notification No. 06/2014 –service tax dated 11.07.2014.

(c) Hourly rate of OTA should not exceed $\frac{\text{Monthly Remuneration}}{30 \times 8}$.

(d) 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.

(e) Cost of tender form of Rs.500/-(Rs. Five Hundred only) (**non refundable**) should be submitted along with the Tender in the form of Demand Draft/Pay order RTGS/NEFT/Bank Transfer in favour of “**KENDRIYA VIDYALAYA NO.1 TEZPUR VVN ACCOUNT**” payable at UNION BANK OF INDIA, Tezpur. Details of Vidyalaya Account are as follows: - “**KENDRIYA VIDYALAYA NO.1 TEZPUR VVN ACCOUNT**”, **Account No. 54650205000027, IFSC Code - UBIN0554651 Union Bank of India, TEZPUR (ASSAM).**

A proof of submitting cost of tender in the bank through RTGS/NEFT/Bank Transfer must be attached with the quotation/tender.

(f) The Bidder shall deposit **Rs. 5,000/- (Rs. Five Thousand only)** in the form of Demand Draft/ Pay Order/RTGS/NEFT/Bank Transfer in favor of “**KENDRIYA VIDYALAYA NO.1 TEZPUR VVN ACCOUNT**” payable at UNION BANK OF INDIA, Tezpur as Earnest Money Deposit (**EMD**) along with the Bid. The Earnest Money Deposit (EMD) shall be returned (without any interest) to the unsuccessful bidders after the award of the contract. Details of Vidyalaya Account are as follows: - “**KENDRIYA VIDYALAYA NO.1 TEZPUR VVN ACCOUNT**”, **Account No. 54650205000027, IFSC Code - UBIN0554651 Union Bank of India, TEZPUR (ASSAM).**

A proof of submitting EMD in bank through RTGS/NEFT/Bank Transfer must be attached with the quotation/tender.

(g) The **selected firm/Agency** shall mandatorily furnish **Performance Security** in the form of Demand Draft/ Bank Guarantee for an amount of **10% of Annual charges** 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 Firm/Agency.

4. Telex or Facsimile Bids or Bids through E-Mail/ Courier/ by hand are not acceptable.

5. Each Bidder must submit only one Bid.

6. Validity of Bid:

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

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

8. Terms and Conditions:

(a) The Contracting Firm/ Agency will ensure payment to their workers/ employees deployed in the Vidyalaya premises by the 5th of every succeeding month as per the monthly remuneration and OTA charges quoted without any deduction only through electronic mode (RTGS/NEFT/Bank Transfer) to their bank account directly (Not Cash or Cheque) and proof of the same has to be mandatorily submitted along with the invoice/bill.

(b) The Contracting Firm/Agency will mandatorily submit the invoice/bill along with the proof of disbursement after making the payment to the workers/employees deployed in the Vidyalaya premises/office **in duplicate** to the office of Kendriya Vidyalaya, No. 01 Tezpur supported with the following documents :-

(i) Details of disbursement made to the workers/ employees furnishing RTGS/NEFT/Bank transfer details for each payment;

(ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax, should be submitted by the contractor every month not later than 15th day of the Month. ESI & E-Passbook (EPF) particulars of each employee engaged by the agency should be submitted. It should have employee's name, ESI/EPF numbers, and bank deposit particulars, for having deposited the prescribed amount in the name of the employee. The contracting agency shall be responsible for getting the ESI Card & EPF A/C passbook issued to their employees. Those documents shall be verified by Kendriya Vidyalaya every month while clearing the claims of the Agency.

(iii) Muster roll for the month

(c) It will be the responsibility of contracting Firm/Agency to confirm the credit of correct EPF and ESI in to the individual accounts of the workers/employees deployed in the Vidyalaya premises.

(d) Payment to the Contracting agency will be released by the Vidyalaya within **15 working days** from the date of the receipt of the invoice/bill as mentioned above, positively. In case of non-availability of funds, payment will be released as soon as funds are obtained and in such a situation any kind of compensation or interest **will not be paid by the Vidyalaya administration** to the contracting Firm/ agency engaged for the purpose.

(e) The payment by the Vidyalaya shall be disbursed through RTGS/NEFT/Bank transfer in favour of the Firm/Agency engaged for the purpose in the Vidyalaya premises.

(f) The normal office hours of Kendriya Vidyalaya, No. 01, Tezpur (Assam) is from 08.00 AM to 02.10 PM six days from Monday to Saturday. However, the Contracting Firm/ 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. Similarly, the Contracting Agency will provide the gardening & housekeeping services according to the duty timing shown at pre- pages/above. The Principal Kendriya Vidyalaya, No. 01, Tezpur (Assam) reserves the right to request for the services of additional/extra manpower. The Contracting firm/ agency will be compensated, for the extra manpower provided, by this Vidyalaya as per the rates quoted.

(g) 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

$$\text{where } A_1 = \frac{\text{Monthly Remuneration}}{\text{Numbers of days in the month}} \times \text{Numbers of days of absence}$$

(h). It will be the sole responsibility of the Contractor/ Service Provider to pay wages/salary/emoluments and other dues to its Security Guards/ Gardner / Safaiwalas/ Workers, which should **Not be less than** the minimum wages (**not below minimum wages as per Government of Assam/ Govt. of India as per latest notification whichever is higher**) and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state by meeting **all statutory obligations**. The Kendriya Vidyalaya, No. 01, Tezpur **shall not entertain** any complaint/Claim by any of its Security Guards/ Gardner /Safaiwalas/ Workers in this regard and shall **not be liable** to it in any manner.

(i) The contracting Firm/ Agency/ Service provider shall comply with all statutory obligations, minor variations as per actual calculation will be borne by the Indentor/Client and shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

(j) The workers/Manpower provided by the Contracting Firm/ Agency shall be accepted only after scrutiny by the Kendriya Vidyalaya, No. 01, Tezpur Therefore, minimum three-four bio-data shall be made available against each slot in each category. The workers/Manpower may be invited for personal discussion also, for which no Conveyance or any other charges will be paid by Kendriya Vidyalaya, No. 01,

Tezpur. In case, none is found suitable then additional bio-data shall be made available by the Contracting firm/Agency, promptly i.e. within 24 hours. The replacement of a worker/employee on account of absence/unsuitability for the Vidyalaya shall be made within 24 hours.

