



FT
INDIA
SCHOOL

Ph. No.:06822-295333

केन्द्रीय विद्यालय शाखा, गंजाम, ओडिशा

केन्द्रीय विद्यालय आस्का

KENDRIYA VIDYALAYA ASKA

ASKA, GANJAM, ODISHA

Email Id : kvaska2020@gmail.com

Website: www.aska.kvs.ac.in

के.वी.एस. स्टेशन कोड / KVS Station Code : 91 के.वी.एस. स्कूल कोड / KVS School Code :2226

सी.बी.एस.ई. स्कूल कोड / C.B.S.E. School Code : 19107, सी / संबद्धता सं.ई.एस.बी.सी.सी.बी.सी.सी. Affiliation No.. : 1500054

F. 15088/KV-ASKA/2021-22/

Date: 20.09.2021

TENDER NOTICE

Sealed tenders are invited for awarding contract for out-sourcing Security, Conservancy Services in Kendriya Vidyalaya, Aska. Sealed tender should reach this office on or before **21.10.2021 (02:00 PM)**. The tender form/document can be obtained from this office at the above mentioned address on all working days from **21.09.2021 to 21.10.2021 (between 10.00 AM to 01.00 PM)** or can be downloaded from the Vidyalaya website www.aska.kvs.ac.in against non-refundable payment of Rs.200/- (Rupees Two hundred only). The tender is to be submitted in the format obtained from this office. Any other format will not be accepted. However, the bid format downloaded from the website of KV Aska. (It is to be noted that payment of Rs.200/- towards Bid Price and Rs.5000/- towards Bid Security to be made separately and not to be combined). The tender document duly completed in all respect may be dropped in the Vidyalaya tender box or through Registered Post/Speed Post so as to reach on or before 21.10.2021 (02:00 PM). For other terms and conditions please go through the tender document.

Mode of Payment:

SL	Description	Amount (Rs.)	Through any one of the following three modes.		
			Cash	Demand Draft	NEFT/RTGS
1	Bid Price (Non-Refundable)	200/-	Cash payment not acceptable	IN FAVOUR OF KENDRIYA VIDYALAYA ASKA VVN A/C. payable at Aska	A/C Name: Kendriya Vidyalaya Aska VVN A/cA/c No: 633602010005257 IFSC Code: UBIN0919811 Bank: Union Bank Of India, Aska
2	Bid Security	5,000/-	Cash payment not acceptable		
3	Performance Security (To be deposited by the successful bidder only after award of contract)	1,00,000/-	Cash payment not acceptable		

[SHRI S.K.MOHARAJ]
PRINCIPAL [I/C]



Ph. No.:06822-295333

କେନ୍ଦ୍ରୀୟ ବିଦ୍ୟାଳୟ ଆସ୍କା, ଗଞ୍ଜାମ, ଓଡ଼ିଶା

केन्द्रीय विद्यालय आस्का

KENDRIYA VIDYALAYA ASKA

ASKA, GANJAM, ODISHA

Email Id : kvaska2020@gmail.com

Website: www.aska.kvs.ac.in

के.वी.एस. स्टेशन कोड / KVS Station Code : 91 के.वी.एस. स्कूल कोड / KVS School Code :2226

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TENDER DOCUMENT

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

(Security, Conservancy, Gardner and DEO)

1. Kendriya Vidyalaya Aska, Ganjam, Odisha is an Educational Institution running under the Kendriya Vidyalaya Sangathan (HQ), New Delhi (Autonomous Body), under the ministry of HRD, Govt. of India. The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by Kendriya Vidyalaya Aska, Ganjam, Odisha from registered Service Provider Firms having license from home department, Govt of Odisha for providing Manpower through service contract. The contract shall be valid for a period of one year, which can be extended for one more year or as may be decided by the Vidyalaya authority, after review of performance of the service provider.

