



निविदा दस्तावेज
TENDER DOCUMENT

एक नजर में निविदा के महत्वपूर्ण बिंदु/Important points of the tender at glance:.

निविदा का शीर्षक/Title of the Tender: Providing Manpower inviting Bid for engaging service provider firm for contract.	Out-sourcing of the security, conservancy and Gardening services
निविदा का प्रकार/Type of the tender	Open and advertised. Two bid system.
निविदा की कोटि/Tender Category	Service Contract
निविदा प्रकाशन की तिथि/Date of publication of tender	22/09/2018 & Vidyalaya Website & in Hindustan newspaper
निविदा दस्तावेज डाउनलोड/बिक्री आरम्भ करने की तिथि/Tender Document Download / Sale Start Date	22/09/2018 0900Hrs.
निविदा प्रपत्र जमा करने की आरम्भिक तिथि/Bid submission start date	22/09/2018 0930Hrs
निविदा दस्तावेज डाउनलोड/बिक्री बंद करने की तिथि /Tender Document Download / Sale end Date	06/10/2018 1200Hrs
निविदा जमा करने की अंतिम तिथि एवं समय Last date and time of submission of tender	Date: 06/10/2018 up to: 1400Hrs.
निविदा प्रक्रिया/Bidding System	Two bid System (Technical Bid & Financial Bid)
निविदा दस्तावेज का मूल्य/Price of Tender document	Rs.500/- (Rupees five hundred only.) -Nonrefundable by digital mode of payment, A/C No.: 617502050000017, IFSC Code: UBIN0561754 , KV 2 AFS Hindan VVN and inform transaction no to vidyalaya.
वायदा राशी /Earnest Money Deposit*	Rs.10,000/- (Rupees Ten Thousand Only) refundable without interest. Transaction No. to be informed to the vidyalaya. *The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate With NSIC, are exempted from payment of 'Earnest Money Deposit'.
बिड की वैधता अवधि/Bid validity period	90 day from last date.
निविदा जमा करने का माध्यम/Mode of deposit of tender documents	Registered Post . Envelop Written "Bid for Service Contract: Security Guard/Gardner/Conservancy/House Keeping.
निविदा जमा करने का पता/Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA NO. 2 AFS HINDAN DISTRICT-GHAZIABAD UTTAR PRADESH-201004
निविदा दस्तावेज का मूल्य एवं वायदा राशी को जमा करने का माध्यम/Mode of deposit of tender document price and EMD.	Offline. Separate by digital mode in Favor of KV, No. 2 AFS Hindan, and VVN account no:617502050000017, IFSC Code: UBIN0561754 and inform on letter head.



केन्द्रीय विद्यालय क्रमांक 2 हिण्डन KENDRIYA VIDYALAYA No.2, HINDAN

मानव संसाधन विकास मंत्रालय के अधीन, भारत सरकार Under Ministry of HRD, Govt. of India

वायु सेना स्थल हिण्डन गाजियाबाद- 201004 (उत्तर-प्रदेश)

Air Force Station, Hindan Ghaziabad -201004 (U.P)

दूरभाष: (0120) फैक्स Phone: (0120) 2657465 (Fax) 2657467, 2658540 (Office)

वेब साईट Website-www.kv2hindan.edu.in Email ईमेल ID - kv2hindan@yahoo.co.in

विद्यालय क्रमांक 8539 School No. 8539 स्टेशन कोड 546 Station Code: 546

के.मा.शि.बोर्ड पंजीकरण संख्या 2100042 C.B.S.E. Affiliation No. : 2100042 के.वि कोड 1422 KV Code: 1422

निविदा दस्तावेज /TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya No. 2 AFS Hindan, Ghaziabad, U.P.-201004, 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.

1. Sealed competitive Bids in two bid system are invited by The Principal, Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 from the reputed/registered Consultant/Service Provider Firms for providing Manpower through service contract initially for a period of 01 (one) year .

A. Area of Building & Ground : For Cleaning
Area of Park & Sports Ground : For Gardener

Area of the Building	Kendriya No. 2 AFS Hindan, Ghaziabad, U.P.-201004 is having four blocks viz. Primary block, , Secondary block, Sr. Secondary, Admin Block . There is an assembly ground outside the building. Between each block there are open space and separate courtyards in each blocks. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004

B. Man power required:-

S.No.	Category of Manpower	Number of personnel required in the shifts	Qualification	As per the following shifts	Remarks
1.	Security Guards	01 (one)	Middle Pass, Trained/Professional	Shift I –from 6.00AM to 2.00 PM	1 day off for each security person & in the off day substitute person will be provided
2.	Security Guards	01 (one)	Middle Pass, Trained/Professional	Shift II –from 2.00PM to 10.00PM	
3.	Security Guards	01 (one)	Middle Pass, Trained/Professional	Shift III –from 10.00PM to 6.00AM	
4.	Gardener	02 (Two)	Middle Pass, Trained/Professional	Gardening of our Lawns & Garden of Vidyalaya & Sports Ground.	
5.	House Keeping Service	04 (Four)	Middle Pass, Trained/Professional	Whole Building, Ground, Road in Side Vidyalaya.	