(k) The Contracting Firm/ agency/Service Provider shall have to execute an agreement/contract on a non-judicial stamp paper of 100/- with the Kendriya Vidyalaya, No.1 Tezpur. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Modal Agreement. The contracting firm/ Agency shall not engage any sub-contractor or transfer the contract to any other person

(k1). 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 Principal, Kendriya Vidyalaya No. 01, Tezpur (Assam), but not more than one year after review of performance.

(k2). The contract can be short closed on account of unsatisfactory services upon performance review by the Principal/ committee of Kendriya Vidyalaya, No. 01, Tezpur (Assam). The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the Contractor/ Service Provider and/ or poor performance and/ or violation of any of the terms and conditions of the tender/ contract and / or non-compliance and non-fulfillment of any of the statutory obligations or failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the Principal/ committee of Kendriya Vidyalaya, No. 01, Tezpur (Assam).

(k3). The Contract can be terminated by the 1st Party (Principal Kendriya Vidyalaya, No. 01, Tezpur, Assam) at any time without assigning any reason. The 2nd Party (Contractor/Service provide), if so desires, may terminate the Contract by giving one month's notice. No claims for compensation of loss/revenues due to such decision shall be entertained by the Kendriya Vidyalaya No. 01, Tezpur.

(k4). 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 may be taken such as blacklisting, as deemed appropriate.

(l) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya, No. 01, Tezpur reserves the right to claim and recover damages from Contracting Agency.

(m) The Kendriya Vidyalaya No. 01, Tezpur shall also reserve the right to impose cash penalty on the contractor/ agency/Firm or deduct such amounts from its security deposit in case the Kendriya Vidyalaya No. 01, Tezpur is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's/ agency/ firm workers.

(n) The antecedents (past history) of all the workers will be got verified from the police by the Contracting Agency and a proof thereof should be submitted to this Vidyalaya before their deployment. **He will also have to make Gate pass for his Persons/Guards from station HQ 4 Corps within a weeks' time.**

(o) The Contracting firm/ Agency will deploy unskilled trained/professional manpower, who are below the age of 50 years as well as physically fit and mentally alert. And the Contracting Agency will also ensure that the manpower is free from any infectious disease before deployment for work, certificate of the same from the doctor should be submitted to the Vidyalaya office. Insurance and accident risks of these Security Guards /Gardener / Safaiwalas/Workers will be the sole responsibility of the concern contracting Firm/ Agency and Kendriya Vidyalaya No. 01, Tezpur **shall not entertain** any such Claim/complaint / and shall **not be liable** to it in any manner.

(p) The Contracting firm/ Agency shall maintain records of works and materials related with housekeeping/ gardening work with proper check on the same as per instructions given from time to time by this Vidyalaya Administration.

(q) The Kendriya Vidyalaya No. 01, Tezpur shall not provide any accommodation or living facilities to the Security Guard/ Gardener/ Safaiwalas/ workers, only a small guard room/space at the gate for Security Guards will be provided for security purpose only. No name plate/board of agency shall be allowed on the room and nobody will be allowed to stay in the guard room/space except the staff of Contracting Agency on duty.

(r) The Contracting firm/ Agency shall be responsible to provide to their personnel impressive summer uniform as well as winter uniform with insignia. The incidentals, such as, belt, shoes, socks, caps

etc. shall also be borne/supplied by the firm/Agency at its own cost.

(s) The Firm/ agency will provide Identity Card to all their workers deployed as per the format suggested by the Indenting Office, valid for the period of contract only.

(t) During the period of leave of any of the Security Guard / Gardener / Safaiwalas/Workers, it will be mandatory for the contractor/ Service Provider to deploy another Security Guard / Gardener / Safaiwalas/Workers with prior intimation to the Vidyalaya immediately and maximum within 24 hrs.

(u) The Contractor/ Contracting Agency/Firm will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.

(v) The Principal Kendriya Vidyalaya No. 01, Tezpur shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

(w) The Security Guards / Gardener / Safaiwalas/Workers should be well mannered, courteous, polite, honest and shall not disturb the employees/ students of the Kendriya Vidyalaya No. 01, Tezpur. They shall not smoke or consume liquor while on duty and should not play cards, etc. in the Vidyalaya and shall not enter into any unlawful activity within the Kendriya Vidyalaya No. 01, Tezpur premises and shall have a good moral character.

(x) The Principal Kendriya Vidyalaya No. 01, Tezpur reserves the right to order any Security Guards / Gardener /Safaiwalas/Workers to leave the premises of the Kendriya Vidyalaya No. 01, Tezpur without assigning any reason, if his/her presence at any time is felt undesirable.

(y) Any other provision may be incorporated in the contract by the Principal/ Committee of Kendriya Vidyalaya No. 01, Tezpur (Assam)-784501. The same shall also be binding on the Contractor/ Service Provider/Firm/ Agency. In case, If due administrative reasons or any other reasons tender is cancelled by the Vidyalaya administration, no compensation or interest of any kind shall be paid by the Kendriya Vidyalaya No. 01, Tezpur.

(z) In case of dispute of any kind, the firm shall abide by the decision of the Principal/Committee of the Kendriya Vidyalaya No. 01, Tezpur (Assam)-784501. 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 Tezpur (Assam) only. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Tezpur (Assam) only.

9. PENALTY CLAUSE

Penalty will be levied on the Contracting firm/ Agency/ service provider, for the violation of terms & conditions of the contract in the following manner: **(Amount in Rs.)**

Sl. No.	Violation of the following	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 Safaiwalas/ Gardener/Securities without deploying his/her replacement	500/-	1000/-	1500/-	For each violation.
04	Noncompliance of any other terms & conditions	500/-	1000/-	1500/-	For each violation.

Note: In case work done by the Security guards/ Gardener/ Safaiwalas/ workers for cleanliness is found unsatisfactory then 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Principal/ committee.

10. Bidding Procedure:

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

A. Technical Bid:

The bidder should provide all the required details of the Firm/Agency in the Technical Bid (Annexure-I Part-iv) along with all the documents as per the check list (Annexure-II) and should be sealed in an envelope marked as "TECHNICAL BID" and addressed to the Principal, Kendriya Vidyalaya, No.1 Tezpur (Assam) - 784501.

