

KENDRIYA VIDYALAY BURHANPUR (MP)

TENDER DOCUMENT

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

Sir/Madam,

1. The Kendriya Vidyalaya BURHANPUR (MP), 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 imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the KV BURHANPUR MP, from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year** which may be extended, as indicated below:-

A- Area of the Building

**Approximately 05 Acre, 45 ROOMS
Toilets, corridors, FIRST FLOOR areas
as well as enclosed surrounding areas
on the ground floor.**

Parties are advised to see the location.

BEFORE SUBMISSION OF TENDER

Address/Location of the

**KENDRIYA VIDYALAYA BURHANPUR
NEAR COLLECTOR OFFICE, RAVER
ROAD, MOHAMMADPURA,
BURHANPUR 450 331**

B. Man power required:-

S. No.	Category of Manpower	Minimum Qualification or/and experience	Number of workers required	In the following way/timing
1	Workers for Cleanliness	Literate	02	As per vidyalaya Requirements
2	Gardener Male	Literate	01	As per Vidyalaya Requirement
3	SECURITY SERVICE (24X7)	Middle Class Standard	03+01	As per Vidyalaya Requirement

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S. No.	Category of Manpower	Responsibilities
1	Workers for Cleanliness Male/Female	Workers for To clean and dusting the all KV building, Office, Class rooms, Corridors, toilets, garden & main road inside of vidyalaya wherever cleanliness he/she is deputed and any other work assigned by the supervisor for Cleaning/dusting etc.
2	Gardener Male	Worker for Garden to maintain & clean the garden & all tree surrounding Boundaries wall and any other work assigned by the principal.
3	SECURITY SERVICE (24X7)	Round the clock security service of Vidyalaya building and around the boundary of Vidyalaya campus minimum two every time.

C. Material for cleanliness to be used as per attached Annexure –A. The cost of material, however, will be charged Extra by the Contracting Agency by showing rate of the same in attached Annexure -C:-

D. Work will have to be got done in the following way:-

- Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the KV.
- Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening

The office and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spraying of Flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the Rooms/sections free from mosquitoes, flies, termite/pests/rats etc.

- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the Boundary of the Vidyalaya's wall surroundings to this building.
- v) Regular dusting/cleaning of office/Class room furniture (table and chair) and equipments, telephones, book cases, filing cabinets, admirals and doors and windows including removal of cobwebs every day before opening of the office i.e. 6:45 a.m.
- vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- vii) List of items/cleaning material required is attached vide Annexure-A.
- viii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- x) Filling of water in all desert coolers which are at present at the school
- xi) Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Cleaning of sanitary wares by Harpic/other cleaner, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- iv) Cleaning of water storage tanks, water coolers, desert coolers.
Polishing of name plates and number plates with brass (on each floor) and cleaning of all other name plates/Boards and also Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted Price:

- (A) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure **B, C, D and E**) **THE CURRENT RATES OF EPF AND ESI MAY BE QUOTED AND SERVICE CHARGE AMOUNT IS COMPULSORILY TO BE QUOTED. THE QUOTATION WILL NOT BE CONSIDERED WITH OUT LOGICAL PERCENTAGE OR AMOUNT WHICH COULD JUSTIFY THE SERVICE.**
- (B) Any other tax if any liable to be paid by the client shall be quoted by the bidder separately.
- (C) Hourly rate of OTA should not exceed monthly remuneration
30x8
- (D) **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.
- (E) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (F) The Bidder shall deposit Rs **10,000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favor of **KENDRIYA VIDYALAYA BURHANPUR**

VIDYALAYA VIKAS NIDHI, payable at BURHANPUR as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract without any interest.

