



iv	Data Entry Operator	Skilled	01(approx)	duty for entire month) As per KVS ZIET Gwalior requirements (26 days per month)
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I An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S.No	Category of Manpower	Responsibilities
i.	Workers for cleanliness	To upkeep and maintain neat and clean surrounding in around the whole KVS ZIET Gwalior building including Hostel Building, toilets, rooms, office, Hall etc., campus, roads, and wherever he/she is deputed for cleanliness work.
ii.	Worker for Garden maintain	General maintenance and upkeep of ZIET Garden which include planting new tree saplings, flower plants etc, and watering them. It also includes keeping the entire ZIET premises free from unwanted plants, weeds, bushes etc..
iii	Security Service	Provision of round the clock security to the entire ZIET, Gwalior premises which consist of the Institution's administrative block, Hostel and Residential area. ZIET's property.
iv	Data Entry Operator	Computer data entry, preparing of reports Scanning the documents, and other office documents. 2. Typing of official letters and other documents. 3. Handling existing data and editing current information. 4. Proof reading new entries into a database etc. 5. Keeping the office record updated. 6. Taking back up of data at regular intervals and storage of data. 7. Any other as required time to time.

(D) Work will be done as per scope of work given at Annexure I to IV as under :-

- (i) Scope of Work for Providing Services of Security Service – Annexure I.
- (ii) Scope of Work for Providing Services of Housekeeping - Annexure II.
- (iii) Scope Of Work for Providing Services of Gardening - Annexure III.
- (iv) Scope Of Work for Providing Services of Data Entry Operator - Annexure iv.

3. **Quoted Price:-**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, & other statutory costs and Service Charges. **THE CURRENT RATES OF EPF AND ESI MAY BE QUOTED AND SERVICE CHARGE AMOUNT IS COMPULSORILY TO BE QUOTED. THE QUOTATION WILL NOT BE CONSIDERED WITH OUT LOGICAL PERCENTAGE OR AMOUNT WHICH COULD JUSTIFY THE SERVICE.**

(b) Any other tax if any liable to be paid by the client shall be quoted by the bidder separately.

- (c) **The rate quoted shall be fixed for the duration of the contract and shall not be subjected to adjustment except the statutory provisions and, if amended by concerned authority.** In case of change in rate due to statutory provisions and concerned authority, only such change will be accepted and not any additional liability i.e. % age of profit / service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit earnest money as per applicable rates as per GeM Portal.
- (f) The selected firm has to furnish **performance security** in the form of Bank Guarantee/DD for an amount of **Rs. 10% of total amount of annual contract** valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (g) Telex or Facsimile Bids are not acceptable.
- (h) GST/Service Tax exempted to Educational institution.
- (I) Kindly write rates according to **latest highest rates** of State Government/Central Government and attached the latest rate list of wages.
4. Each Bidder must submit only one Bid. Bid submitted more than one by same firm will render the bid disqualified for the evaluation.
5. **Validity of Bid.** The Bid shall remain valid for a period of not less than 90 days after the deadline fixed for submission of Bids.
6. **Terms and Conditions:** The remuneration shall be disbursed at their bank accounts through ECS only and proof will be submitted to Kendriya Vidyalaya ZIET Gwalior. Cash payment will not be accepted under any circumstances.
- (a) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya Sangathan ZIET Gwalior office/premises as per the monthly remuneration quoted without any deduction. Delay its payment may terminate the contract without assigning any other reason.
- (b) The Contracting Agency will submit the invoice/bill along with proof of disbursement after making the payment to the employees, to the Kendriya Vidyalaya Sangathan ZIET Gwalior office/premises supported with the following documents :-
- (i) Details of disbursement made to the staff furnishing NEFT/RTGS/ Cheque details for each payment,
- (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other

applicable tax.

- (iii) The agency will not quote a rate which is less than the minimum wages approved by Govt.(Central /State whichever is higher). If wages are enhanced by the Govt (Central/State) during the period of contract the Principal employer will pay the enhanced wages to the contracting Agency. The contracting agency will ensure that the revised, enhanced wages are paid to the employees.
- (iv) **Details of disbursement as per the rates approved by the Central/State Govt whichever is higher (should not be less than minimum wages) made to the staff furnishing A/c payee cheque details/NEFT/RTGS details with the attested copies of Bank account statement for each payment.**
- (c) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
- (d) 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.
- (e) It is mandatory for the Contracting Agency to submit the **attested copy of license obtained from the Govt. of Madya Pradesh. Please attached photocopy of I.G. CERTIFICATE issued for SECURITY SERVICES.**
- (f) The Contracting Agency shall **comply with all statutory obligations.** Minor variations as per actual calculation will be borne by the Indenter/Client.
- (g) The normal office hours of KVS ZIET Gwalior is from 09.00 am to 5.30 pm five days from Monday to Friday. However, KVS ZIET Gwalior reserves the right to request the services on Holiday/beyond office hours. The Contracting agency will be compensated by the indenting Agency as per the rate quoted for OTA for working on Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours. If cleaning of institution as per terms stated above is not completed by the workers in between 09.00 AM TO 5.30 PM, they will have to complete at by devoting extra time for which no extra payment will be made. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

***Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>***

where  $A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny. Therefore, minimum three-four 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 by Kendriya Vidyalaya Sangathan ZIET Gwalior. 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 /unsuitability for KVS ZIET

Gwalior shall be made within 24 hours. Without police verification no candidate will be allowed in the institute to enter even for an hour.

- (I) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Sangathan ZIET Gwalior 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) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS ZIET Gwalior reserves the right to claim and recover damages from Contracting Agency. If security agency fails to ensure safety of the KVS ZIET Gwalior campus (including staff quarters), the loss due to theft or any other ways will be compensated by the security agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and police verification copy will be submitted in the office.
- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 60 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- (m) The Contracting Agency shall provide to their personnel deployed for Security & cleanliness with impressive summer uniform as well as winter uniform with insignia without taking any amount from the workers.
- (n) The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES (THE RATES WHICH EVER IS HIGHER WILL BE APPLICABLE) and will be included such other benefits may be as available to its employees under the relevant acts and regulations applicable in the state. The Kendriya Vidyalaya Sangathan, ZIET Gwalior shall not entertained any such claim of the person employed by the contractor and shall not be liable for it.
- (o) Insurance and accident risks of the workers will be the responsibility of the contractor.
- (p) All the workers of the contractor shall be free from infectious diseases.
- (q) The contractor will ensure that proper license permission from the concerned authorities wherever applicable and obtained promptly,
- (r) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from Kendriya Vidyalaya Sangathan ZIET Gwalior.
- (s) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of Kendriya Vidyalaya Sangathan ZIET Gwalior.

(t) Kendriya Vidyalaya Sangathan, ZIET Gwalior reserves the right to order any worker of the contractor to leave the premises of Kendriya Vidyalaya Sangathan ZIET Gwalior if his presence at any time is felt undesirable.

(u) Age of worker should not be less than 18 years.

7. **Evaluation of Bid.** The indenter will evaluate and compare the Bids in double bid system (i.e. Technical Bid and Financial Bid) determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions.

8. **UPLOADING OF DOCUMENTS ON GEM PORTAL** The bid will be treated as non-responsive if following documents are not uploaded on GeM portal with technical Bid duly stamped and self-attested by the bidder.

