

	केन्द्रीय विद्यालय जगतसिंहपुर तरिकुंद उच्च विद्यालय, तरिकुंद जनपद- जगतसिंहपुर, ओडिशा -७५४१०२ दूरभाष: (06724)-२६३६३३	KENDRIYA VIDYALAYA JAGATSINGHPUR (Ministry of H.R.D, Govt. of India) At: Tarikund High School Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633	
	web site: https://jagatsinghpur.kvs.ac.in/	E-mail : kvjagatsinghpur@gmail.com	
	भुवनेश्वर संभाग : ०४ Bhubaneswar Region : 04	स्टेशन कोड : ८४३ Station Code : 843	विद्यालय कोड : २३६३ School Code : 2363

No.F.15088/2363/KVJSP/2021-22/

Dated: 01.10.2021

सुरक्षा सेवा , संरक्षण सेवा और तथ्य दाखिला प्रचालक सेवा को आउटसौरिंग हेतु निविदा सूचना
TENDER NOTICE FOR WATCH AND WARD, CONSERVANCY & DATA ENTRY OPERATOR
THROUGH SERVICE CONTRACT

 <p align="center"> <u>KENDRIYA VIDYALAYA JAGATSINGHPUR`</u> <u>TENDER NOTICE</u> </p> <p> This is for information of all concerned that Sealed Competitive Bids are invited from the reputed registered Service Provider Firms for providing Manpower for Security, Conservancy and Data Entry Operator services through service contract for a period of 01(one) year. The sealed envelope super scribing “Quotation for Security/Conservancy/DEO” services should be submitted to the Principal, Kendriya Vidyalaya Jagatsinghpur. The process of selling of Bid forms are as under: </p>		
1	Manpower	Security Guard-03 Conservancy-02 Data Entry Operator-01
2	Sale of Bid Forms	Down Load tender forms from the Vidyalaya website
3	Last date of receipt of Sealed	16.10.2021 by (01.00 P.M)
4	Opening of Tender	21.10.2021 at 12.00 P.M in the Vidyalaya
5	Cost of Bid form for each category	The Technical Bid shall be accompanied by a DD @ Rs.1000/- (One thousand only which is non-refundable) for each services drawn in favour of VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur
6	An EMD of Rs.5000/- per service is to be deposited by the bidders along with their quotation (s)	
7	Demand Draft/Pay Order towards each EMD should be made in favour of “VVN A/c, Kendriya Vidyalaya, Jagatsinghpur, payable at Jagatsinghpur should be submitted along with bid form. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.	
<p> The reputed registered Service Provider Firms those having valid license from the competent authority to engage persons, Certificate of Registration of firm, Odisha & license under PSA (Regulation) Act-2005 for security services may get Bid forms from the Vidyalaya office on the above dates. Please visit Vidyalaya website https://jagatsinghpur.kvs.ac.in/ for the details of tender forms. </p> <p align="right"> Sd/- PRINCIPAL </p>		

	केन्द्रीय विद्यालय जगतसिंहपुर तरिकुंद उच्च विद्यालय, तरिकुंद जनपद- जगतसिंहपुर, ओडिशा -७५४१०२ दूरभाष: (06724)-२६३६३३	KENDRIYA VIDYALAYA JAGATSINGHPUR (Ministry of H.R.D, Govt. of India) At: Tarikund High School Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633	
	web site: https://jagatsinghpur.kvs.ac.in/	E-mail : kvjagatsinghpur@gmail.com	
	भुबनेश्वर संभाग : ०४ Bhubaneswar Region : 04	स्टेशन कोड : ८४३ Station Code : 843	विद्यालय कोड : २३६३ School Code : 2363

No.F.15088/2363/KVJSP/2021-22/

Dated:

To

(Address)

(Downloaded Tender forms from the website)

TENDER DOCUMENT
(WATCH AND WARD SERVICES)

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

Sir/Madam,

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 **Principal, Kendriya Vidyalaya, Jagatsinghpur** from the registered Service Provider Firm for providing Manpower through service contract initially for a period of **01 (One) year**, which may likely to be extended, as indicated below:

A.