(A) Area of the Vidyalaya: Approximately 1.50 Acres of campus having 15 rooms (Classrooms/Office/Library etc) and 05 toilets, corridors, and open areas as well as surrounding areas. Parties are advised to see the location.

Address/Location: Kendriya Vidyalaya Aska
At: Dhobadi, Aska, Ganjam -761111 (Odisha)

(B) Man Power required:

Sl. no	Category of Man power	Minimum Qualification	Number of personnel Required in the shift	As per the following shift
1.	Security Guards	Class- VIII /Middle Pass	Round the clock duty. Staff to be engaged as per labour rules.	Shift-1 from 6.00 a.m to 2.00 pm Shift-2 from 2.00p.m to 10.00 pm Shift-3 from 10.00p.m to 6.00 a.m
2.	Conservancy Staff	Primary Standard	02 persons per day	08hrs per day for each of them including lunch hour for 01hr.
3	Gardner	Primary Standard	01 person per day	08hrs per day for each of them including lunch hour for 01hr.
4	DEO (Data Entry Operator)	Class XII pass or Graduate from a recognized board or University and Typing speed of 30 w.p.m in English & Hindi on Computer and Working knowledge of Hindi. Knowledge of Computer Applications is Desirable	01 person per day	08hrs per day for each of them including lunch hour for 01hr.

(C) An outline of tasks to be carried out by different category of manpower provided is detailed as under.

Sl.No	Category of Manpower	Responsibilities
01	Security Guards	Watch and Ward Service round the clock.
02	Conservancy	As per details below

2. Work of Conservancy staff: -

(i) DAILY WORK

- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Principal.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the school.
- iii) Cutting of bushes and grasses inside the campus.
- iv) Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.
- v) Cleaning and washing of toilets and urinals using deodorants, detergent, Phenyls and disinfectants once in the morning and again in the afternoon.
- vi) Sweeping and cleaning of open areas, roads, passage, lawns, within the boundary of the vidyalaya wall surroundings to this building.
- vii) Regular dusting/cleaning of Classroom & office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, Amirah's and doors and windows including removal of cobwebs every day before opening of the school.
- viii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

(ii) ITEMS OF WORK TO BE DONE ONCE IN A WEEK

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors.
- v) Cleaning of water storage tanks.
- vi) Polishing of name plates and Boards.
- vii) Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents.

Note: Materials like broom, phenyl, Bleaching Powder, Deodorants etc. are to be provided by the vidyalaya.

3. Price Quotation:

(a) The Bidder shall quote the rate in Indian currency which shall comprise of remuneration, EPF, ESI & other statutory costs and Service Charges, only in the format of quotation attached. **Service charges/profit** must be quoted as per rule so as to enable the agency to pay remuneration as per minimum wages act. **If a firm quotes Nil service charges, the bid shall be treated as unresponsive and will not be considered and the amount should be in Rupees (not in fraction). Any other format will not be accepted.** However the bid format downloaded from the website of KV Aska or obtained through email can also be accepted, if the non- refundable bid price of Rs.200/- (Two Hundred Only) is paid **separately**. Different modes of payment have been explained in page no.1.

(b) As per Serial No. 66 of Notification No. 12/2017- Central Tax (Rate) dated 28th June, 2017, **GST is not applicable** for providing security and conservancy services to educational institutions.

(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** by competent authority. In case of change in rate due to statutory provisions, only such change will be accepted without retrospective effect and not any additional liability i.e. % age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(d) A Bid Security of **Rs. 5000/- only** (Rs. Five thousand only) per tender is to be deposited by the Agency. The Bid Security money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The tender duly completed in all respect may be dropped in the tender box in the Vidyalaya or through Registered Post/Speed Post to reach **on or before 21.10.2021 (2:00 PM)**

(f) The Successful bidding firm has to furnish performance security in the form of **Bank Guarantee/Demand Draft/Transfer through NEFT/RTGS for an amount of Rs.1,00,000/-** valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 07 days from the date of Notification of Award. The Bid Security money shall be returned only after the Performance security is submitted by the Contracting Agency. If the contracting agency fails to deposit the performance security in time, the amount will be recouped from the subsequent invoice/bill.

