

केन्द्रीय विद्यालय कोचबिहार के लिए निविदा सुरक्षा सेवा, संरक्षण और माली के लिए निविदा सूचना वर्ष 2020-21 के लिए है।

केन्द्रीय विद्यालय कूचबिहार उपरोक्त विषयों के लिए सीलबंद निविदा आमंत्रित करता है। सभी कार्य दिवसों में कार्यालय से निविदा दस्तावेज एकत्र किए जा सकते हैं या वेबसाइट (coochbehar.kvs.ac.in) से डाउनलोड कर सकते हैं। भरे हुए निविदा प्रपत्र 5000/- रुपये के EMD के साथ सील लिफाफे में इस कार्यालय तक 22.02.2020 को पहुँचने चाहिए। 5000 / - डीडी (वापसी योग्य) केन्द्रीय विद्यालय कूचबिहार, वीवीएन खाता के पक्ष में होना चाहिए।

प्राचार्य

केन्द्रीय विद्यालय , कोचबिहार
दुरभाष. 03582 – 258212 / 258010.

KENDRIYA VIDYALAYA
P.O. - NILKUT
COOCH BEHAR

TENDER NOTICE FOR PROVIDING SECURITY SERVICE, CONSERVANCY & GARDENER FOR KENDRIYA VIDYALAYA : COOCH BEHAR FOR THE YEAR 2020-21.

Kendriya Vidyalaya Coochbehar invites sealed tender for the above items. Tender documents can be collected from the office on all working days or download from website (coochbehar.kvs.ac.in). The filled Tender forms must reach this office in sealed envelope along with EMD of Rs. 5000/- through DD (refundable) in favour of Kendriya Vidyalaya Coochbehar, VVN Account latest by 22.02.2020.

Principal
Kendriya Vidyalaya, Cooch Behar
PH. 03582 – 258212 / 258010.

KENDRIYA VIDYALAYA, COOCH BEHAR

P.O. NILKUTHI (BABURHAT), Dist: COOCH BEHAR, Pin: 736156

PH -03582 – 258212 / 258010

Details of particulars of firms for enlistments during the financial year 2020 - 21

1	Name of the firm	
2	Address of the firm	
3	Name of the proprietor/ partner	
4	Nature Business / Trade	
5	Copy of the trade license certificate & License for providing Manpower issued by the competent authority. Copy of EPF & ESI Registration certificate.	
6	Income Tax/TAN/PAN card Xerox copy to be attached.	
7	Vat and service registration certificate to be attached.	
8	CST / GST certificate to be attached	
9	Contact No (Mobile & Landline)	
10	Email adders if any.	
11	Details of credentials to be attached.	

I, Sri/ Smt/ Ku _____
proprietor / Partner of
M/S _____ do hereby certify that the above
particulars and documents furnished by me are correct. I also under take that, if any
information/document found incorrect, my enlistment is liable to be cancelled.

Date -

Full signature of the proprietor/ partner

Signature

Remarks of the DDO

ALLOWED / NOT ALLOWED

CHAIRMAN, VMC

**KENDRIYA VIDYALAYA : COOCH BEHAR
TERMS & CONDITION**

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

1. Sealed competitive Bids are invited by the Kendriya Vidyalaya, Cooch Behar, West Bengal from the reputed / registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year from the date of commencement of the contract which may likely to be extended for another year.
2. **Valid Documents of firms i.e. Valid license issued by competent authority, EPF, ESI Registration, Income Tax return, Copy of TAN / PAN Card, credential etc to be given in separate envelope and Biding paper to be given in another envelope. The Two sealed envelopes clearly super scribing Technical Bid & Financial Bid to be given in another big sealed envelope.**
3. **The technical bid will be opened first and the financial bid of firms qualified in technical bid will only be opened.**
4. 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	Providing round the clock security services to Vidyalaya and its campus and to take care of all movable & immovable fittings & fixtures of the Vidyalaya to check pilferage, theft & willful damage to school property & vehicles of students during school hours.
02.	Gardener	Maintenance & upkeep of gardens, playfield & compound of school. Planting of ceremonial trees at proper location, trimming of grass regularly so that the grass level does not exceed by one inch, trimming of plants, hedges, outgrown trees etc. Cutting of weeding & undesired vegetation.
03.	Safai Karmachari / Conservancy worker	Class room, Varandah, labs, office, staffroom, staircase brooming & cleaning of Vidyalaya building. Disposal of sweepings, waste material, garbage etc. Cleaning of all toilets at least thrice daily with brush & Phynile, Acid etc (Material to be provided by the Vidyalaya). Regular dusting, cleaning of all furniture, helping the gardener in trimming of grass in playground regularly so that the grass level does not exceed by one inch.
04.	Data entry operator	Qualification : Graduate in any discipline with knowledge of computer (PGDCA/ BCA). Timing 09.00 a.m. to 4.00 p.m.

2. Terms & Conditions :

- a) The wages shall be disbursed through bank transfer (RTGS/NEFT) to the employees individual account by 5th of every month.
- b) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the indenter / Client.
- c) In case of any loss, theft / sabotage caused by attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from contracting Agency.
- d) Provide new set of uniform every year with dress, shoes, whistle, High power strong torch & cap.
- e) The bidder will visit the Vidyalaya for surprise inspection of work done by the employee every week.

Signature & Seal of the bidder.

KENDRIYA VIDYALAYA : COOCH BEHAR

ANNEXURE : A

FORMAT OF BID

Sl. No.	Category of Manpower	Rate per person per day (8 hrs.) Including EPF/ESI/Service Charges					Rate per person for a month including EPF/ESI/Service Charges					
		Rate per person per day	EPF	ESI	Service Charge	Total	Rate per person per month	EPF	ESI	Service charge	Total	
01.	Security Guard with out arms											
												1. Civilian
02.	Safai Karmachari / Conservancy											
03.	Gardener											
04.	Data Entry Operator											

Note : 1. Exemption from the payment of GST Notification No. 12/2017-Central Tax (Rate) dated New Delhi the 28th June, 2017 under chapter 99 heading 9992.

2 Requirement of Vidyalaya

- i) Security Guard : 03 / 04 person
- ii) Safai Karmchari : 03 / 04 person
- iii) Gardener : 01/02 person
- iv) Data Entry Operator : 01

Bidder's Signature _____

Name _____

Date & Time _____

Terms and conditions:

- : 2 : -

1. The wages should not be less than the Central Govt. Labour Minimum Wages as per latest wage rates per day basis.
2. The rate should be shown separately of EPF, ESI Profit and Service Charges.
3. In case of discrepancy between "Rate per person per day" and "Rate per person for a month" the "Rate per person per day" shall prevail.
4. While quoting rates for security personnel, please quote rates for civilians and ex-servicemen separately.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the bid document. **An EMD of Rs. 5,000/- (Rupees Five Thousand only)** is furnished herewith vide D.D. No. _____ dated _____ in favour of Kendriya Vidyalaya, Cooch Behar, VVN A/C.

Bidder's Signature _____

Name _____

Date & Time _____

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Name _____

Date&Time _____

KENDRIYA VIDYALAYA ; COOCH BEHAR

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Bidder's Signature _____
 Name _____
 Date & Time _____