**UPLOAD THE FOLLOWING DOCUMENTS SERIAL WISE AND GIVE THE NAME OF FILE AS SHOWN IN RED COLOUR BELOW**

- (i) Attested copy of license (PSARA) obtained from the Govt. of Madhya Pradesh, for running the business of private security agencies operating in the Madhya Pradesh State for security service bidding.
- (ii) Registration certificate of the firm under Madhya Pradesh shops and establishment act, 1958 & M.P. Rules 1959..
- (iii) Attested copy of proof of PAN No.
- (iv) Attested copy of proof of GST/ CST/ Service Tax as applicable.
- (v) Attested copy of proof of EPF registration & current month challan.
- (vi) Attested copy of proof of ESI registration & current month Challan.
- (vii) ITR filing of Last three Years i.e. 2019-20, 2020-21 & 2021-2022.
- (viii) Bank Mandate Form with Cancel Cheque.
- (ix) Audited Balance Sheet & Profit and Loss Account i.e. 2019-20, 2020-21 and 2021-22.

(x) **Experience of bidder.** Bidder should have **minimum 5 years experience to provide similar services in Government Sector** and **minimum 3 years experience to provide similar services run by Kendriya Vidyalaya Sangathan.** Details in tabular format only (with column Name of Institution where bidder provided services, Duration of Years and Month of service in Institution, Total experience) Brief profile of the company and evidence to establish that the bidder has success fully executed contracts of similar nature and magnitude in the last years supported by copy of supply orders/bills, experience certificate etc. Format is as given below :-

(a) **Experience of Security Service**  
(upload the experience certificate as format given below)

NAME OF THE SERVICE PROVIDER BIDDER: \_\_\_\_\_

NAME OF THE SERVICE PROVIDE FIRM: \_\_\_\_\_

S.No.	Name of Kendriya Vidyalaya / Institution where bidder provided the services	Total Years and Months of service	Remark if any
		Grand Total of above years and months of service	

(b) **Experience of Conservancy Service**  
(upload the experience certificate as format given below)

NAME OF THE SERVICE PROVIDER BIDDER: \_\_\_\_\_

NAME OF THE SERVICE PROVIDE FIRM: \_\_\_\_\_

S.No.	Name of Kendriya Vidyalaya / Institution where bidder provided the services	Total Years and Months of service	Remark if any
		Grand Total of above years and months of service	

(c) **Experience of Gardening Service**  
(upload the experience certificate as format given below)

NAME OF THE SERVICE PROVIDER BIDDER: \_\_\_\_\_

NAME OF THE SERVICE PROVIDE FIRM: \_\_\_\_\_

S.No.	Name of Kendriya Vidyalaya / Institution where bidder provided the services	Total Years and Months of service	Remark if any

		Grand Total of above years and months of service	

(d) **Experience of Data Entry Services**  
**(upload the experience certificate as format given below)**

NAME OF THE SERVICE PROVIDER BIDDER: \_\_\_\_\_

NAME OF THE SERVICE PROVIDE FIRM: \_\_\_\_\_

S.No.	Name of Kendriya Vidyalaya / Institution where bidder provided the services	Total Years and Months of service	Remark if any
		Grand Total of above years and months of service	

(xi) **Turnover of last three years in following format only** (with proof of Audited Balance Sheet & Profit and Loss Account of last three years)

NAME OF THE SERVICE PROVIDER BIDDER: \_\_\_\_\_

NAME OF THE SERVICE PROVIDE FIRM: \_\_\_\_\_

**Turnover of Last three years**

S.No.	Assessment Year	Financial Year	Total turnover in Rupees
1	2020-21	2019-20	
2	2021-22	2020-21	
3	2022-23	2021-22	
			Grand total of turnover in Rupees of above 3 years

(xii) List of client during last minimum of 3 years along with cost of assignment.

(xiii) An affidavit regarding that the firm has **never been black listed** and no case is pending with the police against the Proprietor /Firm/Agency or the company as a whole (Service Provider) on Non Judicial Stamp Paper of requisite value (Rs100/-).