(g) **Mode of payment** of Bid Price/Bid Security/Performance Security:

SL	Description	Amount (Rs.)	Through any one of the following three modes.		
			Cash	Demand Draft	NEFT/RTGS
1	Bid Price (Non-Refundable)	200/-	Cash payment not acceptable	<i>(To be made separately)</i> in favour of Kendriya Vidyalaya Aska VVN A/c. payable at Aska	<i>(To be made separately)</i> A/C Name: Kendriya Vidyalaya Aska VVN A/cA/c No: 633602010005257 IFSC Code: UBIN0919811 Bank: Union Bank Of India, Aska
2	Bid Security	5,000/-	Cash payment not acceptable		
3	Performance Security (To be deposited by the successful bidder only after award of contract)	1,00,000/-	Cash payment not acceptable		

(g) 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. Eligibility:

- The Bidder should have the experience of providing similar work during last 5 years in any of the Central/State Departments/PSU/Educational Institute/Local Bodies etc, proof of this effect to be attached for at least 03 organizations.
- The Agency should submit a declaration for not being blacklisted by any govt. or other organizations.
- The Agency should have valid Security License issued by Home Department (Govt. of Odisha).
- The Company/Firm should have Trade License for undertaking the job.
- The Company/Firm should comply with the provisions as provide under Labour Laws.
- The Company/Firm should have its registered/well established office(s) in Odisha.
- The Company/Firm should have rendered satisfactory service in the field to reputed organizations for at least five years.
- The Company/Firm should have infrastructure strong enough to meet the requirement of KV Aska.

7. Terms and Conditions:

(a) The remuneration shall be disbursed through e-payment by NEFT/RTGS to their bank accounts and the NEFT/RTGS details to be submitted to KV -Aska.

(b) The Contracting Agency will ensure payment to their employees by the 5th of every succeeding month as per Minimum Wages Act without any deduction.

(c) The Contracting Agency will submit the subsequent invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Kendriya Vidyalaya Aska supported by the following documents:

(i) Details of disbursement made to the staff furnishing bank details for each payment,

(ii) Proof of payment of statutory obligation such as EPF, ESI, Salary Sheet and any other applicable tax. Payment to the contracting agency will be released only after the receipt of the invoice/bill along with the documents.

(iii) The details salary register to be submitted month wise in prescribed format.

(d) The Contracting Agency will provide Identity Card, Lathi, Torch, Whistle and uniform etc. to all its employees deputed valid for the period of contract without any deduction from employee salary.

(e) The Contracting Agency shall comply with all statutory obligations.

(f) The normal office hours of Kendriya Vidyalaya, Aska is from 7.30 am to 4.00 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 and the duty rotations and weekly offs of the security personnel will be as per labour rules. No security personnel will be put on duty for more than 08 hours per day in a continuous stretch. **The Vidyalaya will consider one (01) manpower per shift of 08 hours and 03 shifts per day.** Kendriya Vidyalaya Aska 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.

The conservancy staff should be deployed for all days of the month except Sundays and Holidays, unless otherwise required on written requisition. **The monthly rate will be considered for Conservancy on the basis of 26 days. If called for more days payment will be made for extra duty.** Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.

(g) Payments will be made to the agency on monthly basis through account payee cheque/NEFT only on presentation of monthly bill along with other documents as stated above and not on daily basis. The monthly remuneration will be regulated as per the following formula:

(i) Security Personnel: Total Monthly Cost as quoted in column 11 of financial bid

(ii) Conservancy Staff: (Monthly Unit Rate as per Col.10 / 26) x (Actual days of attendance of staffs in a month).

(iii) Gardening Staff: (Monthly Unit Rate as per Col.10 / 26) x (Actual days of attendance of staffs in a month).