Area of the Building	Kendriya Vidyalaya Jagatsinghpur is temporarily running inside the campus of Tarikund High School, Jagatsinghpur approximately 02 acres campus. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya Jagatsinghpur At: Tarikund High School, Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633

B.

S.No	Category of Manpower	Nos.	Minimum qualifications or/and experience	As per the following shifts	Remarks
1	Security Guard without arms. (Civilian).	01	Literate	Shift-I from 06.00 A.M to 02.00 P.M	1 day off for each security person and in the off day substitute person will be provided
2	Security Guard without arms. (Civilian).	01	Literate	Shift-II from 02.00 P.M to 10.00 P.M	
3	Security Guard without arms. (Civilian).	01	Literate	Shift-III from 10.00 P.M to 06.00 A.M	

C.

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	03 Security Guards without arms (Civilian).	To provide round the clock security/guard in the Vidyalaya for the safety security of the vidyalaya property with rotation after 08 hours.

3. Quoted Price

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration (not below minimum wages as per Gov. of Odisha/Govt. of India latest notification whichever is higher). EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached as (**Annexure-VI**).
- (b) The service charge must be quoted in percentage (only upto two places after decimal e.g. 10.2365% is an invalid quote whereas 10.23% is valid) and not in a fixed amount. Minimum value of service charge should be such that after deducting TDS as applicable and statutory liabilities (like EPF,ESI etc.)the rate should not go below the minimum wages. The Service Tax need not be quoted by the bidder because Security or cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Govt. of India . Notification No.06/2014-service tax dated 11.07.2014.
- (c) Service charges less than 2% like 1.90%,1.99%..etc will be counted as NIL and such bids would be summarily rejected.
- (d) The rate quoted shall be fixed for the duration of contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (e) Correction if any shall be made by striking off, endorsing with signature/initial and date and re-writing the correct information.
- (f) The bidder shall deposit @ **Rs.5000/- for each service** 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 **VVN A/c, Kendriya Vidyalaya, Jagatsinghpur** payable at **Jagatsinghpur** as **Earnest money** along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
- (g) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **10% of total payment** 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.
- (h) Telex/ e-mail 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 of one year and not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through electronic mode to their bank account or a/c payee cheque at **K.V. Jagatsinghpur** premises in the presence of representative of the **Principal, K.V Jagatsinghpur** or its constituent. Electronic mode of payment shall prevail over cheque payment.
- (b) **The Contracting Agency will ensure payment by the 5th of every succeeding month** to their employees, proof will be provided to the **Principal, K.V Jagatsinghpur** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Principal, K.V Jagatsinghpur** 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, Service Tax and any other applicable tax.
 - (iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
 - (iv) Muster roll for the month.

Payment to the Contracting Agency will be released within 15 days from the date of receipt of the invoice **subject to availability of fund in VVN.**
- (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 Indenter / Client.
- (f) The normal office hours of **KV Jagatsinghpur** is from 7.30 am to 3.00 pm six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

$$\text{Where, } A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (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 candidates may be invited for personal discussion also. No Conveyance or any other charges will be paid by the **Principal, K.V. Jagatgsinghpur**. 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 KV shall be made within 24 hours.

- (i) The Contracting Agency will be required to sign a contract with the **Principal, K.V. Jagatsinghpur** 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 Model Agreement.
- (j) In case of any loss, theft / sabotage caused by attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the works will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained/professional security guards /security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from any infectious disease before deployment for work.
- (m) **KV, Jagatsinghpur** shall provide a room/space for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in aforesaid room except the staff of Contracting Agency on duty.
- (n) The Contracting Agency shall provide impressive summer uniform as well as winter uniform with insignia to their security personnel, torch and cellphone.
- (o) **Considering the present pandemic situation due to spread of COVID-19 Corona Virus, the agency will provide all safety COVID-19 preventive items i.e Mask, gloves, sanitizer, thermos scanner etc. to the staff engaged.**