- (G) The selected firm has to furnish **performance security** in the form of Demand Draft for an amount of **Rupees 10% of total amount** valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance Security is submitted by the Contracting Agency.
- (H) Telex or Facsimile Bids are not acceptable.
- (I) Service Tax exempted to Educational institution
- (J) **Kindly write rates according to latest highest rates of State Govt or Central Government. And attached the rate list of wages.**
- (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:** The **remuneration shall be disbursed through cheque at Kendriya Vidyalaya BURHANPUR**, premises in the presence of representative of the Kendriya Vidyalaya BURHANPUR or through electronic transfer NEFT. Cash payment will not be accepted under any Circumstances.
- (A) The Contracting Agency will **ensure payment by the 5th of every succeeding month** to their employees provided to the Kendriya Vidyalaya BURHANPUR office/premises as per the monthly remuneration quoted without any deduction. Delay its payment may terminate the contract without assigning any other reason.
- (B) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees, to the Kendriya Vidyalaya BURHANPUR office/premises supported with the following documents :-
- Details of disbursement made to the staff furnishing cheque details for each payment,
 - Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
 - The agency will not quote a rate which is less than the minimum wages approved by Govt.(Central /State which is higher). If wages are enhanced by the Govt (Central/State) during the period of contract the employer will pay the Enhanced wages to the contracting Agency. The contracting agency will ensure that the revised, enhanced wages are paid to the employees. In case of wages revision by the Govt the Principal Employer will provide a copy of notification to the agency to revise the bill with revised rates. The contracting agency will submit the invoice along with the following documents –
 - Details of disbursement as per the rates approved by the Central/State Govt whichever is higher (should not be less than Minimum wages) made to the staff furnishing A/c payee cheque details with the attested copies of Bank account statement for each payment.; Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
- (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) It is mandatory for the Contracting Agency to submit the **attested copy of license obtained from the Govt. of MP. Please attached photocopy of IG CERTIFICATE issued for SECURITY SERVICES.**
- (E) 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.
- (F) It is mandatory for the Contracting Agency to submit the **attested copy of license and GST Registration certificate obtained from the Govt. of India/MP. Please attached photocopy of IG CERTIFICATE issued for SECURITY SERVICES.**
- (G) The Contracting Agency shall **comply with all statutory obligations**. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (H) The normal office hour of KV is from 7.20 am to 4.00 pm six days from Monday to Saturday. However, KVS reserves the right to request the services on Holiday/beyond office hours. The Contracting agency will be compensated by the indenting Agency as per the rate quoted for OTA for working on Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration -A₁

Where $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (I) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also No Conveyance or any other charges will be paid by Kendriya Vidyalaya BURHANPUR MP. 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 KVS shall be made within 24 hours.
- (J) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya BURHANPUR as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (K) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (L) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and police verification copy will be submitted in the office.
- (M) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.**
- (N) The Contracting Agency shall provide to their personnel deployed for Security & cleanliness with impressive summer uniform as well as winter uniform with insignia without taking any amount from the workers.
- (O) The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages WHERE BOTH CENTRAL AND STATE GOVE HAS FIXED THE MINIMUM RATES OF WAGES (THE REATES WHICH EVER IS HIGHER WILL BE APPLICABLE) and will included such other benefits may be as available to its employees under the relevant acts and regulations applicable in the state. The KV BURHANPUR shall not entertained any such claim of the person employed by the contractor and shall not be liable for it.
- (P) Insurance and accident risks of the workers will be the responsibility of the contractor.
- (Q) All the workers of the contractor shall be free from infectious diseases.
- (R) The contractor will ensure that proper license permission from the concerned authorities wherever applicable and obtained promptly,
- (S) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from KV BURHANPUR.
- (T) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of KV BURHANPUR.
- (U) KV BURHANPUR reserves the right to order any worker of the contractor to leave the premises of KV BURHANPUR if his presence at any time is felt undesirable.
- (V) Age of worker should not be less than 18 years.

(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:-
- Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - Audited Balance Sheet & Profit and Loss Account.
 - List of clientele during last 3 years along with cost of assignment.
 - PAN No. and Current IT clearance certificate.
 - Attested copy of proof of EPF registration.
 - Attested copy of proof of ESI registration.
 - Attested copy of IG Certificate issued for security services.
 - Attested copy of proof of Service Tax Registration.(EXEMPTED FOR EDUCATION INSTITUTION HENCE NO PAYMENT WILL BE MADE FOR SERVICE TAX
 - Attested copy of firm GST registration.
- (i) **The Bidder shall deposit Rs. 10,000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of **KENDRIYA VIDYALAYA BURHANPUR VIDYALAYA VIKAS NIDHI** payable at BURHANPUR as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract with out interest.

- (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of MP shall render the Bid disqualified for evaluation.
- (iii) 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 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 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 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 Indenter 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) Rates may be quoted exactly as per percentage of EPF, ESI etc.