(iv) DEO Staff: (Monthly Unit Rate as per Col.10 / 26) x (Actual days of attendance of staffs in a month).

(h) During execution of the contract if any staff is found unsuitable on account of absenteeism, improper behaviour, ill health or negligence of duty, such worker shall be withdrawn by the service providing agency and suitable replacements shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Aska 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) The successful bidder will provide the services as per the contract for a period of **one year**. The required date of start of contract would be specified in the work order and the agreement and one-year period will be reckoned from that date. The contract shall be valid for a period of one year, which can be extended for one more year or for a period as may be decided by the Vidyalaya authority, with the consent of both the parties, after review of performance of the service provider.

(k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya Aska reserves the right to claim and recover damages from Contracting Agency.

(l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and the list of all the workers to be deployed must be submitted to KV Aska.

(m) The Contracting Agency will deploy security guards, who are below the age of 55 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards/security supervisors are free from any infectious disease before deployment for work.

(n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia, torch lights and lathi etc.

(o) The Contracting Agency shall comply with all statutory obligations.

8. Obligation of the contracting/service providing agency with regard to statutes:

The contracting agency shall be solely responsible with regard to salary, wages, service conditions and terms extended by the contracting agency to its employees/workmen and shall in that connection maintain requisite records and comply with all laws, enactment, rules and regulations and orders dealing with employment of contract labour, payment of workmen's compensation, Contribution under ESI act 1948, if applicable, and PF/EPF act 1952, payment of minimum wages, payment of bonus, safety regulations, regulation relating to employment of female work force, security requirements and such other regulations as may be applicable at present and made applicable hereafter. The wages prescribed by appropriate

Government under the Minimum Wages Act, 1948 and all provisions of the Contract Labour Regulation Act shall be complied with by the contracting/service providing agency.

9. Indemnification:

The contracting/service providing agency shall indemnify and keep indemnified KV Aska from and against all actions, claims, demands and/or liabilities whatsoever arising out of this agreement or consequent upon breach of any provision of this agreement and/or against any claim, action or demand by any of the Contract Agency's employees, person(s), firms, institutions under any law, rule or regulation having the force of law, including but not limited to, claims under Workmen's Compensation Act, 1923, the Employees State Insurance Act, The Employees Provident fund Act, The Contract Labour (Abolition & Regulation) Act, 1970 and the Minimum Wages Act, 1948 and any amendments there to.

10. Opening and Evaluation of Bid:

(a) The **BID** shall be opened on the scheduled date and time **(At 11:00 am on 22.10.2021)**, in the Vidyalaya premises in the presence of the representatives of the Agency / firm if any, who wish to be present at the time of opening of the tender. If the date for opening of Bids declared a holiday, then the bids will be opened on the next working day at 03.00pm. The **BID** will be treated as non responsive and will be liable for rejection if the following **essential documents (i to x)** are not attached to it. Firms which do not possess these documents need not bid for the tender.

- i. The Complete Tender Document duly signed by authorized person on all the pages with seal.
- ii. Self attested copy of certificate of registration and **PSARA** license for running the business of private security and providing manpower from home department.
- iii. Self attested Proof of address of the Agency.
- iv. Self attested copy of PAN Card and Income Tax clearance certificate.
- v. Self attested copy of proof of EPF registration.
- vi. Self attested copy of proof of ESI registration.
- vii. Self attested copy of proof of GST Registration.
- viii. Bid Security of Rs.5000/- (Five Thousand Only) through Bank Guarantee valid for 135 days after the date of submission of bids **OR** submission through demand draft/NEFT/RTGS. The Bid Security money shall be returned to the unsuccessful bidders after the award of the contract. **Cheques will not be accepted.**
- ix. The copy of money receipt for the tender document purchased from Kendriya Vidyalaya Aska or Demand Draft of Rs.200/- towards the price of tender document if it has been downloaded from the KV website or obtained through email on request.
- x. Proof of NEFT/RTGS transfer if fund transfer is made digitally with regard to Bid security money and Tender document money.
- xi. A Copy of the approved wages for skilled /semi – skilled/Un-skilled workers from the Labour Deptt. Govt. of Odisha &/or Govt. of India (as applicable).