7. 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 specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** The full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA JAGATSINGHPUR ODISHA-754102. Please note that the prices should not be indicated in the Technical Bid.**
- B. Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL, KENDRIYA JAGATSINGHPUR ODISHA-754102 along with covering letter for submission of financial bid given at Annexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing Security and Conservancy Services**” at **KV JAGATSINGHPUR on service charge basis** ” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA JAGATSINGHPUR, At: Tarikund High School, Post: Tarikund, Distt. : Jagatsinghpur, Odisha-754102**

The Technical Bid shall be accompanied by a Bank Guarantee of **Rs.5,000/-** valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.5,000/-drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur,** towards EMD. The Technical Bid shall be accompanied by a DD @ Rs.1000/-(One thousand only) for each services drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur** towards cost of tender document. Technical Bids received without the application fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, **KV Jagatsinghpur** in this regard shall be final and binding. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **21.10.2021 at 12:00 P.M.** Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.

8. 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 5 years along with cost of assignment.
 - (d) PAN No. and copy of last assessment order / copy of IT return.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
 - (h) Attested copy of license under PSA (Regulation) Act-2005
 - (i) Attested copy of Labour registration certificate.
 - (j) Attested copy of valid Labour License.
 - (k) Copy of current labour rate issued from the Competent Authority.
 - (l) DD/Bank Guarantee of **Rs.5,000/-** valid for 135 days after the date of submission of bids or DD / Pay Order of **Rs.5,000/- drawn in favour of VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI, Jagatsinghpur Branch, Jagatsinghpur** as earnest money deposit along with the Bid.
 - (m) DD/Pay Order @ **Rs 1000/- for each service** as the cost of tender document drawn in favour of **VVN A/C, Kendriya Vidyalaya, Jagatsinghpur, payable at UBI, Jagatsinghpur Branch, Jagatsinghpur.**
 - (n) Notarized affidavit of the effect that the firm was not black-listed by any PSU, autonomous bodies, govt. organisation.
 - (o) Signature of the authorised person on each pages of tender document as a token of acceptance of all the terms and conditions.
 - (p) Attached documents are not legible, invalid or tempered/forged in any way.
- (ii) Remuneration of staff, quoted below minimum wages (Central/State Govt of Odisha, whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department shall render the Bid disqualified for evaluation.
- (iii) If a firm quotes “NIL” charges/ consideration the bid shall be treated as unresponsive & will not be considered.
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

9. **Award of Contract:**

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 3. **In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed :-**

Sl.No.	Details	Maximum Marks												
01.	<p>Previous experience in providing similar category of manpower to Government/semi Government Agencies</p> <p style="text-align: center;">Sample Scale of marking for one year:</p> <table border="1"><thead><tr><th>No of Govt/Semi Govt,PSU Clients to whom the bidder had extended similar services with at least 4 personals</th><th>Mark</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 five(5)</td><td>10</td></tr></tbody></table> <p>Maximum per year mark for Supply of similar category of manpower to Government/semi Government Agencies is 10. The award of above marks is subject to following conditions: i. Only the contract made within preceding 05 years will be considered. ii. The minimum manpower supplied to the govt agency is not less than four. iii. The bidder has submitted documentary proof of contracts in last 05 Years.</p>	No of Govt/Semi Govt,PSU Clients to whom the bidder had extended similar services with at least 4 personals	Mark	1	2	2	4	3	6	4	8	5 or more than five(5)	10	50 marks (10 marks for each preceding 5 years)
No of Govt/Semi Govt,PSU Clients to whom the bidder had extended similar services with at least 4 personals	Mark													
1	2													
2	4													
3	6													
4	8													
5 or more than five(5)	10													
02.	<p>Financial status: Profit or loss of the firm during the previous two financial years will be taken together. Highest profit making firm will be considered as L-1</p>	-----												

(b) **Even after applying the criteria enumerated in para 9(a) the tie position exists the decision of the bid evaluation committee would be final.**

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

(d) 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.

(e) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

10. Last date and time of receipt of Bids: You are requested to submit the Sealed Bids super scribed on the envelope as "**Bids for providing Security, Conservancy & DEO at K.V Jagatsinghpur on service charge basis**" on or before **16/10/2021** by **01.00 P.M.** The tenders will be opened on **21/10.2021 at 12.00 P.M at KV Jagatsinghpur** in the presence of bidders/authorized representative (letter of authorization along with identity proof shall be submitted by the representative), if any. If the last date of depositing and opening of tenders happens to be declared holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged.


