

## KENDRIYA VIDYALAYA MANDYA

**Attach the following Proforma and documents**

### **I. EVALUATION OF BID :**

**The bid will be treated as non-responsive if the following documents are not attached :-**

(1) 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.

(2) Copy of proof of Registration with Police Department

(3) Copy of contracts of similar nature and magnitude that the bidder has successfully executed in the last 03 (three) years.

(4) Statement showing list of clients, total no. of workers employed and annual turnover for the last 03 (three) years

(5) Audited Balance Sheet & Profit and Loss Account of the last three years certified copy of C.A..

(6) List of clientele during last 3 years along with cost of assignment.

(7) PAN No. and Current IT clearance certificate.

(8) Attested copy of proof of EPF registration along with attested copies of challans for EPF payment for the year 2019-20.

(9) Attested copy of proof of ESI registration.

(10) Attested copy of proof of Service Tax Registration.

(11) Attested copy of proof of Registration with Police Department

(12) Attested copy of proof of Labour License.

(13) Attested copy of Proof of GSTIN

(14) Attested copy of Proof of Experience certificate.

(15) Certificate from the Agency/firm in their letter head regarding the firm is neither blacklisted by any Govt, Department/Autonomous body/PSU or any Criminal Case is registered against the firm by Notary.

(16) The Bidder shall deposit Rs.10,000/- each for Security & Housekeeping and in the form of DD / Pay Order drawn in favour of **Kendriya Vidyalaya Mandya VVN Account payable at Mandya** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(17) The List of Employee-wise Name, EPF No. & ESI No. etc (TRRN Details)

**PERFORMA FOR TECHNICAL BID - CONSERVANCY/HOUSE KEEPING SERVICES/ GARDNER / SECURITY SERVICES**

1	<b>Name of Agency</b>	
2	<b>Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)</b>	
3	<b>Full Address of Registered Office</b> Telephone No. E-Mail Address	
4	Full address of Operating/ Branch Office in Mandya. Telephone No. E-Mail Address	
5	Brief Profile of the Company & evidence to establish that the bidder has successfully executed contracts of similar nature & magnitude in the last three (3) years (attach)	
6	Audited Balance Sheet & Profit & Loss Account of the last three (3) years certified copy of C.A.(attach)	
7	List of clientele during last three (3) years alongwith cost of assignment (Attach as per format- Annexure-I)	
8	PAN No. of the Agency (attach copy of card)& IT clearance certificate (attach)	
9	EPF Registration along with attested copies of challans for EPF Payment for the year 2017-18 (attach attested copies)	
10	ESI Registration (attach attested copy)	
11	Service Tax Registration (attach attested copy)	
12	Registration with Police Department (attach attested copy)	
13	Registration No. /Labour License No. of the Agency(attach attested copy )	
14	GSTIN Registration (attach attested copy)	
15	Experience Certificate (attach attested copy)	
16	Certificate from the Agency/firm in their letter head regarding the firm is neither blacklisted by any Govt. Department / Autonomous body / PSU or any Criminal Case is registered against the firm by NOTARY (attach attested copy as per format- Annexure II.)	

17	Total No. of employees in the Agency (Attach List of Employee-wise Name, EPF No. & ESI No. etc.) (TRRN details)	
18	Earnest Money of Rs.10,000/- each for Security & Housekeeping and (Total to Rs.20,000/-)drawn in favour of ‘Kendriya Vidyalaya Mandya VVN A/c’ is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch..... .....
19	Acceptance of Terms & Conditions of tender documents (Attach as per format – Annexure-III)	
20	Declaration by the Tenderers (Attach as per format – Annexure-IV)	
21	Any other document(s) not mentioned above is/are attached	

**Signature of authorized person.....**

**Date:.....**

**Place:.....**

**Name:.....**

**Seal:.....**

PERFORMA FOR FINANCIAL BID – HOUSE KEEPING			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, MANDYA – 571402	
2	Area / Blocks	Area of KV : 10 Acres approx. Office Block, Primary Block, Temporary Rooms, & toilets in each block. The Area/ compound is surrounded by a boundary wall with two gates.  (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for housekeeping services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Safaiwalas/Housekeeping required in the Vidyalaya	<b>02 (Two).</b>	
Sl. No.	Details	Amount ( in Rupees) per Month	
		In figure	In Words
<b>I. FIXED (NOT NEGOTIABLE)</b>			
1	Min. Wages per housekeeping staff as per notification from the Office of the Labour Commission of <b>Government of India</b> per Safaiwala ( Labour Commissioner notification is to be enclosed).	As per the rate existing and modified every half year. Hence need not be quoted	
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)	As per the rate existing and modified every half year. Hence need not be quoted	
3	E.S.I. Charges, if applicable ( Please enclose the proof of rates of concerned authority)	As per the rate existing and modified every half year. Hence need not be quoted	
<b>II. NEGOTIABLE</b>			
1	<b>Service charges compulsory</b> (Minimum Wages + VDA only, inclusive of Uniforms/Bonus per labourer.) ( Each must be provided with two sets of Uniforms in a year)		
<b>III. TOTAL MONTHLY CHARGES PER LABOURER ( I + II)</b>			
<b>IV. TOTAL MONTHLY CHARGES FOR 02 LABOURERS WITH MATERIALS PER MONTH</b>			

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name : .....

Seal .....

<b>PERFORMA FOR FINANCIAL BID – SECURITY</b>			
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, MANDYA – 571402	
2	Area / Blocks	Area of KV : may be physically verified. Office Block, Primary Block, Temporary Rooms, Staff quarters, Play Grounds, Open Area, Cycle /scooter/ Car Stands & toilets in each block. The Area/ compound is surrounded by a boundary wall  (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	24 Hours security services on shift basis on all days.	
4	No. of Securities required in the Vidyalaya	<b>03 (Six) 8 hours duty each.</b>	
Sl. No.	Details	Amount ( in Rupees) per Month	
		Securities ( Per person)	
<b>I. FIXED (NOT NEGOTIABLE)</b>		<b>In figure</b>	<b>In Words</b>
1	Min. Wages per security as per notification from the Office of the Labour Commission of <b>Government of India</b> per Security. ( Labour Commissioner notification is to be enclosed).	As per the rate existing and modified every half year. Hence need not be quoted	
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)	As per the rate existing and modified every half year. Hence need not be quoted	
3	E.S.I. Charges, if applicable ( Please enclose the proof of rates of concerned authority)	As per the rate existing and modified every half year. Hence need not be quoted	
<b>II. NEGOTIABLE</b>			
1	<b>Service charges compulsory</b> (Minimum Wages + VDA only, Inclusive of Uniforms/Bonus per labourer.) ( Each must be provided with three sets of Uniforms in a year)		
<b>III. TOTAL MONTHLY CHARGES FOR EACH SECURITY ( I + II)</b>			
<b>IV. TOTAL MONTHLY CHARGES FOR 03 (Three) SECURITIES</b>			

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

*ANNEXURE-I*

**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 & SECURITY SERVICES**DURING THE LAST THREE 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 no. and email address etc.	Amount of Contract (Rs. 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 Tender Document have been read by me/us and are acceptable to me/us.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

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

**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.

**Signature of authorized person.....**

**Date:.....**

**Full Name.....**

**Place: ..... Mobile /Telephone No.....**

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