(b) Financial bid (Annexure – II) which is not filled as per instructions may be rejected at the prudence of the vidyalaya authority.

(c) The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the Bid Security money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.

(d) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its Bid Security Money will be forfeited.

(e) If after award of the contract, the successful bidder fails to provide required number of staff, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.

11. Award of Contract:

(a) Kendriya Vidyalaya Aska will award the contract to the bidder whose Bid has been determined to be substantially responsive, in compliance with Minimum Wages Act, with better credentials and who has offered the lowest price. **The Bid must satisfy all the statutory provisions/norms.**

(b) In case of two or more bidders quoting equally lowest price and satisfying all the terms and conditions, in such a scenario, the decision of Vidyalaya Committee for completion of tender process will be final for awarding of the contract and all qualified bidder should abide by the decision. (* Correction proposed: PASERA for intended period, highest amount of income tax paid can be included)

(c) Kendriya Vidyalaya Aska reserves the right at the time of award of contract to increase or decrease the requirement of manpower.

(d) Kendriya Vidyalaya Aska 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) The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of **Rs.100/-** (One Hundred Only) to be signed by both the parties. If the selected agency is unable to execute the agreement within stipulated time, KV Aska may award the contract to the next successful bidder/bidders.

(f) Notwithstanding the above, Kendriya Vidyalaya Aska 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.

12. Last date and time of receipt of Bids:

The Bid, duly completed in all respect may be dropped in the Vidyalaya tender box or sent through Registered Post/Speed Post so as to reach **on or before 21.10.2021 (2:00 PM)**

NOTE:

- (i) The Bid Should be quoted in the prescribed proforma as per Annexure – II, attached herewith. No other self designed proforma for quoting the rate will be considered. The rate should be quoted **as per "C" class cities.**
- (ii) The Materials required to be used by the conservancy staff will be supplied by the Vidyalaya.
- (iii) Govt. of India, Ministry of Labour and Employment has decided that where both Central and State Govt. has fixed the minimum rates of wages for a locality, the rates of wages **whichever is higher** will be applicable. Hence, rates quoted below the minimum wages, approved by the Govt. of Odisha or Govt. of India as applicable will not be entertained and the quotation will not be accepted.

**PRINCIPAL
KENDRIYA VIDYALAYA ASKA**

PROFILE OF THE BIDDING AGENCY/FIRM

1	Name of Agency/Firm	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization/Co-operative Society)	
3	Full Address of Registered Office Telephone No.: E-Mail Address: Bank Account No. & IFSC code:	
4	Registration No. / License No. of the Agency issued by home dept. Govt of Odisha/ PSARA Reg.no (attach attested copy of the Registration/License & Mention page no. in which attached)	
5	GST Registration No. (attach attested copy of the Registration & Mention page no. in which attached)	
6	EPF Registration No. (attach attested copy of the EPF Registration & Mention page no. in which attached)	
7	ESI Registration No. (attach attested copy of the ESI Registration & Mention page no. in which attached)	
8	PAN No. of the Agency (attach copy of PAN card & Mention page no. in which attached)	
9	Whether Income Tax Cleared. (attach latest Income Tax clearance certificate & Mention page no. in which attached)	
10	Bid Price of Rs. 200/- is enclosed. (Cheques will not be accepted)	Money Receipt No..... date..... DD No..... date..... NEFT/RTGS
11	Bid Security of Rs. 5,000/- is enclosed. (Cheques will not be accepted)	DD No..... date Name of Bank & Branch..... Payable at NEFT/RTGS
12	List of contracts handled in last 02 (two years) only in Educational Institutions/KVs	Attach as per format in Annexure-III
13	Self- certificate about non-blacklisting	Attach as per format- Annexure-IV.
14	Acceptance and Declaration by the Bidder.	Attach as per format – Annexure- V

Date:.....