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

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 K.V.

Yours faithfully



Principal
K.V Jagatsinghpur
प्राचार्य/Principal
केन्द्रीय विद्यालय/Kendriya Vidyalaya
जगतसिंहपुर/Jagatsinghpur
पिन-७५४१०२/PIN-754102

	केन्द्रीय विद्यालय जगतसिंहपुर तरिकुंद उच्च विद्यालय, तरिकुंद जनपद- जगतसिंहपुर, ओडिशा -७५४१०२ दूरभाष: (06724)-२६३६३३	KENDRIYA VIDYALAYA JAGAT SinghPUR (Ministry of H.R.D, Govt. of India) At: Tarikund High School Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633	
	web site: https://jagatsinghpur.kvs.ac.in/	E-mail : kvjagatsinghpur@gmail.com	
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No.F.15088/2363/KVJSP/2021-22/

Dated:

To

(Address)

(Down loaded Tender forms from the Vidyalaya website)

TENDER DOCUMENT
(CONSERVANCY SERVICES)

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

Sir/Madam,

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 **Principal, Kendriya Vidyalaya, Jagatsinghpur** from the registered Service Provider Firm for providing Manpower through service contract initially for the period **01 (One) year**, which may likely to be extended, as indicated below:

A.

Area of the Building	Kendriya Vidyalaya Jagatsinghpur is temporarily running inside the campus of Tarikund High School, Jagatsinghpur approximately 02 acres campus. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya Jagatsinghpur At: Tarikund High School, Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633

B.

S.No	Category of Manpower	Nos.	Minimum qualifications or/and experience	As per the following shifts	Remarks
1	Conservancy staff without material	02 (01 Male & 01 Female)	Primary standard	Shift-I from 07.30 A.M to 03.00 P.M	Sunday Off

C.

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	02 Conservancy services without material (01 Male & 01 Female)	Cleaning of Primary and Secondary building, Vidyalaya Campus & all toilets of the Vidyalaya

D. Material to be used for cleanliness will be supplied by the Vidyalaya.

3. Quoted Price

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration (not below minimum wages as per Gov. of Odisha/Govt. of India latest notification whichever is higher). EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached as **(Annexure-VI)**.
- (b) The service charge must be quoted in percentage (only upto two places after decimal e.g. 10.2365% is an invalid quote whereas 10.23% is valid) and not in a fixed amount. Minimum value of service charge should be such that after deducting TDS as applicable and statutory liabilities (like EPF,ESI etc.)the rate should not go below the minimum wages. The Service Tax need not be quoted by the bidder because Security or cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Govt. of India . Notification No.06/2014-service tax dated 11.07.2014.
- (c) Service charges less than 2% like 1.90%,1.99%..etc will be counted as NIL and such bids would be summarily rejected.
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- (f) The bidder shall deposit @ **Rs.5000/- for each service** 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 **VVN A/c, Kendriya Vidyalaya, Jagatsinghpur** payable at **Jagatsinghpur** as **Earnest money** along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
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- (a) The remuneration shall be disbursed through electronic mode to their bank account or a/c payee cheque at **K.V. Jagatsinghpur** premises in the presence of representative of the **Principal, K.V Jagatsinghpur** or its constituent. Electronic mode of payment shall prevail over cheque payment.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees, proof will be provided to the **Principal, K.V Jagatsinghpur** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Principal, K.V Jagatsinghpur** 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, Service Tax and any other applicable tax.
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- Payment to the Contracting Agency will be released within 15 days from the date of receipt of the invoice **subject to availability of fund in VVN.**
- (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 Indenter / Client.
- (f) The normal office hours of **KV Jagatsinghpur** is from 7.30 am to 3.00 pm six days from Monday to Saturday. Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (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, A1 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (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 candidates may be invited for personal discussion also. No Conveyance or any other charges will be paid by the **Principal, K.V. Jagatsinghpur**. 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 KV shall be made within 24 hours.

- (i) The Contracting Agency will be required to sign a contract with the **Principal, K.V. Jagatsinghpur** 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 Model Agreement.
- (j) In case of any loss, theft / sabotage caused by attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the works will be got verified from the police by the Contracting Agency before deployment for work.
- (l) **Considering the present pandemic situation due to spread of COVID-19 Corona Virus, the agency will provide all safety COVID-19 preventive items i.e Mask, gloves, sanitizer, thermos scanner etc. to the staff engaged.**

7. 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 specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** The full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA JAGATSINGHPUR ODISHA-754102. Please note that the prices should not be indicated in the Technical Bid.**
- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL, KENDRIYA JAGATSINGHPUR ODISHA-754102 along with covering letter for submission of financial bid given at Annexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing Security and Conservancy Services**” at **KV JAGATSINGHPUR on service charge basis** ” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA JAGATSINGHPUR, At: Tarikund High School, Post: Tarikund, Distt. : Jagatsingpur, Odisha-754102**

The Technical Bid shall be accompanied by a Bank Guarantee of **Rs.5,000/-** for each service, valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.5,000/-drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur**, towards EMD. The Technical Bid shall be accompanied by a DD @ **Rs.1000/-**(One thousand only) for each services drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur** towards cost of tender document. Technical Bids received without the application fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, **KV Jagatsinghpur** in this regard shall be final and binding. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **21/10/2021 at 12:00 P.M.** Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.

8. 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 5 years along with cost of assignment.
 - (d) PAN No. and copy of last assessment order / copy of IT return.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
 - (h) Attested copy of license under PSA (Regulation) Act-2005
 - (i) Attested copy of Labour registration certificate.
 - (j) Attested copy of valid Labour License.
 - (k) Copy of current labour rate issued from the Competent Authority.
 - (l) DD/Bank Guarantee of **Rs.5,000/-** for each service valid for 135 days after the date of submission of bids or DD / Pay Order of **Rs.5,000/- for each service drawn in favour of VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI, Jagatsinghpur Branch, Jagatsinghpur** as earnest money deposit along with the Bid.
 - (m) DD/Pay Order @ **Rs 1000/- for each service** as the cost of tender document drawn in favour of **VVN A/C, Kendriya Vidyalaya, Jagatsinghpur, payable at UBI, Jagatsinghpur Branch, Jagatsinghpur.**
 - (n) Notarized affidavit of the effect that the firm was not black-listed by any PSU, autonomous bodies, govt. organisation.
 - (o) Signature of the authorised person on each pages of tender document as a token of acceptance of all the terms and conditions.
 - (p) Attached documents are not legible, invalid or tempered/forged in any way.
- (ii) Remuneration of staff, quoted below minimum wages (Central/State Govt of Odisha, whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department shall render the Bid disqualified for evaluation.
- (iii) If a firm quotes “NIL” charges/ consideration the bid shall be treated as unresponsive & will not be considered.
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

9. **Award of Contract:**

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 3. **In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed :-**

Sl.No.	Details	Maximum Marks												
01.	<p>Previous experience in providing similar category of manpower to Government/semi Government Agencies</p> <p style="text-align: center;">Sample Scale of marking for one year:</p> <table border="1"><thead><tr><th>No of Govt/Semi Govt,PSU Clients to whom the bidder had extended similar services with at least 4 personals</th><th>Mark</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 five(5)</td><td>10</td></tr></tbody></table> <p>Maximum per year mark for Supply of similar category of manpower to Government/semi Government Agencies is 10. The award of above marks is subject to following conditions: i. Only the contract made within preceeding 05 years will be considered. ii. The minimum manpower supplied to the govt agency is not less than four. iii. The bidder has submitted documentry proof of contracts in last 05 Years.</p>	No of Govt/Semi Govt,PSU Clients to whom the bidder had extended similar services with at least 4 personals	Mark	1	2	2	4	3	6	4	8	5 or more than five(5)	10	50 marks (10 marks for each preceding 5 years)
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1	2													
2	4													
3	6													
4	8													
5 or more than five(5)	10													
02.	<p>Financial status: Profit or loss of the firm during the previous two financial years will be taken together. Highest profit making firm will be considered as L-1</p>	-----												

- (b) Even after applying the criteria enumerated in para 9(a) the tie position exists the decision of the bid evaluation committee would be final.
- (c) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (B) above.
- (d) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (e) 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.

10. Last date and time of receipt of Bids: You are requested to submit the Sealed Bids super scribed on the envelope as "**Bids for providing Security, Conservancy and Data Entry Operator at K.V Jagatsinghpur on service charge basis**" on or before **16/10/2021** by **01.00 P.M.** The tenders will be opened on **21.10.2021 at 12.00 P.M** at **KV Jagatsinghpur** in the presence of bidders/authorized representative (letter of authorization along with identity proof shall be submitted by the representative). If the last date of depositing and opening of tenders happens to be declared holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

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


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 K.V.

Yours faithfully



**Principal
K.V Jagatsinghpur**

प्राचार्य/Principal
केन्द्रीय विद्यालय/Kendriya Vidyalaya
जगतसिंहपुर/Jagatsinghpur
पिन-७५४१०२/PIN-754102

	केन्द्रीय विद्यालय जगतसिंहपुर तरिकुंद उच्च विद्यालय, तरिकुंद जनपद- जगतसिंहपुर, ओडिशा -७५४१०२ दूरभाष: (06724)-२६३६३३	KENDRIYA VIDYALAYA JAGATSINGHPUR (Ministry of H.R.D, Govt. of India) At: Tarikund High School Post: Tarikund, Distt. : Jagatsingpur Odisha-754102, Phone No.: 06724-263633	
	web site: https://jagatsinghpur.kvs.ac.in/	E-mail : kvjagatsinghpur@gmail.com	
	भुवनेश्वर संभाग : ०४ Bhubaneswar Region : 04	स्टेशन कोड : ८४३ Station Code : 843	विद्यालय कोड : २३६३ School Code : 2363

No.F.15088/2363/KVJSP/2021-22/

Dated:

E-mail/Speed Post/By Hand

To

(Address)

(Down loaded Tender forms from the website)

TENDER DOCUMENT
(DATA ENTRY OPERATOR)

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower 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 **Principal, Kendriya Vidyalaya, Jagatsinghpur** from the registered Service Provider Firm for providing Manpower through service contract initially for the period **01 (One) year, or till regular JSA joins in this Vidyalaya which ever is earlier**, which may likely to be extended, as indicated below :

S.No	Category of Manpower	Minimum qualifications,experience & age.
1	01 Data Entry Operator	i. Class XII pass or equivalent qualification from recognized board or university. ii. A typing speed of 35 w.p.m. in English & 30 w.p.m. in Hindi on computer. iii. Knowledge of Computer Applications. Age : Minimum 18 years.

An outline of tasks to be carried out by Data Entry Operator provided is detailed as under:

S.No	Category of Manpower	Responsibilities
1	Data Entry Operator	All type of Official work

3. Quoted Price

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration. OTA rate, EPF, ESI & other statutory costs and **Service Charges (including profit and administrative charges)** in the format of quotation only attached as **(ANNEXURE- VI)**.
- (b) Hourly rate of OTA should not exceed monthly remuneration
30 X 8
- (c) The rate quoted shall be fixed for the duration of contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (d) Correction if any shall be made by crossing out, initiating, dating and rewriting.
- (e) The bidder shall deposit **Rs.1,000/-** 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 VVN A/cs, Kendriya Vidyalaya, **Jagatsinghpur** payable at **Jagatsinghpur** as **Earnest money** along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
- (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **10% of total payment** 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 of one year and not less than 90 days after after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through electronic mode to their bank account or a/c payee cheque at **K.V Jagatsinghpur** premises in the presence of representative of the **Principal, K.V Jagatsinghpur** or its constituent. Electronic mode of payment shall prevail over cheque payment.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Principal, K.V. Jagatsinghpur** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Principal, K.V. Jagatsinghpur** 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 and any other applicable tax.

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

- (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 KVS is from 7.00 am to 3.00 pm six days from Monday to Saturday. However KV reserves the right to request the services on Sunday/Holidays. The Contracting Agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/Holidays. 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, $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (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 candidates may be invited for personal discussion also. No Conveyance or any other charges will be paid by the **Principal, K.V. Jagatsinghpur**. 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 KV shall be made within 24 hours.

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

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- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL, KENDRIYA JAGATSINGHPUR, ODISHA-754102 along with covering letter for submission of financial bid given at Annexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing Security, Conservancy & DEO Services in KV JAGATSINGHPUR on service charge basis** ” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA JAGATSINGHPUR, At: Tarikund High School, Post: Tarikund, Distt. : Jagatsinghpur, Odisha-754102**

The Technical Bid shall be accompanied by a Bank Guarantee of Rs.5,000/- valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.5,000/- drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur,** towards EMD. The Technical Bid shall be accompanied by a DD @ **Rs.1000/-** (One thousand only) for each services drawn in favour of **VVN A/C, Kendriya Vidyalaya Jagatsinghpur, payable at UBI Jagatsinghpur Branch, Jagatsinghpur** towards cost of tender document. Technical Bids received without the application fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, Jagatsinghpur in this regard shall be final and binding. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **21.10.2021 at 12.00 P.M . Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.**

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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:

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 - (o) Signature of the authorised person on each pages of tender document as a .token of acceptance of all the terms and conditions
 - (p) .Attached documents are not legible,invalid or tempered/forged in any way
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(b) Even after applying the criteria enumerated in para 9(a) the tie position exists the decision of the bid evaluation committee would be final.

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

(d) 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.

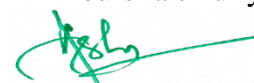
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The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

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 K.V.

Yours faithfully



**Principal
K.V Jagatsinghpur**

प्राचार्य/Principal
केन्द्रीय विद्यालय/Kendriya Vidyalaya
जगतसिंहपुर/Jagatsinghpur
पिन-७५ ४१० २/PIN-754102

Letter head of the bidding firm

Annexure-I
Part-(i)

COVERING LETTER OF TECHNICAL TENDER FORM

Date _____

Ref. Your Tender Document No. _____ dated _____

To

The Principal

Kendriya Vidyalaya, Jagatsinghpur

Post: Tarikund, Distt: Jagatsinghpur

Pin: 754102, Odisha

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy **Watch & Ward, Conservancy & Data Entry Operator** staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

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

(Signature with date)

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

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

Letter head of the firm

Annexure-I
Part-(ii)

Declaration

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person
(Name, designation and seal)

Date :

Place :

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

PROFORMA FOR TECHNICAL SPECIFICATIONS

Sl.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
02	Details of EMD	
	a) Amount	
	b) Draft. No./ Electronic Transaction ID	
	c) Date	
	d) Issuing Bank	
3.	Date of establishment of the agency	
4.	Establishment ID	
5.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
6.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
7.	PAN/TAN Number (copy to be enclosed)	
8.	Labour License Number (copy to be enclosed)	
9.	Service Tax/GST Registration Number (copy to be enclosed)	
10.	EPF Registration Number (copy to be enclosed)	
11.	ESI Registration Number (copy to be enclosed)	
12.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notorised court affidavit is to be attached in this regard)	
13.	Whether any show cause notice was ever issued by the Office of the Labour Commissioner or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	
14.	Whether all the pages of tender document are duly signed by authorised signatory, in token of acceptance of the same, is attached.	
15.	Whether agency profile is attached?	
16.	Length of experience in the field.	
17.	Current status of No.s of staff/supervisor registered with ESI/EPF and their details (Documentary proof)	
18.	Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of April 2013 to March 2018 in Annexure-IV along with documentary proof.	
19.	Whether the firm is an SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC ?	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Page No./ Remarks	Part of Technical Bid(TB)/Financial Bid.(FB)
1)	Covering letter for Technical Bid: Annexure: I [Part-(i)]			TB
2)	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3)	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			TB
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of tender.			TB
5)	Copy of Registration certificate of EPF			TB
6)	Copy of Registration Certificate of ESI			TB
7)	Copy of Labour license			TB
8)	Copy of Income Tax Return for last 2 years			TB
9)	Copy of Service Tax Registration & GST Registration			TB
10)	Copy of ISO-9001-2008 Certificate			TB
11)	Copy of PAN/TAN Card			TB
12)	Copy of VAT clearance certificate			TB
13)	Last 2 years audited statement from Chartered Accountant alongwith duly filled in Annexure-III.			TB
14)	Latest EPF Inspection report			TB
15)	No.s of staff/supervisor registered with ESI/EPF and their details (Attach valid Documentary issued by EPFO)			TB
16)	Rs.5,000/- 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 VVN A/C,KV JAGATSINGHPUR payable at UBI, JAGATSINGHPUR			TB
17)	Demand Draft of Rs- 1000/- in favour of VVN A/C,KV JAGATSINGHPUR payable at UBI, JAGATSINGHPUR as cost of tender document (non-refundable)			TB
18)	Notarized affidavit of the effect that the firm was not blacklisted/debarred by any government agency.			TB
19)	List of clients indicating quantum of work executed with them [Last 5 Years]— attach Annexure-IV and documentary proof.			TB
20)	Covering letter for submission of Financial Bid. Annexure-V			FB
21)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. Annexure-VI			FB
Important Note- The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.				

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

.....

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

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

Name of the firm:.....

Sl No.	Financial Year	Profit/Loss	Profit Amount (in Rs.) Figure	Profit Amount (in Rs.) Word	Remark
1.	2019-20				
2.	2020-21				
TOTAL					

(Signature with date)
(Name and designation) Duly authorised to sign tender for and on behalf of
_____ **(Name of Tenderer)**

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

Name of Govt/Semi Govt agencies,PSU to whom the bidder has extended similar services during last five years | April 2016-March 2021|

Name of the Agency and address :-

SI No	Financial Year	Name of the Govt/Semi Govt agencies,PSU	Period of contract (From.....To.....)	Total number of employee engaged altogether
1.	2016-17	i.		
		ii.		
		iii.		
		iv.		
		v.		
2.	2017-18	i.		
		ii.		
		iii.		
		iv.		
		v.		
3.	2018-19	i.		
		ii.		
		iii.		
		iv.		
		v.		
4.	2019-20	i.		
		ii.		
		iii.		
		iv.		
		v.		
5.	2020-21	i.		
		ii.		
		iii.		
		iv.		
		v.		

(Signature with date)
 (Name and designation) Duly authorised to sign tender for and on behalf of
 _____ (Name of Tenderer)

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

Letter head of the bidding firm

Annexure V

Covering letter for submission of Financial Bid

Letter No: _____

Date: _____

To,

The Principal
Kendriya Vidyalaya, Jagatsinghpur
Post: Tarikund, Distt: Jagatsinghpur
Pin: 754102, Odisha

Dear Sir,

We, the undersigned, offer to provide security, Conservancy, Gardening & Data entry operator services in accordance with your request dt._____. Our attached Financial Proposal is for the sum of _____

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

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

Yours sincerely,

Authorized Signature [In full and initials] : _____

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____

Name of bidding Firm :

S.N	Category of Manpower	Unit Rate per day	Number of Days	All figures in Rupees			Service charges including overhead profit (Per month/per worker)		Monthly Unit Rate (Col. 5 +6 +7 +8 (ii))
				Unit monthly Remuneration	EPF Rate (13 %)	ESI Rate (3.25 %)			
1	2	3	4	5	6	7	8 (i) Rate in Percentage (%) only	8 (ii) Numerical value (Col.5+6+7) × Rate of service charge in % (=Rs.....)	9
01	Watch & Ward without Arms (Skilled)		30						
02	Conservancy (Unskilled workers for Sweeping & Cleaning)		26						
03	Data Entry Operator		26						

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30 (for SI No.1) and 26 for (SI.No.2 & 3).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. Filling up of Col.No.3 and Col. No.5 to 09 is mandatory.
4. Any over writing, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.
5. **This duly filled in format of financial bid shall be kept by bidder in a separate 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 Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

Bidder's seal

(Bidder)
Signature of the authorized signatory: _____
Name: _____