

HOW TO SUBMIT THE QUOTATION

The quotation is to be submitted by hand / post upto 01.00 pm of 27.03.2020 in a total of 03 envelopes as stated below:

Envelope 1: Technical Bid

(Duly sealed & signed)

Written on the top of the envelope as : “TECHNICAL BID”, FOR CONSERVANCY/GARDENING AND SECURITY SERVICES AT KV IOC Noonmati, Guwahati”

What to put: Technical Bid- Annexure – A and all related documents & enclosures of Technical Bid

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Envelope 2: Price Bid

(Duly sealed & signed)

Written on the top of the envelope as : “PRICE BID”, FOR CONSERVANCY/GARDENING AND SECURITY SERVICES AT KV IOC Noonmati”

What to put: Price Bid - Annexure –B

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Envelope 3: Main Envelope

(Duly sealed & signed)

Written on the top of the envelope as :

“QUOTATION FOR CONSERVANCY/GARDENING AND SECURITY SERVICES AT KV IOC NOONMATI”

Addressed To

The principal, Kendriya Vidyalaya IOC Noonmati, Guwahati,
P.O. : Noonmati, Guwahati, Assam, 781020

What to put in the main envelope:

1. Envelope-1
2. Envelope-2
3. Main Tender documents duly sealed & signed along with Annexure I , II & III

PRINCIPAL



केन्द्रीय विद्यालय, भा.ते.निगम, नूनमाटी, गुवाहाटी

KENDRIYA VIDYALAYA IOC NOONMATI GUWAHATI

Sector-1, Noonmati, Guwahati -781020, Assam

Phone : 0361- 2657121 IOC : 7904

E-mail:kv_ioc@rediffmail.com

Website:www.iocguwahati.kvs.ac.in

F. 47/ KVIOC/Noonmati/ 2019-20

Dated: 07-03-2020

To

By WEB PORTAL

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Subject:- Quotation for Providing Security Services / Conservancy Services (Cleaning) & Gardening Service personnel to Kendriya Vidyalaya IOC Noonmati – reg.

Sir,

1. Sealed quotations are invited by the undersigned from a reputed and Registered Agencies for providing Security Services / Conservancy Services (Cleaning) & Gardening Service personnel at Kendriya Vidyalaya IOC Noonmati, Guwahati
2. Quotation should be sent under strong sealed cover marked as "Quotation for Security Services / Conservancy Services (Cleaning) & Gardening Service personnel" and addressed to the undersigned by designation not by name. The last date for accepting quotation is 1.00pm of 27.03.2020 The quotations will be opened in the office of the undersigned at 1.00pm of 28.03.2020 or the next working day.
3. The quotation shall be submitted accordingly to the terms & conditions specified in paragraphs 4 to 15. Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.
5. The undersigned is not bound to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.

7. The tenderer shall deposit Earnest Money of Rs 5000/- of the total value of the per month in the form of Banker's Cheque / DD to be drawn in favour of Kendriya Vidyalaya IOC Noonmati payable at Guwahati along with the Quotation. The earnest money will be forfeited in the event of failure to comply with the contract. EMD will be refunded to unsuccessful bidders
8. In the event of successful Tender the Earnest Money will be adjusted towards performance Security Deposit which shall be payable @ 10% of the bill value of one month
If the contractor is not agreeable to pay Security Deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.
9. The Contractor will give the certificate in writing that he has not employed children in his firm.
10. All Taxes will be deducted at the prevailing rate of the Govt. from the bill amount.
11. Requirement of the Vidyalaya: (a) Security personnel minimum requirement – 03
(b) Cleaning personnel minimum requirement :-03, (c) Gardener:-01(not agriculture worker)
12. Quote the rate for Security Personnel separately for : (a) Ex-servicemen personnel and
(b) Home Guard personnel separately.
13. Documents required submitting along with the Quotation:
(i) Firm Registration Certificate. (Photo copy). (ii) License for Security personnel.
(iii) Labour license. (iv) Income Tax/GST clearance certificate. (v) Previous experience Certificate if any. (vi) TIN & PAN Number. (vii) ESI Registration. (viii) EPF details etc.
14. The details of Terms & Conditions (Scope of Work) in Annexure – I, II & III for the Security Services / Conservancy Services (Cleaning) & Gardening Services are enclosed in Duplicate. One Copy duly signed with date & seal to be submitted along with the Quotation.
15. Quotations which do not comply with the above conditions are liable to be rejected.

Encls:- Terms & Condition as mentioned in SI.No.14.

(Dolly Das)
PRINCIPAL

All above terms and conditions are accepted by me/ us

Name of the Bidder.....

Signature..... Date..... Office Seal.....

ANNEXURE – I

TERMS AND CONDITIONS FOR CLEANING/SWEEPING/JOB'S ETC.

FOR KENDRIYA VIDYALAYA IOC NOONMATI

1. Name of the KV : Kendriya Vidyalaya IOC Noonmati
2. Address/Location of : K.V. IOC Noonmati, Sector-1, P.O. : Noonmati,
the building. Guwahati-781020, Assam
3. Area of the Building : Entire area of KV IOC Noonmati
including open area.
4. No. of days during the month : All days except Sunday and Gazetted
for which the Services are holidays, unless otherwise required
required. on written requisition. Additional changes
for cleaning/sweeping etc. on holiday(s)
whenever required will be payable.

SCOPE OF WORK:

A. Daily work (from 7 A.M. to 12.30 PM and 1.30 PM to 5.30 PM or as may be decided by the Vidyalaya).

1. Sweeping of entire area of the school building and sounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya and thereafter every 2 hours especially in the areas like Corridors, stairs and reception etc. Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
4. Cleaning of carpets Durries etc.
4. In Case of shortage of water or non-availability of water, brining water from outside for cleaning.
5. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the Kendriya Vidyalaya.
6. Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirah and door and windows in class-rooms, all other rooms and other spaces of the school everyday before opening of the school.

Contd...P/2

7. Provision of soap in the toilets and placing sufficient quantity of naphthalene balls/ cakes and odonil cakes in the urinal. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.
8. The choking of the sanitary installations e.g. Traps Bottle traps , gully traps etc. is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

B. Items of Work to be done generally once in a Week.

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wades, without damaging their shines.
3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.
7. Dusting and cleaning of fans, electrical fitting, window panes with glass cleaning chemical/ agents and cleaning of partition paneling etc.
8. Removal of cobwebs in all rooms and other spaces of the school.

C. Requirements from the Staff of the Agency: their duties: Behavior etc.

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
3. The contractor workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary fire or any other mischievous deed done by its workers.

5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
6. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
7. The Contractor shall be **directly** responsible for the payment of wages, which should not be less than the minimum wages prescribed by the State Govt. and will include such other benefit as may be available to its employees under the relevant Acts and regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
8. Insurance and accident risks of the workers will be the responsibility of the Contractor.
9. All the workers of the Contractor shall be free from infectious diseases.
10. The Contractor will ensure that proper license/ permission from the concerned authorities, wherever applicable are obtained promptly.
11. The Contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya vidyalaya in writing.
12. The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
13. The Kendriya vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

D. general Conditions

1. **Agreement:** For one year extendable for one year with the Consent of both parties and outstanding performance of the work done during last year by the Contractor.
2. **Terms of payment :** the Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily. In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya vidyalaya.
3. Kendriya Vidyalaya IOC Noonmati may be termed as Kendriya Vidyalaya or KV IOC Noonmati at different places of this documents which bears the same meaning.
4. The successful bidder to whom the order would be placed to be known as Contractor hereafter.

E. Notice of Termination of Contract.

1. The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.

F. Stock and Supplies.

The contractor shall maintain sufficient stock of various items such as towels, dusters, soap, phenyl, detergent, odonil, neptholine ball etc. so as to meet normal requirement. The contractor shall not be permitted to stop supplying any item for any reason.

All material will be supplied by KV IOC Noonmati

G. Supervision.

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other officer of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

H. Rate.

Rates must be fixed on per day basis for the whole unit (covered area, open area surroundings, stairs, lobbies , corridors, toilets etc.) and for all items of work including cost of material.

At times when the work is done less than the specied period, proportionate amount shall be calculated and paid accordingly to the contractor

I. Arbitration

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement the dispute shall be referred to a sole Arbitrator to be appointed by the KV New Bongaigaon and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration 1940.

i. Jurisdiction

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

**PRINCIPAL
KENDRIYA VIDYALAYA
IOC NOONMATI**

TERMS AND CONDITION FOR SECURITY SERVICE

1. Name of K.V. : Kendriya Vidyalaya IOC Noonmati
2. Address: K.V. IOC Noonmati, Sector-1, P.O. : Noonmati,
Guwahati-781020, Assam
3. Area of the Building/Other details:
4. No. of days during the month : All the days including holidays and round the clock.

SCOPE OF WORK

Providing round the clock security services.

Terms and Conditions to be executed between the Agency and Kendriya Vidyalaya for Providing Security Services.

1. That the agency shall provide security arrangements for Kendriya Vidyalaya Building/premises located at KV IOC Noonmati with effect from the date of agreement issued by this Vidyalaya
2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-servicemen are not available others can be engaged for the purpose by the Agency.
3. That the entire responsibility for taking security measures of the said building / premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the Agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.

Contd.....P/2.

5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
 6. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement / Dist. Soldier Board or any other body of Ex-Servicemen, recognized for the purpose by the State Govt. as the case may be.
 7. **That the tenure of the service agreement shall be initially for a period of one year which may be extended to one more year on mutual agreement of both the parties.
However, the Vidyalaya authority reserves the full right to terminate the agreement at any time without assigning any reason.**
 8. That the Vidyalaya on its part shall not be liable to pay any charges, dues compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
 9. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya IOC Noonmati as per the Indian Arbitration Act. The seat of the arbitration shall be at Guwahati and the proceedings shall be governed by the Indian Arbitration Act, 1940.
- 10. Jurisdiction**
The court at the station will have jurisdiction over all legal disputes under this agreement

**PRINCIPAL
KENDRIYA VIDYALAYA
IOC NOONMATI**

TERMS AND CONDITIONS FOR PROVIDING SERVICES OF
GARDENING IN THE VIDYALAYA

IOC Noonmati

1. Name of K.V. : Kendriya Vidyalaya ~~NEW DONGAIGAON.~~
K.V. IOC Noonmati, Sector-1, P.O. : Noonmati,
2. Address: Guwahati-781020, Assam

Dist. DONGAIGAON - 783381
3. Area of the Building/Other details:

No. of Days during the month : All the days of the month or as desired by the
4. Vidyalaya
vidyalaya.

(Not as Agricultural worker)

SCOPE OF WORK

Maintenance and upkeep of gardens, play fields and compound of the Vidyalaya.

Terms and Conditions for Providing Services of Gardening in the Vidyalaya

1. That the agency shall provide, Gardening arrangement of Kendriya Vidyalaya premises located at IOC Noonmati w.e.f. the date of agreement issued by this Vidyalaya
2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.

6. That the tenure of the service agreement shall be initially for a period of one year with effect from the date of agreement and shall continue till either side intends to terminate giving one month's notice in advance to other side or paying one month's dues in lieu of the notice.
7. That the Vidyalaya on its part shall at not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employee of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya IOC Noonmati as per the Indian Arbitration Act. The seat of the arbitration shall be at Guwahati and the proceedings shall be governed by the Indian Arbitration Act, 1940.

9. Jurisdiction:

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

**PRINCIPAL
KENDRIYA VIDYALAYA
IOC NOONMATI**

KENDRIYA VIDYALAYA IOC NOONMATI

TECHNICAL BID FOR CONSERVANCY/GARDENING AND SECURITY SERVICES AT KV IOC NOONMATI

1. **NAME OF COMPANY/FIRM:** _____

2. **COMPANY ESTABLISHMENT REGISTRATION NUMBER** _____

(Please enclosed attested photo copy)

3. **ADDRESS:** _____

4. **PROPRIETOR'S NAME:-** _____

TEL. LAND LINE: _____ **MOBILE** _____

E-MAIL ID:- _____

5. **IG/DG LICENCE (please attach a photocopy) (License from police authority)**

A. **LICENCE NUMBER** _____

B. **ISSUING AUTHORITY** _____

C. **VALIDITY FROM** _____ **TO** _____

6. **LABOUR LICENCE (Please enclose photocopy)**

A. **LICENCE NUMBER** _____

B. **ISSUING AUTHORITY** _____

C. **VALIDITY FROM** _____ **TO** _____

7. **ESIC REGISTRATION (Please enclose photocopy)** _____

8. **EPF REGISTRATION NO.:(Please enclose photocopy)** _____

9. **SERVICE TAX REGISTRATION NO. :(Please enclose photocopy)** _____

10. **PAN NO. :-** _____

(Please enclose attested photo copy of Pan card and attach copy of IT clearance certificate)

11. **GST Registration No** :.....

Contd. on page 2.....

2/2 of ANNEXURE – ' A'

12. Please enclose photocopies of attested audited balance sheet and Profit and & Loss A/C.

14. Experience of work during the last three years along with cost of assignment (please attach photocopy).

SL. NO	SESSION	NAME OF THE ORGANIZATION	SERVICE PROVIDED	ANNUAL COST OF ASSIGNMENT
1	2016-17			
2	2017-18			
3	2018-19			

SEAL & SIGN OF THE PROPERITER / AUTHORISED SIGNATORY

ANNEXURE-B

KENDRIYA VIDYALAYA IOC NOONMATI
PRICE BID FOR SECURITY SERVICES , CLEANERS & GARDENERS
To be filled by the Bidder (To submit in separate envelope)

Service required	Govt. Rate (per day)	Govt. Rate (per month for 30 days)	EPF% 13%	ESI% 4.75%	Agency charge inclusive of all overhead charges & profit (Minimum 1%) Note: 2% TDS will be deducted (Monthly)	Any other charge (Please specify)
Security (30 days)						
Cleaner						
Gardener						

NOTE:

1. **Where both central and state government has fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. The bidder should not quote rates less than the minimum wages rates prescribed by either of the government.**
2. Monthly Service charges include all overhead charges, supervisory charges Uniform (winter and summer, rain coat) torch, cane, gloves gumboots and accessories required by the workers for efficient delivery of their duties and mandatory by rule of law.
3. Payment of service tax is exempted under section 93(1) of the Finance Act, 1994 (Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance Dept. of Revenue Central Board of Excise & Customs Tax Research Unit order No. B1/14/2013-TRU, dated 19/09/2013.
4. In case of discrepancy between Unit price and total price, the unit price (per day) shall prevail.
5. **TDS will be deducted as per rules.**
7. No column should be left blank.

Name & Signature of the Bidder

Date.....

Office Seal.....