

KENDRIYA VIDYALAYA CHAMARAJANAGAR

Attach the following Proforma and documents

I. EVALUATION OF BID :

The bid will be treated as non-responsive if the 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 03 (three) years.
- (b) Audited Balance Sheet & Profit and Loss Account of the last 03 (three) years certified copy of C.A..
- (c) List of clientele during last 03 (three) years along with cost of assignment.
- (d) PAN No. and IT clearance certificates for the last 03 (three) years.
- (e) Attested copy of proof of EPF registration along with attested copies of challans for EPF payment for the year 2020-21.
- (f) Attested copy of proof of ESI registration.
- (g) Attested copy of proof of Service Tax Registration.
- (h) Attested copy of proof of Registration with Police Department
- (i) Attested copy of proof of Labour Licence.
- (j) Attested copy of Proof of GSTIN
- (k) Attested copy of Proof of Experience certificate.
- (l) Certificate from the Agency/firm in their letter head regarding the firm is neither blacklisted by any Govt. Department/ Autonomous body/PSU or any Criminal Case is registered against the firm by Notary.
- (m) The List of Employee-wise Name, EPF No. & ESI No. etc (TRRN Details)
- (n) The Bidder shall deposit Rs.10,000/- each for Security & Housekeeping and Rs.5000/- for Gardening (Total to Rs.15,000/-) in the form of DD / Pay Order drawn in favour of Kendriya Vidyalaya Chamarajanagar VVN Account payable at Chamarajanagar as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

PERFORMA FOR TECHNICAL BID - CONSERVANCY/HOUSE KEEPING SERVICES/ GARDNER / SECURITY SERVICES

1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. E-Mail Address	
4	Full address of Operating/ Branch Office in Chamarajanagar. Telephone No. E-Mail Address	
5	Brief Profile of the Company & evidence to establish that the bidder has successfully executed contracts of similar nature & magnitude in the last three (3) years (attach)	
6	Audited Balance Sheet & Profit & Loss Account of the last three (3) years certified copy of C.A.(attach)	
7	List of clientele during last three (3) years alongwith cost of assignment (Attach as per format- Annexure-I)	
8	PAN No. of the Agency (attach copy of card)& IT clearance certificate (attach)	
9	EPF Registration along with attested copies of challans for EPF Payment for the year 2020-21 (attach attested copies)	
10	ESI Registration (attach attested copy)	
11	Service Tax Registration (attach attested copy)	
12	Registration with Police Department (attach attested copy)	
13	Registration No. /LabourLicence No. of the Agency(attach attested copy)	
14	GSTIN Registration (attach attested copy)	
15	Experience Certificate (attach attested copy)	

16	Certificate from the Agency/firm in their letter head regarding the firm is neither blacklisted by any Govt. Department / Autonomous body / PSU or any Criminal Case is registered against the firm by NOTARY (attach attested copy as per format- Annexure II.)	
17	Total No. of employees in the Agency (Attach List of Employee-wise Name, EPF No. & ESI No. etc.) (TRRN details)	
18	Earnest Money of Rs.10,000/- each for Security & Housekeeping and Rs.5000/- for Gardening (Total to Rs.25,000/-) drawn in favour of 'Kendriya Vidyalaya Hassan VVN A/c" is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch.....
19	Acceptance of Terms & Conditions of tender documents (Attach as per format – Annexure- III)	
20	Declaration by the Tenderers (Attach as per format – Annexure-IV)	
21	Any other document(s) not mentioned above is/are attached	

Signature of authorized person.....

Date:.....

Place:.....

Seal:.....

Name:.....

ANNEXURE-IV

DECLARATION

1. I,Son/Daughter/Wife Shri.....
.....Proprietor/Director/authorized signatory of the Agency
mentioned above, is competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;
3. 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.
4. I hereby undertake to work at **L1** rates as per the terms and conditions
given in the tender documents.

Signature of authorized person.....

Date:.....

Full Name.....

Place: Mobile /Telephone No.....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE
PROVIDER//

ANNEXURE-I

DETAILS OF CONTRACTS FOR PAST THREE YEARS
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DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT /AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING **CONSERVANCY/ HOUSE KEEPING SERVICES & SECURITY SERVICES** DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone no. and email address etc.	Amount of Contract (Rs. Lakh 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:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

ANNEXURE-II

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

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

ANNEXURE-III

ACCEPTANCE OF THE TENDERERS:

The Terms & Conditions enumerated in the Tender Document have been read by me/us and are acceptable to me/us.

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//