Please note that the prices should not be quoted in the Technical Bid.

B. Financial Bid:

The bidder should submit the Financial Bid (Annexure –VI) in a separate sealed envelope Marked as "FINANCIAL BID" and addressed to the Principal, Kendriya Vidyalaya, No. 01, Tezpur (Assam) - 784501, along with covering letter for submission of Financial Bid given at Annexure –V.

Note: -

1. Both the sealed envelopes of Technical Bid and Financial Bid must be put in a single another sealed envelope marked as "**Bids for providing Security, Gardening and Housekeeping Services in K.V. No.1 Tezpur on service charge basis**" and addressed to the Principal, Kendriya Vidyalaya, Tezpur, Post – Dekargaon, District – Sonitpur, Assam - 784501

2. Technical Bid should contain two Separate Demand Drafts (DD) Or Banker's Cheque of Rs.500/- (Nonrefundable) as cost of Tender Document and Rs. **5,000/-** (refundable without any interest after award of contract) as EMD in favor of "**KENDRIYA VIDYALAYA NO. 01, TEZPUR VVN ACCOUNT**" payable at UNION BANK OF INDIA, Tezpur (Assam)

3. Technical Bids received without the application fee, EMD or not fulfilling the prescribed conditions will be summarily rejected and the decision of the **Principal/ Committee, Kendriya Vidyalaya, No. 01, Tezpur** in this regard shall be final and binding and No further correspondence by the bidders for any clarification shall be entertained after the last date of submission of Bids.

4. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for Financial Bids.

5. A Tender opening Committee shall open the Technical Bids on **04.08.2020 at 1.00 PM**. Financial Bids of only those bidders who qualify in the technical bids will be opened thereafter.

11. CRITERIA FOR TECHNICAL BID TO BE EVALUATED

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

A. The Name of the Firm/Agency and address of its office along with the latest E-mail address and mobile number of the applicant should be clearly mentioned.

B. Attested copy of the **certificate of registration of establishment of Firm/Agency** should be enclosed. In case of partnership firms, a copy of the partnership deed, 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 deed or the general power of attorney.

C. The Firm/ Agency must have **valid labour license & license to engage in the business of Private Security Agency** for the services with 'minimum of three years' Experience* in providing Security Services/Gardening/Housekeeping/conservancy Services to Central Govt Departments/Autonomous Body/ State Govt/PSUs/Banks.

(Note:-

1. Attested copy of valid labour license & business license with 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.

2. * Relaxation can be given with respect to Experience by Committee.

D. The Applicant's Firm/ Agency (not individual) should be registered with **EPF, ESI and GST etc.** (Attested copy of all the registrations shall be enclosed)

E. PAN No. and Current IT clearance certificate

(Attested copy of PAN No. and copy of last assessment order/ copy of IT return/ Current IT clearance certificate and first page of passbook of Bank Account of the Firm/Agency shall be enclosed)

F. Two separate DD/ Banker's Cheque/ proof of RTGS/NEFT/Bank Transfer for the required **cost of tender Document & Earnest Money Deposit (EMD)** respectively should be enclosed with Technical Bid.

G. The bidding Firm/Agency 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. Also The Bidding Firm/Agency has to give a self-certified certificate that its services have **not been cancelled** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc for not providing satisfactory services.

H. The Agency should have been enlisted in the panelist of Commissionerate Police of ASSAM for providing security services.

I. Signature of authorized person with seal of the firm/Agency on each page of tender document as well as on Annexure as a token of acceptance of all the terms and conditions.

Important Note:

1. Applicants must ensure before applying that, their Firm/Agency have the above mentioned valid documents.

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

12. 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:

(i) The bid will be treated as non-responsive, if following documents are not attached :-

- (a) Attested copy of registration of establishment of the Firm/Agency.
- (b) Attested copy of registration of the Firm/Agency with Labour Department of State/Central Government showing the valid labour license/Attested copy of valid labour license.
- (c) Attested copy of valid license to engage in the business of Private Security Agency.
- (d) Attested copy of proof of GST registration.
- (e) Attested copy of proof of EPF registration.
- (f) Attested copy of proof of ESI registration.
- (g) DD/ Banker's Cheque/ proof of RTGS/NEFT/Bank Transfer for the required cost of tender Document
- (h) DD/ Banker's Cheque / proof of RTGS/NEFT/Bank Transfer for the required EMD
- (i) Signature of authorized person with seal of the firm/Agency on each page of tender document as well as on Annexure as a token of acceptance of all the terms and conditions.
- (j) Self-certified certificate that the bidding Firm/Agency **has not been blacklisted** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc. Also Self-certified certificate that the bidding Firm/Agency that its services have **not been cancelled** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc for not providing satisfactory services.
- (k) Attested copy of current wage rate circular issued by the competent authority.
- (l) Attested copy of PAN No. and copy of last assessment order/ copy of IT return/ Current IT clearance certificate.
- (m) Attested copy of first page of Bank Passbook of the account of Firm/ Agency
- (n) Attested Audited Balance sheet & profit and loss account of last two years (2018-19 & 2019-20)
- (o) Brief profile of the Firm/ Agency and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last consecutive 03 (three) years.

(p) List of clients during last 3 years along with cost of assignment.

(q) The agency should have 20 personnel including supervisors on their regular rolls, a proof of which is required to be produced.

(r) Certificate of being enlisted in the panelist of Commissionerate Police of ASSAM for providing security services.

(ii) Bid will be treated non responsive if the attached documents are not legible, invalid or tempered or forged in any way and will be summarily rejected.

महत्वपूर्ण नोटः

1. उक्त सभी शर्तों को पूर्ण करना आवश्यक है। उक्त सभी/ कुछ शर्तों में विद्यालय के प्राचार्य/ कमेटी के द्वारा आंशिक अथवा पूर्ण रूप से छूट प्रदान की जा सकती है।

Important Note: -

1. All the above said conditions to be fulfilled compulsorily. Committee can relax partially or fully in all above said condition/some of the condition.

2. The TECHNICAL BID, if not qualified will be summarily rejected.

3. The bidding firm/Agency 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.** Also The Bidding Firm/Agency has to give a self-certified certificate that its services have **not been cancelled** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc for not providing satisfactory services. If it is subsequently found out that the bidding firm/Agency 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.

4. No bidding firm/ agency will be allowed to withdraw its bids. If any firm/agency intends to withdraw after opening of technical bids, it's Earnest Money (EMD) will be forfeited.

5. Remuneration of workers/staff, quoted below minimum wages applicable for engaging manpower for concerned services, in the Assam **WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES (THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE) shall render the Bid disqualified for evaluation.**

6. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form. Indenting Office will award the contract to the lowest evaluated responsive bidder but mere lowest price will not confer any right for awarding the contract.

7. Notwithstanding the above, the Principal (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.

13. Award of Contract:

(a) This Vidyalyaya Principal (Indenter) will award the contract to the bidder whose Bid has been determined to be substantially responsive as per para 12 and qualifies in technical bid and offered the lowest price in Financial Bid but mere lowest price will not confer any right for awarding the contract.

(b) The Vidyalyaya Principal (Indenter) reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.

(c) The indenter, prior to the expiration of the Bid validity period, will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(d) किसी भी कर्मचारी को बदलने/ लगाने से पूर्व प्राचार्य केंद्रीय विद्यालय, क्र. 1 तेजपुर की अनुमति लेना अनिवार्य है। प्राचार्य की अनुमति के उपरान्त बदलने/ लगाने जाने वाले कर्मचारी का बायोडाटा, पुलिस सत्यापन, आधार कार्ड एवं अन्य आधिकारिक पहचान पत्र प्राचार्य को तुरंत उपलब्ध कराएं।

It is mandatory to take the permission of the Principal Kendriya Vidyalyaya, No.1 Tezpur before changing / hiring any employee. After the principal's permission, provide the bio-data, police verification, Aadhaar card and other official identity card of the employee to be changed / installed immediately to the principal.

(e) In case of a tie of rates between two or more than two technical bid qualify bidders following criteria of assessment would be followed and bidders obtaining highest marks will

be awarded contract. Even if after applying the criteria enumerated below the tie position exists the decision of the Principal/ Bid evaluation committee will be final and binding.

S.No.	Details	Maximum Marks																																																																															
01	Experience in Kendriya Vidyalayas Maximum get 50, next 40, 30, 20 & 10 (10 points for each preceding year)	50 marks (10 marks for each year in preceding 05 years)																																																																															
02	<p>Previous experience in providing similar category of manpower to Government/ Semi government Agencies</p> <p>Sample scale for marking of one year</p> <table border="1"> <thead> <tr> <th>Number of government/Semi Government/ PSU clients to whom the bidder had extended similar services with at least 4 personals</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>2</td> <td>4</td> </tr> <tr> <td>3</td> <td>6</td> </tr> <tr> <td>4</td> <td>8</td> </tr> <tr> <td>5 or more than 5</td> <td>10</td> </tr> </tbody> </table> <p>Maximum per year marks for supply of similar category of manpower to Government/ semi Government/ PSUs is 10. Award of above marks is subject to the following conditions –</p> <p>(i) Only the contract made within previous consecutive 05 years will be considered</p> <p>(ii) The Minimum manpower supplied to the Government/ semi Government/ PSUs is not less than four</p> <p>(iii) The bidder has submitted documentary proof of contract in last consecutive 05 years</p>	Number of government/Semi Government/ PSU clients to whom the bidder had extended similar services with at least 4 personals	Marks	1	2	2	4	3	6	4	8	5 or more than 5	10	50 marks (10 marks for each year in preceding 05 years)																																																																			
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03	<p>Financial status (Profit or loss of the firm during the previous two consecutive financial years (Maximum 25 marks for each year. Highest profit making firm will be awarded highest 25 marks and others in proportionate descending order.</p> <p>Sample Marking pattern</p> <table border="1"> <thead> <tr> <th rowspan="2">Number of Technical Bid qualified bidders</th> <th colspan="9">Scale of marking in descending order of profit status</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>25</td> <td>16.66</td> <td>8.33</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>25</td> <td>18.75</td> <td>12.50</td> <td>6.25</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>25</td> <td>20.85</td> <td>16.68</td> <td>12.51</td> <td>8.34</td> <td>4.17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>25</td> <td>21.42</td> <td>17.85</td> <td>14.28</td> <td>10.71</td> <td>7.14</td> <td>3.57</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>25</td> <td>21.875</td> <td>18.75</td> <td>15.625</td> <td>12.50</td> <td>9.375</td> <td>6.25</td> <td>3.125</td> <td></td> </tr> </tbody> </table> <p>Zero marks will be awarded for the year in which the firm was declared at loss. As a proof audited balance sheet must be enclosed.</p>	Number of Technical Bid qualified bidders	Scale of marking in descending order of profit status																		3	25	16.66	8.33							4	25	18.75	12.50	6.25						5	25	20	15	10	5					6	25	20.85	16.68	12.51	8.34	4.17				7	25	21.42	17.85	14.28	10.71	7.14	3.57			8	25	21.875	18.75	15.625	12.50	9.375	6.25	3.125		50 marks
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14. Last date of receipt of Bids

1. Sealed Bids can be submitted through **Registered/Speed Post only** super scribed on the envelopes as "**Bids for providing manpower for Security Services, Gardening services & Housekeeping Services on service charge basis**" on or before **31.07.2020 by 05.00 PM** along with

attested copies of necessary documents, EMD & Tender cost money, addressed to the Principal, Kendriya Vidyalaya, No. 01, Tezpur (Assam) - 784501.

2. In case, If the last date of submission of tenders happens to be declared Holiday, then the tenders will be submitted on the next working day. Other terms and conditions and the time schedule will remain unchanged.

3. No tender shall be accepted after stipulated date & time.

15. Date of opening of Tender

1. The tenders will be opened on **04.08.2020 at 1.00 PM** in the office of the Principal, Kendriya Vidyalaya, No. 01, Tezpur (Assam) - 784501, in presence of bidders / authorized representatives.

(a) Photo copy of Aadhar card/any other identity proof of bidders shall be submitted.

