

केन्द्रीय विद्यालय उदालगुड़ी

शिक्षा मंत्रालय, भारत सरकार के अधीन

वार्ड सं. 4, निकट हनुमान राइस मिल

जिला – उदालगुड़ी, असम – 784509

ई मेल : kvudalguri784509@gmail.com

वेबसाइट: [www.http://udalguri.kvs.ac.in](http://udalguri.kvs.ac.in)

दूरभाष :- 03711-295102

विद्यालय कोड : 2165



KENDRIYA VIDYALAYA UDALGURI

Under Ministry of Education, Govt of India

WARD NO.4, NEAR HANUMAN RICE MILL

DIST. - UDALGURI, ASSAM - 784509

E-Mail: kvudalguri784509@gmail.com

Website: <http://udalguri.kvs.ac.in>

Phone : 03711 – 295102

CBSE Aff. 200062

F-2165/KVU/2021-22/

Date: 24.07.2021

TENDER DOCUMENT

FOR PROVIDING

SECURITY / HOUSE KEEPING SERVICES

TO KENDRIYA VIDYALAYA, UDALGURI WARD NO.4 NEAR HANUMAN RICE MILL, P.O.-

UDALGURI, DIST- UDALGURI BTR, ASSAM 784509

DATE & TIME OF ISSUE OF TENDER DOCUMENT	25.07.2021 TO 29.07.2021 UP TO 02:00 PM
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 16 :00 HRS BY 29.07.2021(Thursday)
DATE & TIME FOR OPENING OF TENDER DOCUMENT - TECHNICAL/FINANCIAL BID	AT 9:30 HRS ON 30.07.2021 (Friday)

SUBMISSION OF TENDER DOCUMENT

The tender shall be accepted under Bid System. The interested Service Providers are advised to submit Technical & Financial bids in a **sealed envelopes** superscripting "**TECHNICAL/FINANCIAL BID FOR PROVIDING Security /Housekeeping**". Sealed envelope duly superscripting "TENDER FOR PROVIDING "Security / Housekeeping" to Principal, Kendriya Vidyalaya, Udalguri, Assam: 784509".

- The tender (Technical Bid & Financial Bid) duly completed in all respect may be send through speed post or Regd. Post or by Hand to the Vidyalaya by **29.07.2021 till 04:00 PM**.

केन्द्रीय विद्यालय उदालगुड़ी

शिक्षा मंत्रालय, भारत सरकार के अधीन

वार्ड सं. 4, निकट हनुमान राइस मिल

जिला – उदालगुड़ी, असम – 784509

ई मेल : kvudalguri784509@gmail.com

वेबसाइट: [www.http://udalguri.kvs.ac.in](http://udalguri.kvs.ac.in)

दूरभाष :- 03711-295102

विद्यालय कोड : 2165



KENDRIYA VIDYALAYA UDALGURI

Under Ministry of Education, Govt of India

WARD NO.4, NEAR HANUMAN RICE MILL

DIST. - UDALGURI, ASSAM - 784509

E-Mail: kvudalguri784509@gmail.com

Website: <http://udalguri.kvs.ac.in>

Phone : 03711 – 295102

CBSE Aff. 200062

F-2165/KVU/2021-22/

Date: 24.07.2021

TERMS & CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the Principal, KV. Udalguri, but not more than one year after review of performance.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya, Udalguri, Assam. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Kendriya Vidyalaya, Hebbal, Bangalore.
3. By virtue of this agreement, no relationship will be created between the Safaiwalas/ Workers and Kendriya Vidyalaya Udalguri, Assam / KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards/ Safaiwalas/ Workers meeting all statutory obligations and no complaints by any of its Security Guards/ Gardner /Safaiwalas/ Workers in this regard will be entertained by the Kendriya Vidyalaya, Udalguri, Assam / KVS.
4. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya, Udalguri, Assam, side and three months' notice on the side of Service Provider without assigning any reason and the decision of the Vidyalaya authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. The labourers should be physically and mentally fit.
6. The Security Guard / Gardener / Safaiwalas/ Workers should be neatly dressed up with proper uniform and shoes.
6. The Contractor shall get the Security Guard / Gardener / Safaiwalas/ Workers screened for **visual, hearing and major physical defects and contagious diseases** and will provide a certificate to this effect to the Vidyalaya. Only physically fit Security Guard / Gardener / Safaiwalas/ Workers shall be deployed for duty by the Service Provider.
7. The Security Guard / Gardener / Safaiwalas/ Workers should be well versed with local languages.
8. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Security Guard / Gardener / Safaiwalas/ Workers.

9. The Firm/Agency shall ensure that the wages to the Security Guard / Gardener / SAFAIWALAS/ WORKERS will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force as per CENTRAL GOVERNMENT LABOUR ACT and other mandatory rules as in force.
10. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guard / Gardener / Safaiwalas/ Workers employed by it and deployed in Kendriya Vidyalaya, Udalguri, Assam.
11. Verification of **CHARACTER AND ANTECEDENTS** of the Security Guard / Gardener / Safaiwalas/ Workers through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Safaiwalas/ Workers provided are of good character, duly verified by the Police from security angle should be provided to the Vidyalaya immediately after award of Contract. The Security Guard / Gardener / Safaiwalas/ Workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
12. The Vidyalaya shall not provide any accommodation or living facilities to the Security Guard / Gardener / SAFAIWALAS/WORKERS.
13. The Gardener / Safaiwalas/ Workers should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.
14. Losses caused to the Vidyalaya due to negligence on the part of Security Guard/ Gardener/ Safaiwalas /Workers will be recovered from the Agency/Contractor.
15. The Security Guard / Gardener / Safaiwalas /Workers provided by the Service Provider should be well mannered, courteous and polite. The Security Guard / Gardener / Safaiwalas/Workers should not smoke or consume liquor while on duty and should not play cards, etc. in the Vidyalaya.
16. During the period of leave of any of the Security Guard / Gardener / Safaiwalas/Workers, the Service Provider shall deploy another Security Guard / Gardener / Safaiwalas/Workers with prior intimation to the Vidyalaya.
17. The Service Provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.
18. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.
19. **The quoted rates will be all inclusive of all charges, Service Tax, and no other charges will be paid extra. Service Tax, if applicable, will not be paid extra by the Vidyalaya to the concerned Agency/ Service Provider on production of receipt by the Agency/ Service Provider.**
20. **The material** such as- Brooms, Dusters, Brushes, Acids, Detergents, Disinfectants, Phenyl, Naphthalene balls, Soaps, Wiper, Dustbins, etc should be provided by the Vidyalaya for use of Safaiwalas/Workers for cleanliness purpose in the Vidyalaya.
21. The Service Provider shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer/ Principal of Kendriya Vidyalaya, Udalguri, Assam. The Service Provider/ Supervisor shall report to the Vidyalaya as and when he is required by the Vidyalaya authority in connection with the Contract.
22. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in

the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by cheque only.

23. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

24. The Kendriya Vidyalaya Udalguri reserves the right to order any worker of the Service Provider to leave the premises of the Kendriya Vidyalaya Udalguri if his/her presence at any time is felt undesirable.

25. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of ` 100/- to be signed by both the parties.

26. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya, Udalguri, Assam. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be Assam. In the case of settlements of dispute in the court, it will be in the jurisdiction of courts at Assam.

27. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.

XXXX

केन्द्रीय विद्यालय उदालगुड़ी

शिक्षा मंत्रालय, भारत सरकार के अधीन

वार्ड सं. 4, निकट हनुमान राइस मिल

जिला – उदालगुड़ी, असम – 784509

ई मेल : kvudalguri784509@gmail.com

वेबसाइट: [www.http://udalguri.kvs.ac.in](http://udalguri.kvs.ac.in)

दूरभाष :- 03711-295102

विद्यालय कोड : 2165



KENDRIYA VIDYALAYA UDALGURI

Under Ministry of Education, Govt of India

WARD NO.4, NEAR HANUMAN RICE MILL

DIST. - UDALGURI, ASSAM - 784509

E-Mail: kvudalguri784509@gmail.com

Website: <http://udalguri.kvs.ac.in>

Phone : 03711 – 295102

CBSE Aff. 200062

F-2165/KVU/2021-22/

Date: 24.07.2021

TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid:-

- A. The Office of the Applicant/ Service Provider should be located in Assam. (Proof of address to be provided)
- B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Agency must have a minimum' of three years' experience in providing Conservancy/House Keeping Services to Central Government Departments/Autonomous Body/ State Gov./ Public Sector Companies/Banks. Proof of at least one contract relating to services to Central Government/State Governments/ Autonomous Body/ PSUs/Bank in last three years along with attested copies of the work order should be enclosed.
- D. The Agency should have its own Bank Account. Certified copy of the account maintained for 2019-20 and 2020-21 issued by the Bank, shall be enclosed.
- E. The Applicant's agency (not individual) should be registered with **Service Tax department**. Certified copy of the registration shall be attached with the Bid document.
- F. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/ Autonomous Body/ PSUs/ Banks, etc.
- G. If it is found that the information/ certificates furnished by the participating firm is incorrect / wrong or bogus, the firm shall be deemed blacklisted and it's bids will be ignored and Bid Security/ Performance Security will be forfeited.
- H. Those agencies not registered with Kendriya Vidyalaya Udalguri for the year 2020-21 should remit earnest money deposit of Rs.25,000/- for participating in the tender bid.

I. EVALUATION OF BID :

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 the 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 Employee Provident Fund registration along with attested copies of challans for EPF payment for the year 2015-2016.**
- (f) Attested copy of proof of **Employee State Insurance** registration.
- (g) Attested copy of proof of Service Tax Registration.

DECLARATION

1. I,Son/Daughter/Wife of Shri.....
.....Proprietor/Director/authorized signatory of the Agency mentioned above is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby undertake to work at **L1** rates as per the terms and conditions given in the tender documents.

Date:.....
Place:

Signature of authorized person.....
Full Name.....
Mobile /Telephone No.....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

DETAILS OF CONTRACTS FOR PAST THREE YEARS
--

DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING **CONSERVANCY/ HOUSE KEEPING SERVICES** DURING THE LAST TWO YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (. Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(If the space provided is insufficient, a **separate** sheet may be attached)

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

Ref: F. No.....

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....
..... (name & address of Agency/firm) is neither blacklisted by any Government
Department/ Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

:ACCEPTANCE OF THE TENDERERS:

The Terms & Conditions enumerated in the document from **Sl. No.1 to 27** have been read by
me/us and are acceptable to me/us.

Date:.....

Signature of Proprietor/authorized signatory.....

Place.....

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

:DECLARATION BY THE TENDERERS:

I/We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....