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide round the clock security/guard in the Vidyalaya for the safety security of the Vidyalaya property.
2.	Conservancy Personnel	Cleanliness of Primary section & ladies(Girls) toilets,etc. and secondary section toilets & Staff Toilets .

C. Material to be used for cleanliness will be supplied by the vidyalaya.

2. Quoted Price:

- (a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached. As per order issued by labour commission of state govt./central govt.
- (b) Service charges less than TDS as NIL and such bids would be summarily rejected.
- (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.
- (d) The Bidder shall deposit **Rs.10,000/-** in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of VVN A/C,Kendriya Vidyalaya, No. 2 AFs Hindan, District- Ghaziabad, Uttar Pradesh-201004 as Earnest Money Deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) **Exemption from payment of EMD:** The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and **holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'. The firm must have to submit enclose documentary proof of this effect.**
- (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **Rs.1,00,000/- (Rupees One Lakh Only) for Guard and Rs. 50,000/- (Rupees Fifty Thousand Only) for others** 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.

(g) Telex or Facsimile Bids are not acceptable.

3. Each Bidder must submit only one Bid.

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

5. Terms and Conditions:

(a) The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.

(b) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.

(ii) Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.

(iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.

(iv) Muster roll for the month.

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

(e) The normal office hours of Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 is from **7:30 am to 1:40 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. Vidyalaya 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.

- (f) 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 A1 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days of absence}} \times \text{Nos. of days in the month}$

- (g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004. 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 No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 shall be made within 24 hours.
- (h) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.
- (i) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 reserves the right to claim and recover damages from Contracting Agency.
- (j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (k) The Contracting Agency will deploy the trained/professional security guards/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from aid or any infectious disease before deployment for work.

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

6. BIDDINGPROCEDURE:

It is proposed to have a **Two Bid System** in this Tender, i.e. Technical Bid and Financial Bid.

- A. **Technical Bid:**The bidder should specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** the full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA NO. 2 AIR FORCE STATION HINDAN, GHAZIABAD, UTTAR PRADESH PIN-201004. Please note that the prices should not be indicated in the TechnicalBid.**
- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA NO. 2 AIR FORCE STATION HINDAN, GHAZIABAD, UTTAR PRADESH PIN-201004 . Along with covering letter for submission of financial bid given atAnnexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing Security ,Conservancy& Gardening Services in THE PRINCIPAL, KENDRIYA VIDYALAYA NO. 2 AIR FORCE STATION HINDAN, GHAZIABAD, UTTAR PRADESH PIN-201004on service charge basis**” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA NO. 2 AIR FORCE STATION HINDAN, GHAZIABAD, UTTAR PRADESH PIN-201004.**

The Technical Bid shall be a companied by a Bank Guarantee of **Rs.10,000/-valid** for135days after the date of submission of bids or DD/Pay Order of **Rs.10,000/-drawn** in favour of **VVN A/C, KV NO. 2 AFS HINDAN GHAZIABAD, U.P. 201004 payable at UBI VASHUNDHARA.** The Technical Bid shall be accompanied by a DD of **Rs.500/- (Five Hundred only) drawn in favor of VVN A/C, KV NO. 2 AFS HINDAN GHAZIABAD, U.P. 201004 payable at UBI VASHUNDHARA towards cost of tender document.** Technical Bids received without the Application Fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, **KVNO. 2 AIR FORCE STATION HINDAN**in this regard shall be final and binding. Only those bidders, who’s Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committees hall open technical bids on. Financial Bids of only those who qualify in the Technical Bid will be opened there after.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner:

(i) The bid will be treated as non-responsive if following documents are not attached:-

a) (i) 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.

(ii) Attested copy of License.

b) Audited Balance Sheet & Profit and Loss Account.

c) List of clients during last 3 years along with cost of assignment.

d) PAN No. and copy of last assessment order / copy of IT return.

e) Attested copy of proof of EPF registration.

f) Attested copy of proof of ES registration.

g) Attested copy of proof of ISO Registration.

h) Attested copy of proof of Service Tax Registration & GSTIN number. (However Kendriya Vidyalaya are exempted from service tax & GST)

i) Attested copy of License to engage in the business of Private Security Agency for Security Services Only

j) Attested copy of Labor registration certificate.

k) Attested copy of valid Labour License.

l) Copy of current labour rate issued from the Competent Authority.

m) DD/Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bid or DD / Pay Order of Rs.10,000/- drawn in favor of VVNA/C, Kendriya Vidyalaya

n) Attested Copy of agreement of Training Institute of Guard.

o) Attested copy of Registration of (MSME) Provide UAN No.

p) Attested Copy of PCC Director/Partner/Proprietor.

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

9. 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 3. In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed:

b. Company having Experience in working in KV's / Educational Institutions will be Preferred.

c. The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (B) above.

d. 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.

e. 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.

10. **Last date and time of receipt of Bids:**

You are requested to submit the sealed Bids superscripted on the Envelope as Bids for Providing Security & Conservancy Services in Kendriya Vidyalaya Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 **on service charge basis on or before 06.10.2018 by 14:00 Hrs.**The tenders Will be opened at 1500 Hrs Kendriya Vidyalaya No. 2 AFS Hindan, District- Ghaziabad, Uttar Pradesh-201004 in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative)..If the last date of depositing and opening of tenders happens to be declared holiday. Then the Tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule Remaining unchanged. The indentor look forward to receive the Bid in the format of Bid attached only and appreciates the interest of the service provider in the vidyalaya office.

Yours faithfully,

PRINCIPAL

KV NO. 2 AFS HINDAN GHAZIABAD,U.P.

For and on behalf of the Kendriya Vidyalaya

KV No. 2 AFS Hindan, Ghaziabad

नोट : इस प्रकार हिंदी संस्करण का अनुपालन भी किया जा रहा है ।

**Letter head of the
bidding firm**

**Annexure-I
Part-(i)**

COVERING LETTER OF TECHNICAL TENDERFORM

Date _____

Ref. Your Tender Document No. _____ Dated _____

To,

The Principal

Kendriya Vidyalaya, No. 2 AFS

Hindan, Dist. Ghaziabad

Uttar Pradesh, Pin-201004

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security and conservancy staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
6. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

**(Name and designation) Duly authorized to sign tender for and on behalf of
_____ (Name of Tenderer)**

N.B : The above tender form, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

Letter head of the firm

Declaration

Annexure-I
Part-(ii)

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s am competent to sign this declaration and execute this tenderdocument.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of thesame.
3. The information / documents furnished along with the above applicable 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 liabilities towards prosecution under appropriate law.

Signature of Authorized Person(Name, designation and seal)

Date:

Place:

N.B: The above declaration, duly signed and sealed by the 10 authorized signatory of the company, should be enclosed with Technical Tender.

Annexure-IPart-(iii)**PROFORMA FOR TECHNICAL SPECIFICATIONS**

Sl.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Labour License Number (copy to be enclosed)	
8.	Service Tax/GST Registration Number (copy to be enclosed)	
9.	EPF Registration Number (copy to be enclosed)	
10.	ESI Registration Number (copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)	
12.	Whether all the pages of tender document are duly signed by 11 authorized signatory, in token of acceptance of the same, is Attached.	
13.	Whether agency profile is attached?	
14.	Length of experience in the field.	
15.	Attested Copy of agreement of Training Institute of Guard.	
16.	Copy Attested copy of proof of ISO Registration.	
17.	Copy Attested Copy of PCC Director/Partner/Proprietor.	
18.	Current status of No's of staff/supervisor registered with ESI/EPF and their details (Documentary proof)	
19.	(MSME) Registration UAN No Provide (Copy to be enclosed)	
20.	Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of April 2010 to March 2018 in Annexure-III along with documentary proof.	
21.	License to engage in the business of private Security Agency for Security services only.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks	Part of Technical Bid(TB)/Financial Bid.(FB)
1)	Covering letter for Technical Bid: Annexure: I [Part-(i)]			TB
2)	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3)	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			TB
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T & C of Tender.			TB
5)	Copy of Registration certificate of EPF			TB
6)	Copy of Registration Certificate of ESI			TB
7)	Copy of Labour license			TB
8)	Copy of Income Tax Return for last 5 years			TB
9)	Copy of Service Tax Registration & GST Registration			TB
10).	Attested copy of proof of ISO Registration.			TB
11).	Attested Copy of agreement of Training Institute of Guard.			TB
12).	Attested Copy of PCC Director/Partner/Proprietor.			TB
13).	Copy of ISO-9001-2008 Certificate			TB
14).	Copy of PAN/TAN Card			TB
15).	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 VVN A/C,KV,NO. 2 AFS HINDAN, GHAZIABAD payable at UBI VASHUNDHARA.			TB
16).	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
17).	List of clients indicating quantum of work executed with Them [Last 3 Years] — attach Annexure-III and documentary proof.			TB
18).	Covering letter for submission of Financial Bid. Annexure-IV			TB
19).	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. Annexure-V			TB
Important Note- The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.				

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

.....

N.B:The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender along with documentary proof. In no case the documents related to **financial bid** i.e. Annexure-IV & V should be placed into envelop for technical bid.

Name of Govt/Semi Govtagencies,PSU to whom the bidder has extended similar services during last five years [**April 2015-March 2018**]

Name of the Agency and address: -.....

SI No	Financial Year	Name of the Govt/Semi Govtagencies,PSU	Period of contract (From.....To.....)	Total number of employee engaged altogether
1.	2015-16	i.		
		ii.		
		iii.		
		iv.		
		v.		
2.	2016-17	i.		
		ii.		
		iii.		
		iv.		
		v.		
3.	2017-18	i.		
		ii.		
		iii.		
		iv.		
		v.		

(Signaturewithdate)(Name and designation) Duly authorized to sign tender for and on behalf of

_____ (Name of Tenderer)

N.B:The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender along with certified & reliable documentary proof.

Letter head of the bidding firm

Annexure IV

Covering letter for submission of Financial Bid

LetterNo:

Date: _____

To,
The Principal
Kendriya Vidyalaya
No. 2 AFS Hindan
Ghaziabad, UP Pin-201004

Dear Sir,

We, the undersigned, offer to provide security, conservancy & Gardening services in accordance with your request dt. __.

Our attached Financial Proposal is for the sum of _____

(in words and figures). This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you

receive. Yours sincerely,

Authorized Signature [In full and initials] : _____

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____

FORMAT OFFINANCIAL BID

ANNEXURE-‘V’

Name of bidding Firm:.....

S. No.	Category of Manpower	Number	All figures in Rupees			Service charges		Monthly Unit Rate (Col.4+5+6+7(ii))	Total monthly cost (Col.8X3)
			Unit monthly Remuneration	EPF Rate	ESI Rate	7(i):Ratein Percentage	7(ii):Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.....		
1	2	3	4	5	6			8	9
01	Gardner	01							

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for SI No.1) and 26 for (SI No.2).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be open only when the bidder qualify in technical bid.**
6. **Rates will be revised as per Govt Notification from time to time.**
7. **Service Charges should be quoted in percentage only, if quoted in rupees it can be rejected**
8. **Service Charge less Than TDS or Nil and such bids would be summarily rejected.**
9. **In this Format No Changes are allowed.**

We agree to provide the above service of man power and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs. _____

_____ (Rupees _____) is furnished herewith vide Bank Draft No. _____

Dated _____ drawn on _____

(Bidder)

Bidders seal

Signature of the authorized signatory: _____

Name: _____

FORMAT OFFINANCIALBID

ANNEXURE-‘V’

Name of bidding Firm:.....

S. No.	Category of Manpower	Number	All figures in Rupees			Service charges		Monthly Unit Rate (Col.4+5+6+7(ii))	Total monthly cost (Col.8X3)
			Unit monthly Remuneration	EPF Rate	ESI Rate	7(i):Ratein Percentage	7(ii):Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.....		
1	2	3	4	5	6		8	9	
01	Security Guards withoutArms	01							

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for S1 No.1) and 26 for (S1No2).
2. In case of discrepancy between unit price and total price, the unit price shallprevail.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for furtherprocessing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be open only when the bidder qualify in technicalbid.**
6. **Rates will be revised as per Govt Notification from time to time.**
7. **Service Charges should be quoted in percentage only, if quoted in rupees it can be rejected**
8. **Service Charge less Than TDS or Nil and such bids would be summarily rejected.**
9. **In this Format No Changes are allowed.**

We agree to provide the above service of man power and to abide by the terms &conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs._____

_____ (Rupees _____) is furnished herewith vide Bank DraftNo._____

Dated _____ drawnon _____

Biddersseal

(Bidder)

Signature of the authorizedsignatory:_____

Name:_____

FORMAT OFFINANCIALBID

ANNEXURE-‘V’

Name of bidding Firm:.....

S. No.	Category of Manpower	Number	All figures in Rupees			Service charges		Monthly Unit Rate (Col.4+5+6+7(ii))	Total monthly cost (Col.8X3)
			Unit monthly Remuneration	EPF Rate	ESI Rate	7(i):Ratein Percentage	7(ii):Numerical value (Col.4+5+6) x Rate of service charge in % =Rs.....		
1	2	3	4	5	6			8	9
01	Conservancy / Housekeeping	01							

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for Sl No.1) and 26 for (SlNo2).
2. In case of discrepancy between unit price and total price, the unit price shallprevail.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for furtherprocessing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be open only when the bidder qualify in technicalbid.**
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9. **In this Format No Changes are allowed.**

We agree to provide the above service of man power and to abide by the terms &conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs._____

(Rupees _____) is furnished herewith vide Bank DraftNo._____

Dated _____drawnon _____

Biddersseal

(Bidder)

Signature of the authorizedsignatory:_____

Name:_____

नोट : इस प्रकार हिंदी संस्करण का अनुपालन भी किया जा रहा है ।