Signature of authorized person with Seal.....

Place:.....

Name:.....

FORMAT OF FINANCIAL BID

(All figures in Indian currency/Rupees.)

SL. No.	Category of Services	Number of Unit/ persons	Statutory Charges					Unit Monthly Service charges (Rs.)	Monthly Unit Rate (Col. 8+9) (Rs.)	Total Monthly Cost (Col.9 x No. of units)
			Unit Daily Rate (Rs.)	Unit Monthly Rate (Col.4 x no. of days per month)	EPF Per Month @ _____% (Rs.)	ESI Per Month @ _____% (Rs.)	Monthly Statutory Charges per unit (Col.5+6+7) (Rs.)			
1	2	3	4	5	6	7	8	9	10	11
01	Security/Watch & Wards Services	03 units per day								
02	Conservancy & Cleaning Services	02 units per day								
03	Gardening Services	01 units per day								
04	DEO (Data Entry Operator)	01 units per day								
TOTAL MONTHLY COST										

Total Monthly Cost in words:

For Security Services: _____

For Conservancy Services: _____

For Total Monthly Cost (Security Guard + Conservancy Staff): _____

NOTE:

- Unit monthly rate for security services to be calculated **day wise per month** and for conservancy **@ 26 days per month**. EPF/ESI amount to be quoted as per statutory provisions.
- In case of discrepancy between unit price and total price, the unit price will prevail. Accuracy of calculation must be ensured by the bidder. Inaccuracy in calculation will lead to rejection.
- Rate/ Amount to be quoted and considered up to **02 (two) decimal points** only without any cutting/overwriting. All the statutory provisions must be followed for quoting the amount.
- Filling up of Col.No.4 to 11 is mandatory. No column/row is to be left blank. Only figures in Indian currency are to be given.**
- The invoice towards **Security Services** will be made as per Total Monthly cost as mentioned in column 11 uniformly. Invoice towards **Conservancy Services** will be regulated as follows:
(Monthly Unit Rate as per Col.10 / 26) x Actual days of attendance of staffs in a month.

Date _____

(For Bidder)

Signature of Authorised person: _____

Name: _____

Seal of Office

DETAILS OF CONTRACTS FOR PAST TWO YEARS

DETAILS OF MAJOR CONTRACTS WITH EDUCATIONAL INSTITUTIONS/KVs BY THE TENDERING AGENCY FOR PROVIDING **WATCH & WARD / SECURITY SERVICES/CONSERVANCY SERVICES** DURING THE LAST TWO YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last two years work award only in educational institutions/KVs may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (In Rupees 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:

Signature of Proprietor/authorized signatory.....

Place.....

Name:.....

Seal

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

ACCEPTANCE & DECLARATION OF THE BIDDERS

1. I/We have carefully gone through the 'CONTENTS OF THE TENDER DOCUMENT' and understood the terms and conditions and the job specifications as detailed in the document under reference and submitted this Quotation/Bid in accordance with the terms and conditions.
2. I/We affirm that our Agency is implementing **MINIMUM WAGES ACT** in force at Aska. The payment of wages to the workers shall be made at the prescribed rates of office of the Central Labour Commissioner, or State Labour Commissioner, whichever is higher, as amended from time to time. The Agency has been complying with all the statutory provisions in respect of the workers deployed and there will be no violation of statutory requirements whatsoever on our part.
3. My/our Agency is registered with the GST/SERVICE TAX DEPTT, EPFO & ESIC. I / we shall remit the contribution of workers & management share to these authorities, as per rules and submit the documentary evidences while submitting the bills for payment.
4. 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.

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;

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal