

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-02-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-02-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of School Education And Literacy
संगठन का नाम/Organisation Name	Kendriya Vidyalaya Sangathan
कार्यालय का नाम/Office Name	Kvs Regional Office Kolkata
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled Required; Others
अनुबंध अवधि /Contract Period	1 Year(s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	5 Days
अनुमानित बिड मूल्य / Estimated Bid Value	2000000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If the bidder is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Preference to Make in India Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost
- or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per compliance with The Code on Wages Act:[1769950736.pdf](#)

Scope of work & Job description:[1769950813.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Value
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	SECURITY GUAF
Specialization	WATCH AND W/
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal

एडऑन /Addon(s)

अतिरिक्त विवरण /Additional Details

Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Security Guard

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Sangram Banerjee	721301,KENDRIYA VIDYALAYA NO.2 KHARAGPUR, RLY, DIST-PASCHIM MEDINIPUR, KHARAGPUR, WEST BENGAL, PIN CODE-721301	5	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 760 • Bonus (INR per day) : 0 • EDLI (INR per day) • EPF Admin Charge (INR per day) : 0 • Optional Allowance 1 (INR per day) : • Optional Allowance 2 (INR per day) : • Optional Allowance 3 (INR per day) : • Estimated Number of Overtime Hours per resource per Month : 0 • Remuneration per resource per hour Overtime Hours (Including all applicable allowances etc & excluding C) : 0 • ESI (INR per day) : 24.7 • Provident Fund (INR per day) : 98.8 • Number of working days in a month : • Tenure/ Duration of Employment (in months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

PM SHRI KENDRIYA VIDYALAYA NO.2, KHARAGPUR

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing **Security Service**

Sir/Madam,

The PM SHRI Kendriya Vidyalaya No.2, Kharagpur is a Constituent Unit of Kendriya Vidyalaya Sangathan, New Delhi, a centrally funded Autonomous Body and a Society registered under Societies' Registration Act, 1860. The PM SHRI Kendriya Vidyalaya No.2, Kharagpur implements the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees, among others.

Bids are invited by the PM SHRI Kendriya Vidyalaya No.2, Kharagpur from the reputed registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of **01 (ONE) year w.e.f. 01-03-2026 to 28.02.2026 for Security Service** which may be extended by another one year.

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APPEI

SCOPE OF WORK FOR SECURITY SERVICES

1. No. of days during the month : All the days including holidays and round the clock

2. Man Power required : The required man power with an outline of tasks to be carried out by them is detailed as under:

S l. N o. .	Category of Manpower	Total No. of personnel required	Brief description of responsibilities
1	Security Guards without arms (Watch & Ward)	05 (Five) 1 st shift (6 am to 2 pm)- 02 Persons 2 nd shift (2pm to 10 pm)-01 Person & 3 rd shift (10pm to 6 am)- 02 Persons	Providing round the clock (24X7) security services for the safety & security of the Vidyalaya building and assets within the Vidyalaya premises. 1 st shift (6 am to 2 pm), 2 nd shift (2pm to 10 pm) & 3 rd shift (10pm to 6 am). The weekly rest to the workers should be ensured by the firm as per statutory provisions.

SCOPE OF WORK:-

The scope of work for providing effective & efficient round-the-clock security services at PM SHRI Kendriya Vidyalaya No.2, Kharagpur involves following jobs:-

- 1) Watch & Ward
- 2) Preventing entry of unauthorized persons & vehicles.
- 3) Regulating entry, exit and parking of vehicles.
- 4) Regulating parking of the two wheelers/School bus/Auto rickshaws etc. on the main gate especially during the opening and closing time of the Vidyalaya.
- 5) Regulating entry and exit of students, parents and teachers as per the directions of the disciplinary Committee/Principal of the Vidyalaya.
- 6) Maintaining various registers such as visitor's Register etc.
- 7) Prevention of theft, loss and damage to PM SHRI Kendriya Vidyalaya No.2, Kharagpur property
- 8) Doing patrolling of the premises particularly on holidays and after school hours to prevent/detect the damage or damage to the assets of the Vidyalaya.
- 9) Driving away stray animals.
- 10) Regular checking of all office rooms, class rooms & switching off lights, fans, power points etc. beyond school hours.
- 11) Physical verification of inventory, locks of classes, departments etc. by the security guard before taking over the charge of duty while changing the shifts of the security guards.
- 12) Attending telephone calls when school is closed and keeping record of telephonic message/ communications.
- 13) Monitoring of all CCTV cameras installed and reporting trespass if any.
- 14) Receiving of posts/couriers/materials on holidays and after office working hours as per the instructions.
- 15) To take part in the rescue operation etc. in the event of emergency.
- 16) To report to school authority in all matters relating to security as above.
- 17) The scope includes any work of incidental & contingent nature although not specifically mentioned but necessary for providing security services in an efficient manner.

PM SHRI KENDRIYA VIDYALAYA NO.2, KHARAGPUR

GENERAL TERMS AND CONDITIONS FOR PROVIDING SECURITY (WATCH & WARD SERVICES TO THE VIDYALAYA BY THE CONTRACTING AGENCY:-

A. GENERAL

- 1) The contracting Agency will ensure payment by the 5th of every succeeding monthly to the workers at the agreed monthly remuneration **without any deduction except statutory provisions. The remuneration shall be disbursed to the deployed persons by the contracting agency through NEFT/RTGS only.**
- 2) The Contracting Agency will submit the GeM invoice/bill by 15th day of every month along with proof of disbursement after making the payment to the deployed persons. The Invoice/bill along with downloaded copies of (1) Monthly EPF remittance (with head wise individual contributions) from EPF Portal, (2) Monthly remittance (individual contributions) from ESI portal, (3) NEFT/RTGS copy towards remittance of remunerations to the deployed persons. (4) Copy of other statutory remittance (e.g. profession Tax etc.) if applicable. Payment will be made to the contracting agency after deduction of 2% TDS.
- 3) **Exemption from payment of GST : The services (security, cleaning , housekeeping, garden maintenance and Services Tax vide Government of India Ministry of Finance (Department of Revenue Notification No. 12/2017-Central Tax (Rate) - Sl. No. 66 (Heading 9992) dated 28th June, 2017)**
- 4) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- 5) PM SHRI Kendriya Vidyalaya No.2, Kharagpur 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 and can also reduce the manpower as per demand of the Vidyalaya (such as Autumn, summer and winter break).
- 6) Payment will be made for all the days worked by the individual and for weekly off, there will be no work pay. **There will be one weekly off.** But there will be no payment for weekly off.
- 7) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A$$

$$\text{Where } A = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- 8) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except statutory provisions, if amended.

In case of changes in rate due to statutory provisions, only such changes will be accepted and any other changes will not be acceptable.
Additional liability i.e. percentage (%) of profit/service charges/Administrative Charges etc. will not be accepted.

- 9) The contracting Agency will be required to sign a contract with PM SHRI Kendriya Vidyalaya No.2, Kharagpur as per the Model Contract of KVS on a Non-Judicial stamp paper of Rs. 100/- (Rupees One Hundred). The stamp paper should be purchased by the contracting Agency. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- 10) The selected firm has to furnish **performance security** for an amount of **5% of Total Annual bill (including tax), valid for fourteen Months from the date of award of the contract.** The Performance security shall be submitted within 5 days from the date of Notification of Award. The earnest money, if any, shall be returned only after the Performance security is submitted by the Contracting Agency in form of Electronic Performance Bank Guarantee-**ePBG** from a **Nationalized bank** or in the form of Bank DD or through NEFT/RTGS to the given bank account of the indenting Office.

- 11) L1 will be considered based only on service charge, KVS experience location of the registered address & other credential basis.**
- 12) If the rates for service charges/profit are quoted as NIL/0 the bid will be treated unresponsive. Minimum rate for Service Charges will be strictly as per G.O.I./GeM Guidelines.
- 13) Bidder should be registered by the Govt. of West Bengal.**
- 14) The contractor shall comply with all the laws and regulations applicable in the matter of such workers engaged by it.
- 15) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of trouble in the Vidyalaya premises.
- 16) The contractor's workers shall be polite, courteous, well behaved and honest.
- 17) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischief caused done by its workers.
- 18) The antecedents of all the workers will be got verified from police by the agency before deployment for work. The police verification certificate of each individual to be engaged by the contractor along with their details & Photos should be submitted by the contractor. As far as possible the contractor shall not change the workers engaged without prior information and permission from the Principal. In unavoidable circumstances, any replacement is to be made, the contractor shall provide his/ her Police Verification Certificate, Address & Photo to the Principal at the time of introducing the new person/replacement.
- 19) The contractor's workers shall not enter into any unlawful activity within the Kendriya Vidyalaya premises and shall have a good moral character. The contractor shall ensure that employees engaged by the contractor do not take tobacco or alcohol in any form in the Vidyalaya premises.
- 20) The Kendriya Vidyalaya shall have a right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
- 21) The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the government as applicable and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
- 22) Insurance & accident risks of the workers will be the responsibility of the contractor. The Contracting Agency shall have to submit original and / or attested copies of the comprehensive insurance policy certificate for his/her workers / employees within 15 (fifteen) days from the date of notification of award of bid along with all premium receipts and other papers related thereto.
- 23) All the workers of the contractor shall be free from infectious diseases.
- 24) The contractor will ensure that proper license/permission from the concerned authorities, wherever available, are obtained promptly.
- 25) The contractor shall in no case transfer the services it is required to perform under this agreement to another contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- 26) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.
- 27) The contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the indenting Office valid for the period of contract.
- 28) The Candidates/Manpower provided by the contracting agency shall be accepted only after scrutiny by the Kendriya Vidyalaya. Therefore, sufficient 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 to the Kendriya Vidyalaya. 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/unavailability shall be made within 24 hours.

- 29) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work
- 30) The Vidyalaya shall provide a small guard room for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- 31) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- 32) The actual deployment of all staff by the Contracting Agency must be verifiable for actual attendance recorded through their Bio-metrics/similar e-modes, to be installed by the Contracting Agency at its own costs in the vicinity of Principal's chamber.**

B. SUPERVISION:

The contractor shall authorize a person to supervise the security services that will report to the design officer or any other of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

C. Location of the Registered Office of the Agency

Registered Office of the Contracting Agency should be located in West Bengal, preferably Kharagpur. No tenant/rent agreement (other states to West Bengal) will be considered for address/geographical location of the companies/firms etc. Address mentioned in the trade licence/licence for providing security/manpower issued by Govt. of West Bengal will be treated as valid address/geographical location of the companies/firms etc.

D. Experience:

The Contracting agency should have minimum 05 years of experience in providing Security/ Housekeeping/Gardening Services to Autonomous Organization/Central Government Offices as a minimum.

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 uploaded in GeM portal:-
- (a) **Brief profile of the company and evidence to establish that the bidder has a minimum experience of 05 years in providing Security/Housekeeping/Gardening Services to Central Autonomous Organization/Central Government Offices.**
 - (b) Attested copy of valid license obtained from the Ministry of Home & Hill Affairs Department, Govt. of West Bengal for running the business of private security agency for providing watch & Ward/Security service in West Bengal.
 - (c) PAN No. and IT Return certificate of last 03 years.
 - (d) Copy of the GST Registration Certificate.
 - (e) Attested copy of proof of valid EPF registration.
 - (f) Attested copy of proof of valid ESI registration.
 - (g) Attested copy of valid Trade Licence from the competent authority.
 - (h) Annual Turnover Certificate for last 03 years
 - (i) MSE Registration Certificate if any. *MSE should be from the state of West Bengal only.*

Remuneration of staff, quoted by the contracting agency **below the minimum wages** as applicable for the

ed service as per the Central Govt. rate for the area of the indenter shall render the **Bid disqualified** evaluation. Page

(ii) **No Inter-state partnership business will be accepted only Intra-state.**

iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the best evaluated responsive bidder and keeping the Credential of the firm.

The address of all the above documents should belong to West Bengal.

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E. 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.
- 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 or 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.
- e. **Last date and time of receipt of Bids: As per GeM platform.**

Note :

- f. If any kind of mishapening / Misconduct is occurred by the deployed Manpower in the Vidyalaya, then sole responsibility will be of the service provider.
- g. The Successful bidder selected on GeM platform will have to produce agreement (in Prescribed format will be provided by the KV) on Rs.100/- Non-Judicial stamp paper between buyer & seller, apart from GeM documents separately.

F. JURISDICTION:

The courts at the station Kolkata will have jurisdiction over all legal disputes under this agreement or decided by KVS RO Kolkata / KVS HQ New Delhi.

Date:31/01/2026

PRINCIPAL

Annexure - A

PERFORMA FOR TECHNICAL BID - SECURITY (WATCH & WARD)/CONSERVANCY (SWEEPER)/GARDENING (MALI) 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 (POA to be attached as per Terms & conditions) Telephone No. FAX No.

	E-Mail Address	
4	Banker of the Agency with full address, Telephone Number of Banker	
5	Registration No. / Trade License No. of the Agency (attach attested copy of the Registration Certificate)	
6	GST Registration No. (attach attested copy of the Registration Certificate)	

Contd....

Page.....

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
overnment 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//

Page.....

Annexl

DECLARATION BY THE TENDERERS:

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed. (Latest EPF/ESI statement attached)

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

Page.....

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category being bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will override the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भूसाथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकार पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न व अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrict procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---