TENDER FOR DEPLOYMENT OF PERSONNEL UNDER WATCH &WARD, CONSERVANCY SERVICES AND GARDENER FOR THE YEAR 2016-17

1. LAST DATE FOR SALE OF TENDER FORM 20.09.2016 (THURSDAY)

2. LAST DATE FOR SUBMISSION OF TENDERS 30.09.2016

3. THE TENDERS WILL BE OPENED AT 01:00 P.M. ON 01.10.2016
TENDER DOCUMENT FOR DEPLOYMENT OF PERSONNEL UNDER WATCH & WARD, CONSERVANCY SERVICES AND GARDENER FOR THE YEAR – (2016-17)

(Tender No. 2016/KVRTM/         Date: ____/09/2016)

(DOWNLOADED TENDER DOCUMENTS WILL NOT BE ACCEPTED)

A. GENERAL INFORMATION

1. Period of contract               : One year
2. EMD(Refundable)               : Rs. 10,000.00
3. Security Deposit             : 10% of Total Contract
4. Tender Cost (Non-refundable) : Rs. 500.00

B. TENDER/BID PARTICULARS

a. Sealed tenders are invited from registered agencies for deployment of personnel under watch and ward, for a Conservancy Services and Gardener period of one year for its Premises /Building at Kendriya Vidyalaya, Ratlam.

b. Tenderers / bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tender/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.

c. The Tender Form is non-transferable.

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower through services contract as per the norms of Government of India.

Sir / Madam,

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 imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Bids are invited by the Kendriya Vidyalaya, Ratlam from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of **01 (one) year w.e.f.** ........................ which may be extended by another one year, as indicated below:

**A. Area of the Building:** Main Building and Primary Block having approximately 30 rooms and 20 toilets, Computer Labs., Resource Room, Phy., Chem., Bio., Jr. Sc. Math Lab. Sports Room, Library, Staff Room, Office, Principal’s Room, Exam Hall, Corridors, Stairs and Open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

**Address/Location of Kendriya Vidyalaya, Ratlam**  
Sagod road Post Bibrod, Ratlam(MP)-457001

**B. Man power required:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of Manpower</th>
<th>Minimum qualifications or/ and experience</th>
<th>No. of personnel required in the shifts</th>
<th>As per the following shifts</th>
</tr>
</thead>
</table>
| 1.      | Security Guards      | Middle Standard                          | 01 (One)                              | Shift-I  
From 6:00 AM to 2:00 PM |
| 2.      | Security Guards      | Middle Standard                          | 01 (One)                              | Shift-II  
From 2:00 PM to 10:00 PM |
| 3.      | Security Guards      | Middle Standard                          | 01 (One)                              | Shift-III  
From 10:00 PM to 6:00 AM |
| 4.      | Sweepers             |                                          | 04 (Four): (02 Gents & 02 Ladies)     |                             |
| 5.      | Gardener             |                                          | 02 (Two)                              |                             |

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

<table>
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<tr>
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<th>Responsibilities</th>
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<tr>
<td>2</td>
<td>Security Guards</td>
<td>To provide Security/ Guard the office wherever he is deputed</td>
</tr>
</tbody>
</table>

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-A).

   b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

   c) 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.

   d) The Bidder shall deposit **Rs.10,000/-** (Rupees Ten Thousand) only 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, Principal, Kendriya Vidyalaya Ratlam, VVN A/C payable at Ratlam as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 10% of total contract only valid for 14 (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.

f) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

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

6. PROCEDURE FOR SUBMISSION OF BIDS

a) As this is a two bid system:-
   (1) The Technical Bid along with requisite documents should be packed in one sealed envelope which will be super scribed as “Technical Bid”.
   (2) The Financial Bid should be in another sealed envelope super scribed as “Financial Bid”.
   These two separate sealed envelopes should be kept in a third single sealed envelope super scribed as “TENDER FOR DEPLOYMENT OF PERSONNEL UNDER WATCH & WARD, CONSERVANCY SERVICES AND GARDENER FOR THE YEAR – (2016-17)”. The contract can be extended on such terms and conditions as are mutually agreed upon. Kendriya Vidyalaya, Ratlam will have sole discretion to extend or terminate the contract at any time without assigning any reason thereof.

b) The tender should be submitted by Registered Post /Speed Post addressing to The Principal, Kendriya Vidyalaya, Ratlam, Sagod road Post Bibrod, Ratlam(MP)-457001 which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary, Bids once submitted can’t be withdrawn.

7. ELIGIBILITY

a) The tenderers’ should have the experience of providing similar works during last three years in any of the Departments/Autonomous Institutions/ University/ PSU/ Local Bodies/ Municipalities etc. Proof to this effect is to be attached with the Technical Bid.

b) The agency should have valid Registration Certificate of its own, Service Tax Registration Certificate and PAN.

c) The agency should have not been blacklisted by any Government or other organizations.

d) The Agency should have been enlisted in the panel list of M.P. Police. Proof to this effect is to be attached.
8. Terms and Conditions:

a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya, Ratlam premises in the presence of representative of the Kendriya Vidyalaya, Ratlam or its constituent.

b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya, Ratlam office/premises as per the monthly remuneration quoted without any deduction.

c) The Contracting Agency will submit the Invoice/Bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya, Ratlam office/premises supported with the following documents:
   i) Details of disbursement made to the staff furnishing cheque details for each payment,
   ii) Proof of payment of statutory obligation such as EPF, ESI, Services Tax and any other applicable tax.
   iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the Invoice/ Bill.

d) 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.

e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/ Client.

f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the concerned department, Govt. of Madhya Pradesh for running the business of private security agencies operating in the Madhya Pradesh, failing which the bid will be treated as disqualified/ non-responsive.

g) The normal office hours of Kendriya Vidyalaya, Ratlam is from 7:00 am to 3:30 pm. Six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a ‘month according to the duty timing shown at pre-pages/ above. Kendriya Vidyalaya, Ratlam also reserves the right to request for the services of additional/ extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

\[
\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1
\]

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 the undersigned, 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, Ratlam. 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 Kendriya Vidyalaya, Ratlam shall be made within 24 hours.
j) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Ratlam as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted will also form the part of the Model Agreement.

k) In case of any loss, theft/ sabotage caused by/ attributable to the personnel deployed, the Kendriya Vidyalaya, Ratlam reserve 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.

m) The Contracting Agency will deploy the trained/ professional security guards/ security supervisor, preferably ex-servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/ security supervisors are free from Aids or any other infectious disease before deployment for work.

n) The Kendriya Vidyalaya, Ratlam shall provide a small guard room/space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.

o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

p) The tenderers should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as ‘Not Applicable’.

q) Any act or effort on the part of the tenderer to influence anybody in the Vidyalaya is liable for rejection of tender.

r) Total security deposit of 10% of total contract has to be submitted by the successful bidder.

s) The EMD of Rs. 10,000/- submitted by the successful bidder shall be converted to security deposit and the balance amount shall be deposited in shape of DD.

t) The tender document shall become part and parcel of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner.

u) Tender not conforming to the requirements of the Vidyalaya will be rejected and no correspondence thereof shall be entertained, what so ever.

v) No person in Govt. Service/Employee of this Vidyalaya should be partner/member of the agency or should have any interest with the business of the Agency.

w) For evaluation, the Minimum Wages Act rates of Central Govt or the M.P. State Govt whichever is higher will be considered as base as per KVS Rules.

x) The rates are inclusive of all charges/taxes but exclusive of Service Tax. Service Tax will be paid extra, as applicable, over and above the rates quoted on reimbursement basis.

y) The rate quoted by the Agency involving fraction of 50 paisa and above shall be rounded off to the next higher rupee and the fraction of less than 50 paisa shall be ignored. No additional claim or claim for enhancement.
The security staff will be maintained on rolls and the agency will pay their salaries, allowances etc. meet the cost of dress, shoe, cap and lathi as the case may be and deposit EPF, ESI etc. with the concerned authorities.

The agency shall designate one representative out of the personnel engaged who should liaison between Vidyalaya and the Agency.

The contract shall be valid initially for one year and can be curtailed/extended by the Vidyalaya. Either party can terminate the contract with 30 days prior notice.

