



F. /KVVASHIM/2020-21/

Date- 23-12-2020

**TENDER DOCUMENT****Sub.: Inviting Bid/Tender Engaging Service Provider Firm for Providing Manpower for Conservancy/Cleanliness (Housekeeping) & Security Services through Service Contract.**

Sir/Madam,

1. Kendriya Vidyalaya Washim functions under 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 Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Washim from the Reputed/Registered Consultant / Service Provider Firm for providing Manpower (Security, Conservancy/Cleanliness) through service contract initially for a period of 01 (one) years w.e.f. **1<sup>st</sup> February 2021 to 31<sup>st</sup> January 2022**, (which may be extended by another one year), as indicated below details :

(A) **Area of Building** :Vidyalaya Building, Properties and Premises(B) **Manpower Required** :The following manpower is to be deployed as per the details given below:

S.No.	Category of Manpower	Nos.	Minimum qualifications and experience	Working Days and Time
1.	Workers for Sweeping & Cleanliness/ Safai Wala (Male) – Un-skilled	01	Healthy / experience person in sweeping work	6 days in a week from Monday to Saturday during the whole month for 8 hours each day
2.	Worker for Sweeping & Cleanliness / Safai wala (Female) – Un-skilled	01	Healthy / experience person in sweeping work	6 days in a week from Monday to Saturday during the whole month for 8 hours each day
3.	Security Guards without arms (Male) – Un-skilled	03	Class 8 <sup>th</sup> Pass & work experience of security guard	08 hours working duty for each guard thus 08 hours X 03 guards = 24 hours round the clock security work during the whole month

**2. (B) Nature and Scope of Work:**

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 / Safai Wala (Male & Female)	To upkeep and maintain neat and clean in and around the whole school building including toilets, classrooms, Principal room, office, activity rooms, Labs etc., Vidyalaya campus, roads, playgrounds and wherever he/she is deputed for cleanliness work and also the work given in para 2 (C) below.
2.	Security Guards (Male)	Security of Vidyalaya building, campus, Vidyalaya's property, security of students, staff members in the Vidyalaya 24 hours round the clock and also the work given in para 2 (D) below.

## **2. (C) The Way Cleanliness Work to Be Done by Workers for Cleanliness / Safai Wala (Male & Female):**

- (i) Cleanliness and washing of toilets and urinals using phenyl, deodorants, detergent and disinfectants once in the morning, before recess, after recess and after the Vidyalaya is over for children.
- (ii) Sweeping/cleaning of entire area of the Vidyalaya building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Kendriya Vidyalaya Washim.
- (iii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the school and thereafter every two hours specially in the areas like corridors, stairs, entrance gates, reception etc. Spraying of Sanitizers/ Flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms, labs, school building and surroundings free from mosquitoes, flies, termite/pests/rats etc.
- (iv) Acid cleaning of toilets, sanitary wares without damaging their shines.
- (v) 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.
- (vi) Cleaning of filled surfaces in the corridors and staircases.
- (vii) Regular dusting/cleaning of office furniture, class room furniture, Vidyalaya equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the Vidyalaya.
- (viii) Sweeping and cleaning of the open areas, roads, passage, lawns, auditoriums/meeting halls / canteen etc. within the boundary of the Kendriya Vidyalaya wall surrounding to this building.
- (ix) Cleaning of carpets, doormats etc. twice a week.
- (x) Weekly washing and scrubbing of floor areas of entire school building, class rooms, labs, activity rooms, corridors, verandahs etc. with detergents and dirt removing agents.
- (xi) Monthly Cleaning of water storage tanks, water coolers, desert coolers.
- (xii) The chocking of sanitary installation is to be cleared within 24 hours of noticing the complaint.
- (xiii) Polishing of name plates, number plates etc.
- (xiv) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning, cleaning of doors, gates etc.
- (xv) The chocking of the sanitary installations eg. W.c's Traps, Bottle traps, gully traps etc is to be cleared within 12 hrs of noticing the complaint
- (xvi) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

## **2(D) Scope of Work and the required Man power may varies depending up on the need of the services:**

- (i) The agency is to provide security services/watch and ward services for the campus of Kendriya Vidyalaya Washim for a period of One Year.
- (ii) The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays for 03 security guards.
- (iii) Only UNARMED, Ex-serviceman/ Ex-paramilitary personnel/ civilian guards in proper uniform with verified antecedents will be employed.
- (iv) 03 unarmed guards in uniform will be provided on 8 hours per security.
- (v) **No security guard should be put on 02 continuous duties at a stretch, failing which the contract can be void.**
- (vi) The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
- (vii) No security guard on duty should leave the premises without written consent of the competent authority and without making suitable replacement. Any lapse in duty by the security guard will attract penalty on the contracting agency as decided by the Supervision Committee/VMC.
- (viii) The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the

part of personnel employed by it.

- (ix) The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

Note: - The agency will be responsible for payment to these Cleanliness / Safai Wala /Guards/Security personnel. No payment or honorarium what so ever will be paid by Vidyalaya to the personnel deployed by the agency.

Bidders may visit the Vidyalaya during working hours on any working day to ascertain the nature and quantum of work.

### 3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of bid/tender only attached herewith as Annexure 'A', as the staff are entitled for bonus as per the payment of bonus Act, the proportionate share of bonus per month also should be mentioned in the column. Failure to furnish the above information will be treated as incomplete bid. Vidyalaya Authorities are in no way liable to pay bonus to the employees.
- (b) The GST and any other tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Taxes exemption, if applicable to Educational Institute as per government rules.
- (d) Hourly rate of OTA should not exceed monthly remuneration  
30x8
- (e) The rate quoted shall be fixed for the duration of the contract and shall not be changed, subject to adjustment except to 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 ie, % age of profit/service charge/s etc. As such the bidder while submitting the bid should specifically quote the rate etc. in this regard. Please keep in mind that, the Contracting agency will be responsible for payment to the employee as per minimum wages government rate throughout the contract, hence rate should be quoted accordingly.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting. The Bidder shall deposit **Rs. 20,000/- (Rs. Twenty Thousand Only)** through **RTGS/NEFT Account No. 576402010014126, IFSC Code-UBIN0557641, UNION BANK OF INDIA, Washim.** 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 Demand Draft / Pay Order/RTGS/NEFT in favour of VVN A/c, Kendriya Vidyalaya Washim payable at Washim or in the account mentioned above for an amount equivalent to **10% of the total amount 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.

### 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 specified for submission of Bids.

### 6. Terms and Conditions:

- (a) The remuneration shall be disbursed through online mode in the accounts of the employees. And the proof of such disbursement has to be attached with the bill.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya Washim as per the monthly remuneration and OTA charges quoted, without any deduction.

- (c) The Contracting Agency will submit the invoice along with proof of disbursement after making the payment to the employees provided to the Kendriya Vidyalaya Washim 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, GST and any other applicable tax.
  - (iii) The agency have to attached the attendance sheet with bill and payment will be made after due verification by the Vidyalaya committee. If any quarry raised by the verifying committee, the agency have to solve the quarry.

The Payment to the contracting agency will be released through RTGS/NEFT within 15 days from the date of the receipt of the valid invoice/bill along with supported documents, hence you are requested to provide the following information:-

- a) Name of Bank b) Name of Account Head c) Bank Account No. d) Name of Branch e) IFSC Code of bank.
- (d) The contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Vidyalaya 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) The normal office hours of Kendriya Vidyalaya Washim are from 7:00 am to 3:00 pm six days from Monday to Saturday. However, Kendriya Vidyalaya Washim 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 Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
- Total Monthly Remuneration = Monthly remuneration -A<sub>1</sub>***
- Where  $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Washim. 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 Washim. 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 Washim shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Washim 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.
- (j) In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Kendriya Vidyalaya Washim reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work & Medical fitness certificate by the Medical Officer.
- (l) The agency has required to attach a certificate along with bill of each month stating that their employees engaged in Kendriya Vidyalaya Washim paid Minimum rates of Wages fixed by the Government.
- (m) The service provider shall be liable for all kinds of dues payable in respect of personnel provided under the contract and government / Kendriya Vidyalaya Washim shall not be liable to pay any due for availing the services of personnel.
- (n) The performance security deposit and monthly bill will not be release until the service provider produce documents of deposit of EPF in the engaged employee account as well as copy of bank pass book of engaged employee regarding the payment deposited in the saving bank account of the engaged person in the Vidyalaya. The contractor have to attach document

- regarding the deposit of EIS. The ESI card should be prepared for all the engaged employee in the Vidyalaya by the agency.
- (o) The service provider should have at least three years' experience in providing Man Power to government /public sector /company/bank or Pvt. reputed firms.
  - (p) In case, the service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Kendriya Vidyalaya Washim is put to any loss/obligation, monetary or otherwise, the KVS will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
  - (q) The service provider shall be held responsible for any loss/damage to the equipment's and instruments of the Kendriya Vidyalaya Washim provided to the manpower deployed by the service provider due to the negligence or willful damage as assessed by the Kendriya Vidyalaya Washim.
  - (r) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The KVS will have no liability towards non-payment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department of office concerned of KVS by the persons deployed, the same shall be recovered from the unpaid bills of adjusted from the Performance Security Deposit.
  - (s) The decision of Kendriya Vidyalaya Washim in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the service provider.
  - (t) The Kendriya Vidyalaya Washim reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
  - (u) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer of Kendriya Vidyalaya Washim for his decision and the same shall be binding on all parties.
  - (v) **The concern party have license to provide man power for conservancy services**
  - (w) **The contracting agency shall provide their personnel with impressive summer uniform as well as winter uniform with insignia.**
  - (x) In case of any sexual harassment to any employee or students by conservancy employee will be dealt according to SHWWPPR ACT 2013.

## 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:**

- (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
- (b) Audited Balance Sheet & Profit and Loss Account.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) Proof of Registration of firms & License of Security Service Agency & License to provide man power for conservancy services issued by competent Authority
- (e) PAN No. and Current IT clearance certificate.
- (f) Attested copy of proof of EPF registration.
- (g) Attested copy of proof of ESI registration.
- (h) Attested copy of proof of Service Tax Registration.
- (i) **The Bidder shall deposit Rs. 20,000/- (Rs. Twenty Thousand Only) through RTGS/NEFT Account No. 576402010014126, IFSC Code-UBIN0557641, UNION BANK OF INDIA, Washim Pay Order in favour of VVN A/c, Kendriya Vidyalaya Washim as Earnest Money along with the Bid. The Earnest Money shall be returned to the unsuccessful bidders after the award of the contract.**

(II) **Remuneration of manpower / staff quoted below latest minimum wages applicable for Un-skilled, Semi-skilled, Skilled workers / manpower for Kendriya Vidyalayas accordingly letter no.F.11079-12/2012-KVS (HQ)/Admn. Dated 13.06.2012 mentioned that where both central and state government has fixed the minimum rates of wages, rates of wages whichever is higher will be applicable as per KVS rules shall render the Bid disqualified for evaluation. The letter of minimum wages of the labour commissioner is to be attached (Whichever is higher).**

- (III) Adequate amount, if not quoted towards service charges may render the Bid disqualified for the evaluation.
- (IV) Rate quoted more than one by same firm render the bid disqualified for the evaluation.
- (V) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- (VI) Copy of terms and conditions in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.
- (VII) In case the rates of more than one party found same, the preference will be given to the party which have sound financial position as per the last three years audited balance sheet attached with bid as well as experience of work in such services as per the documents of experience attached with bid. The decision of the tender opening committee will be final and binding to all the parties.
- (VIII) Evaluation of financial bids will be carried out for those firms whose bids found technically responsive.

**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.

**9. Last Date and Time of Receipt of Bids :**

You are requested to submit the Sealed Bids super scribed on the envelope as "Bid for Providing Security and Housekeeping,". The duly completed Bid along with all requisite enclosures should be submitted **till 12:30 p.m. of 12-01-2021** in Vidyalaya through **Speed/Registered Post/Curier/Manually**. The tenders will be **opened in Principal's room on 13<sup>th</sup> January 2021 at 010:30 a.m.** The presence of bidders at the time of opening of Bids / Tenders will be appreciated.

