

KENDRIYA VIDYALAYA SANGATHAN

KENDRIYA VIDYALAYA, BAGALKOT

Ph No:08354-233240,08354-233340



TENDER FORMS

Submission Last Date : 13/11/2019

Tender Opening Date : 15/11/2019

As per the Tender document uploaded earlier in the vidyalaya website towards Housekeeping/Security/Gardner, many amendments have been made which are as under:

ANNEXURE-'A' : FORMAT OF BID

S. No.	Category of Manpower	Number	Minimum wages (As on 1st Nov, 2019)	No. of days	Unit monthly remuneration	EPF Rate 13.00%	ESI Rate 3.25%	Service charges To be quoted only in percentage over col 6,7 &8	GST	Monthly Unit (per person) Rate (Col.6+7+8+9)	Total monthly cost for the number of person at Col. 3
1	2	3	4	5	6	7	8	9	10	11	12
1	Conservancy workers for sweeping and cleaning	04	403	30	12090	1572	393	%	N/A	14055+_____	56220+----- -
2	Security Guard (without arms)	03	569	30	17070	2219	555	%	N/A	19844+_____	59532+-----
3	Gardener	01	347	30	10410	1353	338	%	N/A	12101+_____	12101+-----
	Total	08									
Total cost of wages											
Total monthly cost											

NOTE: 1. GST is not applicable for Educational Institutions

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

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

3. In column 9, the agency has to quote only in percentage and in column 11 agency charge per unit to be written in numbers. In column 12 Total cost in numbers to be mentioned.

Date

(Bidder)

Signature: _____

Name: _____

* EPF & ESI as per Govt. norms and unit monthly wages.

***** Service charges shall cover**

- a) Expenditure towards uniform, ID, torch light etc., to the persons employed
- (b) Expenditure towards use of grass cutting machines & other maintenance tools
- (c) charges towards outsourcing services.(profit margin)
- (d) Expenditure towards repair work as given in D (I) (viii) & (ix).
- (e) Payment of wages to the fourth security guard for 12 days (three security guard with four weekly off in a month)
- (f) 2% of the TDS

List of items to be provided by contractor (Once (like uniform), Periodical (like sickle)Torch light, Stick (Danda) to Security Guard and all materials & tools required for House Keeping & Gardener.

NOTE:

No cheques will be accepted for EMD/Cost of Tender form/ Security Deposit other than Demand Drafts drawn in favour of “, **KENDRIYA VIDYALAYA, , Bagalkot VVN Account” payable at Bagalkot.**

The non-consumables such as cutting machine, scissors, wood cutting axe etc. can be taken by the Contracting Agency after the expiry of contract period.

Declaration

I,-----, representing----- (name of the firm) have read the entire tender document and have quoted the lowest agency charges after making provision for all the 6 points stated above.

Signature-----

Name-----

ORGANIZATION	Period of Contract (Proof to be attached)	
	FROM	TO
KENDRIYA VIDYALAYA		
CENTRAL GOVERNMENT ORGANIZATION		
CENTRAL AUTONOMOUS BODY		
STATE GOVERNMENT		
STATE AUTONOMOUS BODY		

Date
Seal

Signature-----

Name -----

BILL

No. : _____

Date: _____

Name of the Firm : _____

Address: _____

To
 The Principal,
 KENDRIYA VIDYALAYA, Navanagar, Bagalkot

Bill for the Month of _____

Sl. No.	Name of the Employee with Designation	No. of days worked	Gross Remuneration
		Total	
		EPF 13%	
		ESI 3.25%	
		Service Charge	
		Total	

Amount in words :

Authorized Signatory

Statement for the month of : _____

Name and Address of the manpower Agency : _____

Sl.No.	Name of the manpower outsourced	Name	Designation	No. of days worked	EPF Number	Gross Remuneration	ESI				EPF				Take Home remuneration	
							Account No	Employee Share (1.75%)	Employer Share (3.25%)	Total	Account No	Employees share (12%)	Employer Share (13%)	Total	Amount	Cheque No, & Date

1. Deduction of EPF & ESI of employee share shall be calculated on gross remuneration to be paid for each individual support staff
2. Employer EPF share of 13.36% includes administrative charges of 1.36% (12% for EPF + 1.36% for Administrative charges)
3. Payment of employer share shall be calculated on the gross remuneration to be paid for each individual supporting staff.
4. After due deposit of the employer share (EPF & ESI) shall submit along with the bill for claim and reimbursement.
5. Take home remuneration means remuneration paid after deduction of employee share of ESI & EPF.