The Vidyalaya shall recognize the security personnel to be engaged by the successful tenderer should have sound physique with minimum 5’8” in height.

The number of personnel may be changed by the Vidyalaya as per the requirement. The selected agency will provide to the Vidyalaya, detailed information along with the photographs of the security and other personnel engaged. Any change should be intimated to the Vidyalaya within 15 (fifteen) days.

The selected agency will submit a police clearance certificate that no criminal record has been registered against the security and other personnel engaged.

In case of any negligence noticed in the activities of the personnel and any loss caused due to such negligence, the security deposit will be adjusted against the said loss and the agency will be asked to recoup the amount of deposit. In case of non-compliance of the above, the contract shall be terminated without any notice.

Any dispute shall be subject to the jurisdictions of Hon’ble High Court of Madhya Pradesh.

The EMD/security deposit will be forfeited in the following conditions.

i. If, at any stage, any of the information, declaration given by the bidder is found false or incorrect.
ii. In case of any lapse/default in honoring the terms and conditions at any time after submitting the tender.
iii. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish security deposit (balance amount) in accordance with the terms and conditions of the tender.

The Financial Bid of the technically qualified bidders only shall be opened.

The Financial Bid of the unsuccessful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark “Not opened because of disqualified in the Technical Bid”.

The EMD of the unsuccessful bidders shall be returned after the successful bidder enters into contract with the Vidyalaya.

The security deposit (carrying no interest) will be refunded in full, after successful completion of the contract period.

Payment Terms:

i. Payment will be made on monthly basis on submission of the bills in duplicate after satisfactory completion of the work assigned at approved rates after deducting penalties if any.
ii. No advance will be paid.
iii. Payment is subject to ITDS under Section 194C of Income Tax Act, 1961 at the prevailing rate. *(i.e. Income Tax @2% of the Gross amount will be deducted at sources).*

iv. The agency should disburse the wages to their personnel engaged in the Vidyalaya through their Bank Account only.

v. Copy of the payment disbursement voucher, deposit receipt of ESI & EPF should be submitted along with the bill for next month (Without which the bill will not be paid).

vi. The Vidyalaya is not bound to accept the L-1 bidder who is not satisfying terms & conditions of tender documents.

Zxiv) Rates quoted should be without any condition from the tenderer. Conditional offer will be rejected.

Zxv) The Vidyalaya is not bound to accept the L-1 bidder who is not satisfying terms & conditions of tender documents.

9. **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 Technical bid will be treated as non–responsive if following documents are not attached:**

   a) Attested copy of license obtained from the Home Department, **Govt. of Madhya Pradesh** for running the business of private security agencies operating in the Govt. of Madhya Pradesh.

   b) 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.

   c) Audited Balance Sheet & Profit and Loss Account.

   d) List of clientele during last 3 years along with cost of assignment and supporting documents i.e. work order.

   e) Self attested copy of PAN No. and IT Return of last 03 (three) years.

   f) Self attested copy of proof of EPF registration.

   g) Self attested copy of proof of ESI registration.

   h) Self attested copy of proof of Service Tax registration.

   i) Self attested copy of Registration certificate of the Agency.

   j) Self attested copy of valid labour License obtained from the Govt. of India.

   k) 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 **Principal Kendriya Vidyalaya, Ratlam, VVN A/C** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

   l) Antecedent report of the Agency from the local police station.

   m) **Govt. of Madhya Pradesh** Department of Labour under Shop and Commercial Establishment Act.
The tender document with the terms and conditions duly signed by the authorized person of the agency with seal and date in each page.

o) Undertaking to the effect that the agency has not been blacklisted by the Government or other organization (Annexure-I).

Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India Ministry of Labour and Employment.

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

The successful bidder within 15 days of the acceptance of the LOA shall execute a performance Bank Guarantee in the form of a Bank guarantee of any Nationalized bank, a sum equivalent to 10% of the accepted annual contract value in favour of the VVN A/C, Kendriya Vidyalaya, Ratlam, payable at Ratlam.

10. 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.

b) The indenter reserves the right at the time of award of contact to increase or decrease the requirement of manpower.

c) Notwithstanding the above, the indenter 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.

11. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids super scribed on the envelope as “TENDER FOR DEPLOYMENT OF PERSONNEL UNDER WATCH & WARD, CONSERVANCY SERVICES AND GARDENER FOR THE YEAR 2016-17” on or before 30.09.2016(Friday). The tenders will be opened at 01:00 PM at Kendriya Vidyalaya, Ratlam on 01.10.2016 (Saturday) in the presence of bidders and Committee.

The Indenter 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, Ratlam.

Yours faithfully,

(A K SINGH)
I/C PRINCIPAL
### Technical Bid Related Documents

<table>
<thead>
<tr>
<th>SL.NO.</th>
<th>DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID</th>
</tr>
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<tbody>
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<td>1</td>
<td>Application –Technical Bid:</td>
</tr>
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<td>2</td>
<td>Self attested copy of license obtained from the Home Department, Govt. of Madhya Pradesh for running the business of private security agencies operating in the Govt. of Madhya Pradesh</td>
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<td>3</td>
<td>Self attested copy 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.</td>
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<td>4</td>
<td>Certified copy of the statement of bank account of agency for the last three years i.e. 2013-14, 2014-15 &amp; 2015-16.</td>
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<td>Audited Balance Sheet &amp; Profit and Loss Account.</td>
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<td>The Bidder shall deposit earnest money Rs.10,000/-</td>
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<td>Antecedent report of the Agency from the local police station.</td>
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<td>The tender document with the terms and conditions duly signed by the authorized person of the agency with seal and date in each page.</td>
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<td>Undertaking to the effect that the agency has not been blacklisted by the Government or other organization (Annexure-I).</td>
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Signature of the Firm / Supplier

Full name of the Firm / Supplier

Seal of the Establishment

Date:

Place:
TECHNICAL BID

Tender for Deployment of Personnel under Security Guard,
Conservancy Services and Gardener

1. Tender No. Date :

2. Name and address of the Agency:

3. Telephone No. :

4. Name of Proprietor /
   Managing Partner / Director :

5. Registration No. of the Agency :

6. Permanent Account No. (PAN) :

7. Service Tax Registration No. :

8. (Total value of Annual turnover a) 2012-13 =
   and the audited statement for the
   b) 2013-14 =
   last three years to be submitted) c) 2014-15 =

9. Details of Tender Cost of Rs. 500/-:
   DD No. with Bank Name/CS-12 No. Date

10. Details of EMD Rs. 10,000/-:
    DD No. Bank Name Date

This is to certify that, I/we have carefully gone through all the above contents of the
tender documents, thereby fully understood the terms and conditions therein and
undertake myself/ourselves to abide by the same.

Place: Name of the Tenderer_________________

Date: Name of the Signatory_________________

Name with Seal _____________________________
Tender for Deployment of Personnel under Watch and Ward / Conservancy Services / Gardener

This is certified that my firm/agency/company has never been blacklisted by any of the Government or other organization and no criminal case pending against the said firm/agency/company.

Place: __________________________
Name of the Tenderer __________________________

Name of the Signatory __________________________

Date: __________________________
Signature with seal __________________________
LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No.:

To
The Principal,
Kendriya Vidyalaya,
Ratlam.

Dear Sir,

Subject: Authorization for attending bid opening on__________ (Date) in the Tender for Manpower Services for the Kendriya Vidyalaya, Ratlam-457001 (Tender No.: ____________________  Date: ____________)

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ____________________________ (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1. 
2. 

Or

Officer authorized to sign the bid Documents on behalf of the bidder.

Signature with seal of Tenderer

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.
### FORMAT OF BID

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category of Manpower</th>
<th>Number</th>
<th>Unit monthly remuneration</th>
<th>EPF rate</th>
<th>ESI Rate</th>
<th>Service charges including overhead and profit</th>
<th>Monthly Unit rate (Col. 4+5+6+7)</th>
<th>Unit OTA rate per, hour</th>
<th>Total monthly cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
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**NOTE:** 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

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

(Bidder)

Date

Place

Signature: ________________