(xiv) **EMD paid proof / Exemption Certificate.** The Bidder shall deposit earnest money/bid money as per applicable rates as per GeM Portal. The earnest money shall be returned to the unsuccessful bidders after the award of the contract without interest. **EMD paid proof / exemption Certificates** as per GeM to be attached. **Bid Money / EMD rates as under :-**

S.No	NAME OF SERVICE	BID MONEY/EMD
(a)	SECURITY SERVICE	90000 (Ninety thousand)
(b)	HOUSEKEEPING	40000 (Fourty thousand)
(c)	GARDENING	20000 (Twenty thousand)
(d)	Data Entry Operator	10000 (Ten thousand)
	<b>Total</b>	<b>160000/-</b>

**Banker's Details for payment of EMD/Bid Money (as applicable in GeM)**

Bank Name : STATE BANK OF INDIA  
Account Name : KVS ZIET GWALIOR ACCOUNT  
Account Number : **33005208160**  
IFCS CODE : **SBIN0003180**

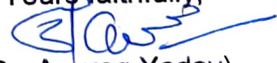
**8. Award of Contract:-**

- 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.
- The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- The indenter prior to the expiry 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.
- 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.
- Rates may be quoted exactly as per percentage of EPF, ESI etc.

**9. Last date and time of receipt of Bids**

You are requested to submit the Bids on GeM portal.  
Floating of Bid on the Portal -29/11/2022.  
Last date of submission of the Bid by Firms on GeM portal- 15 DAYS

Dated : 29/11/2022

Yours faithfully,  
  
(Dr. Anurag Yadav)  
Director

## अतिरिक्त नियम एवं शर्तें

- 1- संस्थान मे उक्त सेवाएँ प्रदाय करने हेतु संबन्धित फ़र्म द्वारा नोटरी किया हुआ शपथ पत्र (Rs.100 Stamp Paper) निविदा के साथ प्रस्तुत करना होगा कि फ़र्म श्रमिक / कामगारों को समय से शासन के नियमानुसार वेतन का भुगतान करेंगे।
- 2- अनुबंधकर्ता फ़र्म को सभी श्रमिक / कामगारों को ड्रेस एप्रिन सुरक्षा उपकरण टॉच इत्यादि उपलब्ध करना होंगे। सुरक्षा कर्मियों हेतु ड्रेस , टौच, सीटी, डंडा एवं माली और सफाई कर्मियों के लिए हैंड्स ग्लबसतथागम बूट उपलब्ध कराना होगा ।
- 3- अनुबंधकर्ता फ़र्म द्वारा समस्त अनुबंधित कर्मचारियों का पुलिस सत्यापन संबन्धित पुलिस थाना से कराकर प्रस्तुत करना होंगे।
- 4- अनुबंधकर्ता फ़र्म द्वारा किन्हीं भी शर्तों का उल्लंघन किए जाने पर विद्यालय प्रशासन द्वारा अनुबंध को किसी भी समय एक माह के पूर्व नोटिस पर निरसत किया जा सकता हैं।
- 5- केन्द्रीय विद्यालय संगठन (मुं.) नई दिल्ली के पत्र Letter No. 110225/70/2013/KVS(HQ)/Audit Dt 02.08.2017 सरकार के Notification No. 12/2017-Central Tax(Rate) dated 28th June 2017 के माध्यम से केन्द्रीय विद्यालयों मे सेवाओं को जीएसटी से मुक्त श्रेणीमे रखा गया हैं। अतएव यदि GeM Portal मे किसी तकनीकी कारण से जीएसटी की राशि जुड़कर कुल अनुबंध की राशि की गणना की जाती हैंतब ऐसी स्थिति मे जीएसटी की राशि विद्यालय द्वारा देय नहीं होंगी।
- 6- फ़र्म का मुख्य कार्यालय या शाखा कार्यालय मध्य प्रदेश दुकान एवं स्थापना अधिनियम 1958 के तहत ग्वालियर मे पंजीकृत होना आवश्यक है।
- 7- किसी भी विवाद की स्थिति मे केन्द्रीय विद्यालय संगठन आंचलिक शिक्षा एवं प्रशिक्षण संस्थान ग्वालियर का निर्णय अंतिम होगा एवं न्यायालयीन क्षेत्र न्यायालय जिला ग्वालियर होगा।

दिनांक : 29/11/2022

(डॉ अनुराग यादव)

निदेशक

**Scope Of Work :For Providing Services of Security Service**

Kendriya Vidyalaya Sangathan, ZIET Gwalior functions under Kendriya Vidyalaya Sangathan, an Autonomous Body under School Education Deptt., Ministry of Education Govt. of India having surrounded campus of 28 Acres Land. Competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, ZIET Gwalior from the Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) years w.e.f. **01<sup>st</sup> January 2023 to 31<sup>th</sup> December 2023**, (which may be extended by another one year), as indicated below details :

**1. (A) Nature and Scope of Work :**

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

<b>Sr.</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1.	<b>Security Guards (Male)</b>	Provision of round the clock security to the entire ZIET, Gwalior premises which consist of the Institution's administrative block, Hostel and Residential Complex. ZIET's property.

**TERMS AND CONDITIONS KENDRIYA VIDYALAYA Sangathan ZIET Gwalior FOR PROVIDING SECURITY SERVICES.**

1. That the agency shall provide security arrangements for KENDRIYA VIDYALAYA Sangathan ZIET Gwalior building & Premises located at KENDRIYA VIDYALAYA Sangathan ZIET Gwalior with effect from the date of signing of the Agreement.
2. That the Agency shall provide complete and continuous security measures throughout 24 hours by changing the personnel in rotation or replacement once in Every eight hours.

**REQUIRMENT FROM STAFF OF THE AGENCY, THEIR DUTIES, BEHAVIOUR ETC.**

1. Security guards sleeping on duty or not doing vigilance beats shall be paid no wages for the day.
2. The antecedents of all the workers will be got verified from police by the Agency before development of work. The police Verification Certificate of each individual to be engaged by the Contractor along with their profiles & photos should be submitted by the contractor. As far as possible, the Contractor shall not change the persons engaged without prior intimation to and approval of the KVS ZIET Gwalior Authority. If, under unavoidable circumstances. Any replacement is to be made, the Contractor shall provide his Police Verification Certificate. Profile & photo to the Director at the time of introducing the new person/replacement.
3. The Contractor's workers shall not enter into any unlawful activity within the KVS ZIET Gwalior premises and shall have a good discipline, well-dressed & moral character.
4. The Contractor will ensure that he possesses proper current license.
5. The contractor shall submit the proof of deposit of EPF & ESI etc. to the concerned authorities by the 10th day of every month.
6. The security guard should able to write, speak and understand the local language and Hindi language.

## Annexure II

### Scope Of Work :For Providing House Keeping Services

Kendriya Vidyalaya Sangathan, ZIET Gwalior functions under Kendriya Vidyalaya Sangathan, an Autonomous Body under School Education Deptt., Ministry of Education Govt. of India having surrounded campus of 15 Acres Land. Competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, ZIET Gwalior from the Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. **01<sup>st</sup> January 2023 to 31<sup>th</sup> December 2023**, (which may be extended by another one year), as indicated below details :

#### 1. (A) Nature and Scope of Work :

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

Sr.	Category of Manpower	Responsibilities
1.	Workers for Cleanliness / Safai Wala(Male)	To upkeep and maintain neat and clean surrounding and around the whole KVS ZIET Gwalior building including toilets, rooms, office, Hall etc., campus, roads, and wherever he/she is deputed for cleanliness work.

#### 1. (B) The Way Cleanliness Work to Be Done:

1. Sweeping of entire area of the Institute and surrounding of Building and collection of all waste material and disposal of the same as per the instruction of the Director.
2. Cleaning of the floor area with floor duster and mopping it with detergent, disinfectant etc. once in the morning before opening the Institute and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of finit etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
3. Cleaning and washing of toilets and urinals using deodorant, detergent & disinfectants once in the morning and again in the afternoon.
4. Cleaning of Carpets, durries etc.
5. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
6. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute and the area adjacent to main gate.
7. Regular dusting /cleaning of furniture (table & Chair) and equipments telephones, books cases, filing cabinets almirhas and doors and windows of rooms and other spaces of the Institute every day before opening of the Institute.
8. The choking of the sanitary installation e.g. Traps Bottle traps, gully traps etc is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.

#### C. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

- (i) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- (ii) Acid cleaning of sanitary installation and tiles without damaging their shines.
- (iii) Removing stains from floor, 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 and staircases.
- (v) Cleaning of water storage tanks and water coolers, if any.
- (vi) Polishing of brass name plates and number plates and cleaning of all other name plates/  
Boards.
- (vii) Dusting and cleaning of fans, Electrical Fittings, Window Panes with Glass cleaning chemical/agents and cleaning of partition paneling etc.
- (viii) Removal of cobwebs in the rooms and other spaces of the Institute.

**Cleaning / Housekeeping Material**

D. Cleaning / Housekeeping Material to be provided by agency as per list given below :-

S.No.	Name of the article	Brand if, any	Quantity required per month
1	Liquid Phinayal	Gainda	20 ltr.
2	Acid		10 ltr
3	Nepthaline Balls		1 KG
4	Washing Detergent Powder	Surf	2 KG
5	Moth repellent	Odoneal cake	20 Pcs.
6	Vim bar 200 gm	Vim	02 Pcs.
7	Plastic jooa		02 Pcs
8	Mosquito killing spray	Baygon Spray	01 ltr.
9	Mosquito killing spray (625 ml)	Hit black	02 Pcs
10	Glass cleaner (500 ml.)	Collins	01 Pc
11	Room freshner (125 gm)	Premium	02 Pcs
12	Dusting cloths	Medium Size	12 Pcs.
13	Mopper(Poccha) Big size	Large Size	10 Pcs.
14	Mopping wiper	common size	04 pcs
15	Toilet brush Plastic		02 Pcs
16	Broom( Seenk Jharoo)		02 Pcs
17	Broom( Phool Jharoo)		04 Pcs
18	Sweepers Broom with Lathi		03*
19	Caustic Soda		500 gm.
20	Soap @5/-	Lifeboy	10 Pcs
21	Harpic (toilet cleaner)	650 ml	2 Pcs
22	Mosquito Riffle with Machine	All Out	5 Pcs
23	Supa (to lift garbage)		2 Pcs
24	Celling broom		1 Pcs
25	Candle @ 10/-		5 candle

## Annexure III

### Scope Of Work :For Providing Guarding Services

Kendriya Vidyalaya Sangathan, ZIET Gwalior functions under Kendriya Vidyalaya Sangathan, an Autonomous Body under School Education Deptt., Ministry of Education Govt. of India having surrounded campus of 15 Acres Land. Competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, ZIET Gwalior from the Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) years w.e.f. **01<sup>st</sup> January 2023 to 31<sup>th</sup> December 2023**, (which may be extended by another one year), as indicated below details :

#### 1. (A) Nature and Scope of Work :

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

Sr.	Category of Manpower	Responsibilities
1.	Gardener (Male)	General maintenance and upkeep of ZIET Garden which include planting new tree saplings, flower plants etc, and watering them. It also includes keeping the entire ZIET premises free from unwanted plants, weeds, bushes etc.

#### 1. (B) The Way of Gardening Work to Be Done:

Maintenance and up keeping of gardens, play-fields and campus area of the KVS, ZIET Gwalior.

