



केन्द्रीय विद्यालय संगठन

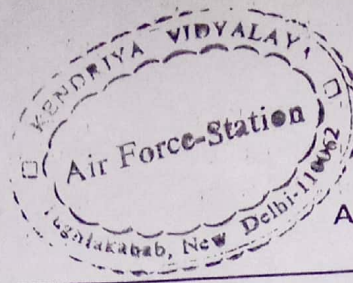
निविदा- दस्तावेज



TENDER -DOCUMENT

एक नजर में निविदा के महत्वपूर्ण बिंदु / Important points of the tender at a glance:

निविदा का शीर्षक/Title of the Tender:	Out-sourcing of the Conservancy Services
निविदा का प्रकार/Type of the tender	Open and advertised. Three bid system.
निविदा की कोटि/Tender Category	Services
निविदा प्रकाशन की तिथि/Date of publication of tender	27/02/2022
निविदा दस्तावेज डाउनलोड/बिक्री आरम्भ करने की तिथि/Tender Document Download / Sale Start Date	28/02/2022 at 12.30 Hrs.
निविदा प्रपत्र जमा करने की आरम्भिक तिथि/Bid submission start date	15/03/2022 at .30 Hrs.
निविदा दस्तावेज डाउनलोड/बिक्री बंद करने की तिथि /Tender Document Download / Sale end Date	15/03/2022 at 1300Hrs
निविदा जमा करने की अंतिम तिथि एव समय Last date and time of submission of tender	Date:15/03/2022 up to: 14.00Hrs.
निविदा प्रक्रिया/Bidding System	Two bid System (Technical Bid-Envelop: I, Financial Bid- Envelop: II)
निविदा दस्तावेज का मूल्य/Price of Tender document	Rs.500/-(Rupees Five Hundred only.)-None-refundable.
वायदा राशी /Earnest Money Deposit*	Rs.50,000/-(Rupees Fifty Thousand Only) refundable without interest. BMD Exemption Allowed as *The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate With NSIC, are exempted from payment of 'Earnest Money Deposit'.
बिड की वैधता अवधि/Bid validity period	90 day from last date.
निविदा जमा करने का माध्यम/Mode of deposit of tender documents	Registered/ Speed Post or deposited in drop box kept at school for this purpose Only.
निविदा जमा करने का पता/Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA,AFS , TUGHLAKABAD, M.B. ROAD. OPP. JAMIA HAMDARD UNIVERSITY, NEW DELHI-110080
निविदा दस्तावेज का मूल्य एव वायदा राशी को जमा करने का माध्यम/Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT(DD) or BANKER'S CHEQUE or PAY ORDER for tender document & EMD in Favor of KV AFS TUGHLAKABAD VVN A/C and payable at DELHI
निविदा पूर्व मीटिंग का दिनांक/Date of pre-bid meeting	Na
निविदा खोलने की तिथि एव समय /Date & Time of opening tender	Date:19/03/2021 on: 1.30pm.



केन्द्रीय विद्यालय
वायु सेना केन्द्र, तुगलकाबाद
नई दिल्ली-110080
KENDRIYA VIDYALAYA
AIR FORCE STATION, TUGHLAKABAD
NEW DELHI-110080

निविदा - दस्तावेज / TENDER- DOCUMENT

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

Sir/Madam,

1. The Kendriya Vidyalaya AFS Tughlakabad, New Delhi-110080, 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 in twobid system are invited by The Principal, Kendriya Vidyalaya AFS TUGHLAKABAD, NEW DELHI-110080 from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

A. KV Building details :

Area of the Building	Kendriya Vidyalaya AFS TUGHLAKABAD, NEW DELHI-110080 is having four blocks viz. Lab & Library block, Primary block, Secondary & Sr. Secondary Block and Main entrance block. There are assembly ground, Gardens & Sports ground inside the campus. Between each block there are open space and separate courtyards in each blocks. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya, AFS TUGHLAKABAD, M.B. ROAD, OPP. JAMIA HAMDARD UNIVERSITY, NEW DELHI-110080

B. Man power required:-

S.No.	Brief Description of Services	Specifications	No. of Persons	Duration	Services required by changing person in rotation
1.	Conservancy Services	Cleaning Service without materials and with materials for Cleaning**	09	1 year	Shift I -from 6.00AM to 2.00 PM Shift II -from 11.00AM to 07.00PM
2.	Gardener	To maintain and develop garden, putting water, etc.	02	1 year	Shift I -from 6.00AM to 2.00 PM Shift II -from 10.00AM to 06.00PM
3.	Security Services	24 hours security of the Vidyalaya	06	1 year	24 hours by changing 03 persons on rotation of 08 hours
4.	Data Entry Operator	As per the requirement of the Vidyalay	01	1 year	08 hours per day
5.	Lab/Office attendant	As per the requirement of the Vidyalay	02	1 year	08 hours per day

C. 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 Govt. of State/ Govt. of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.
 - (b) Service charges less than TDS as NIL and such bids would be summery rejected.
 - (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) The Bidder shall deposit Rs.50,000/- in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favor of KV AFS TUGHLAKABADVVN A/C as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (e) Exemption from payment of EMD: The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'. The firm must have to submit enclose documentary proof of this effect.
 - (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.50000/- (Rupees Fifty Thousand Only) valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.
 - (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 to the employees shall be disbursed through electronic mode to their bank only.
 - (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
 - (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents:-
 - (i) Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case maybe.
 - (ii) Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax/GST 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 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 Indenter/Client.
- (f) The normal office hours of Kendriya Vidyalaya AFS Tughlakabad, New Delhi is from 7.00 am to 6.00 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:
Total Monthly Remuneration = Monthly remuneration -A/
Where A = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by Kendriya Vidyalaya AFS Tughlakabad, New Delhi. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. Within 24 hours. The replacement of a Candidate on account of absence/unsuitability for Kendriya Vidyalaya AFS Tughlakabad, New Delhi shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Kendriya Vidyalaya AFS Tughlakabad, New Delhi 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/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 in factious disease be for redeployment for work.
The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.

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

- 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 AFS TUGHLAKABAD, NEW DELHI PIN-110080. 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 VIDYALAYA AFS TUGHLAKABAD, NEW DELHI PIN-110080..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 /GARDENIG AND MANPOWER SERVICES in KENDRIYA VIDYALAYA AFS TUGHLAKABAD, NEW DELHI.on service charge basis " and addressed to THE PRINCIPAL KENDRIYA VIDYALAYA, AFS TUGHLAKABAD, NEW DELHI-110080.

The Technical Bid shall be accompanied by a Bank-Guarantee of Rs.50,000/-valid for 135days after the date of submission of bids or DD/Pay Order of Rs.50,000/-drawn in favor of KENDRIYA VIDYALAYA AFS TUGHLAKABAD VVN A/C payable at DELHI towards EMD. The Technical Bid shall be accompanied by a DD of Rs.500/- (Five Hundred only) drawn in favor of KENDRIYA VIDYALAYA AFS TUGHLAKABAD payable at DELHI towards cost of tender document downloaded from website. Technical Bids received without the Application Fee, EMD or not fulfilling the prescribed conditions will be summarily rejected and decision of THE PRINCIPAL KENDRIYA VIDYALAYA AFS TUGHLAKABAD in this regard shall be final and binding. Only those bidders, who's Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on 19/03/2021 at 1.30pm. Financial Bids of only those who qualify in the Technical Bid will be opened there after.

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:-
- 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.
 - Audited Balance Sheet & Profit and Loss Account.
 - List of clients during last 5 years along with cost of assignment.
 - Average Turn Over Two Crores for Last Three Year By C A Verified.**
 - PAN No. and copy of last assessment order / copy of IT return .
 - Attested copy of proof of EPF registration.
 - Attested copy of proof of ESIC registration.
 - Attested copy of proof of ISO /IMS Registration.
 - Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
 - Attested copy of License to engage in the business of Private Security Agency for Security Services Only (License of Delhi PASARA)
 - Attested copy of Labour shop and establishment registration certificate in NCT of Delhi.





- l) Copy of current labor rate issued from the Competent Authority.
- m) DD/Bank Guarantee of Rs.50,000/- valid for 135 days after the date of submission of bids or DD Order of Rs.50,000/- drawn in favor of **KENDRIYA VIDYALAYA AFS TUGHLAKABAD**
- n) Attested Copy of agreement of Training Institute MOU of security trainings .
- o) Attested copy of Registration of (MSME) Provide UAN No.
- p) Attested Copy of CVR/PCC Of Director/Partner/Proprietor Not less Than 60 Days Of tender issue date .
- q) Bidder fill /mention the Page No are mandatory in checklist of annexure –II with technical –Bids
- r) ISO certification 9001 ;2015/2018/2017 and IMS Integrated management system (IMS) certification and has Implemented & maintains a integrated quality Management, Environmental Management, Occupational Health & Safety Managements System as ISO 9001:2008/9001:2015(QMS), ISO14001:2015 (EMS) and OHSAS 18001:2007 certified agency. This certificate (s) must be valid and Issued before the tender notice. As proof of Validity, the bidder must have attached a copy of certificate issued by the certifying agency.
- s) If the firms/company/agency should be currently providing a manpower services like a security Guard/ housekeeper/gardener, two or more any central Govt./State Govt. Organizations/autonomous body & minimum to maximum Vidyalaya/ Educational Institution working experience of last five yeara of .the relevant Documents/work order/ agreement in this regards may be submitted with the tender/ quotation are preferable by us.
9. The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

10. Award of Contract:-

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 rates are same between two or more than the financial bid are evaluate of qualified bidders following criteria of assessment would be followed:

- a. If the Rates will be same for two or more Firms, priority will give by us to these agency have a valid the integrated IMS certification and two other Govt. Offices/ department plus max KVs work counted are Min. to maximum Kendriya Vidyalayas working Experience/years are preferable by us. (Photo copy of KVs experience are attached). **min 06 Security Guard Training Certificate are attached with technical bids will be preferred.**
- b. If here in financial bids the rates are tai of two or more agency as per para 8 (q) and 10 (a) the financial bids selection criteria are “
If in financial bids in above mention condition are again tie than the selection or priority will given by us to these agency have a single similar nature of work-order in any govt. department / PSU/central/state govt. /KVs and the work-order value are not less than one crore. The work-order are consider only Govt. contract work-order for similar nature of service not a private company work order.
- c. **If rates is a minor differences in rates due to rounded off the amount rates will be considered same as per rounded off nearest whole number (If less than .50 paisa will be read previous rupees and .50 paisa & above to the next higher in rupees)**
- d. 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.
- e. 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.

f. Notwithstanding the above, the inventor 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.

11. **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 Services in **KENDRIYA VIDYALAYA AFS TUGHLAKABAD, M.B. ROAD, OPP. JAMIA HAMDARD UNIVERSITY NEW DELHI - 110080. On service charge basis. On or before 15/03/2022 by 1400Hrs.** The tenders Will be opened at KV AFS TUGHLAKABAD on 19.03.2022 at 1.30pm in the presence of bidders/authorized Representative(letter of authorization along with identity proof shall be submitted by the representative). If any On **19/03/2022**. If the last date of depositing and opening of tenders happens to be declared holiday. Then the Tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule Remaining unchanged. The indentor look forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

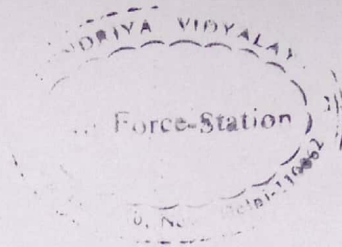
Yours faithfully,



Signature

For and on behalf of the
Kendriya Vidyalaya AFS TUGHLAKABAD

प्रो. चाव / P. Chavhan
के. वी. आर. ए. स्टेशन / K.V.A.F. Stn.
तुमलकाबाद नॉर्थ / TUGHLAKABAD N.D



Annexure-I Part-(i)

Date _____

COVERING LETTER OF TECHNICAL TENDERFORM

Ref. Your Tender Document No. _____ Dated _____

To,
The Principal
Kendriya Vidyalaya,
AFS TUGHLAKABAD,
NEW DELHI-110080

Sir,

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

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

(Signature

with date) (Name and designation) Duly Authorized to sign tender

for and on behalf of

(Name of Tenderer)

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



Letter head of the firm

Annexure-I Part-(ii)

Declaration

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s am competent to sign this declaration and execute this tender document.
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.

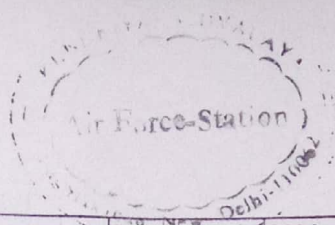


PROFORMA FOR TECHNICAL SPECIFICATIONS

Sl. No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID/ Registration No	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
6.	PAN /TAN Number (copy to be enclosed)	
7.	Copy of Labor Shop establishment registration number	
8.	Service Tax/GST Registration Number (copy to be enclosed)	
9.	EPF Registration Number (copy to be enclosed)	
10.	ESIC Registration Number (copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)	
12.	Whether all the pages of tender document are duly signed by Authorized signatory, in token of acceptance of the same, is Attached.	
13.	Whether agency profile is attached?	
14.	Length of experience in the similar nature of service/ field.	
15.	Attested Copy of agreement of Training Institute of Guard. (MOU copy)	
16.	Copy Average Turn Over Two Crores for Last Three Year By C A Verified.	
17.	Copy Attested copy of proof of ISO Registration.	
18.	Copy Attested Copy of CVR/ PCC of Director/Partner/ Proprietor are not less than 60 days old	
19.	Current status of No's of staff /supervisor registered with ESI/ EPF and their details (Documentary proof copy of ECR statement enclosed)	
20.	(MSME) Registration UAN No Provide (Copy to be enclosed).	
21.	Details of other clients/ establishment/ organization where the bidder has supplied similar services last 07 year during the period of 2013 to 2020 in Annexure-III along with documentary proof.	
22.	License to engage in the business of private Security Agency for Security services only.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date



CHECKLIST OF DOCUMENTS TO BE SUBMITTED

ANNEXURE-II

Sl. No.	Documents to be submitted	Submitted / Not Submitted	Bidder fill the Page No. are mandatory	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 Performa 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 Labor shop establishment registration license No			TB
8)	Copy of Income Tax Return for last 5 years			TB
9)	Copy of Service Tax Registration & GST Registration			TB
10)	Copy of average Turn Over Two Crores for Last Three Year By C A Verified.			TB
11)	Attested copy of proof of ISO 9001-2008 / 2015 Registration.			TB
12)	Attested Copy of agreement of Training Institute of Guard. (MOU copy are issued/valid on tender tenor).			TB
13)	Attested Copy of CVR/ PCC Director/Partner/Proprietor.			TB
14)	MSME Registration Certificate copy (Copy to be enclosed Yes /No). UDYOG ADHAR NUMBER(UAN).			TB
15)	Copy of PAN /TAN Card			TB
16)	Rs.50,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favor of KV, AFS TUGHLAKABAD payable at DELHI. Or *The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate With NSIC, are exempted from payment of 'Earnest Money Deposit'.			TB
17)	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
18)	Security Guard Training Certificate Copy are attached with technical bids (Min 08 security guard Training Certificate to be enclosed)			TB
19)	List of clients indicating quantum of work executed with Them [Last 7 Years] — attach Annexure-III and documentary proof.			TB
20)	Covering letter for submission of Financial Bid. Annexure-IV			TB
21)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. Annexure-V			FB

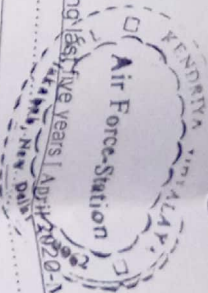
Important Note- The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.

