

TENDER DOCUMENT

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

Sir/Madam,

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

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya BNP DEWAS (M.P.), from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year** which may be extended, as indicated below:-

A. Area of the Building

Approximately 08 Acre, 60 rooms, toilets, corridors, areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the Building

**Kendriya Vidyalaya Dewas
BNP
DEWAS (M.P.) PIN-455001**

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required	In the following way/ timing
1.	Security Guards Male	Middle Class Standard	03 (Three)	24'Hours Clock-wise duty
2.	Workers for Cleanliness Male	Middle Class Standard	03 (Three)	As per Vidyalaya requirements
3.	Workers for Cleanliness Female	Middle Class Standard	02 (Two)	As per Vidyalaya requirements
4.	Gardener Male	Middle Class Standard	01(One)	As per Vidyalaya requirements

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide security/guard/ Ex-Serviceman to the KV wherever he is deputed and to look after overall security in the Kendriya Vidyalaya Dewas.
2.	Workers for cleanliness	To clean the KV building, Office, Class rooms, Corridors, toilets, garden & main road inside of Vidyalaya wherever he/she is deputed and any other work assigned by the supervisor for cleaning/dusting etc.
3.	Worker for Garden	To maintain & clean the garden & all tree surrounding boundaries wall and any other work assigned by principal.

- C. Material for cleanliness to be used as per attached Annexure -B. The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure -A :-
- D. Work will have to be got done in the following way:-
- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the KV.
 - ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.
 - iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
 - iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Vidyalaya's wall surroundings to this building.
 - v) Regular dusting/cleaning of office/Class room furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the office i.e. 6.30 a.m.
 - vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
 - vii) List of items/cleaning material required is attached vide Annexure-B.
 - viii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
 - ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
 - x) Filling of water in all desert coolers which are at present around **04 (four)**.
 - xi) Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Polishing of name plates and number plates with brass (on each floor) and cleaning of all other name plates/Boards.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. **Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (**Annexure - A**).
- (b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit Rs 10000/- (For all the 03 services) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of Kendriya Vidyalaya, DEWAS (M.P.), payable at DEWAS as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 10% of total amount 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.
- (g) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

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

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya Dewas premises in the presence of representative of the Kendriya Vidyalaya Dewas or its constituent.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya Dewas office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya Dewas office/premises supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing cheque details for each payment,
- (ii) Proof of payment of statutory obligation such as EPF, ESI, GST and any other applicable tax.

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

- (d) 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.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/ Client.
- (f) The normal office hours of KV is from 7.20 am to 3.00 pm six days from Monday to Saturday. However, KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (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

where $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 Dewas. 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 KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Dewas as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.
- (m) The Contracting Agency shall provide to their personnel deployed for Security & cleanliness with impressive summer uniform as well as winter uniform with insignia.

7. 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) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of GST Registration.
 - (h) The Bidder shall deposit Rs. 10000/- (For all the 03 services) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of Principal, Kendriya Vidyalaya Dewas payable at Dewas as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of M.P. shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- (a) 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 7.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

- (d) Notwithstanding the above, the Indentor 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.
- (e) Rates may be quoted exactly as per percentage of EPF, ESI etc.

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing Services for Security & cleaning/sweeping in Kendriya Vidyalaya Dewas (M.P.) on service charge basis due on 10th March 2021 (Wednesday) latest by 12.00 Noon..

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

Yours faithfully,

(Kiran Mishra)
Principal
Kendriya Vidyalaya , Dewas

केन्द्रीय विद्यालय, देवास (म.प्र.)
KENDRIYA VIDYALAYA, DEWAS (M.P.)

अनुच्छेद-अ / ANNEXURE - 'A'

चौकसी एवं निगरानी कार्य हेतु निविदा का प्रपत्र / FORMAT OF BID FOR WATCH & WARD WORKS

संख्या क्रमांक / S. No.	जनबल की श्रेणी / Category of Manpower	संख्या / Number	इकाई का मासिक पारिश्रमिक / Unit monthly remuneration	ईपीएफ मासिक इकाई पारिश्रमिक / EPF UNIT MONTHLY REMUNERATION)	ईएसआई मासिक इकाई दर / ESI UNIT MONTHLY REMUNERATION)	सेवा शुल्क मय उपरिव्यय एवं लाभ के / Service charges including overhead and profit	मासिक इकाई दर (कॉलम 4+5+6+7) / Monthly Unit Rate (Col. 4+5+6+7)	इकाई अतिरिक्त समय भत्ता दर प्रति घंटा / Unit OTA Rate Per Hour	कुल मासिक लागत (कॉलम 8x3) / Total Monthly Cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

- NOTE:-** 1. यदि किसी प्रकरण में इकाई कीमत एवं कुल कीमत में बीच अन्तर पाया जाता है तो इकाई कीमत को महत्व दिया जावेगा / In case of discrepancy between unit price and total price, the unit price shall prevail.
2. सेवा शुल्क मय उपरिव्यय एवं लाभ का लिखना अनिवार्य है एवं न्यूनतम रु.1/- या अधिक होना चाहिए अन्यथा बिड निरस्त कर दी जावेगी । / Service charges including overhead charges and profit should be quoted and should be minimum Rs.1/- or more Otherwise bid will be cancelled.
3. ठेका प्राप्त होने के पश्चात् श्रमिक को नियमानुसार निर्धारित कम-से-कम मजदूरी का भुगतान वैधानिक रूप से अनिवार्य होगा / After receive the contract as per rules payment to labour minimum wages should be compulsory as per legal provision.

हम सेवा जनबल प्रदान करने एवं निविदा दस्तावेज में दर्शायी गई शर्तों एवं नियमों को स्वीकार करते हैं एवं साथ ही संलग्न अनुबंध प्रपत्र को प्रविष्ट के लिए तैयार है । निविदा सुरक्षा रु..... (रु.....) मांगपत्र क्रमांक..... दिनांक..... जो कि "वीवीएन खाता, केन्द्रीय विद्यालय, देवास" को जारी है संलग्न है / We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs..... (Rupees.....) is furnished herewith Vide Bank Draft No..... dated..... drawn on "VVN A/C, KENDRIYA VIDYALAYA, DEWAS".

(Bidder)

हस्ताक्षर एवं नाम / Signature & Name.....

संस्था का नाम / Name of Firm:.....

दिनांक एवं समय / Date & Time:.....

संस्था की स्टाम्प सील / Stamp Seal of Firm:.....

केन्द्रीय विद्यालय, देवास (म.प्र.)
KENDRIYA VIDYALAYA, DEWAS (M.P.)

अनुच्छेद-अ / ANNEXURE - 'A'

साफ-सफाई कार्य सामग्री सहित हेतु निविदा का प्रपत्र / FORMATE OF BID FOR CONSERVANCY (CLEANING/SWEAPING) WORKS WITH MATERIAL

सं. क./ S. No.	जनबल की श्रेणी / Category of Manpower	संख्या / Number	इकाई का मासिक पारिश्रमिक / Unit monthly remuneration	ईपीएफ दर (मासिक इकाई पारिश्रमिक पर) / EPF Rate (ON UNIT MONTHLY REMUNERATION)	ईएसआई दर (मासिक इकाई दर / ESI UNIT MONTHLY REMUNERATION)	सेवा शुल्क मय उपरिव्यय एवं लाभ के / Service charges including overhead and profit	मासिक इकाई दर (कॉलम 4+5+6+7) / Monthly Unit Rate (Col. 4+5+6+7)	इकाई अतिरिक्त समय भत्ता दर प्रति घंटा / Unit OTA Rate Per Hour	कुल मासिक लागत (कॉलम 8x3) / Total Monthly Cost (Col. 8x3)	सामग्री की मासिक लागत / Monthly Cost of materials	कुल मासिक लागत (कॉलम 10+11) / Total Monthly Cost (Col. 10+11)
1	2	3	4	5	6	7	8	9	10	11	12
1	LABOUR	5									

NOTE:

- यदि किसी प्रकरण में इकाई कीमत एवं कुल कीमत में बीच अन्तर पाया जाता है तो इकाई कीमत को महत्व दिया जावेगा / **In case of discrepancy between unit price and total price, the unit price shall prevail.**
- सेवा शुल्क मय उपरिव्यय एवं लाभ का लिखना अनिवार्य है एवं न्यूनतम रु.1/-या अधिक होना चाहिए अन्यथा बिड निरस्त कर दी जावेगी । / **Service charges including overhead charges and profit should be quoted and should be minimum Rs.1/- or more Otherwise bid will be cancelled.**
- ठेका प्राप्त होने के पश्चात् श्रमिक को नियमानुसार निर्धारित कम-से-कम मजदूरी का भुगतान वैधानिक रूप से अनिवार्य होगा / **After receive the contract as per rules payment to labour minimum wages should be compulsory as per legal provision.**

हम सेवा जनबल प्रदान करने एवं निविदा दस्तावेज में दर्शायी गई शर्तों एवं नियमों को स्वीकार करते हैं एवं साथ ही संलग्न अनुबंध प्रपत्र को प्रविष्ट के लिए तैयार है । निविदा सुरक्षा रु..... (रु.....) मांगपत्र क्रमांक..... दिनांक..... जो कि "वीवीएन खाता, केन्द्रीय विद्यालय, देवास" को जारी है संलग्न है / We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs..... (Rupees.....) is furnished herewith Vide Bank Draft No.....dated.....drawn on "VVN A/C, KENDRIYA VIDYALAYA, DEWAS".

(Bidder)

हस्ताक्षर एवं नाम / Signature & Name.....

संस्था का नाम / Name of Firm:.....

दिनांक एवं समय / Date & Time:.....

संस्था की स्टाम्प सील / Stamp Seal of Firm:.....

केन्द्रीय विद्यालय, देवास (म.प्र.)
KENDRIYA VIDYALAYA, DEWAS (M.P.)

अनुच्छेद-अ / ANNEXURE - 'A'

साफ-सफाई कार्य सामग्री बगैर हेतु निविदा का प्रपत्र / FORMATE OF BID FOR CONSERVANCY (CLEANING/SWEAPING) WORKS WITHOUT MATERIAL

सं. क./ S. No.	जनबल की श्रेणी/ Category of Manpower	संख्या/ Number	इकाई का मासिक पारिश्रमिक/ Unit monthly remuneration	ईपीएफ दर (मासिक इकाई पारिश्रमिक पर)/ EPF Rate (ON UNIT MONTHLY REMUNERATION)	ईएसआई दर (मासिक इकाई दर / ESI UNIT MONTHLY REMUNERATION)	सेवा शुल्क मय उपरिव्यय एवं लाभ के/ Service charges including overhead and profit	मासिक इकाई दर (कॉलम 4+5+6+7)/ Monthly Unit Rate (Col. 4+5+6+7)	इकाई अतिरिक्त समय भत्ता दर प्रति घंटा/ Unit OTA Rate Per Hour	कुल मासिक लागत (कॉलम 8x3)/ Total Monthly Cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10
1	LABOUR	5							

NOTE:

- यदि किसी प्रकरण में इकाई कीमत एवं कुल कीमत में बीच अन्तर पाया जाता है तो इकाई कीमत को महत्व दिया जावेगा/ **In case of discrepancy between unit price and total price, the unit price shall prevail.**
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हम सेवा जनबल प्रदान करने एवं निविदा दस्तावेज में दर्शायी गई शर्तों एवं नियमों को स्वीकार करते हैं एवं साथ ही संलग्न अनुबंध प्रपत्र को प्रविष्ट के लिए तैयार है । निविदा सुरक्षा रु..... (रु.....) मांगपत्र क्रमांक..... दिनांक..... जो कि "वीवीएन खाता, केन्द्रीय विद्यालय, देवास" को जारी है संलग्न है/We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs..... (Rupees.....) is furnished herewith Vide Bank Draft No.....dated.....drawn on "VVN A/C, KENDRIYA VIDYALAYA, DEWAS".

(Bidder)

हस्ताक्षर एवं नाम/ Signature & Name.....

संस्था का नाम/ Name of Firm:.....

दिनांक एवं समय/ Date & Time:.....

संस्था की स्टाम्प सील/ Stamp Seal of Firm:.....

केन्द्रीय विद्यालय, देवास (म.प्र.)
KENDRIYA VIDYALAYA, DEWAS (M.P.)

अनुच्छेद-अ / ANNEXURE - 'A'

बागवानी कार्य हेतु निविदा का प्रपत्र / FORMAT OF BID FOR GARDENING WORKS

संख्या क्रमांक/ S. No.	जनबल की श्रेणी/ Category of Manpower	संख्या/ Number	इकाई का मासिक पारिश्रमिक/ Unit monthly remuneration	ईपीएफ मासिक इकाई पारिश्रमिक / EPF UNIT MONTHLY REMUNERATION)	ईएसआई मासिक इकाई दर / ESI UNIT MONTHLY REMUNERATION)	सेवा शुल्क मय उपरिव्यय एवं लाभ के/ Service charges including overhead and profit	मासिक इकाई दर (कॉलम 4+5+6+7)/ Monthly Unit Rate (Col. 4+5+6+7)	इकाई अतिरिक्त समय भत्ता दर प्रति घंटा / Unit OTA Rate Per Hour	कुल मासिक लागत (कॉलम 8x3)/ Total Monthly Cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

- NOTE:- 1. यदि किसी प्रकरण में इकाई कीमत एवं कुल कीमत में बीच अन्तर पाया जाता है तो इकाई कीमत को महत्व दिया जावेगा / **In case of discrepancy between unit price and total price, the unit price shall prevail.**
2. सेवा शुल्क मय उपरिव्यय एवं लाभ का लिखना अनिवार्य है एवं न्यूनतम रु.1/-या अधिक होना चाहिए अन्यथा बिड निरस्त कर दी जावेगी ।
/Service charges including overhead charges and profit should be quoted and should be minimum Rs.1/- or more Otherwise bid will be cancelled.
3. ठेका प्राप्त होने के पश्चात् श्रमिक को नियमानुसार निर्धारित कम-से-कम मजदूरी का भुगतान वैधानिक रूप से अनिवार्य होगा / **After receive the contract as per rules payment to labour minimum wages should be compulsory as per legal provision.**

हम सेवा जनबल प्रदान करने एवं निविदा दस्तावेज में दर्शायी गई शर्तों एवं नियमों को स्वीकार करते हैं एवं साथ ही संलग्न अनुबंध प्रपत्र को प्रविष्ट के लिए तैयार है । निविदा सुरक्षा रु.....
(रु.....) मांगपत्र क्रमांक..... दिनांक..... जो कि "वीवीएन खाता, केन्द्रीय विद्यालय, देवास" को जारी है संलग्न है / We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs..... (Rupees.....) is furnished herewith Vide Bank Draft No.....dated.....drawn on "VVN A/C, KENDRIYA VIDYALAYA, DEWAS".

(Bidder)

हस्ताक्षर एवं नाम / Signature & Name.....

संस्था का नाम / Name of Firm:.....

दिनांक एवं समय / Date & Time:.....

संस्था की स्टाम्प सील / Stamp Seal of Firm:.....

साफ सफाई, गार्डन, सुरक्षा गार्ड के अनुबंध संबंधी सेवा शर्तें

- 1, सभी कर्मचारियों के नाम पते मोबाइन नंबर एवं पुलिस द्वारा किए गए वेरिफिकेशन की जानकारी अनुबंध करने वाली संस्था को देना होगी साथ ही सभी कर्मचारियों के इपीएफ ईएसआय लेखा संख्या की प्रमाणित छायाप्रति निविदा के साथ उपलब्ध करानी होगी। जिन कर्मचारियों की सेवाएँ ली जावेगी उनकी आयु 25-45 के बीच होना चाहिए तथा वे युनिफार्म मे मय परिचय पत्र के अपना कार्य करेगें ।
- 2 साफ सफाई के अंतर्गत मशीन के माध्यम से पोछा विद्यालय परिसर एवं कमरों में लगाना आवश्यक होगा ।
- 3 साफसफाई के अंतर्गत चोक/ब्लाक नाली, ड्रेनेज आदि की सफाई त्वरित कराना होगी अनिवार्यता के दशा मे बाहरी व्यक्तियों से कार्यपूर्ण कर आपको भुगतान होने वाली राशि से वह व्यय कम कर दिया जावेगा अतः नियमित रूप से नालीयों/चेम्बरों की सफाई आवश्यक होगी ।
- 4 साफसफाई की सामग्री निविदा मे उल्लेखित मात्रा के माह के प्रथम कार्य दिवस पर कमेटी के सामने उपलब्ध कराना आवश्यक होगी ।
- 5 ग्रीष्मावकाश, ब्रेक मे अवकाश होने से आवश्यकता के आधार पर सफाई एवं गार्डन कर्मचारियों की सेवाएँ ली जावेगी
- 6 धरोहर राशि दस हजार डीडी के माध्यम से केवि देवास के पक्ष मे निविदा के साथ जमा करना आवश्यक है अन्यथा निविदा मान्य नही की जावेगी। निविदा यदि आपके पक्ष मे नही जाती है तो राशि बिना ब्याज के वापस लौटा दी जावेगी।
- 7 अनुबंधित संस्था प्रतिमाह काटे गए इपीएफ इएसआय की जानकारी कर्मचारियों के नाम, लेखा संख्या एवं राशि के बिल के साथ जमा करना आवश्यक है साथ ही कार्यरत कर्मचारी को प्रतिमाह बैंक के माध्यम से भुगतान किए जाने वाले वेतन की जानकारी भी बिल के साथ मय उपस्थिति पत्रक के जमा कराना आवश्यक होगा।
- 8 निविदा के साथ संस्था यह भी घोषणा लिखित मे देवे कि उनका कोई भी रिश्तेदार केन्द्रीय विद्यालय मे कार्यरत नही है ।
- 9 एक ही दरे यदि विभिन्न संस्थाओं की आने की दशा मे लाटरी द्वारा या कमेटी के निर्णय के आधार पर लिया जावेगा जो सभी को मान्य करना होगा ।
- 10, प्रतिसेवा के 10 प्रतिशत वार्षिक योग के ईएमडी राशि वर्ष भर के लिए जमा कराना अनुबंध प्रारंभ तिथि से आवश्यक होगी जो अनुबंध समाप्ति पर बिना ब्याज के वापस की जावेगी ।
- 11 संस्था इस बात का घ्यान रखे की लेबर ला के अंतर्गत सभी शर्तों का पालन होना आवश्यक है । किसी भी प्रकार के असुविधा की स्थिति मे केन्द्रीय विद्यालय देवास जिम्मेवार नही होगा ।
- 12 प्राचार्य का निर्णय अंतिम होगा उसपर किसी भी प्रकार की अपील मान्य नही होगी।
- 13 केविस के समय समय पर परिवर्तित होने वाले नियमों का पालन करना आवश्यक होगा।
- 14 नोटीस बोर्ड पर उल्लेखित जानकारी का भी अवश्य अवलोकन कर लेवें। साथ ही केविस नईदिल्ली के साईट पर दिए नियमों का अवलोकन साईट से किया जा सकता है।

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC PER MONTH

ANNEXURE-B

S. NO.	DESCRIPTION	QUANTITY P.M.
01	Doctor Phenyle White (Liquid)	50 lit.
02	Neptholin Balls	01 kg.
03	Bleaching Powder	10kg
04	Towel/Nepkins	As required
05	Domex	05 lit.
06	Harpic	05 lit.
07	Broom soft 250 gm	20 no.
08	Broom Bamboo big	05 no.
09	Wiper Big	05 no.
10	Liquid Soap Detol	05 no.
11	Ponchha fibre type/ cotton type	05 no.
12	Odonil	10 no.
13	Soap Cakes (Life Buoy)	05 no.
14	Acid Superiour quality	10 lit.
15	Detol Soap	12 no.
16	हेन्ड सेनेटराईजर	10 LIT

16 संस्था यह प्रपत्र/शर्तें हस्ताक्षर कर निविदा के साथ अवश्य संलग्न करेंगे ।

फर्म प्रमुख के हस्ताक्षर एवं सील

केन्द्रीय विद्यालय देवास

नोटीस बोर्ड पर सुरक्षा, साफ सफाई, गार्डन, के टेण्डर भरने संबंधी दिशा निर्देश

01 टेण्डर फार्म की राशि 200/- प्रति मद निर्धारित की है जो की निम्न खाते मे जमा कर रसीद की छायाप्रति देकर टेण्डर फार्म प्राप्त किया जा सकता है ।

02 विद्यालय मे नगदी राशि जमा करने संबंधी कार्यवाही न करने संबंधी निर्देश केविस से प्राप्त हुए है उसी के तहत विद्यालय द्वारा जा टेण्डर फार्म जारी किया जावेगा उसमे टेण्डर लेने वाली संस्था निम्न दिए गए खाता क्रमांक एवं आय एफसी कोड मे राशि जमा या स्थानांतरित कर टेण्डर फार्म रसीद की प्रति देकर प्राप्त कर सकते है । या प्रारूप साईट से डाउनलोड कर जमा कर सकते है ।

UNION BANK OF INDIA	STATION ROAD DEWAS
NAME OF ACCOUNT -	VVN ACCOUNT KV DEWAS
BRANCH IFSC CODE -	UBIN0537357
ACCOUNT NUMBER -	373502050000120

03 टेण्डर प्राप्त एवं जमा विज्ञापन के अनुसार दी गई तिथी मे 11 एवं 12 बजे के बीच मे किया जा सकता है फर्म/ प्रतिनिधि विद्यालय का अवलोकन कर ही अपना टेण्डर भरें ।

04 टेण्डर मे दी गई तिथी के अनुसार खोला जावेगा ।

05 टेण्डर मे पंजीकरण, ईपीएफ, ईएसआय के साथ साथ सुरक्षा व्यवस्था हेतु आय जी का प्रमाणपत्र की छाया प्रति भी संलग्न की जाना आवश्यक है ।

06 यदि आन लाईन प्रारूप डाउनलोड किया जाता है तो बयाना रु. 200/- प्रति मद विद्यालय खाते में जमा कर रसीद की छायाप्रति टेण्डर जमा करते समय पृथक से प्रस्तुत करें ।

07 दरे भरते समय राज्य/केन्द्र सरकार की अधिकतम जो भी दर अधिक होगी वही भरी जावे साथ ही उसके आधार पर ईपीएफ एवं ईएसआय की निर्धारित दरा नुसार ही राशि रूपये एवं पैसे सहित संबधित कॉलम मे भरी जावे । सेवा शुल्क 1/-एक रूपये या उससे अधिक की राशि भी भरी जा सकता है लेकिन राशि व्यावहारिक होना आवश्यक है । राशि के अभाव मे निविदा मान्य नही होगी ।

08 फायनेंसियल बिड के साथ राशि का दस हजार का डीडी विद्यालय विकास निधि केन्द्रीय विद्यालय देवास के नाम से टेण्डर के साथ जमा की जावे ।

09 टेण्डर प्रकिया के संदर्भ मे सभी निर्णय प्राचार्य /प्रबंध समिति के ही मान्य होंगे उस पर किसी भी प्रकार की कोई अपील स्वीकार नही होंगी ।

10 सामान सहित या सामान रहित साफसफाई का अनुबंध तात्कालिक परिस्थिति के आधार पर किया जा सकता है । दो या दो से अधिक फर्म की राशि एक समान आने की दशा मे सामग्री के लिए दिए गए मूल्य को शामिल कर L1 निकाला जावेगा ।

KENDRIYA VIDYALAYA, DEWAS

CHECK LIST

TECHNICAL BID

S.No.	Particulars	Whether Yes / No	Page No.
01	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.		
02	Audited Balance Sheet & Profit and Loss Account		
03	List of clientele during last 3 years along with cost of assignment		
04	PAN No. and Current IT clearance certificate		
05	Attested copy of proof of EPF registration		
06	Attested copy of proof of ESI registration		
07	Attested copy of proof of GST Registration.		

FINANCIAL BID

S.No.	Particulars	Whether Yes / No	DD No. & Date
01	Rs. 10000/- (For all the 03 services) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of Principal, Kendriya Vidyalaya Dewas payable at Dewas as earnest money alongwith the Bid..		

Note : This Check list should be submitted alongwith Tender in a separate envelope.