(b) In case of representatives, letter of authorization along with identity proof shall be submitted

2. In case, If the last date of opening of tenders happens to be declared Holiday, then the tenders will be opened on the next working day. Other terms and conditions and the time schedule will remain unchanged.

This Vidyalaya looks forward to receive the Bid in the format of Bid attached only and appreciate the Cooperation of the service provider in the KVS.

प्राचार्य

के.वि. क्र. 01, तेजपुर, असम

Enclosures:

1. Annexure –I Part – (i) : COVERING LETTER OF TECHNICAL TENDER FORM
2. Annexure –I Part – (ii) : DECLARATION
3. Annexure –I Part – (iii) : (a)CERTIFICATE OF NON-BLACKLISTING &
(b) CERTIFICATE OF NON-CANCELLATION
4. Annexure –I Part – (iv) Proforma for Technical Bid
5. Annexure –II :CHECKLIST OF DOCUMENTS TO BE SUBMITTED
6. Annexure –III :DECLARATION OF FINANCIAL STATUS ON THE BASIS OF
AUDITED BALANCE SHEET OF THE FIRM/AGENCY
7. Annexure –IV : Name of Govt/Semi Govt agencies, PSUs/Banks to whom the bidder has
extended similar services during last five years [April 2015- March 2020]
8. Annexure –V : COVERING LETTER FOR SUBMISSION OF FINANCIAL BID
9. Annexure –VI : FORMAT OF FINANCIAL BID (FOR SECURITY GUARD,
GARDENER & HOUSEKEEPING/CONSEVANCY SERVICES)
10. Annexure –VII :TERMS AND CONDITION FOR HOUSE KEEPING JOB FOR
KENDRIYA VIDYALAYA NO. 01, TEZPUR
11. Annexure –VIII :TERMS AND CONDITION FOR SECURITY SERVICES FOR
KENDRIYA VIDYALAYA NO. 01, TEZPUR

Annexure –I Part – (i)

Letter Head of the bidding Firm/Agency

COVERING LETTER OF TECHNICAL TENDER FORM

Date: -----

Ref: Your Tender Document No. ----- Dated: -----

**To,
The Principal
Kendriya Vidyalaya,
Post – Dekargaon,
District – Sonitpur,
Assam – 784501.**

Sir,

We, the undersigned have thoroughly examined the above mentioned Tender document in all respects.

We now offer to deploy Security Guards, Gardener and Safaiwalas/workers to perform duties as mentioned in this tender document and on the rates as mentioned in our Financial Bid. We also declare that-

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions as mentioned in this tender document.
2. We further confirm that, if our tender is accepted, we shall provide the performance security of required amount in the acceptable form in terms of this tender document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in this 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 for 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 our Firm/agency do not stand deregistered/ banned/ blacklisted by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc.
5. We confirm that we fully agreed to all the terms and conditions specified in this tender document including amendment, corrigendum, if any.

(Signature with date & Seal of the Firm/Agency)
(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 Firm/Agency, should be enclosed with the Technical Tender.

Letter Head of the bidding Firm/Agency

DECLARATION

1. I, -----Son/Daughter/Wife of Shri-----
Proprietor/Director/ Partner/Authorized signatory of the Firm/ 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 this tender and hereby convey my acceptance of the same and also 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.
5. I also certify that my Firm/ Agency **have not been blacklisted** by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc.

**Signature of authorized person
(Name, designation and seal)**

Date:

Place:

Mobile /Telephone No.....

N.B. : The above declaration duly signed and sealed by the authorized signatory of the Firm/Agency, should be enclosed with the Technical Tender.

Letter Head of the bidding Firm/Agency

CERTIFICATE OF NON-BLACKLISTING

1. I, -----Son/Daughter/Wife of Shri-----
Proprietor/Director/ Partner/Authorized signatory of the Firm/ Agency mentioned above, certify that this Firm/ Agency **has not been blacklisted** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc.
2. I / we, am / are well aware of the fact that furnishing of any false certificate/ information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person
(Name, designation and seal)**

Date:.....

Place:

Mobile /Telephone No.....

N.B. : The above certificate of Non-Blacklisting duly signed and sealed by the authorized signatory of the Firm/Agency should be enclosed with the Technical Tender.

Letter Head of the bidding Firm/Agency

CERTIFICATE OF NON-CANCELLATION OF SERVICES

1. I, -----Son/Daughter/Wife of Shri-----
Proprietor/Director/ Partner/Authorized signatory of the Firm/ Agency mentioned above, certify that the services of this Firm/ Agency **have not been cancelled** by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc. for not providing satisfactory services.
2. I / we, am / are well aware of the fact that furnishing of any false certificate/ information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person
(Name, designation and seal)**

Date:.....

Place:

Mobile /Telephone No.....

N.B. : The above certificate of Non-cancellation of services duly signed and sealed by the authorized signatory of the Firm/Agency should be enclosed with the Technical Tender.

Proforma for Technical Bid

S.N	Particulars	To be filled by the tenderer
1	Name of the Firm/Agency	
2	Detailed office address of the Firm/Agency with office telephone number/ mobile number and E-mail address	
3	Date of registration of establishment of the Firm/Agency (Attested copy to be enclosed)	
4	Registration of the Firm/Agency with Labour Department of State/Central Govt./ Valid Labour license (Attested copy to be enclosed)	
5	Valid license to engage in the business of Private Security Agency. (Attested copy to be enclosed)	
6	GST Registration number(Attested copy to be enclosed)	
7	EPF Registration number(Attested copy to be enclosed)	
8	ESI Registration number(Attested copy to be enclosed)	
9	Experience as mentioned in 11(c) & 12(i-o) (Attach proof)	
10	Details of Bank Account of the Firm/Agency (Attested copy of front page of bank Passbook to be enclosed)	
11	PAN No. and copy of last assessment order/ copy of IT return/ Current IT clearance certificate. (Attested copy to be enclosed)	
12	DD/ Banker's Cheque/ proof of RTGS/NEFT/Bank Transfer for the required cost of tender Document (Give details with proof)	
13	DD/Banker's Cheque/proof of RTGS/NEFT/Bank Transfer for the required EMD (Give details with proof)	
14	Self-certificate of Non-Blacklisting & Self –Certificate of Non Cancellation of Services	
15	Signature of authorized person with seal of the Firm/Agency on each page of tender document as well as on Annexures as a token of acceptance of all the terms and conditions.	
16	Copy of current wage rate circular issued by the competent authority	
17	Audited Balance sheet & profit and loss account of last two years (2018-19 & 2019-20) (Attested copy to be enclosed)	
18	Brief profile of the Firm/ Agency (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)	
19	List of clients during last 3 years along with cost of assignment.	
20	Number of personnel including supervisors on the regular rolls (Attach valid Document issued by EPFO)	

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address, mobile number and date

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

S.N.	Documents to be submitted	Submitted/ Not submitted	Part of Technical Bid (TB)/ Financial Bid (FB)	Remarks
1	Covering letter for Technical Bid : Annexure: I [Part-(i)]		TB	
2	Declaration by the Firm/agency : Annexure: I [Part-(ii)]		TB	
3	Certificate of Non-Blacklisting: Annexure: I [Part-(iii)] (a) Certificate of Non-Cancellation: Annexure: I [Part-(iii)] (b)		TB	
4	Duly filled proforma for Technical Bid Annexure: I [Part-(iv)]		TB	
5	Duly signed (signature with the seal of the Firm/Agency of authorized signatory on each page of this tender document as a token of acceptance of all Terms & Conditions of the tender.		TB	
6	Attested copy of registration of establishment of the Firm/Agency		TB	
7	Attested copy of registration of the Firm/Agency with Labour Department of State/Central Govt. / valid Labour license		TB	
8	Attested copy of valid license to engage in the business of Private Security Agency		TB	
9	Attested copy of GST Registration		TB	
10	Attested copy of Registration certificate of EPF		TB	
11	Attested copy of Registration Certificate of ESI		TB	
12	Attested copy of experience as mentioned in 11(c) & 12(ia)		TB	
13	Attested copy of the front page of Bank Passbook of account of the Firm/Agency		TB	
14	Attested copy of PAN No. and copy of last assessment order/ IT return/ Current IT clearance certificate.		TB	
15	DD/ Banker's Cheque/ proof of RTGS/NEFT/Bank Transfer for the required cost of tender Document		TB	
16	DD/ Banker's Cheque / proof of RTGS/NEFT/Bank Transfer for the required EMD		TB	
17	Brief profile of the Firm/ Agency (Proof of at least one contract to Central /State Govt/ Autonomous Body/ PSUs/ Bank in last three years along with attested copies of the work order		TB	
18	Attested Audited Balance sheet & profit and loss account of last two years (2018-19 & 2019-20)		TB	
19	List of clients during last 3 years along with cost of assignment.		TB	
20	Valid Document issued by EPFO about the number of personnel including supervisors on the regular rolls		TB	
21	Copy of current wage rate circular issued by the competent authority.		TB	
22	Covering letter for submission of Financial Bid. Annexure-V		FB	
23	Sealed envelope of rate quoted in Financial Bid format Annexure-VI		FB	
24	Important Note- The required documents as mentioned in the above check list should be attached as annexure in same number, otherwise the tender will be summarily rejected.			

Signature of Bidder, Seal of Establishment
Full Name of Bidder with address, mobile number and date

N.B: The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid along with documentary proof.

DECLARATION OF FINANCIAL STATUS ON THE BASIS OF AUDITED BALANCE SHEET OF THE FIRM/AGENCY

Name and address of the Firm/Agency: _____

S.N.	Financial Year	Profit/Loss	Profit Amount (in Rs) in figures	Profit Amount (in Rs) in words	Remarks
1	2018-19				
2	2019-20				
TOTAL					

(Signature with seal and date)

(Name and designation) Duly authorized to sign tender for and on behalf of

_____ **(Name of Tenderer)**

N.B: The above annexure, duly signed with the seal of the Firm/Agency by the authorized signatory of the company, should be enclosed with Technical Bid along with documentary proof.

Name of Govt/Semi Govt agencies, PSUs/Banks to whom the bidder has extended similar services during last five years [April 2015- March 2020]

Name and address of the Firm/Agency: _____

S.N.	Financial Year	Name of K.V.	Period of contract From-----to -----	Total number of employee engaged all together	Name of Govt/Semi Govt agencies, PSUs/Banks	Period of contract From-----to -----	Total number of employee engaged all together
1	2015-16	1					
		2					
		3					
		4					
		5					
2	2016-17	1					
		2					
		3					
		4					
		5					
3	2017-18	1					
		2					
		3					
		4					
		5					
4	2018-19	1					
		2					
		3					
		4					
		5					
5	2019-20	1					
		2					
		3					
		4					
		5					

(Signature with seal and date)**(Name and designation) Duly authorized to sign tender for and on behalf of**
_____ **(Name of Tenderer)****N.B:** The above annexure, duly signed with seal by the authorized signatory of the Firm/Agency, should be enclosed with Technical Bid along with documentary proof.

Letter Head of the bidding Firm/Agency

COVERING LETTER FOR SUBMISSION OF FINANCIAL BID

Date :-----

Ref : Your Tender Document No. -----dated : -----

To,

**The Principal
Kendriya Vidyalaya,
No. 01, Tezpur,
Post – Dekargaon,
District – Sonitpur,
Assam – 784501.**

Sir,

We, the undersigned have thoroughly examined the above mentioned Tender document in all respects.

We now offer to provide manpower **for Security Services, Gardening services & Housekeeping Services on service charge basis** in accordance with your tender enquiry. Our attached Financial Bid/Proposal is for the sum of Rupees _____ (in figures and words).

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

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

Yours sincerely,

**(Signature with date & Seal of the Firm/Agency)
(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 Firm/Agency, should be enclosed with the Financial Bid.

FORMAT OF FINANCIAL BID (FOR SECURITY GUARD,GARDENER & HOUSEKEEPING/CONSEVANCY SERVICES)

Name of bidding Firm/Agency:

S.N	Category of Man Power	Number of days	Number of Manpower	Unit monthly Remuneration (in Rupees)	EPF Rate %		ESI Rate %		Service charges (including overhead, and profit %) of unit monthly remuneration		Monthly Unit Rate (Col.5+6+7+8) (Amount in Rupees)	Total monthly cost (Col 9 X 4) (Amount in Rupees)	Please specify the rate quoted for Central/ State.
					6(i) %	6 (ii) Amount	7 (i) %	7 (ii) Amount	8 (i) %	8 (ii) Amount			
1	2	3	4	5	6(i) %	6 (ii) Amount	7 (i) %	7 (ii) Amount	8 (i) %	8 (ii) Amount	9	10	11
01	Security Guards (without Arms)	30	04										
02	Gardener (unskilled)	26	01										
03	Safaiwalas/Workers for cleanliness (unskilled)	26	05										
				Total									

NOTE:

1. Where both Central and State Government have fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. The bidder should not quote the rates less than the minimum wages rates prescribed, otherwise Bid will be summarily rejected.
2. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30 (for S.N. 02) & 26 (for S.N. 01,03& 04).
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. Filling up of Col.No.5 to 11 is mandatory.
5. Payment of service tax is exempted under section 93(1) of the Finance Act,1994(Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance Deptt. Of Revenue Central Board of Excise & Customs Tax Research Unit order No. B1/14/2013-TRU, dated 19.09.2013.
6. TDS will be deducted as per Rules.
7. Gardening & Housekeeping/ Conservancy Services: Rates should be quoted without material.
8. Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.
9. Duly filled in format of Financial Bid shall be kept by the bidder in a separate sealed envelope and will be open only when the bidder qualify in Technical bid.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Tender document and also agree to enter into the agreement in the format enclosed. Bid security of Rs. ----- (Rupees-----) is furnished herewith vide DD/Bankers cheque/NEEFT/Online payment with DD/Cheque/NEEFT/Transaction ID No.-----dated -----drawn on -----

Bidder's seal Signature of the authorized signatory: _____

Name: _____ Date & Time : _____

TERMS AND CONDITION FOR HOUSE KEEPING JOB FOR KENDRIYA VIDYALAYA NO. 01, TEZPUR

01	Name of the Vidyalaya	Kendriya Vidyalaya No. 01, Tezpur
02	Address /Location of the Building	Campus of Kendriya Vidyalaya No. 01, Tezpur, Post – Dekargaon, District – Sonitpur, Assam - 784501
03	No. of days During the month for which the service are required	26 days Additional charges for cleaning work on holiday(s) whenever required will be payable

Scope of work

A. Daily work (from 07.00 am to 4:30pm) (With one hour break) or as may be decided by the Vidyalaya.

1. Sweeping of entire area of the Vidyalaya and surrounding of Building and collection of all waste material and disposal of the same as per the instructions Principal/ Cleanliness Committee.
2. Cleaning of the floor area with floor duster and mopping with detergent/ disinfectant etc. once in the morning before opening the Vidyalaya and there after every 02 hours especially in the areas like corridors, stairs and reception etc. Spray off in it etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals using deodorant, detergent & disinfectants **Three Times a day** or as may be specified by the Principal.
4. Cleaning of Carpets, desks and bench, tables, notice boards etc.
5. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
6. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the Vidyalaya and the area adjacent to main gate.
7. Regular dusting/ cleaning of furniture (table & Chair) and equipment, telephones, books cases, filing cabinets, almirah as and doors and windows of rooms and other spaces of the Vidyalaya before opening of the Vidyalaya.
8. The choking of sanitary installation e.g. Traps Bottle, traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.

B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary installation and tiles without damaging their shine.
3. Removing stains from floor, door sand partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and stair cases.
5. Cleaning of water storage tanks and water coolers.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.
7. Dusting and cleaning of fans, Electrical Fittings, Window Panes with Glass cleaning chemical/ agents and cleaning of partition paneling etc.
8. Removal of cobwebs in the rooms and other spaces of the Vidyalaya.
9. Any other work assigned by the Authority/Principal.

C. REQUIREMENTS FROM THE STAFF OF THE AGENCY, THEIR DUTIES, BEHAVIOR ETC.

1. The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.
2. The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Vidyalaya premises.
3. The contractor's worker shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the contractor along with their Profiles & photos should submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Principal. If under un-avoidable circumstances, any replacement is to be made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/replacement.
6. The contractor's workers shall not enter in to any unlawful activity within the Vidyalaya premises and shall have a good moral character.
7. The Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through account payee cheque/RTGS/NEFT only upto 5th of every month.
9. Insurance and accident risks of the workers will be the responsibility of the Contractor.
10. The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person.
11. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
12. The Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Vidyalaya if his/her presence at any time is felt undesirable.
13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc.to the concerned authorities.
14. Kendriya Vidyalaya No. 01, Tezpur, Assam is a '**No Tobacco Zone**'; the contractor shall ensure that employees Engaged by the firm don't take tobacco or alcohol in any form in the office premises.

D. GENERAL CONDITIONS

1. **Agreement:-**For one year extendable for one more year with the consent of both the parties, based on the outstanding performance of the work done in the first year of contract by the contractor.
2. **Terms of Payment:-**The Kendriya Vidyalaya No. 01, Tezpur, Assam shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of Vidyalaya or her/ his nominee "That the work has been done satisfactorily." In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the

Vidyalaya.

3. The Contracting Agency will ensure payment of salary by account payee cheque/RTGS/NEFT by the 5th of every month to their employees provided to this Vidyalaya as per the monthly remuneration and OTA charges quoted without any deduction.
4. The contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya supported with the details of disbursement made to the staff furnishing cheque/RTGS/NEFT details for each payment.
5. Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax, should be submitted by the contractor every month not later than 15th day of the Month.
6. Payment to the contracting Agency will be released within 15 days from the date of the receipt of the documents as mentioned in (4) and(5) mentioned above.

E. Notice of Termination of contract:-

- a) **The contract can be terminated at any time without assigning any reason by giving one Months' notice in writing by either side.**
- b) **SUPERVISION:** The contractor shall supervise the cleaning and maintenance service on a regular basis who will report to the designated officer or any other office of Vidyalaya so authorized as and when he is required to do so by the Vidyalaya.
- c) **RATES:** Rates are fixed per month basis (26 days for Housekeeping Staff) for the sole unit (covered area, open area, surrounding stairs, lobbies corridors, toilets etc.) and for all items of work without **material**. When work is taken for a period less than a month because of closure of the Vidyalaya rates would be calculated for a day and payment made accordingly.
- d) **ARBITRATION:** In case of any dispute between the Contractor and the Vidyalaya arising out of or in relation to the agreements, the dispute shall be referred to a sole Arbitrator to be appointed by the Vidyalaya and the decision of the Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act.1940.
- e) **JURISDICTION:** The courts at the Station will have jurisdiction over all legal disputes under this agreement.

Principal

Signature of the contractor

TERMS AND CONDITION FOR SECURITY SERVICES FOR KENDRIYA NO. 01, TEZPUR

01	Name of the Vidyalaya	Kendriya Vidyalaya No. 01, Tezpur ,Assam
02	Address /Location of the Building	Campus of Kendriya Vidyalaya No. 01, Tezpur, Post – Dekargaon, District – Sonitpur, Assam - 784501
03	No.of days During the month for which the service as required	All days including holidays and round the clock.

A. Scope of work

1. That the agency shall provide security arrangements for, Kendriya Vidyalaya No. 01, Tezpur, Assam with effect from the date of signing of the agreement.
2. That the agency would undertake to engage, employ and provide the requisite number of trained security for the purpose as mentioned in this Quotation and also be responsible for payment of their emoluments and dues, & discipline and work.
3. That the entire responsibility for providing safety and security for the said building and the assets in and outside the rooms and premises is of the agency and the, Kendriya Vidyalaya No. 01, Tezpur will not be liable to pay anything for the security lapses as provided. The Agency will be responsible for any loss of property etc. The entire cost of the loss caused due to negligence of duty of the persons employed by the Agency will be charged from the Agency. The Contractor shall provide lathi, high power battery torch and whistle etc. to the security guards.
4. That the Agency shall provide complete and continuous security measures throughout 24 hours by changing the personnel in rotation or replacement once in every eight hours.
5. The contract is strictly for a period of one year from the date of signing of the contract. It may be extended for one more year with the consent of both the parties, strictly based on the outstanding performance of the work done in the first year of contract by the contractor.
6. That the, Kendriya Vidyalaya No. 01, Tezpur on its part shall not be liable to pay any charges, dues, compensation to the security men of the Agency in the event of any of accident. This shall be the responsibility of the Agency only who shall be the employer(s) of such personnel.
7. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the KVS as per the Indian Arbitration Act. The Seat of the arbitration and the proceeding shall be at such place as decided by the KVS and shall be governed by the Indian Arbitration Act.1940.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government applicable in Assam, and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state. The Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through account payee cheques/RTGS/NEFT only on or before 5th of every month .

B. REQUIREMENT FROM THE STAFF OF THE AGENCY, THEIR DUTIES, BEHAVIORS ETC.

1. The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency's Staff shall not disturb the employees of the Institution or make any sort of noise In the Institutions premises.

3. The Agency's worker shall be polite, courteous, well behaved and honest.
4. The Agency shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the Agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the Contractor along with their Profiles & photos should be submitted by the contractor. As far as possible, the Contractor shall not change the persons engaged without prior intimation to and approval of the authority. If, under un-avoidable circumstances, any replacement is to be made, the Contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/ replacement.
6. The Agency's workers shall not enter in to any unlawful activity within the Vidyalaya premises and shall have a good moral character.
7. The Vidyalayas shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Institution is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
8. The Agency shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the state Government and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the Contractor.
10. The Agency shall in no case transfer the services. The Contracting Agency only shall provide the services for which the contract has been signed.
11. The contractor shall employ the number of workers as specified in the tender notice to ensure that the work is done in time to the satisfaction of the Vidyalaya.
12. The Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Vidyalaya, if his presence at anytime is felt undesirable.
13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc. to the concerned authority's by the 15th of every month.
14. The contractor shall employ required number of workers as per the agreement to ensure that the work is done in time to the satisfaction of the, Kendriya Vidyalaya No. 01, Tezpur.
15. Kendriya Vidyalaya No. 01, Tezpur, Assam is a '**No Tobacco Zone**', the contractor shall ensure that employees Engaged by the firm don't take tobacco or alcohol in any form in the office premises

C. GENERAL CONDITIONS

1. **Agreement:**-The contract is strictly for a period of one year from the date of signing of the contract. It may be extended for one more year with the consent of both the parties, strictly based on the outstanding performance of the work done in the first year of contract by the contractor.
2. **Terms of Payment:** The Kendriya Vidyalaya No. 01, Tezpur shall pay the agreed amount to the contractor on monthly basis after completion of the Month and submission of a certificate by the Principal of the Kendriya Vidyalaya No. 01, Tezpur or his nominee "that the work has been done satisfactory". In case the work is found unsatisfactory 50% payment will be with held and it will be released only when the work is found as of quality.
3. The Contracting Agency will ensure payment of salary by cheque/RTGS/NEFT payment by **the 5th of every month to their employees** provided to this Vidyalaya as per the monthly remuneration and OTA charges quoted without any deduction.
4. The contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya supported with the details of disbursement made to the staff furnishing cheque details for each payment.
5. Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax, should be submitted by the contractor every month not later than 15th day of the Month.
6. Payment to the contracting Agency will be released within 15 days from the date of the receipt of

the documents as mentioned above in (4) and(5).

D. NOTICE OF TERMINATION OF CONTRACT

The contract can be terminated without assigning any reason by giving one month's notice by either side.

E. SUPERVISION:-

The contractor shall personally supervise the services of the personal and report to the Principal, Kendriya Vidyalaya No. 01, Tezpur as and when he is required to do so.

F. ARBITRATION

In case of any dispute between the contractor and the ,Kendriya Vidyalaya No. 01, Tezpur out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the, Kendriya Vidyalaya No. 01, Tezpur and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Arbitration Act 1940.

G. JURISDICTION

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

Principal

Signature of contractor

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No.:

To

The Principal

Kendriya Vidyalaya No. 01, Tezpur, Assam

Sir/ Madam,

Subject: Authorization for attending bid opening on _____ (Date) in the Tender for Manpower Services for the Kendriya Vidyalaya No. 01, Tezpur, Assam.

(Tender No.:

Date:

Following persons are here by authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1.

2

Sign of Officer authorized to sign the bid Documents

on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.