**An Earnest Money of Rs. 20,000/- (Twenty Thousand) only is to be deposited through RTGS/NEFT in Account No. 576402010014126, IFSC Code-UBIN0557641, UNION BANK OF INDIA, Washim in favour of VVN A/c, Kendriya Vidyalaya Washim and receipt to be submitted with the Bid/Tender Document.**

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 Washim

Yours faithfully,

Sd/-

(A.H. Khan)

Principal

Kendriya Vidyalaya Washim

- Encl: 1. **Submission of Tender (Important Points)**  
2. **Annexure 'A' Format of Financial Bid/Tender**  
3. **Annexure 'B' Format of Technical Bid/Tender (2 Pages : Page 1, Page 2)**  
4. **Annexure 'C' Check list for Technical Bid/Tender**

## **Submission of Tender (Important Points)**

- a. Separate Financial and Technical Bids duly sealed and superscripted '**Quotations for providing Manpower for Housekeeping & Security Services Financial Bid**' in Kendriya Vidyalaya, Washim as Annexure A and '**Quotations for providing Manpower for Housekeeping & Security Services Technical Bid**' in Kendriya Vidyalaya, Washim as Annexure B shall be submitted as per bid details given above.
- b. All the two independent covers (Envelope I-A and I-B) should be placed in one Big cover and sealed with the superscription Tender for providing Manpower for Conservancy/ Cleanliness (Housekeeping) & Security Services in the Kendriya Vidyalaya Washim due on 12-01-2021 at 12:30 P.M.
- c. Right is reserved to ignore any tender which fails to comply with the above instructions.
- d. The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The Vidyalaya Authorities will not be responsible for non-receipt of quotation within the specified date and time due to any reason including holidays or delays.
- e. Two bids i.e. Technical Bid and Financial Bid should be identical in all respect except that the Technical Bid should have blank space at the places where prices have been stated in the Financial Bid.

### **A. Envelope I-A (Financial Bid)**

The Financial Bid ANNEXURE 'A' should give all relevant price information. The Bid Form must be filled in completely, without any errors, erasures or alterations.

### **B. Envelope I-B (Technical Bid)**

The technical Bid should be complete in all respects in ANNEXURE B

## KENDRIYA VIDYALAYA WASHIM

ANNEXURE-‘A’( envelope I-A)

### Financial Bid for Conservancy/Cleanliness (Housekeeping) & Security Services

(All figures to be quoted in Rounded only)

S. No.	Category of Manpower	Number	Unit monthly Remuneration	EPF Rate as per rules	ESI Rate as per rules	Service charges/Uniform including overhead profit etc.	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col. 8X3)	Per Unit OTA Rate per hour as & when needed
1	2	3	4	5	6	7	8	9	10
01	Workers for (Housekeeping) Sweeping & Cleanliness /Safaiwala (Male and Female)- Un-skilled	<b>02</b>							
02	Security Guards without arms (Male)- Un-skilled	<b>03</b>							

- Note:**
1. In case of discrepancy between unit price and total price, the unit price shall prevail.
  2. Amount mentioned in the col. No. 9 (Total monthly cost) of the bid should be quoted in whole Rupee not in fraction.
  3. Calculation for award of Contract will be compared on the basis of grand total of Column 9, will not include amount of column 10.
  4. Statutory liabilities would be charges as per rule.
  5. Service Charge/Profit/Overhead charge etc. should not be less than 1% of unit monthly remuneration.

“We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Tender / Bid Document and also agree to enter into the agreement in the format enclosed”.

1. Earnest Money / Bid Security of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_) is deposited vide Bank UTR/Transaction No. \_\_\_\_\_ dated \_\_\_\_\_ and receipt furnished herewith for testimonial.

Bidder's Signature with seal .....

Name of the Firm : .....

Encls:

Date: .....



**TECHNICAL BID**

<b>1</b>	<b>Name of the Agency/Firm: (Full corresponding address)</b>	
	<b>Telephone/Mobile No.</b>	
	<b>Email</b>	
	<b>Firm Bank A/c No. IFSC Code Enclose Pass Book Copy</b>	
<b>2</b>	<b>Firm Registration Certificate No.</b>	
<b>3</b>	<b>License No. of Security Service Agency</b>	
<b>4</b>	<b>Labour License Number with validity Date</b>	
<b>5</b>	<b>ESIC No.</b>	
	<b>EPFO No.</b>	
	<b>GSTIN No.</b>	
	<b>PAN</b>	
	<b>TAN</b>	
	<b>AADHAR</b>	

**Signatory with Seal of the agency/firm**

**TECHNICAL BID Page 2**

S.No.	Document Asked for Technical Bid												
6	Details of EMD Deposited Amount ..... Bank UTR/Transaction No. _____ Date _____												
7	Copy of Valid Registration Certificate of the Firm/Agency												
8	Copy of the Labour License under Contract Labour (R&A) Act 1970/1971, of the employer for whom the agency is currently undertaking the work (Clearly stating that the bidder has work permit for Washim or Maharashtra State)												
9	Proof of License of Security Service Agency issued by competent Authority												
10	Copy of PAN issued by the Income Tax Department												
11	Copy of last 3 Years Income tax return statement												
12	Current IT Clearance Certificate												
13	Turnover of the Company for the last 3 years: (enclose audited balance sheet as proof )												
	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount (Rs. In lakhs)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td></td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> <td></td> </tr> </tbody> </table>	Financial Year	Amount (Rs. In lakhs)	Remarks	2017-18			2018-19			2019-20		
Financial Year	Amount (Rs. In lakhs)	Remarks											
2017-18													
2018-19													
2019-20													
14	Copy of GST Registration Certificate												
15	EPF Registration No.( Attach Copy, Proof of remittance of EPF Share may be enclosed)												
16	ESI Registration No. ( Attach Copy, Proof of remittance of ESI Share may be enclosed)												
17	AADHAR No. (Copy of Proprietor's AADHAR Card)												
18	Activities of the Company:(List the activities, Separate list may be attached if necessary)												
19	List of clients (with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract ) (if the space provided is insufficient, a separate sheet may be attached)												
20	A signed & stamped copy of Tender Document to be submitted in token of acceptance of our terms & conditions												
21	Signed copy of latest Minimum Wages Notification either Central or State Government (rates of wages whichever is higher)												
22	Total No. of Employees:                      Technical Staff :                      Non-Technical Staff:												
23	Any other information the applicant want to wish												

**UNDERTAKING**

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. 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. If any information given by me/us in the above technical bid is found incorrect or false at any stage, the entire EMD/security deposit will be forfeited by the Kendriya Vidyalaya Washim/  
I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signatory with Seal of the agency/firm**

**CHECK LIST FOR TECHNICAL BID**

S.No.	Document Asked for	Yes/No	If Yes page No. or from ...to..
1	Brief Introduction as per Annexure ‘B’ on the letter head of the bidder		
2	Details of EMD Deposited		
3	Copy of Valid Registration Certificate of the Firm/Agency		
4	Copy of the Labour License under Contract Labour (R&A) Act 1970/1971, of the employer for whom the agency is currently undertaking the work (Clearly stating that the bidder has work permit for city Washim or complete state Maharashtra)		
5	Proof of License of Security Service Agency issued by competent Authority		
6	Copy of PAN issued by the Income Tax Department		
7	Copy of last 3 Years Income tax return statement		
8	Current IT Clearance Certificate		
9	Turnover of the Company for the last 3 years: (enclose audited balance sheet as proof )		
10	Copy of GST Registration Certificate		
11	EPF Registration No.( Attach Copy, Proof of remittance of EPF Share may be enclosed)		
12	ESI Registration No. ( Attach Copy, Proof of remittance of ESI Share may be enclosed)		
13	AADHAR No. (Copy of Proprietor’s AADHAR Card)		
14	Activities of the Company: (List the activities, Separate list may be attached if necessary)		
15	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract )		
17	A signed & stamped copy of Tender Document to be submitted in token of acceptance of our terms & conditions		
18	Signed copy of latest Minimum Wages Notification either Central or State Government (rates of wages whichever is higher)		
20	Total No. of Employees: Technical Staff : Non-Technical Staff:		
21	Bank details of the service provider,		
22	Any other information the applicant want to wish		