#### Terms and conditions for Providing Services of Gardening in the KVS, ZIET

1. That the Agency shall provide Gardening arrangements for KVS, ZIET premises (located Near Vivekananda Needam, Gwalior 474002) with effect from the date of signing of agreement.
2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, & discipline and work. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state. The Institute shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through cheques on 5<sup>th</sup> of every month.
3. That the entire responsibility for taking maintenance measures of the gardens, play fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the Agency shall provide, complete continuous gardening measures throughout the year to the KVS, ZIET, Gwalior by changing the personnel in rotation or replacement, if necessary.
5. That the Agency shall provide proper gardening tools to the Gardner such as favada, gainti, khurpi, khuladi, panja, tasla, talvar, rose cutter, hage cutter, 02 nos water pipe (100 + 100 feet) and garbage trolley with wheel etc. Grass cutting machines should be motor operated and the expenditure on petrol and maintenance of machine will be born by the Agency.
6. Trimming of plants & trees, removal of grass, bushes etc should be done properly and regularly so that the entire campus looks neat and clean. The removed material should be disposed off outside and away from the Institute and any cost for waste disposal shall be borne by the Agency.
7. The materials of the garden – fruits, vegetables, flowers, wood etc – available is the property of the ZIET. Taking them out/removing them by the Security Guards are strictly prohibited. If it is found to be done by the Agency men strict penalty will be imposed in the form of wage cut. They are duty bound to collect them and hand it over to the Institute.

**Scope Of Work :For DATA ENTRY OPERATOR Services**

Kendriya Vidyalaya Sangathan, ZIET Gwalior functions under Kendriya Vidyalaya Sangathan, an Autonomous Body under School Education Deptt., Ministry of Education Govt. of India having surrounded campus of 15 Acres Land. Competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, ZIET Gwalior from the Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) years w.e.f. **01<sup>st</sup> January 2023 to 31<sup>th</sup> December 2023**, (which may be extended by another one year), as indicated below details :

**1. (A) Nature and Scope of Work :**

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

<b>Sr.</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1.	<b>DATA ENTRY OPERATOR</b>	Computer data entry, preparing of reports Scanning the documents, and other office documents. 2. Typing of official letters and other documents. 3. Handling existing data and editing current information. 4. Proof reading new entries into a database etc. 5. Keeping the office record updated. 6. Taking back up of data at regular intervals and storage of data. 7. Any other as required time to time.

**Terms and conditions for Providing Services of Data Entry operator in the KVS, ZIET**

The data entry operators should be at least Higher secondary ( 12th ) pass with a fair command on English. He /she should have sufficient knowledge of computer operations like MS Office (MS Word, MS excel and MS Access) and basics of internet use. The data entry operators should have typing speed of 30 WPM (minimum) in English. The nature of services shall include carrying out all the functions generally performed in this office by data entry operators including but not limited to the work of maintenance of office record.

**The nature of services required to be done by Data entry operator are as below:**

1. Computer data entry, preparing of reports Scanning the documents, and other office documents.
2. Typing of official letters and other documents.
3. Handling existing data and editing current information.
4. Proof reading new entries into a database etc.
5. Keeping the office record updated.
6. Taking back up of data at regular intervals and storage of data.
7. Any other as required time to time.

## MODEL AGREEMENT FOR SERVICE CONTRACT

### 1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] TwoThousand [YEAR] between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act.(XXI of 1860) through.....located at Kendriya Vidyalaya SANGATHAN ZIET GWALIOR,NEAR VIVEKANAD NEEDAM District-GWALIOR (M.P.) 474002 (herein after called ..... which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [] a [COMPANY/FIRM] registered office at [ADDRESS] (hereinafter called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

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1 \* In the format two types of brackets have been used. These are;

- |                              |   |  |
|------------------------------|---|--|
| (i) Square Bracket [ ]       | : | these brackets indicate the following;                               |
| (a) [xxxxxxx]                | : | replace the instruction by filling irrelevant text;                  |
| (b) [xx/yy/zz]               | : | among the options choose the applicable one (s) and delete the rest; |
| (c) [clause/phrase/sentence] | : | optional, choose whichever Applicable to the specific requirement.   |

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- |                            |   |                           |    |
|----------------------------|---|---------------------------|----|
| (ii) Ordinary Brackets ( ) | : | these brackets are a part | of |
| the text and are to be     |   | retained.                 |    |

### DEFINITIONS

The agreement is general in nature wherein the particular office has been generally referred to as "INDENTING OFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired the word "INDENTING OFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by a suitable abbreviated name/acronym.