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "**Bids for providing Services for SECURITY/CLEANLINESS/GUARDNING in Kendriya Vidyalaya, BURHANPUR MP** on service charge basis DUE DATE **16th APRIL 2021----- TIME----12:00 NOON--** The Intender 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.

10. Opening of Bids:

Sealed envelopes containing bids will be **opened on 16th APRIL 2021 at 02:00 PM** in the Principal office in the presence of all bidders. Kindly ensure your/your representative's presence during the time of opening of the bids. No complaints will be entertained regarding this.

Your Faithfully

Principal
KENDRIYA VIDYALAYA BURHANPUR(MP)

केन्द्रीय विद्यालय बुरहानपुर(म0प्र0)

सुरक्षा, साफ सफाई एवं बागवानी के अनुबंध संबंधी सेवा शर्तें

1. सभी कर्मचारियों के नाम पते मोबाईल नंबर एवं पुलिस द्वारा किए गए वेरिफिकेशन की जानकारी अनुबंध करने वाली संस्था को देना होगी साथ ही सभी कर्मचारियों के इपीएफ ईएसआय लेखा संख्या की प्रमाणित छाया प्रति निविदा के साथ उपलब्ध करानी होगी । जिन कर्मचारियों की सेवाएँ ली जावेगी उनकी आयु 30-45 के बीच होना चाहिए तथा वे युनिफार्म मे मय परिचय पत्र के अपना कार्य करेंगे ।
2. साफ सफाई के अंतर्गत मशीन के माध्यम से पोछा विद्यालय परिसर एवं कमरों में लगाना आवश्यक होगा । मशीन के माध्यम से सफाई करने वाली संस्था को प्राथमिकता दी जावेगी ।
3. साफसफाई के अंतर्गत चोक/ब्लाक नाली, ड्रेनेज आदि की सफाई त्वरित कराना होगी अनिवार्यता के दशा मे बाहरी व्यक्तियों से कार्यपूर्ण कर आपको भुगतान होने वाली राशि से वह व्यय कम कर दिया जावेगा अतः नियमित रूप से नालीयो/चेम्बरों की सफाई आवश्यक होगी ।
4. साफ-सफाई की सामग्री निविदा मे उल्लेखित मात्रा के अनुसार माह के प्रथम कार्य दिवस पर कमेटी के सामने उपलब्ध कराना आवश्यक होगी ।
5. विद्यालय मे समय समय पर होने वाले ग्रीष्मावकाश, ब्रेक मे सफाई एवं गार्डन कर्मचारियों की सेवाएँ नही ली जावेगी लेकिन आवश्यकता की स्थिति मे कुछ सदस्यों की सेवाएँ ली जा सकती है तत्संबंधी अलग से सूचित किया जावेगा ।
6. निर्धारित धरोहर राशि संलग्न करना आवश्यक है जिन संस्था के पक्ष मे निविदा न होने की स्थिति मे बिना ब्याज की राशि चेक से लौटाई जावेगी ।
7. अनुबंधित संस्था प्रतिमाह काटे गए इपीएफ ईएसआई की जानकारी कर्मचारियों के नाम, लेखा संख्या एवं राशि का पेड चालान को बिल के साथ जमा करना आवश्यक है साथ ही कार्यरत कर्मचारी को प्रतिमाह चेक/बैंक खाते से भुगतान किया जावे तथा विवरण की जानकारी भी बिल के साथ मय उपस्थिति पत्रक के जमा कराना आवश्यक होगा ।
8. निविदा के साथ संस्था यह भी घोषणा लिखित मे देवे कि उनका कोई भी रिश्तेदार केन्द्रीय विद्यालय मे कार्यरत नही है ।
9. एक ही दरे यदि विभिन्न संस्थाओं की आने की दशा मे लाटरी द्वारा कमेटी के समक्ष निर्णय लिया जावेगा जो सभी को मान्य करना होगा ।
