



केन्द्रीय विद्यालय संगठन

0824-2244755

Website: [www.no2mangalore.kvs.ac.in](http://www.no2mangalore.kvs.ac.in)

Email: [kvmangala@yahoo.co.in](mailto:kvmangala@yahoo.co.in)

ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ನಂ. ೨ ಮಂಗಳೂರು, ಎಕ್ಕೂರು, ಅಂಚೆ ಕಂಕನಾಡಿ, ಮಂಗಳೂರು- 02

केन्द्रीय विद्यालय नं २ एक्कूर, कंकनाड़ी, मंगलूरु -575002

Kendriya Vidyalaya No. 2, Ekkur, Kankanady (P.O), Mangaluru- 575002

Ref.No: F.13089/2019-20/MNG2/

Dated: 18-10-2019

## TENDER NOTICE

Sealed Tenders are invited for awarding contract for out-sourcing the security and conservancy services in Kendriya Vidyalaya No. 2 Mangaluru. Sealed tender should reach this office latest by 3.00 pm on **13-11-2019**. The tender form/document can be obtained from K V No.2 Mangaluru on all working days (between 10.00 am to 3.00 pm) by depositing Rs.100/- (Rupees One hundred only) for each Tender. Tender forms can be downloaded from school website [www.no2mangalore.kvs.ac.in](http://www.no2mangalore.kvs.ac.in) also. Sealed Tender form will be opened **on 16-11-2019 at 11.30 AM** in the office of Principal, Kendriya Vidyalaya No.2, Ekkur, Mangaluru in the presence of Bidders or their representatives. If the last date of depositing/ opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day. If the last date of depositing/ opening of tenders is extended, it will be uploaded on vidyalaya website.

*[Signature]*  
Principal

K V No.2 Mangaluru

प्राचार्य Principal

केन्द्रीय विद्यालय नं-II KENDRIYA VIDYALAYA No.-II

एक्कूर, कंकनाड़ी पोस्ट EKKUR, KANKANADY P.O,

मंगलूरु MANGALURU - 575 002



0824-2244755

Website: www.no2mangalore.kvs.ac.in

Email: kvmangala@yahoo.co.in

ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ನಂ. ೨ ಮಂಗಳೂರು, ಎಕ್ಕೂರು, ಅಂಚೆ ಕಂಕನಾಡಿ, ಮಂಗಳೂರು- 02

केन्द्रीय विद्यालय नं २ एकूर, कंकनाड़ी, मंगलूरु -575002

Kendriya Vidyalaya No. 2, Ekkur , Kankanady (P.O), Mangaluru- 575002

### TENDER DOCUMENT FOR SECURITY SERVICES

Sub:-Tender for providing Security Services to KV No.2, Ekkur, Mangaluru –reg.

Sir,

Kendriya Vidyalaya No.2 Mangaluru, is administered by Kendriya Vidyalaya Sangathan, an Autonomous Body, under Ministry of HRD Govt. of India for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the Kendriya Vidyalaya No.2 Mangaluru, from the reputed and registered Consultant/Service Provider Firms for providing Security Services to our Vidyalaya through service contract initially for a period of 01 (one) year (01-12-2019 to 30-11-2020) which may be extended by another one year.

Man power required:-

| S. No. | Category of Manpower                        | Number of personnel required in the shifts | As per the following shifts        |
|--------|---|--|------------------------------------|
| 1.     | Security Guard Without Arms, Exp. personnel | 01 (One)                                   | Shift I from 6.00 AM to 2.00 PM    |
| 2.     | Security Guard Without Arms, Exp. personnel | 01 (One)                                   | Shift II from 2.00 PM to 10.00 PM  |
| 3.     | Security Guard Without Arms, Exp. personnel | 01 (One)                                   | Shift III from 10.00 PM to 6.00 AM |

#### 1. Scope of work:-

- The agency is to provide security services/watch and ward services for the campus of Kendriya Vidyalaya No.2 Mangaluru for a period of One Year.
- The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays.
- Only UNARMED, Ex-serviceman/ Ex paramilitary personnel/ civilian guards in proper uniform with verified antecedents will be employed.
- Three unarmed guards in uniform (one guard per shift) will be required.
- The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by Vidyalaya to the security personnel deployed by the agency.
- The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
- The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any



loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.

(h) The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

## 2. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, Service Charges, if any, in the format of quotation only attached (Annexure - A).

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. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc. in this regard.

The GST and/ or any other such tax liable to be paid by the client and any other charges shall be quoted by the bidder separately.

The Bidder shall deposit **Rs.5,000/-** [Five thousand only] in the form of Demand draft drawn in favour of VVN Account, Kendriya Vidyalaya No.2 Mangaluru, payable at Mangaluru ( Cheques are not accepted ) as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

**The selected firm has to furnish performance security in the form of demand draft for an amount equal to 10% of annual contract value. The Performance security shall be submitted within 10 days from the date of Notification of Award. The performance security is to be forfeited in the event of breach of contract by the contracting agency in terms of the relevant contract. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.**

3. Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

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

6. Terms and Conditions:

(a) The remuneration shall be disbursed through cheque/ NEFT/ RTGS within 15 days from receipt of the invoice/bill. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV No.2 Mangaluru as per the monthly remuneration quoted without any deduction.

(b) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV No.2 Mangaluru, 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.

(c) 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.

- (d) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Client.
- (e) 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. KV No.2 Mangaluru 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.
- (f) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

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

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

- (g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV No.2 Mangaluru. 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 KV No.2 Mangaluru. 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 No.2 Mangaluru shall be made within 24 hours.
- (h) The contracting Agency will be required to sign Agreement with the KV No.2 Mangaluru. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Agreement.
- (i) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV No.2 Mangaluru reserves the right to claim and recover damages from Contracting Agency.
- (j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (k) The Contracting Agency will deploy the trained/professional security guards, (preferably ex-servicemen) who are physically fit and mentally alert. Preference will be given to the Ex. servicemen. The Contracting Agency will also ensure that the security guards are free from any infectious disease before deployment for work.
- (l) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (m) The Contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (n) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- (o) The contractor's workers shall be polite, courteous, well behaved and honest.
- (p) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (q) The contractor's workers shall not enter into any unlawful activity within the KV No.2 premises and shall have a good moral character.
- (r) The Kendriya Vidyalaya No.2 Mangaluru 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.
- (s) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the Central Govt or Karnataka State Govt. whichever is higher.
  - (t) Insurance and accident risks of the workers will be the responsibility of the contractor.
  - (u) All the workers of the Contractor shall be free from infectious diseases.
  - (v) The contractor will ensure that proper Licence/ Permission from the concerned authorities wherever applicable, are obtained promptly.

#### 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached :-
  - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the **last 3 (three) years.**
  - (b) Audited Balance Sheet & Profit and Loss Account of Last three years.
  - (c) List of clientele during last 3 years along with cost of assignment.
  - (d) PAN No. and Current IT clearance certificate.
  - (e) Attested copy of proof of EPF registration.
  - (f) Attested copy of proof of ESI registration.
  - (g) Attested copy of proof of GST Registration.
  - (h) The Bidder shall deposit Rs.5,000/- in the form of DD drawn in favour of VVN Account, Kendriya Vidyalaya No.2 Mangaluru, payable at Mangaluru as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Security Guards by the Central Govt./ State Govt. (whichever is higher) shall render the Bid disqualified for evaluation.
- (iii) Savings Bank account should be opened in the name of individual worker and salary should be deposited in their accounts and copy of their salary statement should be submitted to vidyalaya office along with acquittance roll and other documents.
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

#### 8. Award of Contract:

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 2.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids

and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

(e) Firms/Agencies quoting service charge less than 2% on wages (minimum wages + EPF + ESI) will be treated as Non-responsive and their quotations will be rejected.

(f) Monthly remuneration to be calculated for 30 days which should not be less than minimum wages prescribed by Central Govt./ State Govt.(whichever is higher).

(g) TDS will be deducted as per rules.

9. **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 Services" latest by 3.00 pm on 13-11-2019. The Sealed bids/tenders will be opened on 16-11-2019 at 11.30 AM in the office of Principal, K V No.2 Mangaluru in the presence of bidders.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya No.2 Mangaluru.

Yours faithfully,

*N S YADAV*  
18-10-2019

Name: N S YADAV

Designation: PRINCIPAL

प्राचार्य Principal

केंद्रीय विद्यालय नं-११ KENDRIYA VIDYALAYA No.-11

एक्कुर, कंकनडी पट्टे EKKUR, KANKANADY P.O.,

मंगलूरु MANGALURU - 575 002

FORMAT OF BID

ANNEXURE-'A'

| Security Guards (Without Arms) (All figures in Rs.) |                                 |        |                          |                 |                 |                 |                                 |                               |
|---|---------------------------------|--------|--------------------------|-----------------|-----------------|-----------------|---------------------------------|-------------------------------|
| S. No.  | Category of Manpower            | Number | Unitmonthly remuneration | EPF Rate Amount | ESI Rate Amount | Service charges | Monthly Unit Rate (Col.4+5+6+7) | Total monthly cost Col. 8 x 3 |
| 1   | 2                               | 3      | 4                        | 5               | 6               | 7               | 8                               |                               |
| 1   | Security Guards (Without Arms ) | 03     |                          |                 |                 |                 |                                 |                               |

- NOTE:
1. GST /any other tax/ any other charge shall be quoted separately
  2. In case of discrepancy between unit price and total price, the unit price shall prevail.
  3. In case of not quoting any rate, the reasons and justification (with proof) should be given.
  4. If Government changes the minimum wages, in the middle of the contract column 4,5,6 will change accordingly

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)  
Signature: \_\_\_\_\_

NAME:-





0824-2244755

0824-2244755

केन्द्रीय विद्यालय नं२

**KENDRIYA VIDYALAYA No. 2**

एककूर, कं कनाडी, मंगलुरु-575002

Ekkur , Kankanady (P.O), Mangaluru- 575002

Website: [www.kv2mangalore.ac.in](http://www.kv2mangalore.ac.in)

Email: [kv2mangala@yahoo.co.in](mailto:kv2mangala@yahoo.co.in)

**TENDER DOCUMENT FOR HOUSE KEEPING SERVICES**

Sub:-Tender for providing **House Keeping Services** to KV No.2, Ekkur, Mangaluru –reg.

Sir,

The Kendriya Vidyalaya No.2 Mangaluru, is administered by Kendriya Vidyalaya Sangathan, an Autonomous Body, under Ministry of HRD Govt. of India for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the Kendriya Vidyalaya No.2 Mangaluru, from the reputed and registered Consultant/Service Provider Firms for providing Manpower (**House Keeping Services**) to our Vidyalaya through service contract initially for a period of **01 (one) year (01-12-2019 to 30-11-2020)** which may be extended by another one year.

Man power required:-

| S. No. | Category of Manpower                                      | Number of personnel required in the shifts | As per the following shifts |
|--------|---|--|-----------------------------|
| 1.     | Sweeping & Cleaning services (without cleaning materials) | 03 (Three)                                 | 7.00 am to 3.00 pm          |

**1. Scope of work:**

**(A) Daily work: from 7.00 a.m. To 03.00 p.m. or may be decided by the Vidyalaya**

- Sweeping of entire area of the school building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Principal.
- Cleaning of the floor area with wet floor dusters and detergent, disinfectants, etc. once 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.
- 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.
- Cleaning of carpets, durries, etc.



- (e) Sweeping and cleaning of open area, passage, removing of grass, bushes etc. within the boundary of the Kendriya Vidyalaya.
- (f) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows in class rooms, all other rooms and other spaces of the school every day before opening of the school.
- (g) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphtholine balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each wash basin in the building.
- (h) The choking of the sanitary installation e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- (i) 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**

- (a) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- (b) Acid cleaning of sanitary wares, without damaging their shines.
- (c) Removing stains from floor, doors and partitions by using surf or any suitable detergents as are found necessary without leaving any undesirable post cleaning marks.
- (d) Cleaning of filled surfaces in the corridors and staircases.
- (e) Cleaning of water storage tanks and water coolers, periodically.
- (f) Polishing of brass named plates and number plates and cleaning of all other name plates/Boards.
- (g) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemicals/agents and cleaning of partition paneling etc.
- (h) Removal of cobwebs in all rooms and other spaces of the school.

2. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, Service Charges and other charges, if any, in the format of quotation only attached (Annexure - A).

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. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc. in this regard.

The GST and/ or any other such tax liable to be paid by the client shall be quoted by the bidder separately.

The Bidder shall deposit **Rs.5,000/-** [Five thousand only] in the form of Demand draft drawn in favour of **VVN Account, Kendriya Vidyalaya No.2 Mangaluru**, payable at

Mangaluru ( Cheques are not accepted ) as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

**The selected firm has to furnish performance security in the form of demand draft for an amount equal to 10% of annual contract value. The Performance security shall be submitted within 10 days from the date of Notification of Award. The performance security is to be forfeited in the event of breach of contract by the contracting agency in terms of the relevant contract. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.**

3. Telex or Facsimile Bids are not acceptable.
4. Each Bidder must submit only one Bid.
5. Validity of Bid: The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.
6. Terms and Conditions:
  - (a) The remuneration shall be disbursed through cheque/ NEFT/ RTGS within 15 days from receipt of the invoice/bill. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV No.2 Mangaluru as per the monthly remuneration quoted without any deduction.
  - (b) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV No.2 Mangaluru, 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.
  - (c) 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.
  - (d) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Client.
  - (e) The Contracting Agency will provide the House Keeping services according to the duty timing shown at pre-pages/above. KV No.2 Mangaluru 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.
  - (f) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

where  $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
  - (g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV No.2 Mangaluru. 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 KV No.2 Mangaluru. 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 No.2 Mangaluru shall be made within 24 hours.
  - (h) The contracting Agency will be required to sign Agreement with the KV No.2



Mangaluru. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Agreement.

- (i) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV No.2 Mangaluru reserves the right to claim and recover damages from Contracting Agency.
- (j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (k) The Contracting Agency will deploy the trained/professional personals who are physically fit, mentally alert and free from any infectious disease before deployment for work.
- (l) The Contracting Agency shall provide to their workers with impressive summer uniform as well as winter uniform with insignia.
- (m) The Contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (n) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- (o) The contractor's workers shall be polite, courteous, well behaved and honest.
- (p) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (q) The contractor's workers shall not enter into any unlawful activity within the KV No.2 premises and shall have a good moral character.
- (r) The Kendriya Vidyalaya No.2 Mangaluru 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.
- (s) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the Central Govt or Karnataka State Govt. whichever is higher.
- (t) Insurance and accident risks of the workers will be the responsibility of the contractor.
- (aa) All the workers of the Contractor shall be free from infectious diseases.
- (bb) The contractor will ensure that proper Licence/ Permission from the concerned authorities wherever applicable, are obtained promptly.

#### 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached :-
  - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the **last 3 (three) years.**
  - (b) Audited Balance Sheet & Profit and Loss Account of Last three years.
  - (c) List of clientele during last 3 years along with cost of assignment.
  - (d) PAN No. and Current IT clearance certificate.
  - (e) Attested copy of proof of EPF registration.
  - (f) Attested copy of proof of ESI registration.
  - (g) Attested copy of proof of GST Registration.

(h) The Bidder shall deposit Rs.5,000/- in the form of DD drawn in favour of, **VVN Account, Kendriya Vidyalaya No.2 Mangaluru**, payable at Mangaluru as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(ii) Remuneration of staff, quoted below minimum wages applicable for House Keeping Services by the Central Govt./ State Govt. (whichever is higher) shall render the Bid disqualified for evaluation.

(iii) Savings Bank account should be opened in the name of individual worker and salary should be deposited in their accounts and copy of their salary statement should be submitted to vidyalaya office along with acquittance roll and other documents.

(iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

#### 8. Award of Contract:

(a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 2.

(b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.

(c) 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.

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

(e) Firms/Agencies quoting service charge less than 2% on wages (minimum wages + EPF + ESI) will be treated as Non-responsive and their quotations will be rejected.

(f) Monthly remuneration to be calculated for 26 days which should not be less than minimum wages prescribed by Central Govt./ State Govt.(whichever is higher).

(g) TDS will be deducted as per rules.

#### 9. 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" latest by 3.00 pm on 13-11-2019. The Sealed bids/tenders will be opened on 16-11-2019 at 11.30 AM in the office of the Principal, K V No.2 Mangaluru in the presence of bidders.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya No.2 Mangaluru.

Yours faithfully,

Name: N S Yadav  
Designation: Principal

Principal  
KENDRIYA VIDYALAYA No.-II  
EKKUR, KANKANADI ROAD EKKUR, KANKANADI P.O.  
MANGALURU - 575 002



## FORMAT OF BID

## House Keeping Services (All figures in Rs.)

| S. No. | Category of Manpower           | Number | Unit monthly remuneration | EPF Rate Amount | ESI Rate Amount | Service Charges | Monthly Unit Rate (Col.4+5+6+7) | Total monthly cost Col. 8 x 3 |
|--------|--------------------------------|--------|---------------------------|-----------------|-----------------|-----------------|---------------------------------|-------------------------------|
| 1      | 2                              | 3      | 4                         | 5               | 6               | 7               | 8                               |                               |
| 1      | Sweeping and Cleaning services | 03     |                           |                 |                 |                 |                                 |                               |

- NOTE:
1. GST /any other tax/ any other charge shall be quoted separately
  2. In case of discrepancy between unit price and total price, the unit price shall prevail.
  3. In case of not quoting any rate, the reasons and justification (with proof) should be given.
  4. If Government changes the minimum wages, in the middle of the contract column 4,5,6 will change accordingly

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)  
Signature: \_\_\_\_\_

NAME:-