## 1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business / objective /activity of the CONTRACTING AGENCY] and is desirous of providing service to the ..... [on/in/for] [name the area of service contract].

1.2.2 WEHREAS ..... at its [NAME OF THE OFFICE] (hereinafter called the INDENTING OFFICE) is seeking service on contract for [name of the area of service contract] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants here in after contained, the parties hereto agree as follows:

## 1.3 SCOPE OF THE AGREEMENT

1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the CONTRACTING AGENCY and INDENTING OFFICE /pertaining to the WORK.

## 1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by the CONTRACTING AGENCY the .....shall pay to CONTRACTING AGENCY as follows after deducting Income Tax at source on the total amount:

- (i) Rs. \*\* per man month / man day / man hour on [DATE] of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the CONTRACTING AGENCY.  
\*\*Rs. \_\_\_\_\_ For service contract on \_\_\_\_\_

## 1.5 MODALITIES OF CONTRACT

1.5.1 This contract is of the nature of service contract for a specified period and not labour contract.

1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 1 to the Agreement.

1.5.3 There will be a Screening Committee for evaluation of progress of the WORK. This Committee shall be set up by the INDENTING OFFICE. It will [fix/indentify] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any state the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice served, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement

shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.

1.5.4 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTINGOFFICE shall be as per para 2 of the tender document.

## **1.6 RESPONSIBILITIES OF CONTRACTING AGENCY**

- 1.6.1 CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 1 to the Agreement by providing manpower including material in the premises of the INDENTING OFFICE.
- 1.6.2 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.
- 1.6.3 CONTRACTING AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwise on valid reasons.
- 1.6.4 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.5 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them. Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.
- 1.6.6 CONTRACTING AGENCY shall be responsible for any damage to the property /equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].
- 1.6.7 Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of INDENTINGOFFICE shall be final in this regard.

## **1.7 RESPONSIBILITIES OF THE INDENTING OFFICE**

- 1.7.1 INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers

provided by the CONTRACTING AGENCY for fulfillment of the work.

1.7.2 INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.

1.7.3 INDENTING OFFICE will maintain a separate record of attendance of no. of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on pro rata basis after deducting the days of absence without suitable replacement or poor performance.

## **1.8 COMPLETION**

1.8.1 The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by the Screening Committee set up vide provision 1.5.3.

## **1.9 CONFIDENTIALITY**

1.9.1 during the tenure of the Agreement and [.....years | thereafter the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged / generated pertaining to work under this Agreement for any purposes other than in accordance with the Agreement.

## **2.1 FORCE MAJERE**

2.1.1 Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood earthquake, strike, lockouts, epidemics, riots, civil commotion, etc, provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action

## **2.2 EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT**

2.2.1 The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a period of [months]from the said date.

2.2.2 The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

2.2.3 During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of

this Agreement or otherwise by giving a [ months] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

2.2.4 In this event of termination of the Agreement vide provision 2.2.3 the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE.

2.2.5 In the event of termination of agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

### 2.3 NOTICES

2.3.1 All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the CONTRACTING AGENCY at its last known address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at [New Delhi / name of the city],

### 2.4 AMENDMENTS OF THE AGREEMENT

2.4.1 No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The **modifications / changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.**

### 2.5 ASSIGNMENT OF THE AGREEMENT

2.5.1 The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

### 2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the ..... The decision of the ..... shall be final and binding on both the parties

### SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this Agreement on the day, month and year mentioned hereinbefore.

**Parties**

For and on behalf of KVS INDENTING OFFICE

Signature .....

Name.....

Designation .....

Seal.....

Witness (Name and Address)

1.

2.

**Parties**

For and on behalf of Contracting Agency

Signature.....

Name.....

Designation.....

Seal.....

Witness (Name and Address)

1.

2.