10. प्रतिसेवा के 10 प्रतिशत वार्षिक योग के ईएमडी राशि वर्ष भर के लिए जमा कराना अनुबंध प्रारंभ तिथि से आवश्यक होगी जो अनुबंध समाप्ति पर बिना ब्याज के वापस की जावेगी ।
11. विद्यालय का पंजीकरण ईपीएफ संस्था मे कर लिया गया है आपके द्वारा जमा ईपीएफ राशि का अवलोकन उस संस्था के माध्यम से विद्यालय द्वारा किया जा सकता है ।
12. संस्था इस बात का ध्यान रखे की कर्मचारियों को वेतन का भुगतान ईपीएफ ईएसआय संबंधी सुविधा का लाभ लेबर ला के नियमानुसार दिया जाना सुनिश्चित किया जावे तथा सभी शर्तों का पालन लेबर ला के अंतर्गत होना आवश्यक है। किसी भी प्रकार के असुविधा/कमी की स्थिति मे प्राचार्य केन्द्रीय विद्यालय, बुरहानपुर कार्यवाही के लिए सक्षम अधिकारी होंगे । निविदा फार्म के साथ सुरक्षा व्यवस्था हेतु आई0जी0 पुलिस द्वारा जारी प्रमाणपत्र की छाया प्रति अवश्य संलग्न करें । दिये गये निविदा फार्म में कमी पाई जाने पर उस फर्म की निविदा को तत्काल प्रभाव से निरस्त किया जायेगा ।
13. प्राचार्य का निर्णय अंतिम होगा उस पर किसी भी प्रकार की अपील मान्य नही होगी ।
14. केविस के समय समय पर परिवर्तित होने वाले नियमों का पालन करना आवश्यक होगा ।
15. **विद्यालय मे छात्र/छात्राएँ अध्ययनरत है इस कारण जो भी कर्मचारी लगाए जाए उनका व्यवहार एवं चरित्र अच्छा होना चाहिए । इस संबंध में सभी कर्मचारियों को पुलिस सत्यापन प्रमाण पत्र संलग्न करना अनिवार्य होगा ।**
16. निविदा जमा करने वाली सभी फर्म विद्यालय का निरीक्षण निविदा जमा करने के पूर्व अवश्य कर लेवे ।
17. जिस फर्म की गत टेण्डर प्रक्रिया की धरोहर राशि विद्यालय के पास जमा है वे पुनः राशि जमा न करें लेकिन गत डी0डी0 के नंबर, राशि तथा दिनांक का अवश्य उल्लेख करें ।
18. अन्य पंजीकरण कागजात के साथ सुरक्षा व्यवस्था हेतु आई0जी0 द्वारा जारी प्रमाणपत्र की छाया प्रति अवश्य संलग्न करें ।
19. सुरक्षा व्यवस्था संबंधी अनुबंध 01 जून 2021 से किया जावेगा ।
20. **साफ-सफाई का अनुबंध सामान सहित या सामान रहित तात्कालिक परिस्थिति के आधार पर किया जा सकता है ।**
21. आवेदन/कोटेशन फार्म विद्यालय की वेबसाईड <https://burhanpur.kvs.ac.in> के माध्यम से या विद्यालयी कार्य दिवसों में स्वयं उपस्थित होकर प्राप्त कर सकते है । संबंधित मदों में आवेदन/कोटेशन फार्म एवं अन्य आवश्यक समस्त दस्तावेजों को सील बंद कर प्राचार्य कक्ष या कार्यालय में **दिनांक 16 अप्रैल 2021 तक दोपहर 12:00 बजे तक** या उससे पूर्व कार्यालय दिवसों में अनिवार्य रूप से जमा करें । कुल 03 लिफॉफे जिसमें से एक फाईनेंशियल बीड, दूसरा तकनीकी बीड एवं तीसरा लिफॉफा सिल बंद करे जिसमें दोनों लिफाफे सिल बंद कर रखना है ।
22. तकनीकी बीड को खोलने पर निविदा शर्तें पूर्ण होने पर ही फाईनेंशियल बीड खोली जायेंगी । तकनीकी बीड में कमी पाई जाने पर संबंधित फर्म की निविदा को तत्काल निरस्त माना जायेगा ।

संस्था/फर्म यह प्रपत्र/शर्तें हस्ताक्षर कर निविदा के साथ अवश्य संलग्न करेंगे ।

फर्म प्रमुख के हस्ताक्षर एवं सील

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRE FOR SAFAI ETC. (PER MONTH)

SL. NO.	Item	Item Quantity required per month	Cost of one unit	Total cost
1	Phenyl Bottle (Good quality)	20 Ltr.		
2	Vim Liquid	01 Ltr.		
3	Acid (As per rules)	10 Ltr.		
4	Long Broom(Kharata)	02 nos.		
5	Harpic 01 liter bottle	05 nos.		
6	Floor Duster (Mops)	10 nos.		
7	Odonil Room Freshener 50 gm.	10 nos.		
8	Naphthalene Balls	01 kg.		
9	Roof Jhadoo (for jale)	01 nos.		
10	Phool Jhadoo	05 nos.		
11	Dust Pan	02 nos.		
12	Phollin Cloths	06 nos.		
13	Washing Soap (Rin)	02 nos.		
14	Dettol Hand Wash (100 ml) –	10 Nos		
15	Mosquito Spray (450 ml)	02 NO		
16	Collin (500 ml.)	02 No		
17	LED Torch/Light	02 Nos (One time)		

Signature: _____

Name: _____

Seal _____

KENDRIYA VIDYALAYA BURHANPUR

ANNEXURE-'B'

FORMAT OF BID FOR CLEANLINESS WITH MATERIAL

S. No.	Category of Manpower REQUIRED	Number	Unit monthly remuneration Rate	EPF Rate	ESI Rate	Service Charges /Charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col. 4+5+6+7)	Total monthly cost Of Two Worker (Col. 9X2)	Cost of cleanliness material limp sum amount for one month	UNIT OTA RATE PER HOURS	TOTAL MONTHLY COST
1	2	3	4	5	6	7	8	9	10	11	12
1	02 Workers for Cleanliness Male/Female	02									

NOTE :

- WHERE BOTH CENTRAL AND STATE GOVT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE. IN ANY CASE NOT LESS THAN THE MINIMUM WAGES APPROVED THE GOVT.
- Payment of service tax is exempted under section 93(1) of the finance ACT 1994 (circular no. 172/7/2013 ST Govt of India Ministry of finance deptt of revenue Centra Board of Excise and Customs tax research unit order no. B1/14/2013-TRU DT 19/9/2013)
- TDS/other taxes will be deducted as per GOVT rules. **PLEASE QUOTE LOGICAL SERVICE CHARGE IN PERCENTAGE OR AMOUNT**
- In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated ___/___/_____ drawn on _____

BIDDER SIGN WITH SEAL AND DATE

KENDRIYA VIDYALAYA BURHANPUR

ANNEXURE-'C'

FORMAT OF BID FOR GARDENING/MALI

S. No.	Category of Manpower REQUIRED	Number	Unit monthly remuneration Rate	EPF Rate	ESI Rate	Service Charges /Charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col. 4+5+6+7)	Total monthly cost Of one Worker (Col. 9X1)	UNIT OTA RATE PER HOURS	TOTAL MONTHLY COST
1	2	3	4	5	6	7	8	9	10	11
1	01 Gardener/Mali	01								

NOTE :

- WHERE BOTH CENTRAL AND STATE GOVT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE. IN ANY CASE NOT LESS THAN THE MINIMUM WAGES APPROVED THE GOVT.
- Payment of service tax is emtped under section 93(1) of the finance ACT 1994 (circular no. 172/7/2013 ST Govt of India Ministry of finance deptt of revenue Centre Board of Excise and Customs tax research unit order no. B1/14/2013-TRU DT 19/9/2013
- TDS/other taxes will be deducted as per GOVT rules. **PLEASE QUOTE LOGICAL SERVICE CHARGE IN PERCENTAGE OR AMOUNT**
- In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated ___/___/___ drawn on _____

BIDDER SIGN WITH SEAL AND DATE

KENDRIYA VIDYALAYA BURHANPUR

ANNEXURE-'D'

FORMAT OF BID FOR SECURITY SERVICE/GUARD

S. No.	Category of Manpower REQUIRED	Number	Unit monthly remuneration Rate	EPF Rate	ESI Rate	Service Charges /Charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col. 4+5+6+7)	Total monthly cost Of Three Worker (Col. 9X4)	Cost of cleanliness material lump sum amount for one month	UNIT OTA RATE PER HOURS	TOTAL MONTHLY COST
1	2	3	4	5	6	7	8	9	10	11	12
1	04 MALE SECURITY SERVICE (24X4)	04									

NOTE :

- WHERE BOTH CENTRAL AND STATE GOVT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE. IN ANY CASE NOT LESS THAN THE MINIMUM WAGES APPROVED THE GOVT.
- Payment of service tax is exempted under section 93(1) of the finance ACT 1994 (circular no. 172/7/2013 ST Govt of India Ministry of finance deptt of revenue Centra Board of Excise and Customs tax research unit order no. B1/14/2013-TRU DT 19/9/2013)
- TDS/other taxes will be deducted as per GOVT rules. **PLEASE QUOTE LOGICAL SERVICE CHARGE IN PERCENTAGE OR AMOUNT**
- In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated ____/____/____ drawn on _____

BIDDER SIGN WITH SEAL AND DATE

MODEL AGREEMENT FOR SERVICE CONTRACT

1.1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this**day of2021**

between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act (XXI of 860) through Sealed Tender located at **Kendriya Vidyalaya Burhanpur, (Near Collector Office, Raver Road) District- Burhanpur(M.P.)** (herein after called **Tender** which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [.....] a [COMPANY/FIRM] registered office at [ADDRESS :] (hereinafter called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

1* In the format two types of brackets have been used. These are;

- | | | |
|------------------------------|---|----------------------------------------------------------------------|
| (i) Square Bracket [] | : | these brackets indicate the Following; |
| (a) [xxxxxxx] | : | replace the instruction by filling in relevant text; |
| (b) [xx/yy/zz] | : | among the options choose the applicable one (s) and delete the rest; |
| (c) [clause/phrase/sentence] | : | optional, choose whichever applicable to the specific requirement. |

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- | | | |
|----------------------------|---|---------------------------------------------------------|
| (ii) Ordinary Brackets () | : | these brackets area of the text and are to be Retained. |
|----------------------------|---|---------------------------------------------------------|

DEFINITIONS

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

1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in carrying out] **PROVIDING MALI, CLEANER AND SECURITY SERVICES IN KENDRIYA VIDYALAYA, BURHANPUR(MP)**, [define the present business/objective/activity of the CONTRACTING AGENCY] and is desirous of providing service to the **KV-BURHANPUR(MP)**[on/in/for] [name the area of service contract].

1.2.2 WEHREAS at its [**KENDRIYA VIDYALAYA, BURHANPUR(MP)**] (hereinafter called the INDENTING OFFICE) is Seeking service on contract for [name of the area of service contract] as detailed in the Appendix-I to the agreement **PROVIDING MALI, CLEANER AND SECURITY SERVICES IN KV-BURHANPUR(MP)** (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants here in after contained, the parties hereto agree as follows:

1.3 SCOPE OF THE AGREEMENT

- 1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and Obligations of the CONTRACTING AGENCY and INDENTING OFFICE /pertaining to the WORK.

1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by **M/S** the **KV-BURHANPUR(MP)** shall pay to CONTRACTING AGENCY as follows after deducting Income Tax at source on the total amount:

- i) **Rs.(Rs..... Cleaning material included) **** per month for 03+01 Security guard, 02 Cleaner and 01 Mali of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the **M/S** ****Rs..... (Rs..... Cleaning material included)** per month for 03+01 Security guard, 02 Cleaner and 01 Mali for service contract on providing Cleaner, Mali and security services in KV-Burhanpur(MP)

1.5 MODALITIES OF CONTRACT

- 1.5.1 This contract is of the nature of service contract for a specific period and not labour contract.
- 1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 1 to the Agreement.
- 1.5.2 There will be a Screening Committee for evaluation of progress of The WORK. This Committee shall be set up by the INDENTING OFFICE. It will [fix/indentify] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any state the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving Information in writing to that effect to the CONTRACTING AGENCY.
- 1.5.3 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTING OFFICE shall be as per para 2 of the tender document.

1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

- 1.6.1 CONTRACTING AGENCY shall undertake the WORK as per Schedule detailed in Appendix - 1 to the Agreement by providing Manpower including material in the premises of the INDENTING OFFICE.
- 1.6.2 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.

- 1.6.3 CONTRACTING AGENCY shall substitute suitable workers in Lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwise on valid reasons.
- 1.6.4 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.5 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to Them. Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.
- 1.6.6 CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered.
[Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].
- 1.6.7 Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of INDENTING OFFICE shall be final in this regard.

1.7 RESPONSIBILITIES OF THE INDENTING OFFICE

- 1.7.1 INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities Available with it to the authorized workers provided by the CONTRACTING AGENCY for fulfillment of the work.
- 1.7.2 INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.
- 1.7.3 INDENTING OFFICE will maintain a separate record of attendance of no. of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on prorated basis after deducting the days of absence without suitable replacement or poor performance.

1.8 COMPLETION

- 1.8.1 The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to Review by the Screening Committee set up vide provision 1.5.3.

1.9 CONFIDENTIALITY

1.9.1 during the tenure of the Agreement and [..... to] 11 thereafter the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives/ Associates to maintain 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 the Agreement.

2.1 FORCE MAJERE

2.1.1 Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood earthquake, strike, lockouts, epidemics, riots, civil commotion, etc, provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

2.2 EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT

2.2.1 The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of Acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a Period of [months] from the said date.

2.2.2 The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

2.2.3 During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a [months] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

2.2.4 In this event of termination of the Agreement vide provision the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE.

2.2.5 In the event of termination of agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

2.3 NOTICES

2.3.1 All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the CONTRACTING AGENCY at its last known address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been

delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at [New Delhi / name of the city],

2.4 AMMENDMENTS OF THE AGREEMET

2.4.1 No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The **modifications / changes shall be effective from the** date on which they are made/ executed, unless otherwise agreed to.

2.5 ASSIGNMENT OF THE AGREEMENT

2.5.1 The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the **Arbitrator appointed by KV- Burhanpur(MP)**. The decision of the **Arbitrator** shall be final and binding on both the parties.

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this Agreement on the day, month and year mentioned hereinbefore..

Parties

for and on behalf of KVS INDENTING OFFICE

Parties

for and of behelf of Contracting Agency

Signature -----

Signature -----

Name-----

Name-----

Designatiuon

Designatiuon

Seal

Seal

Witness(Name and Address)

Witness(Name and Address)

1.

1.

2.

2.

केन्द्रीय विद्यालय बुरहानपुर

नोटीस बोर्ड पर सुरक्षा, साफ सफाई, गार्डन, के टेण्डर भरने संबंधी दिशा निर्देश

01. टेण्डर दिनांक 16 अप्रैल 2021 तक सुबह 09 से दोपहर 12 बजे के बीच में किया जा सकता है । फर्म/प्रतिनिधि विद्यालय का अवलोकन कर ही अपना टेण्डर भरें ।
02. टेण्डर दिनांक 16 अप्रैल 2021 को दोपहर 02:00 बजे विद्यालय में खोले जावेंगे ।
03. टेण्डर में पंजीकरण, ईपीएफ, ईएसआय के साथ साथ सुरक्षा व्यवस्था हेतु आई0जी0 का प्रमाणपत्र की छाया प्रति भी संलग्न की जाना आवश्यक है ।
04. दरें भरते समय राज्य/केन्द्र सरकार की अधिकतम जो भी दर होगी वही भरी जावे साथ ही उसके आधार पर ईपीएफ एवं ईएसआई की निर्धारित दरों के अनुसार ही राशि संबंधित कॉलम में भरी जावे । सेवा शुल्क जो की व्यावहारिक प्रतिशत या राशि के आधार पर होकर आवश्यक रूप से भरा जावे इसके अभाव में टेण्डर मान्य नहीं किया जावेगा ।
05. फायनेंसियल बीड के राशि का दस हजार का डीडी ही टेण्डर के साथ जमा कराया जावे ।
06. टेण्डर प्रक्रिया के संदर्भ में सभी निर्णय प्राचार्य के ही मान्य होंगे उस पर किसी भी प्रकार की कोई अपील स्वीकार नहीं होगी ।
07. संभवतः सुरक्षा संबंधी अनुबंध 01 जून 2021 से किया जावेगा साफ सफाई एवं माली का अनुबंध प्रक्रिया पूर्ण होते ही प्रारंभ किया जावेगा । **सामान सहित या सामान रहित** साफसफाई का अनुबंध तात्कालिक परिस्थिति के आधार पर किया जा सकता है ।

प्राचार्य