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 authorized signatory of the company, should be enclosed with Technical Tender along with documentary proof mentioned with page No. In no case the documents related to financial bid i.e. Annexure-IV & V should be placed into envelop for technical bid.

Name of Govt./Semi Govt. agencies, PSU to whom the bidder has extended similar services during last five years (April 2020-March 2021)



'ANNEXURE-III'

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

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

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.



Letter head
of the
bidding

Annexure IV

Covering letter for submission of Financial Bid

LetterNo: _____

Date: _____

To,
The Principal
Kendriya Vidyalaya
AFS TUGHLAKABAD,
NEW DELHI--110080

Dear Sir,

We, the undersigned, offer to provide Security/ conservancy/gardening/ manpower services in accordance with your request dt. _____. Our attached Financial Proposal is for

1. security guard the sum of Rs. _____ /- in words and figures -----) per person per month.
2. Sweeper/Mali the sum of Rs. _____ /- in words and figures -----) per person per month.
3. Lib/Off attendant the sum of Rs. _____ /- in words and figures -----) per person per month.
4. DEO the sum of Rs. _____ /- in words and figures -----) per person per month.

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] : _____

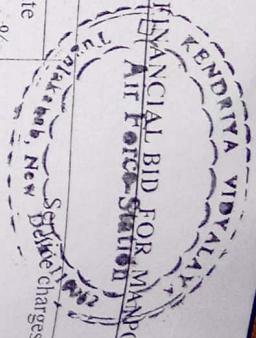
Name and Title of Signatory : _____

Name of Firm : _____

Address : _____

Bidding Firm:

FORMAT OF FINANCIAL BID FOR MANPOWER SERVICES.



ANNEXURE-V

Sl. No.	Description of Manpower	Number	All figures in Rupees				7(i): Rate in Percentage	7(ii): Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.	Monthly Rate (Col.4+5+6+7(iii))	Unit	Total monthly cost (Col.8X3)
			Unit monthly Remuneration	EPF Rate @ 13 %	ESI Rate @ 3.25 %	Service Charges					
01	Conservancy (un-skilled workers for Sweeping & Cleaning)	01	17004	1950	552.63						
02	Gardener / Mali (Un-skilled)	01	17004	1950	552.63						
03	Security Guard Services (without weapon)	01	23850	1950	682.50						
04	Data Entry Operator skilled	01	20670	1950	671.77						
05	Lab/Office attendant skilled	01	20670	1950	671.77						

NOTE:-

- Conversion of monthly rates of wages into daily min wages rates of wages shall be worked out by dividing the monthly rates by 30days (for SI No.3) and 26 days for (SI No.1,2,4, & 5).
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- Filling up of Col. No.4 to 9 is mandatory for bidding agency.
- Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.
- 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.
- Rates will be revised as per Govt. Notification from time to time But the service charges will remain fixed during the validity of contract.
- Service Charges should be quoted in percentage only, is quoted in rupees it can be rejected.
- Service Charge rates should not be less than the rates of TDS or Nil and such bids would be summarily rejected.
- If rates is a minor differences in rates due to rounded off the amount rates will be considered same as per rounded off nearest whole number (If less than 0.50 paisa will be read previous rupees and 0 50 paisa & above are counted to the next higher in rupees)

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document tender also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs. _____ (Rupees) is furnished herewith vide Bank Draft No. _____ or For Exemption of EMD NSIC Valid certificate no. _____ drawn on _____ Date _____

(Bidder)

Bidders seal Signature of the authorized signatory: