

**TENDER–DOCUMENT**

**Importantpointsofthetenderataglance:**

|  |  |
| --- | --- |
| TitleoftheTender: | Out-sourcingofthesecurity/Conservancy/Gardening&manpowerServices |
| Typeofthetender | Openandadvertised. Two-Bidsystem. |
| TenderCategory | Services |
| Dateofpublicationof tender | 16/11/2021‘HINDUSTAN” |
| TenderDocumentDownload/SaleStartDate | 16/11/20211000Hrs. |
| Bid submissionstartdate | 16/11/20211000Hrs. |
| Tender DocumentSaleendDate | 06/12/20211430Hrs |
| Lastdateandtimeofsubmissionof tender | Date:10/12/2021upto:15:30Hrs. |
| BiddingSystem | Two-BidSystem.  (TechnicalBid-Envelop: I,FinancialBid-Envelop: II) |
| PriceofTenderdocument | **Rs.2000**/-(RupeesTwoThousandOnly)**– Non-refundable**. |
| EarnestMoneyDeposit( EMD)\* | **Rs.2,00,000/-** (Rupees TWO LAC Only) refundable withoutinterest.  **Earnest Money Deposit (EMD) EXEMPTION IS NOT ALLOWED IN ANY CASE** |
| Bidvalidityperiod | 90dayfromlastdate. |
| Modeofdepositof Tenderdocuments | **By Registered/ SpeedPostOnly.** |
| Addressfortenderdocumentsto be Sent | To,  THE PRINCIPAL  KENDRIYA VIDYALAYA No-1 DELHI CANTT.  (SADAR BAZAR ROAD), NEW DELHI - 110010. |
| Modeofdepositof TenderDocuments, PriceandEMD. | Offline. Separate **DEMAND DRAFT(DD) orBANKER’SCHEQUE or PAY ORDER for Tender Document &**EMDin favor of **KV1 Shift1 VVN Account** andpayableatNEW DELHI. |
| Dateofpre-bidmeeting | N/A |
| Date&Timeof Opening the Tenders | 11 / 12/2021(Saturday)at12.30Hrs. |

**KENDRIYAVIDYALAYA No-1 DELHI CANTT. (SADAR BAZAR ROAD), NEW DELHI - 110010.**

Ref.No.F.Tender/Security/Manpower/KVDC1(I)/2021-2022/ Dated:-16/11/2021.

**TenderCost : Rs.2,000/- (Two ThousandOnly). Cash/ in a shape of DD/ Pay-order only.**

**EMD of Tender Amount Rs. 2,00,000/- (Rs. Two Lac Only) in a shape of DD/ Pay-order only.**

**If Tenders are downloaded from our website;** [**https://no1delhicantt.kvs.ac.in**](https://no1delhicantt.kvs.ac.in)**. The Payment of downloaded Tender Fee Rs.2000/- in a shape of DD/pay-order Drawn in favor of KV1 Shift1 VVN Account. Payable at New Delhi and the Tender fee DD/pay-order are to be attached with Technical Bids.**

**Part-A(Technical–Bid)**

**TENDER-DOCUMENT.**

Sub : "InvitingsealedTenders/QuotationsforengagingServiceProviderFirmforprovidingManpowerthroughservicecontract.

Sir/Madam,

1. 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 impartingeducationtothe children oftransferableCentral Govt.Employeesamongothers.
2. SealedcompetitiveQuotations/BidsareinvitedbytheKendriya vidyalaya No-1 , Sadar Bazar , Delhi Cantt-110010fromthereputed/registeredConsultant/ServiceProviderFirmforprovidingManpowerthroughservicecontract initially for a period of 01 ( One) yearw.e.f. 01/01/2022 which may be extended byanother one year,asindicated below:-
   1. Area of the Building; KV Building is situated in the area of 14 Acres (appx.) Land and having Approximately 60Rooms and 20 Toilets, Meeting Room, Resource Room, Canteen, Corridors, Stairs and Open Areas as well as enclosedSurroundingAreason the Ground Floor.Partiesare advised to see thelocation.

Address/LocationoftheBldg. KendriyaVidyalaya No.1 Delhi Cantt.

Sadar Bazaar Road, New Delhi – 110010.

* 1. ManpowerRequired:-

|  |  |  |  |
| --- | --- | --- | --- |
| **s.no.** | **Categoryof Manpower** | **Nos.** | **Minimum Qualifications or/ andExperience.** |
| 01 | SecurityGuard | AsPerRequirement | AsPerKVS(HQ)Guidelines/Norms |
| 02. | Sweeper/unskilledLabour | AsPerRequirement | AsPerKVS(HQ)Guidelines/Norms |
| 03 | Mali/Gardener | AsPerRequirement | AsPerKVS(HQ)Guidelines/Norms |
| 04 | LibraryAttendant/Sub-staff | AsPerRequirement | AsPerKVS(HQ)Guidelines/Norms |
| 05 | Electrician/Plumber | AsPerRequirement | AsPerKVS(HQ)Guidelines/Norms |
| 06. | Data-Entry–Operator | AsPerRequirement | 10+2 Pass, Knowledge of computerOperation. |

Anoutlineoftaskstobecarriedoutbydifferentcategoryofmanpowerprovidedisdetailedasunder:

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Categoryof Manpower** | **Responsibilities.** |
| 01 | SecurityGuard | SecurityOfschoolCampus |
| 02. | Sweeper/unskilledLabour | CleanlinessofCampus, ClassRooms, Toilets, Corridors and allSurroundingArea etc. |
| 03 | Mali/Gardener | Maintenanceof SchoolGardens |
| 04. | LibraryAttendant/Sub-staff | Knowledge of photo-copy , library cleaning &maintenancework |
| 05. | Electrician/Plumber | Repairs & Maintenance Knowledge of variouselectricaland sanitationitems. |
| 06. | Data-Entry–Operator | FeedingofvariousDataon computers |

#### QuotedPrice:

* 1. TheTechnical -Bids of only those prospective Agencies/Firms will be considered for evaluation who fulfill all theeligibility condition Para 6 in the terms and condition and Para 7( Evaluationof Bid ) of this bid. The format ofTechnical-BidsFormatasperAnnexure–A&Annexure–A part(i)checklistaremandatorytobe filled agency.
  2. The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF , ESI & otherstatutory costs and service charges including profit and administrative charges in our prescribed format of quotation onlyattached in Financial BidAnnexure-B only are accepted. If the agency are changes or omitted any items in the Tender Document will be rejected.
  3. Theservicetaxand anyothersuch taxliable tobepaidbytheclientshallbe quoted bythe bidder separately.
  4. Hourly ratesofOTA should NotExceedmonthlyRemuneration/30X08.
  5. The Rate Quoted shall be fixed for the duration of the contract and shall be increased/decreased , if the govt. isincreaseordecrease the wages.
  6. Correctionifanyshallbemadebycrossingout,initialing,datingandrewriting.
  7. The bidder shall depositRs.2,00,000/- (TWO LAC ONLY) in the form of Bank Guarantee valid for 90 daysafter the date of submissionof Bids or DD/ Pay-order Drown in favor of KV1 SHIFT1 VVN ACCOUNT Payable at New Delhias Earnest Money Deposit along with the bid. The earnest Money Shall be returned to theunsuccessfulbidderafterthe award of the contract.
  8. The selected firm has to furnish Performance Security in the form of DD/Pay-order for amount of Rs.2,50,000/-(Rs. TwoLac Fifty Thousand Only) valid for fourteen month from the date of awardof contract. Performance security shall besubmitted within15 days from the date of notification of award of contract. The earnest money shall be returned only after theperformancesecurityissubmitted bythecontracting agency.Nointerestshallbe paidthereon.
  9. Telexoffacsimilebidsarenotacceptable.
  10. The bidder shall quote service charges in Financial–bids including overhead and profit in column 7 of Annexure ‘B’ in Indian rupees only and this should not be less than 2% of total monthly salary/remuneration. If agency quoted less than they will liable for rejection

1. EachBiddermustsubmitonlyoneBid. And the bidder has seal & signed on each page of tender documents, It must be compulsorily.
2. The bidders can collect Tender Document from office of the Kendriya Vidyalaya , No-1 (First Shift ) , Delhi Cantt. (Sadar Bazar Road), New Delhi -110010 or they can download the tender from our website; <https://no1delhicantt.kvs.ac.in> and the Payment of Tender Fee Rs.2000/- in a shape of DD/Banker’s Cheque/Pay Order Drawn in favor of KV1 Shift1 VVN Account. Payable at New Delhiand the Tender fee DD/Banker’s Cheque/Pay Order are to be attached with Technical Bid. Without Tender fee, Tenders will not be accepted/entertained by us.
3. ValidityofBid:TheBidshallremainvalidfor aperiodnotlessthan90daysafterthedeadlinefixedforsubmissionofBids.

#### TermsandConditions:

* 1. The remuneration shall be disbursed through cheque/NEFT at Kendriya Vidyalaya No-1, Sadar Bazar , Delhi Cantt-110010 premisesinthepresenceofrepresentativeoftheKVOfficeoritsconstituent.
  2. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employeesprovidedtotheKV’soffice/premisesasperthemonthlyremunerationquotedwithoutanydeduction.
  3. The ContractingAgencywillsubmittheinvoice/bill alongwithproofofdisbursement in triplicateafter making the payment to the employees providedto the KV’soffice/premisessupported with thefollowingdocuments:-
     1. Detailsof disbursementmadetothestafffurnishingcheque/NEFT/UPIdetailsforeachpayment,
     2. ProofofpaymentofstatutoryobligationsuchasEPF,ESI,ServiceTaxandanyotherapplicabletax.
     3. PaymenttotheContractingagencywillbereleasedwithin15daysfromthedateofthereceiptoftheinvoice/bill.
  4. TheContractingAgencywillprovide IdentityCard toallhisemployeesdeputed asperthe formatsuggestedbytheIndentingOfficevalidfortheperiodof contract.
  5. TheContractingAgencyshallcomplywithallstatutoryobligations.Minorvariationsasperactualcalculationwillbe borne bythe Indentor/Client.
  6. The Vidyalaya is double shift KV and having normal office/working hours from 7.30 a.m. to 5.30 p.m. sixdays from Monday to Saturday.However, the Contracting Agency will provide the security services (otherservices as per requirement) round the clock allthedays ina month according to the duty timingsallotted/decided. KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi - 110010 also reserves the right to request for the services ofadditional/extramanpower.TheContractingagencywillbecompensated,fortheextra manpowerprovided,bytheIndenting Agencyaspertheratequoted.
  7. Incaseofabsenceonanyworkingday,themonthlyremunerationwillberegulatedasperthefollowingformula:

TotalMonthlyRemuneration=Monthlyremuneration-A1

whereA1 = Monthlyremuneration XNos.ofdaysofabsenceNos.ofdaysin the month

* 1. TheCandidates/ManpowerprovidedbytheContractingAgencyshallbeaccepted only after scrutinyby KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi - 110010. Therefore, minimum three-four bio-data shall be made availableagainst each slot in each category.The candidate may be invited for personal discussion also.NoConveyance or any other charges will be paid by KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi - 110010. In case,noneisfoundsuitablethenadditionalbio-datashallbemadeavailablebytheContractingAgency,promptlyi.e. within 24 hours.The replacement of a Candidate on account of absence /unsuitability for KV shall bemadewithin 24 hours.
  2. ThecontractingAgencywillberequiredtosignacontractwiththeKV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi – 110010 as per the Model Contract enclosed for ready reference.The other terms and conditions specified in theBiddocumentand acceptedbidwillalso formthepartoftheModel Agreement.
  3. Incaseofanyloss,theft/sabotagecausedby/attributabletothepersonneldeployed,theKV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi - 110010reservestherighttoclaimandrecoverdamagesfromContractingAgency.
  4. The antecedents of all the workers will be got verified from the police by the Contracting Agency beforedeploymentforwork.
  5. The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferablyex.servicemen/ManPowers(Asperrequirements),whoarebelowtheageof50yearsaswellasphysicallyfit and mentally alert.Preference will be given to the Ex. servicemen/excellent in the area concerned.TheContracting Agency will also ensure that the security guards/security supervisor/employees are free fromAidorany otherinfectiousdiseasebeforedeploymentfor work.
  6. The KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi – 110010 shall provide a small guard room/space for Security Supervisor andSecurity Guards/Man power deployed by the Contracting Agency.No name plate of agency shall beallowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agencyonduty.
  7. The Contracting Agency shall provide to their security personnel/Man Power with impressive summeruniform aswellaswinteruniformwithinsignia.
  8. The Contracting Agency shall send the Tender as Two Bid Systems (Technical –Bid& Financial Bid) . The Sealed Tender/Bids (Technical-Bids & Financial Bids are kept in separate envelops and both are kept in covering envelop). So that the bidders make this Tender as accordingly otherwise it will liable for rejection.
  9. It is mandatory for the Contracting Agency to submit the attested copy of valid PASARA registrations/license obtained from the authorized/competent department of Delhi/Central govt. for deploying security guards (I.G. License), failing which the bid will be treated as disqualified/non-responsive .

7. Evaluation of Bid:Theindenter will evaluateandcompare theBidsdetermined tobesubstantiallyresponsivei.e.whichare properlysigned,and conformtotheterms&conditionsin thefollowingmanner:

1. Thebidwillbetreatedasnon-responsiveiffollowingdocumentsarenotattached:-
   1. Briefprofileofthecompanyandevidencetoestablishthatthebidderhassuccessfullyexecutedcontractsofsimilarnature andmagnitudein thelast3(three)years.
   2. AuditedBalanceSheet& ProfitandLossAccount.&AnnualTurnOver NotLessthanRs.1.5 (Rupees OneCrore Five Lac Only) per annum
   3. List ofclienteleduringlast3yearsalongwithcost ofassignment.
   4. PANNo.andCurrentITclearancecertificate.
   5. AttestedcopyofproofofEPFregistration.
   6. AttestedcopyofproofofESI registration.
   7. AttestedcopyofproofofServiceTax/GSTNRegistration.
   8. The bidder shall depositRs.2,00,000/- ( TWO LAC ONLY) in the form of Bank Guarantee valid for 90 daysafter the date of submissionof Bids or DD/Banker’s Cheque/Pay Order in favor of KV1 Shift1 VVN Account. Payable at New Delhias Earnest Money along with the bid.. The Earnest Money shall be returned totheunsuccessfulbiddersaftertheaward ofthe contract.
      1. The Bidder Must have ISO Certified company and Valid ISO Certification as ISO 9001 :2008 /901:2015.Copy ofcertificate are attachedwithBids.
      2. ThebidderhaveavalidSecuritylicenseDPSARAforrunningofSecurityBusinessaspergovt.India/DelhiPrivatesecurityAgencyRuleAct-2005/2009,issuedbyMinistryofHomeaffairs,DepartmentofHome.
      3. TheTendershallbesubmittedonlybythosereputedsecurityagencywhoareprovidingsecurityguards/Housekeeping/gardening/manpowerpersonneltoeducationalinstitutions,preferablyintheeducationalinstitutionshavingcampuslife.copyofExperience are enclosed.
      4. TheFirm/company/ agency hastosubmit thelistoftheEmployee whohavetheirEPF/ESIC Accountnumbers , E- Challan , ECR Copy and areexpectedtobe deployed bythefirm . This may be verified Fromthewebsite[www.epfoindia.gov.in](http://www.epfoindia.gov.in/)before awarding the contract asper the KVS HQ , NewDelhi Letter No. F.No.1-1/2015/KVS /JC(Fin.)Dated16.06.2016 ,ifrequired.

(N)Min. wages are to be quotedAs per KVS Guideline/Norms for inManpower Service Bidders Quoted (Govt. OfIndia/NCT Delhi min.wages Rates, which are higher are also applicable ( validCircular No F. 11079-12/2012KVS(HQ)/Admin-Idated13.06.2012andKVSDelhiRegionref.noF-19080/2012/Admin/KVS/DR/7696-7778dated28.06.2012..

(O )If any firm/agency quotes**“** Zero Or NIL” charges /consideration//Negotiable, the bidshall be treatedasunresponsiveand will notbeconsidered.In termsofGOI , Min. of Finance , Dept.ofExpenditure OmNo. 29(1)/2014-PPDDate 28.01.2014. So that the bidder/Agencyare not quoted servicecharge “0” Or“Nil” ofMin.Wages.If, 0 or Nil quoted, theTender willbe rejected.

(P) The bidder are alsosubmit a copy of ECR (EPFO) Copy for last one year, for musthaveshownemployeestatus regularonhispay rollason 31.08.2021.

( Q)If the Rates will be same for two or more Firms, priority will given by usto these agency have a valid theintegrated management system (IMS) certification and has Implemented & maintains a integrated qualityManagement, Environmental Management, Occupational Health & Safety Managements System as ISO9001:2008/9001:2015(QMS),ISO14001:2015(EMS)andOHSAS18001:2007certifiedagency.This

certificate (s) must be valid and Issued before the tender notice advertised. As proof of Validity, the bidder must haveattached a copy of certificate issued by the certifying agency. And also Min. to max. similar working Experience/yearsarepreferable byus.(Photocopy ofsexperienceare attached).

(R)Ifthefirms/company/agency should be currently providing a manpower servicesLike a security Guard/housekeeper/gardener,two or more any central Govt./State Govt. Organizations/autonomous body .therelevantDocuments/work order/agreementinthisregardsmay besubmittedwiththetender/quotation.

1. Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical andNon-technicalsupervisorystaff,intheGovt.ofIndia/kvsnormsshallrendertheBiddisqualifiedforevaluation.
2. Theevaluationwillbedonefor alltheitemsputtogether.IndentingOfficewillawardthecontracttothelowestevaluated responsivebidder.
3. 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:

* 1. If the Rates will be same for two or more Firms, priority will given by us to those agency who have a valid the integrated IMS certification and One other Govt. Offices/ department plus max work counted are Min. to maximum similar working Experience/years are preferable by us. (Photo copy of experience are attached ). Security Guard Training Certificate and private security operation ISO are attached with technical bids will be also preferred.
  2. If here in financial bids the rates are tia (equal) 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. /Educational Institutions 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 orderand many more parameter like ISO, turn-over, Labor welfare fund (LWF chalan & return of last two year) etc.
  3. If rates isa minor differences in rates due to rounded off the amount rates will be considered same as per rounded off nearest whole number (Ifless than .50 paisa will be read previous rupees and .50 paisa & above to the next higher in rupees )
  4. 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.
  5. 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.
  6. Notwithstanding the above, the inventor reserves the right to accept or reject all Bids and to cancel the biding process and reject all Bids at any Time prior to the award of the contract.

1. SaleofTender/quotationform : TheInterestedFirm/companydealinginSecurity/HousekeepingLikecleaning&Gardening/ManpowerserviceprovidercancollecttheTender/quotationformfromtheofficeoftheVidyalayaonthepaymentofRs.2000/-incash or DD or Banker’s Cheque or Pay Order up to 06/12/2021 between 10.00 A.M. & 12.30 P.M. on all working days.Or Tender can be downloaded from our website; <https://no1delhicantt.kvs.ac.in> . the Payment of downloaded tender Fee Rs.2000/- in a shape of DD/pay-order Drown in favor of KV1 Shift1 VVN Account. Payable at New Delhiand the tender Fee DD/Banker’s Cheque/Pay Order are to be attached with the Technical bid. TheTender are to be reached at KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi – 110010 by registered/speed-post only on or before 10/12/2021up-to15.30 PM otherwisethetenderwillberejected.
2. Experience:The agency desirous of submitting Tenders/quotation must have an experience of carrying out similar / related work in atleast one government/ autonomous bodies / PSUs and Educational Institutions in Delhi/NCR Region in the last three years.The addresses and the telephone numbers of the client organization shall be submitted along theq uotation.

#### Lastdate andtimeofreceiptofQuotations/Bids: You are requested to submit the Sealed Quotations/in two Bids system (Technical & Financial Bids are separateenvelope) andbotharekeptinseparateenvelop.Thebiddermention/super-scribedontheenvelopeas"Quotations/Bids for providing Security, Housekeeping, Gardening , electrician. Plumber & Manpower as DEO/Sub-staff Servicefor season 2021-2022/2022-23 Up To10/12/2021 at 15.30 P.M by registered /speed post only.

1. Tender Opening details: The Tenders/quotations will be opened at 12.30 P.M.. on 11/12/2021 in the Resource Room of KV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi – 110010 in the presence of bidders/VMC-Tender Opening Committee Members i.e. on the next day of the last date of submission of Tenders.If the lastdate of depositing and opening of quotations/tenders happens to be declared Holiday, then the quotations/tenderswill be deposited/ opened on the next working day, other terms and conditions and the time schedule will remainunchanged.AnearnestmoneyofRs.2,00,000/- (TWO LAC ONLY) is tobedepositedalongwithquotation/tender documentby wayofDD/Banker’s Cheque/Pay Order infavorof“KV1 Shift1 VVN Account”. Payable at New Delhi.

WelooksforwardtoreceivetheTenders/Quotations/Bidsintheprescribed formatofTenderes/Quotations/Bidattachedonlyandappreciatetheinterestofthe service providerintheKV No.1 Delhi Cantt. (Sadar Bazar Road), New Delhi – 110010.

Yoursfaithfully,

#### Signature : ………………………….. :

Name : (PRAVEEN NAYADU )

Designation : Principal.

For&onbehalfofKendriyaVidyalaya No-1,

Delhi Cantt. (Sadar Bazar Road), New Delhi -110010.

**KENDRIYAVIDYALAYA No-1 SADAR BAZAR ,DELHI CANTT.-110010.**

#### OTHERTERMSANDCONDITIONSFOROUTSOURCESMANPOWERSERVICES:-

1. NameoftheBuilding : KendriyaVidyalaya No-1,
2. Address/Locationofthe : Sadar Bazar Road, Delhi Cantt., New Delhi-110010.

Building

1. No.ofdaysduringthemonthfor RoundtheclockOfSecurity/Housekeeping/Gardeningonallworkingdayswhichthe servicesarerequired.
2. GENERALCONDITIONS
   1. VALIDITY OF QUOTATIONS/TENDER DOCUMENT;-The quotation/tender document quoting less ratesthan the minimum wages fixed by the National Capital Territory of Delhi will not be accepted i.e. will berejected.
   2. AGREEMENTFor one year extendable with the consent of both parties and outstanding performance oftheworkdone during lastyearbythe Agency.
   3. TERMS OF PAYMENT ; The KV shallpay the agreed amount to the agency on monthly basis aftercompletion of the month and submission of a certificate by the competent authority of the KVS “that thework has been done satisfactorily.”In case the work is found unsatisfactory 50% payment will be withheldand it will be released only when the work is done as per satisfaction of the K.V.S.The agency will submita certificate, each month along with its monthly claim/bill, certifying therein that they/agency have paid totheir employees wages for the previous month not less than the minimum wages prescribed under theMinimumWagesAct,1948.
   4. ROOMFACILITY;TheKVSshallprovideasmallroom/spaceforSupervisorandSecurityGuardsdeployed by the Agency.No name plate of agency shall be allowed on the room and nobody will beallowedto stayin the officeexceptthe staffofSecurityAgencyon duty.
   5. WAGES ;The Agency shall be directly responsible for the wages, which should not be less than minimumwages prescribed by Delhi Administration.Provident Fund, bonus or any other benefits as may beavailable to its employees under relevant acts and regulations applicable in the Union Territory of Delhi.TheKVSshallnotentertainanysuchclaim ofthepersonemployedbytheContractor/SecurityAgency.
   6. REVISION/ ENHANCEMENT OF RATE ; The contracted amount can be revised/enhanced, if due toenhancement of minimum wages by Govt. India/kvs norms the amount of contract falls below the amountadmissible to the security & manpower staff on the basis of minimum wages, for which the Contractor willberesponsible tomakea requesttimeto timetothe Principal Employeri.e.KVS(HQ),NewDelhi.
   7. ARBITRATION: In case of any dispute between the agency and theKVS arising out of or inrelation to the agreement, the dispute shallbe referred to a sole Arbitrators to be appointed by theCommissioner, KVS and the decision ofsuch Arbitrator shall be conclusive and binding on both theparties.Thearbitration shallbe governedbytheprovisionsoftheIndianArbitration Act,1940.
   8. JURISDICTION;The Courts of Delhi will have jurisdiction over alllegal disputes under thisagreement.
   9. EARNEST MONEY ;The tender will be accepted only along with Earnest Money of Rs,1,50 ,000/- throughdemand draft in favor of Kendriya Vidyalaya No-1, Sadar Bazar , Delhi Cantt-110010. The demand drafts of unsuccessfulbidderswillbereturned.Inrespectofsuccessfulbidder,EMDwillbeadjustedagainstsecurity deposit.

#### FITNESSOFSTAFF

* + 1. TheAgencywillemployandprovidetherequisitenumberoftrainedSecuritySupervisorandsecurityguardsbelowtheageof50yeaswhoaremedicallyandphysicallyfitforthejob.The

Agencywillalsoensurethat all theworkers are free from Aid or any other infectious diseasebefore deployment for work. The Security Guards/Supervisor must also be professional in thefieldofsecurity.

* + 1. The antecedents ofall the workerswillbe got verified frompoliceby the Contractorbeforedeploymentforwork.

1. DUTIES :The Agency shall provide complete continuous security measures throughout the 24 hours bychanging personnelin rotation or replacement subject to the provision that such person does 8(eight)hoursdutydailywith an exceptionoftheirweeklyoffs.
2. SURPRISE CHECKTheAgencyshallcarryoutsurprisechecksintheSchoolbuilding/KVSAuditoriumbothduringdayand nightinorder tokeep thesecurityofgood standard.
3. UNIFORM :The Agency shall provide to their security personnel with impressive summer uniform as wellas winteruniformwithinsignia.
4. DISCIPLINEIn case if any of the guard member is found unfit by KVNo-1, Sadar Bazar , Delhi Cantt-110010the guard has to bereplacedbythesecurityAgencyata shortnotice.
5. OTHERREQUIREMENTS
   1. Insuranceandaccidentrisksoftheworkers willberesponsibilityoftheAgency.
   2. The agency will ensure that proper License/permission from the concerned authorities, whereverapplicableare obtained promptly.
   3. The agency will ensure that all its security guards/supervisor must have First Aid training beforedeploymentforwork.
   4. ItwillberesponsibilityofthesecurityagencytodepositEPF/ESIcontributionoranyothercontribution in respect of their security staff, if applicable, and service tax plus Edu. Cess etc. andhence the security agency shall ensure that the payment of EPF/ESI/any other contribution etc.andservicetaxplusEdu.Cessetc.aremadetimelytothe concerned authorities.
6. RECOVERY: The KVS(HQ) shall have the right to impose cash penalty on the agency or deduct suchamounts from its security deposit in case of the KVS(HQ) being put to any financial loss directly or indirectly by anyactofcommission on thepartofthe securityagency.
7. NOTICE OF TERMINATION OF CONTRACT;-The contract can be terminated without assigning anyreasonsbygivingonemonth noticein writing.

PRINCIPAL

For & on behalf of Kendriya Vidyalaya No-1 ,

Delhi Cantt. (Sadar Bazar Road), New Delhi -110010.

**KENDRIYAVIDYALAYA No-1 DELHI CANTT. (SADAR BAZAR ROAD), NEW DELHI -110010.**

**Annexure–A**

## TechnicalBidFormat/AgencyDetailsforSecurity/Housekeeping/Gardening/ManpowerOutsourcingServices.

|  |  |  |
| --- | --- | --- |
| S.  N. | Particulars | Detailsinformationprovided bytheagency/firm/company |
| 01. | NameoftheFirm/Company/proprietaryconcernregistered. |  |
| 02. | FullCorrespondenceAddress(HeadOffices/registeredoffice; |  |
| 03. | TelephoneNo./MobileNo.(HeadOfficeDelhi). |  |
| 04. | TenderFee& EarnestMoneyDeposit(EMD)yes/No. | Tender Fee DD No ……………….Date :……………… |
| 05. | EMDDetails  DD/PayOrderBankGuaranteeNo./issuedatedDrawnonBankOnAccountof;EMD  Amountof**Rs.2,00,000/-(Rs.Two Lac Only)** | EMD  DDNo……………..………issued date……………….  BankName………………………………………………….  payableatNew Delhi.  **Rs.2,00,000/- (Rs.Two Lac Only)** |
| 06. | CopyofConstitutionorlegalstatusofthesoleproprietorship/  PartnershipFirm/NGO/Trust/agency/companyetc. |  |
| 07. | IncomeTaxPANNo./TAN GIR No.(Attachattested copy) |  |
| 08. | ServiceTaxNo.(Attachattestedcopy) |  |
| 09 | EPFRegistrationNo.(Attachattestedcopy) |  |
| 10. | ESICRegistrationNo. (Attachattestedcopy) |  |
| 11. | GSTNRegistrationNo.(Attachattestedcopy) |  |
| 12. | RegistrationCertificate No.UnderofShopEstablishmentand Contract labor Regulation Act 1970, license certificate copy |  |
| 13. | ValidISOCertification9001:2008Or9001:2015CopyAttached  OrIMScertificationcopy |  |
| 14. | ValidSecurityPASARALicenseaspergovt.India/Delhi  security business Rule , issued by Ministry of Homeaffairs.CopyAttached |  |
| 15. | Ifhave,UdyogAdharNo.(MinistryOfMicro,Small&MediumEnterprises,Govt.OfIndia(MSMS).Attached Yes/No. |  |
| 16 | Copy ofincomeTaxreturn FiledAcknowledgementforlastFive  Years as 2016-17,2017-18,2018-19, 2019-2020 &2020-21 AYareattached.yes/no. |  |
| 17 | Proof OfFinancial Statusin formof Audited Balance Sheet forthelastthree financialyear. Average turn Overamount withcopyofproofattached |  |
| 18.. | ClientListwithworkvalue&workperiod/ExperienceofexecutionofsimilarworkasperKVSTenderAttachDocumentaryproofinsupport)Yes/no. |  |
| 19. | AnyOtherinformation. |  |

SignatureofProprietor/Director/authorizedPerson;……..…………………………..

FullNameOfBidder:……………………..……………………………

Date:……………………….. Mobileno/telephoneNo.:…...…………….……………….……………

Place: ……………………… Seal:………..……………………………………………..

## 

## 

## ANNEXURE-I.

**//TOBEFURNISHEDONTHELETTERHEADOFSERVICEPROVIDER AGENCY/FIRM//**

## SELF-DECLARATIONFILLEDBYBIDDER/AGENCY/FIRM.

1. I,………………………………………………Sonof DirectoroftheM/S

: …………………………………………………………………………………………………..agency mentioned above, iscompetenttosign thisdeclaration and executethistenderdocument.

1. Ihavecarefullyreadandunderstood allthe termsandconditionsofthetenderandundertaketoabideby them.
2. The information/documents furnishedalong with the above application are trueand authentic tobest of myknowledge and belief . I/we,am/are well aware of the fact that furnishing of any false information/fabricateddocumentwouldleadtorejectionofmytenderatanystagebesidesliabilitiestowardsprosecutionunderappropriatelaw.
3. ThisistocertifythatM/S…………………………………………………………………… registered officeat

………………………………………( name & address of the agency/firm/company) is neither blacklisted by anycentral/stateGovernment/autonomousBody/PSUnoranycriminalcaseisregisteredagainsttheAgency/firm/company.

1. Ihereby undertaketowork atL-1ratesasper the termsandconditionsgiveninthetenderdocuments.

SignatureofProprietor/Director/authorizedPerson;……..…………………………..

FullNameOfBidder:……………………..……………………………

Date:……………………….. Mobileno/telephoneNo.:…...…………….……………….……………

Place:……………………… Seal:………..……………………………………………..

## ANNEXURE-II.

**//TOBEFURNISHEDONTHELETTERHEADOFSERVICEPROVIDER AGENCY/FIRM//**

**DETAILSOFCONTRACTSFORLASTTHREEYEARS**

**DETAILS OF CONTRACTSWITH CENTRAL GOVERNMENT/AUTONOMUS BODY/STATEGOVERNMENTS/PSU/REPUTED PRIVATE FIRMS HANDED BY THE TENDERING AGENCY FOR PROVIDINGSECURITY/HOUSEKEEPING/GARDENING/MANPOWERSERVICES DURINGFOR LAST THREE YEARS IN THEFOLLOWINGFORMATE.**

## (Attestedcopiesofthe lastthree yearswork awardedmaybeenclosed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | DetailsofclientsalongwithaddresstelephoneNo./faxNo. | Amount of contract( Inlakhsperyear) | Contractduration(Period) | |
| From(Date) | To(Date) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

(IfTheSpaceprovidedthisinsufficient,aseparatesheet maybeenclosed)

1. Ihavecarefullyread andunderstoodall thetermsandconditionsofthetender and undertaketo abideby them.
2. The information/documents furnishedalong with the above application are trueand authentic tobest of myknowledge and belief . I/we,am/are well aware of the fact that furnishing of any false information/fabricateddocumentwouldleadtorejectionofmytenderatanystagebesidesliabilitiestowardsprosecutionunderappropriatelaw.

SignatureofProprietor/Director/authorizedPerson;……..…………………………..

FullNameOfBidder:……………………..……………………………

Date:……………………….. Mobileno/telephoneNo.:…...…………….……………….……………

Place: ……………………… Seal:………..……………………………………………..

## 

## ANNEXURE-III.

**//TOBEFURNISHEDON THELETTERHEADOFSERVICEPROVIDER//**

## ACCEPTANCEOFTERDERS ALLTHETERMS&CONDITIONS.

Thetermsandconditionsenumerateinthistenderdocumentfrom allpara/pointNOhavebeenreadbyme/us and are acceptable tome/us..

# DECLARATIONBYTHETENDERER .

### I/we hereby undertake that payment to the workers deployed by the agency are being paid as per existingapprovedwagesofcentral/Stategovernmentandtheagencyhasbeencomplyingwithallthestatutoryprovisions in respect of the workers deployed in the above mention KV and also accept to fallow the all laborlawsaspergovt.norms.

SignatureofProprietor/Director/authorizedPerson;……..…………………………..

FullNameOfBidder:……………………..……………………………

Date:……………………….. Mobileno/telephoneNo.:…...…………….……………….……………

Place: ……………………… Seal:………..……………………………………………..

**ANNEXURE-IV**

# CHECKLISTFORSUBMISSIONOFTECHNICAL-BID ;

|  |  |  |  |
| --- | --- | --- | --- |
| S.  N. | **Particulars/TenderRequiredall details** | **Enclosed**  **Yes/No** | **PageNo** |
| 01. | QuotationcoveringLetter / requestletter ofourCompanyletter head for Tender forsecurity Housekeeping, gardening& Manpowerservice at your KV premisesWith AllAnnexure-A, Annx I,II,III., &Annexure-IVChecklistsareattached(yes/No) |  |  |
| 02. | YourTenderFormforTechnical&FinancialBidsin separateenvelopsasperyourtendernotice |  |  |
| 03. | EMD & Tender costDD Amount Rs.2,000/- cash and EMD OfRs.2,00,000/-only areEnclosed |  |  |
| 04 | CompanyProfileareattached(yes/No) |  |  |
| 05 | ClientListwithContractValueandworking durationwith veileddate |  |  |
| 06 | MSME /Company UdyogAdhar No. Ministry Of Micro, Small & Medium Enterprises,Govt.OfIndiaareattached(yes/No) |  |  |
| 07 | Company Registration/ IncorporationCertificateissued by Govt. India, Photocopy areattached(yes/No) |  |  |
| 08 | Veiled Security License “PASARA” issued by, DelhiSecretariat ,Govt. ofDelhi, HomeDepartmentandBiharPASARAareattached(yes/No) |  |  |
| 09 | Shop establishment/contract labor license under contract labor regulation act 1970 of MinOfLaborregistrationcopy**,**areattached (yes/No) |  |  |
| 10 | IncomeTaxPancardPhoto Copyareattached(yes/No) |  |  |
| 11 | EPFO(Employeeprovidentfund)Registrationcopyareattached(yes/No), |  |  |
| 12 | ESIC(Employee StateInsuranceCo.)RegistrationCopyareattached(yes/No), |  |  |
| 13 | ServiceTaxRegistration/GSTNRegistrationPhotocopyareattached(yes/No), |  |  |
| 14 | ANISO9001 :2015certificationRegistrationPhotocopyareattached(yes/No), |  |  |
| 15 | ITRCopy for AssessmentYear- ITR- with Balance sheet ,PL OfLast 05 yearAY 2015-16 ,2016-17&2017-18,2018-19&2019-2020.CertifiedByC.A.Copyareattached(yes/No) |  |  |
| 16 | EPF/ESIC ChalanECR Statement& Esic Statement for shown the namewise employeeareregularonourpayrollareattached(yes/No) |  |  |
| 17 | GSTN details Copy / ServiceTaxDeposit Receipts Bankcopy& ServiceTaxreturn areattached(yes/No) |  |  |
| 18 | Clientsdetails as work order&experiencecopyin this same fields are attached(yes/No) |  |  |
| 19. | Any other information or any other govt. working in similar field. If yes copy of work-order enclosed. |  |  |

SignatureofProprietor/Director/authorizedPerson;……..…………………………..

FullNameOfBidder:……………………..……………………………

Date:……………………….. Mobileno/telephoneNo.:…...…………….……………….……………

Place: ……………………… Seal:………..……………………………………………..

#### MODELAGREEMENTFORSERVICECONTRACT:-

#### 1.1 THEAGREEMENT

* + 1. THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] TwoThousand[YEAR]betweentheKendriyaVidyalayaNo-1 sadar BazarDelhi cantt-10,aunitoftheKendriyaVidyalayaSangathan,asocietyregisteredundertheSocietiesRegistrationAct(XXIof1860)through……………………locatedatNo-1 sadar BazarDelhi cantt-10..(hereinaftercalled………………

whichexpressionshallwherethecontext so admits includeitssuccessorsandpermitted assigns)oftheonepart,and

* + 1. [NAME OF THE CONTRACTING AGENCY] a [COMPANY/FIRM] registered office at[ADDRESS] (hereinafter calledtheCONTRACTING AGENCYwhichexpression shallwhere thecontextsoadmitsincludeitssuccessorsandpermittedassigns)oftheotherpart.

1\* Intheformattwotypesofbracketshavebeenused.Theseare;

1. ) SquareBracket[ ] : thesebracketsindicatethe

### [xxxxxxxx] following; : replace theinstructionbyfillingin relevanttext;

1. [xx/yy/zz] : among theoptionschoosetheapplicable one(s)anddeletethe rest;

### [clause/phrase/sentence] : optional, choose whicheverapplicable tothespecificrequirement.

Thesquarebrackets,symbolsandtheunderscoresifanyaretobedeletedondraftingoftheagreement.

### (ii) OrdinaryBrackets() : thesebracketsareapartofthetextandaretoberetained.

#### DEFINITIONS

The agreement is general in nature wherein the particular office has been generally referred to as "INDENTINGOFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired the word "INDENTINGOFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by asuitableabbreviatedname/acronym.

#### PREAMBLE

* + 1. WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business /objective/activityoftheCONTRACTINGAGENCY]andisdesirousofprovidingservicetothe

…………………[on/in/for][nametheareaofservicecontract].

* + 1. WEHREAS………………….atits[NAMEOFTHEOFFICE](hereinaftercalledtheINDENTINGOFFICE) is seeking service on contract for [name of the area ofservice contract] as detailed in theAppendix-Itotheagreement(hereinaftercalledtheWORK).

Nowthereforeinconsiderationofthepremisesandmutualcovenantshereinaftercontained,thepartiesheretoagreeasfollows:

#### SCOPEOFTHEAGREEMENT

* + 1. Theagreementdetailsthetermsandconditions,financialarrangements,responsibilitiesandobligationsoftheCONTRACITNGAGENCYandINDENTINGOFFICE/pertainingtotheWORK.

#### FINANCIALARRANGEMENTS

* + 1. InconsiderationoftheworktotheworktobecarriedoutbytheCONTRACTINGAGENCYthe

………………..shallpaytoCONTRACTING AGENCYasfollowsafterdeducingIncomeTaxatsourceonthetotalamount:

(i) Rs.\*\*permanmonth/manday/manhouron[DATE]ofeverymonthforthe

servicetoberenderedbytheCONTRACTINGAGENCYsubjecttocomplianceoftermsof theagreementbytheCONTRACTINGAGENCY.

\*\*Rs. Forservicecontracton

#### MODALITIESOFCONTRACT

* + 1. Thiscontractisofthenatureofservicecontractforaspecifiedperiodandnotlabourcontract.
    2. The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as perAppendix-1totheAgreement.
    3. TherewillbeaScreeningCommitteefor evaluation of progress of the WORK. ThisCommitteeshallbesetupbytheINDENTINGOFFICE.Itwill[fix/indentfy]thework to be done bythe CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall alsoreviewtheprogressofthe WORKatmidtermofcontractperiod.IfatanystatetheScreeningCommitteefinds theperformance oftheCONTRACTINGAGENCYunsatisfactory,a notice to thateffect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK withinseven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTINGOFFICEandagreementshallbeterminatedbygivinginformationinwritingtothateffecttotheCONTRACTINGAGENCY.
    4. Forthepurposeofprovidingservice,theworkinghoursanddaysofworkersdeployedbytheCONTRACTINGAGENCY in the premises of INDENTING OFFICE shall be as per para 2 of tenderdocument.

#### RESPONSIBILITIESOFCONTRACTINGAGENCY

* + 1. CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 1 to theAgreement by providing manpower in the premises of theINDENTINGOFFICE.
    2. This period ofcompletion of WORK will not be extended unless it is for the reasonbeyond the control oftheCONTRACTINGAGENCYforaperiodnotexceedingsixmonths.
    3. CONTRACTINGAGENCYshallsubstitutesuitableworkersinlieu of those provided by it in theINDENTING OFFICE for the purpose of WORK, if not found suitablebytheINDENTINGOFFICEoninitial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to holdthe right toreject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwiseonvalidreasons.
    4. CONTRACTINGAGENCYshallonreceiptofadvancenoticeofnotlessthan24hoursfromtheINDENTINGOFFICE,provideadditionalmanpowerormake temporary withdrawal of manpowerprovidedbyit.
    5. CONTRACTINGAGENCYshallbe responsible for paymentofsalary,grantofleave and providingcoverage for insurance medical benefits or such other statutory benefitstoitsworkers provided by itintheINDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making anypaymenttothem.WorkersprovidedbyCONTRACTINGAGENCYshallbeemployeesoftheCONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall nothaveliabilityofanykindtowardsworkers.
    6. CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material ofthe INDENTING OFFICEby its personnelduring thecourseoforconsequenttotheWORKbeingrendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within aweek].
    7. Liquidated damages for defaults on the part of the CONTRACTING AGENCY willberecoveredfromit.The decision of the head of INDENTING OFFICE shall befinalinthisregard.

#### RESPONSIBILITIESOFTHEINDENDINGOFFICE

* + 1. INDENTING OFFICE shall provide all the basic working data available with it andafford all workingfacilitiesavailablewithittotheauthorizedworkersprovidedbytheCONTRACTINGAGENCYforfulfillmentofthework.
    2. INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTINGAGENCYatallconvenienttimestoenterintoanduponitspremiseswhereworkistotheperformed.
    3. INDENTING OFFICE will maintain a separate record of attendance of no. of workersprovided by theCONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on proratabasisafterdeductingthedaysofabsencewithoutsuitablereplacementorpoorperformance.

#### COMPLETION ;

* + 1. The WORK shall be deemed to have been completed on expiry of period of this contract and release offinal payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by theScreeningCommitteesetupvideprovision1.5.3.

#### CONFIDENTIALITY:

* + 1. duringthetenureoftheAgreementand[ years|thereaftertheCONTRACTINGAGENCY

undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates tomaintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged /generated pertaining to work under this Agreement for any purposes other than in accordance with theAgreement.

#### FORCEMAJERE :

* + 1. Neitherpartyshallbeheldresponsiblefornon-fulfillmentoftheirrespectiveobligations under thisAgreement due to the exigency of one or more of the force major events such as but not limited to Acts ofGod, war, flood, earthquake, strike, lockouts,epidemics,riots,civil commotion,etc,provided on theoccurrence and cessation of any such events, the party affected thereby shall give a notice in writing to theother party within one month of such occurrence or cessation. If the force-majeure conditions continuebeyondsixmonths,thepartiesshallthenmutuallydecideaboutthefuturecourse ofaction

#### EFFECTIVE-DATE,DURATION,TERMINATIONOFTHEAGREEMENT :

* + 1. TheAgreementshallbeeffectivefromthedateofacceptanceoftheofferasshownintheletterofacceptanceofofferandawardofworkissuedtoCONTRACTING AGENCY and shall remaininforce foraperiod of[months]fromthesaiddate.
    2. The Agreement shall be deemed to expire on completion of the period, asprovided in para 1.8.1unlessextendedbyboththeparties.
    3. During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach ofanyofthetermsandconditionsofthisAgreementorotherwiseby givinga[ months] noticein writing to the defaulting party. Failure of either party to terminate the Agreement on account ofbreach or default by the other shall not constitute a waiver of that party's right to terminate thisAgreement.
    4. In this event of termination of the Agreement vide provision 2.2.3 the rights and obligations of thepartiestheretoshallbesettledbymutualdiscussion;thefinancialsettlementshalltakeintoconsideration not only the expenditureincurredbutalsotheexpenditurecommittedbyINDENTINGOFFICE
    5. Intheeventofterminationofagreement,theCONTRACTINGAGENCYshallbeliabletorefundtheamount,ifany,paidinadvancetoitbytheINDENTINGOFFICE.

#### NOTICES :

* + 1. All notices and other communications required to be served on the CONTRACTING AGENCY under the termsof this Agreement, shall be considered to be duly served if the same shall have been delivered to, leftwith or posted by registered mail/speed post to the CONTRACTING AGENCYat its lastknownaddress. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as dulyserved if the same shall have been delivered to, left with or posted by registered mail/speed post to theINDENTINGOFFICEatitsregisteredaddressat[NewDelhi/nameofthecity],

#### AMMENDMENTSOFTHEAGREEMET

* + 1. No amendment or modification of this Agreement shall be valid unless the same is made in writing byboththepartiesortheirauthorizedrepresentativesandspecificallystatingthesametobeanamendmentofthisAgreement.The**modifications/changesshallbeeffectivefromthe**dateonwhichtheyaremade/executed,unlessotherwiseagreedtoboth.

#### ASSIGNMENTOFTHEAGREEMENT

* + 1. The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with thewritten consent of the other party and subject to such terms and conditions as may be mutually agreedupon.

#### DISPUTESETTLEMENT

In the event ofany dispute or difference between the parties arising outofor inconnection with thetermsandconditionsofthisAgreementsuchdisputeordifferencesshallbereferredtothe…………………….Thedecisionofthe………………………..shallbe finaland bindingonboth theparties

#### SEALOFTHEPARTIES

InwitnesswhereofthepartiesheretohavesignedthisAgreementontheday,monthandyearmentionedhereinbefore.

#### Parties Parties

ForandonbehalfofKVSINDENTINGOFFICE ForandonbehalfofContractingAgency

Signature…………………………………. Signature……………………….………………..

Name……………………………………… Name………………………….………………….

Designation………………………………. Designation…………………..…………………

Seal……………………………………….. Seal………………………………………………

Witness(NameandAddress) Witness(NameandAddress)

1. …………………………………… 1.……………………………………
2. …………………………………… 2.……………………………………

\*\*\*\*EndofTender\*\*\*\*

**ANNEXURE‘B’**

# KENDRIYAVIDYALAYA No-1, DELHI CANTT. (SADAR BAZAR ROAD), NEW DELHI -110010.

#### FORMATE OF FINANCIAL–BIDS.

**NameofBiddingFirm/Agency:M/s**………………………………..…………………………………………………………………………………………….

### 

### **FORTHESESSION2021-22/2022-23FORSECURITY/SWEEPERS/MALI/LIBRARYATTENDENT/SUB-STAFF ELECTRICIAN/PLUMBER/DEOSERVICE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **N.** | **CATEGORY OFMANPOWER** | **Qty.** | **Unit monthlyremuneration** | **EPFRate**  **asperexistinggovt. rates** | **ESIRate**  **asperexistinggovt. rates** | **Service chargesincluding overheadand profit& agency charges [on total of column 4+5+6)@ %** | **MONTHLYUNITRATE(COL.4+5+ 6 +7)** | **TOTAL MONTHLYCOST**  **(COL8x3 )** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| 01 | SecurityGuard(Un-armed)08hrsround-o-clock duty | **One** | **23850** | **1950** | **683** |  |  |  |
| 02  . | Sweeper/cleaner  (Un-skilled)08hrsduty | **One** | **17004** | **1950** | **545** |  |  |  |
| 03  . | Gardner/ Mali (Un-skilled)08hrsduty | **One** | **17004** | **1950** | **545** |  |  |  |
| 04 | Sub-Staff/ Peon/Lib.Attendant/Skilled08hrsduty | **One** | **20670** | **1950** | **662** |  |  |  |
| 05 | Electrician/ Plumber Skilled08hrsduty | **One** | **20670** | **1950** | **662** |  |  |  |
| 06 | Data–Entry-operator(Skilled) 08hrsduty | **One** | **20670** | **1950** | **662** |  |  |  |

**NOTE:** 1. Conversionofmonthlyratesofwagesintodailyminwagesratesofwagesshallbeworkedoutbydividingthemonthlyratesby30days(forSlNo.1)and26daysfor(Sl.No.2,3,4,5 & 6).

1. If any firm/agency quotes NIL charges /consideration/Negotiable, the bid shall be treated as unresponsive and will not be considered in terms of GOI, Ministry of Finance,Dept. of Expenditure Om No. 29(1)/2014-PPD Date 28.01.2014. The bidder/Agency quoted service charge less than 2% of the total monthly wages or NIL, the Bid would besummarilyrejected.
2. Incaseofdiscrepancybetweenunitpriceandtotalprice,thetotalpriceshallprevail.
3. AsperKVSGuideline/NormsforinManpowerServiceBiddersQuoted(Govt.OfIndia/NCTDelhiwages/Rateswhicharehigherareapplicable).
4. 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 willbereadpreviousrupeesand0.50 paisa&abovearecounted to thenexthigherinrupees)

**Weagreetoprovidetheaboveserviceofmanpowerandtoabidebytheterms&conditionscontainedinthebiddocumentsandalsoagreetoentertheagreementintheformatenclosed.BidsSecurityasEMDof`2,00,000/-( Rs. Two Lac Only)isfurnishedherewithvideBankDemand draft/Pay-order No………….……………..Date………..…….……….drawnon …………….…………………… ………………………….|**

(Bidder)Signature:.....................................

Bidder Name:..........................................

Date&Time:**.................................**