

बिड दस्तावेज / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	01-05-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	01-05-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (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 Ro Patna
वस्तु श्रेणी / Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; SWEEPER , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; GARDENER , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; CARE GIVER , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; MTS
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 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

बिड विवरण/Bid Details

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 t buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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	3
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	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	2493888
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	120000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा ग

है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

PRINCIPAL

KVS RO Patna, Department of School Education and Literacy, KENDRIYA VIDYALAYA SANGATHAN, Ministry of Education (Mohammad Shahnawaz Ahmad)

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

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution or incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years as of the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having

provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined 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. L-1 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 Public Procurement (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.

8. 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.

9. 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 or
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

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1776681935.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1776681940.pdf](#)

Scope Of Work For the Service:[1776681945.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to60 years

विवरण/ Specification	मूल्य/ Values
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	AS PER ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Bihar

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

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 Requireme
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क्र.सं./S.No	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requireme
1	Mohammad Shahnawaz Ahmad	802302,Zero Mile,PO.-Anaith, Ara, Distt.- Bhojpur, State:- Bihar,PIN- 802302 Parliamentary Constituency Ara, State Bihar	3	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 781 • Provident Fund (INR per day) : 60 • EDLI (INR per day) : 2.5 • ESI (INR per day) : • EPF Admin charge (INR per day) : 2.5 • Bonus (INR per day) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Number of working days in a month : 3

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; SWEEPER (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	SWEEPER
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	AS PER ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Bihar

विवरण/ Specification	मूल्य/ Values
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

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 Requireme
1	Mohammad Shahnawaz Ahmad	802302,Zero Mile,PO.-Anaith, Ara, Distt.: - Bhojpur, State:- Bihar,PIN- 802302 Parliamentary Constituency Ara, State Bihar	4	<ul style="list-style-type: none"> Tenure/ Duration of Employment (in months) : 12 Basic Pay (Minimum daily wage) : 556 Provident Fund (INR per day) : 60 EDLI (INR per day) 2.5 ESI (INR per day) : 18.07 EPF Admin charge (INR per day) : 2.5 Bonus (INR per day) : 0 Optional Allowance (in Rupees) : 0 Optional Allowance (in Rupees) : 0 Optional Allowance (in Rupees) : 0 Number of working days in a month : 2

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; GARDENER (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	GARDENER
Category of Skills	Semi skilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	AS PER ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Bihar

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

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 Requireme
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क्र.सं./S.No	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requireme
1	Mohammad Shahnawaz Ahmad	802302,Zero Mile,PO.-Anaith, Ara, Distt.:- Bhojpur, State:- Bihar,PIN- 802302 Parliamentary Constituency Ara, State Bihar	1	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 478 • Provident Fund (INR per day) : 57.36 • EDLI (INR per day) : 2.5 • ESI (INR per day) : 15.53 • EPF Admin charge (INR per day) : 2.5 • Bonus (INR per day) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Number of working days in a month : 2

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; CARE GIVER (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	CARE GIVER
Category of Skills	Unskilled
Gender	Female
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	AS PER ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes

विवरण/ Specification	मूल्य/ Values
Name of states/ UT for geographical presence is required	Bihar
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

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 Requireme
1	Mohammad Shahnawaz Ahmad	802302,Zero Mile,PO.-Anaith, Ara, Distt.: - Bhojpur, State:- Bihar,PIN- 802302 Parliamentary Constituency Ara, State Bihar	1	<ul style="list-style-type: none"> Tenure/ Duration of Employment (in months) : 12 Basic Pay (Minimum daily wage) : 556 Provident Fund (INR per day) : 66.72 EDLI (INR per day) : 2.5 ESI (INR per day) : 18.07 EPF Admin charge (INR per day) : 2.5 Bonus (INR per day) : 0 Optional Allowance (in Rupees) : 0 Optional Allowance (in Rupees) : 0 Optional Allowance (in Rupees) : 0 Number of working days in a month : 2

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; M (2)

तकनीकी विशिष्टियाँ / Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	MTS
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	AS PER ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Bihar
एडऑन /Addon(s)	

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 Requireme
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क्र.सं./S.No	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requireme
1	Mohammad Shahnawaz Ahmad	802302,Zero Mile,PO.-Anaith, Ara, Distt.: - Bhojpur, State:- Bihar,PIN- 802302 Parliamentary Constituency Ara, State Bihar	2	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 556 • Provident Fund (INR per day) : 66.72 • EDLI (INR per day) : 0 • ESI (INR per day) : 18.13 • EPF Admin charge (INR per day) : 2.5 • Bonus (INR per day) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Optional Allowance (in Rupees) : 0 • Number of working days in a month : 2

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

पीएम श्री केन्द्रीय विद्यालय आरा, भोजपुर

PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR

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TENDER DOCUMENT

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Sub: Inviting Bid for supply of Manpower outsourcing service through GEM (Security Guards, Sweeper, Gardener, Caregiver & Multi Tasking Staff).

Sir/Madam,

The PM SHRI Kendriya Vidyalaya Ara, Bhojpur under Kendriya Vidyalaya Sangathan, New Delhi , is an autonomous Organization under the Ministry of -Human Resource Development Govt.of India funded by Govt.

2. Tenders are invited by the Kendriya Vidyalaya Ara, Bhojpur under two Bid System (Part-A Technical and Part-B Financial Bid) from the reputed registered Consultant/Service Provider Firm for providing power through GeM service contract initially for a period of 01 (One) Year w.e.f. 01.05.2026 which may be extended for three month after approval of Regional Office, Patna and Chairman, VMC, PM SHRI Kendriya Vidyalaya, Ara, Bhojpur.

Ø The details as indicated below:-

A. Area of the Building 4.98 Acres having approximately 25 rooms and 14 toilets, meeting Room, corridors, stairs and open areas -as well as surrounding areas. Parties are advised to see the location/Vidyalaya premises Physically prior quote the rate.

Address/Location of the Building PM SHRI Kendriya Vidyalaya Ara, Bhojpur
Near Zero Mile, Ara, Ara-Sasaram Road
Bihar -802302

B. Man power required:-

(1) Security Guards:-

SN.	Category of Manpower	Minimum qualification or/and experience	Number of personnel required in the shifts	As per the following (Round the Clock)
1	Security Guards	High School	01 (one)	6.00 AM to 2.00 PM
2	Security Guards	High School	01 (One)	2.00 PM to 10.00 PM
3	Security Guards	High School	01 (One)	10.00 PM to 6.00 AM

Total - Four Security Guards.

An outline of tasks to be carried out by different category of manpower provided as under

S.No	Category of Manpower	Responsibilities
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1	Security Guards	To provide security/guard the Students/parents/Visitors or e other person coming in/out the Vidyalaya campus and ssets of the Vidyalaya.
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The following manpower (for six days in a week from Monday to Saturday during the whole month) be ployed in such a way that the workers may be available up 3.00 PM in the Vidyalaya.

(2) SWEEPER:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Workers for cleanliness (Gents and ladies both)	Primary Standard	04 (Six) Four for 7.00 AM to 3.00 PM

Total 4 workers (80 % Gents and 20% Female) for cleanliness of the area as stated here above a at para 2 "A ere above.

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

S. No.	Category of Manpower	Responsibilities
1	Workers for cleanliness	To clean the office wherever he/she is deputed as stated he above at para- 2 -"A" here above.

The following manpower (for six days in a week from Monday to Saturday during the whole month) be ployed in such a the way that the workers may be available up 3 PM in the Vidyalaya

(3) GARDENER :-

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Workers for Gardening (Gents)	Primary Standard	01 (one)

Total:- Two as stated here above at para- 2 "A" here above.

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

S.No.	Category of Manpower	Responsibilities
1	Workers for Gardening	To Gardening the Garden wherever he is deputed as stated here above at 2 -"A"

(4) CAREGIVER :-

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	CAREGIVER FOR BALVATIKA	Class X and its equivalent	01 (ONE)

Total:- One as stated here above at para- 2 "A" here above.

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

S.No.	Category of Manpower	Responsibilities
1	CAREGIVER FOR BALVATIKA	Provide direct care and guidance to children

(4) Multi Tasking Staff :-

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Multi Tasking Staff	Class X and its equivalent	02 (TWO)

Total:- One as stated here above at para- 2 "A" here above.

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

S.No.	Category of Manpower	Responsibilities
1	Multi Tasking Staff	Maintain office record and Work

सुरक्षा गार्ड (हथियार रहित), गृह-प्रबंधन(साफ-सफाई),माली, आया (केअर गिवर) और मल्टी टास्किंग स्टाफ हेतु

**Security Guard (Without Arms), House keeping (Conservancy),Gardener , Care Giver and
ti Tasking Staff**

निम्नलिखित प्रत्येक दस्तावेजों की स्व-अनुप्रमाणित प्रतियां जमा करना अनिवार्य है -

Self-attested copies of each of the following documents are to be submitted compulsorily

1. फर्म का नाम व पता / Name and address of the Firm (पंजीकृत पता झारखंड का होनी चाहिए /**Registered address should MUST be of Bihar State**)
Bidder should have at least one registered office in Jharkhand.
2. फर्म का प्रकार / स्वरूप Nature of the Firm/ (सार्वजनिक/निजी/ साझेदारी/स्वत्वधारी)
(Public/Private/Partnership/Proprietorship)
3. फर्म का पंजीकरण (प्रलेखी/दस्तावेजी प्रमाण संलग्न करें)/ Registration of the Firm
(Attach documentary proof)
4. दूरभाष सं और मोबाईल नं व ई-मेल आईडी/Land line No. and Mobile No. & E mail-id
5. विगत 03 वर्षों में कंपनी का संक्षिप्त परिचय/ विवरण/ Brief profile of the Company in the
last 03 (three) years.
6. विगत 03 वित्तीय वर्षों (2022-23, 2023-24, 2024-25) का लेखापरीक्षित तुलन-पत्र और लाभ-हानि लेखा/ last 0
three) Financial years (2022-23, 2023-24, 2024-25) Audited Balance Sheet and Profit and Loss A
unt
7. वर्तमान वर्ष के दौरान अर्थात् अप्रैल 2025 के बाद किसी भी समय रु 10 लाख के लिए बैंकर द्वारा जारी ऋण शोध
क्षमता प्रमाणपत्र / Solvency Certificate from the Bankers for Rs 10 Lakh issued any time during Curi
t Year i.e. after April, 2025
8. विगत 02 वर्षों के दौरान प्रयोक्ता/ग्राहकों के सेवा आपूर्ति आदेश के साथ उनकी की सूची /List of clients during las
o years along with their Supply Order
9. जीएसटी संख्या की प्रति और पिछले वित्तीय वर्ष 2024-25 में इसका अनापति/ रिटर्न प्रमाणपत्र /Copy of GST N
nd its clearance/return Certificate for last FY 2024-25.

10. पैन कार्ड की प्रति और अद्यतन आयकर अनापत्ति एवं विगत 03 वित्तीय वर्षों (2022-23, 2023-24, 2024-25) आय रिटर्न प्रमाणपत्र की प्रति /Copy of PAN Card and Current IT clearance and copy of last 03 (three) Financial years (2022-23, 2023-24, 2024-25) return Certificate
11. कर्मचारी भविष्य निधि पंजीकरण की सत्यापित प्रति /Attested copy of EPF registration
12. कर्मचारी राज्य बीमा पंजीकरण की सत्यापित प्रति /Attested copy of ESI registration
13. श्रम लाइसेन्स की सत्यापित प्रति / Attested copy of Labour License Certificate
14. झारखंड सरकार से प्राप्त पी.एस.आर.ए.प्रमाणपत्र /**PASARA Certificate obtained from Jharkhand Government**
15. फर्म को अंडरटेकिंग पत्र प्रस्तुत करना होगा कि फर्म को कभी भी काली सूची में नहीं डाला गया है /An undertaking to be submitted by the Firm declaring that the Firm has never been blacklisted.
16. फर्म की विशिष्ट उपलब्धि, यदि कोई हो/Specific achievement of the firm, if any
17. **FIRMS HAS TO SUBMIT BID SECURITY DECLARATION/EMD/IN THE FORM APPLICABLE AS PER RULE.**
18. **PERFORMANCE SECURITY ADMISSIBLE AS PER GeM NORMS IE 3-5% WILL BE TAKEN BY DEBIT ORDER/CHEQUE.**

THE ABOVE DOCUMENTS ARE COMPULSORY AND MUST BE UPLOADED IN TECHNICAL BID & THIS WILL BE BASIS FOR SELECTION OR REJECTION OF THE PARTICIPATED FIRMS.

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SCOPE & TERM & CONDITION OF WORK FOR OUTSOURCING SERVICES

AGREEMENT FOR ENGAGING OF AGENCY FOR PROVIDING SERVICES FOR SECURITY, CONSERVANCY (Housekeeping), GARDENER, CARE GIVER & MULTI TASKING STAFF IN KENDRIYA VIDYALAYA, ARA, BHOJPUR.

1. For the consideration hereinafter mentioned. The contractor shall upon and subject to the conditions and terms set forth hereunder to execute and complete the works as shown and described.
2. That this Agreement/Contract is valid for a period of one year from 01.12.2025 to 30.11.2026. On outstanding performance of the work during previous year by the Contractor, the Service for three months may be extended after permission of KVS Regional Office Patna and Chairman, VMC PM SHRI KV **ARA, BHOJPUR**.
3. The KENDRIYA VIDYALAYA **ARA, BHOJPUR** will pay the contractor an amount as quoted in tender documents/ comparative statement attached herewith for person employed for the services as per requirement of M SHRI KENDRIYA VIDYALAYA **ARA, BHOJPUR** (or such other sum due and payable here under in accordance with the rates fixed by the Govt. as amended time to time and in the manner specified in the conditions). The updated rate of Minimum wages can be verified from the Ministry of labour website link <https://clc.gov.in/node/706>. The above rates are mentioned EPF , ESI , Services charges as per rates applicable as per Government Norms, amount from payment will be deducted on Pro-rata basis in case of absence of a person on any amount. The amount payable per person will not be changed during the period of the contract, except in case of any change in Minimum wages by the Central Govt. ALL the firms have to submit updated rate of EPF, ESI and other charges as applicable.
4. For Procurement of all the Services, GST is not payable, as the KVS is under exempted category being an educational institution.

5. **Performance Security Deposit:-** The First Party shall have to deposit a security Deposit in favour of “ **KENDRIYA VIDYALAYA, ARA, BHOJPUR VVN A/C**” Payable at **ARA** AS fixed by the PM SHRI KENDRIYA VIDYALAYA **ARA, BHOJPUR** as per rules in the form of an Account Payee Demand Draft.
6. The said contractor shall execute /provide the services as mentioned in Appendix-I, II, III, IV & V with his own efforts according to the directions of the KENDRIYA VIDYALAYA **ARA, BHOJPUR** or its duly appointed official given from time to time.
7. The said contractor shall during the Period of the contract provide such labour as required for carrying out the services as contained in the Appendix-I, II, III, IV & V
8. The said contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
9. The monthly bills would be submitted by the contractor to PM SHRI KENDRIYA VIDYALAYA **ARA, BHOJPUR** on the first week of the following month which will be paid by PM SHRI KENDRIYA VIDYALAYA **ARA, BHOJPUR** latest by the 7th of each month/as soon as possible by NEFT/Cheque in favour of “**XXXXXXXXXXXX**.” **The necessary TDS shall be deducted from the gross bill amount wherever applicable.**
10. The uniform and so required materials will be supplied by the contractor to the person deployed.

11. KENDRIYA VIDYALAYA ARA, BHOJPUR shall have right to increase or decrease the number of manpower deployed by contractor as per requirement without assigning any reason.

12. A list of the workers, engaged by the contractor shall be provided to PM SHRI KENDRIYA VIDYALAYA **ARA, BHOJPUR** at the time of taking over the duties. Any change in the list shall be communicated immediately to **KV ARA, BHOJPUR**.
13. The worker employed by the contractor shall be, of good character, sound health and shall be in the age 18 years to 65 years or as applicable. No criminal case should be pending against any of its worker. The Police Verification of all workers deployed by the contractor is mandatory after Bid Awarded.
14. The person deployed by the contractor for services shall have no claim whatsoever to any employment or reference in employment, regularization, absorption, selection to appointment, continuity in services etc. with the Kendriya Vidyalaya Sangathan.
15. **The contractor must have to install Biometric attendance machine on own expenses for monitoring of attendance of workers deployed.**
16. In case of any dispute arising out of this agreement, the same shall be resolved initially by Mutual discussion between the parties with a period of 60 (sixty) days failing which appropriate courts at **Patna** will have the jurisdiction to adjudicate upon the matter.
17. **The contractor shall have to provide the proof of deposit of EPF & ESI to the individual account of the worker deployed each month along with the bill. The service provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, PF, contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.**
18. The contractor shall be responsible to provide immediate replacement in place of any worker who is not available for duty, for any reason whatsoever. The contractor shall carry out such other duties as may be entrusted to them from time to time by **PM SHRI Kendriya Vidyalaya, ARA, BHOJPUR**
19. The Contractor shall not replace/remove any employee without consent of Principal, PM SHRI KV ARA, BHOJPUR.

20. The PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR shall not be liable to pay any sum of money to the contractor or anyone else claiming under this contract over and above what is payable under this contract to the contractor.
21. All money which the said contractor shall be liable to pay to the KENDRIYA VIDYALAYA ARA, BHOJPUR on account of the breach of this agreement /contract or any other account shall be deducted by the KENDRIYA VIDYALAYA ARA, BHOJPUR and will be adjusted against any money or moneys which may be due to said contractor on account of carrying out the services of the contractor.
22. The contractor shall remain liable to and shall pay indemnity to the PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR in respect of all causes of action, claim, damages, compensation or cost, charges and expenses arising out of any accident or injury sustained by the employee or anyone else in the PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR caused directly or indirectly by anyone in the employment of the contractor. PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR shall not be responsible for any compensation which may be required to be paid to the worker (s) of agency consequent upon any injury /Mishap.
23. The PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR shall be entitled to determine/terminate this agreement contract and discharge the contractor without prejudice to other rights and remedies available to it, if the contractor shall become insolvent or fails and or neglects to carry out instruction on its behalf or to Complete the service or suspend the same or delay the progress thereof without reasonable cause. It is made clear that the essence of this contract is the satisfaction of the PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR regarding the performance and proper execution of the services.
24. In case of termination of this Agreement or contract and / or discharge of the contractor as herein stipulated, the PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR shall be entitled to appoint a new contractor or contractors to continue according to PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR specifications and authorize the contractor / contractors to use any plant, materials and the property of the contractor left upon and the contractor shall, in such case lose all & interest whatsoever under this agreement or contract, except his claim for money unpaid on settlement of account between the parties and scrutiny of his bills.
25. In case of any dispute or difference that arise between the parties during the period of the contract or after the arrangement /contract has come to an end /after period of his agreement gets over, whichever is earlier abandonment of the work/services as to the meaning of this contract or relating either to the services of or any other matter or thing arising directly or indirectly under this agreement /contract, then in such an event the same shall be referred to Arbitrator and the final decision of a single Arbitrator to be appointed by the PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR **who alone shall consider and determine the same and whose certificate or award shall be binding and conclusive upon both the said parties.**
26. The PM SHRI **KENDRIYA VIDYALAYA ARA, BHOJPUR** shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the PM SHRI **KENDRIYA VIDYALAYA ARA, BHOJPUR** is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
27. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages. Prescribed by the Central Govt. And will include such other benefits may be available to its employees under the relevant Acts and Regulations applicable. The **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
28. Insurance and accident risks of the workers will be the responsibility of the contractor.
29. All the workers of the contractors shall be free from infectious diseases. They should also be duly vaccinated with COVID-19 vaccines and adhere to Covid Protocol as issued time to time
30. The contractor will ensure that proper license/from the concerned authorities, wherever applicable, are obtained promptly.
31. 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 PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR**

PUR in writing.

32. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR**. Sufficient workers will be employed or discharging the responsibility with supervisors to supervise the work.
33. The **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** reserves the right to order any worker of the contractor to leave the premises of the **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** if his presence at a time is felt undesirable.
34. The contractor shall be liable for any loss or breakage or damages done by its employee or theft during the period of contract. The contractor shall pay to the **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** exact cost or go for replacement.
35. **ARBITRATION-** In case of any dispute between the Agency and **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** arising out of or in relation to this agreement, the same shall be referred to the Chairman, VMC, **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** who will be the sole arbitrator as per the Arbitration and Conciliation Act. The decision of the **Chairman, VMC, PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** shall be final and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940 as amended from time to time.
36. 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 one month notice in writing to the defaulting party.

37. Supervision: The contractor shall authorise a person to supervise the cleaning and maintenance service who will report to the designated officer of PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR as and when required.

38. JURISDICTION : The courts at ARA, BHOJPUR will have jurisdiction over all legal disputes arising out of this agreement. In case of any ambiguity in language, interpretations etc. the English version shall be preferred and considered valid.

Note:- The minimum wage rates of manpower/EPF/ESI shall vary according to amendments/ increment enforced by Central Govt./ Appropriate Authority from time to time)

PRINCIPAL

REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.

- § The Agency shall comply with all applicable laws and regulations in the case of workers who are engaged by it.
- § The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.

- § The contractor's worker shall be polite, courteous, well behaved and honest.
- § The agency employees shall not harass the employees of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** The employees of the Agency shall be courteous, well behaved and honest.
- § The Agency shall be solely responsible and liable for any theft, burglary, fire or any other mischievous act committed by his employees.
- § The antecedents of all the workers shall be verified by the police by the agency before posting to work.
- § The employees of the Agency shall not enter into any illegal activity within the school premises and shall be of good moral character.
- § The Agency shall ensure that appropriate license/ permissions are obtained promptly from the authorities concerned, wherever applicable.

- § If any employee engaged on duty by the Agency takes any leave or remains absent from duties without the prior permission of the Competent Authority of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR**. The option will be provided by the agency/contractor in case of exigencies.
- § Kendriya Vidyalaya being a "**No Tobacco Zone**", the contractor shall ensure that employees engaged at the firm don't take tobacco or alcohol in any form in the office premises
- § *In case of any confusion due to language, English version will be considered for the contract.

Note: -

- For Procurement of all the Services , **GST is not payable as the KVS is under exempted category being an educational institution.**
- The firms participating in the bid must be base/registered in Jharkhand state.
- The rates of minimum wages, EPF, ESI rates are latest & subject to time to time change by the concerned ministry.
- The term and conditions mentioned in ATC i.e., Additional T & C will be taken into account while bidding the technical bid and other process

Appendix

Ø TERMS AND CONDITIONS FOR CLEANING/ SWEEPING/ JOBS ETC. FOR KENDRIYA VIDYALAYA ARA, BHOJPUR (WITHOUT MATERIALS)

A) SCOPE OF WORK :

1. Sweeping of entire area of the school building and surrounding of building (including surrounding boundary) and collection of all waste materials and disposal of the same as per instructions of the authority of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR**.
2. Cleaning of the floor area of all classrooms, corridors, offices, departments and staircase, etc. with vacuum floor dusters, detergent, disinfectants, etc. once in the morning before opening of the Vidyalaya and thereafter interval especially in the area like corridors, stairs etc. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, again in the afternoon or as may be specified by the **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR**
3. Cleaning of carpets durries etc.
4. Sweeping and cleaning of open area, roads, passages, lawn etc. in and around the boundary of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR premises**.
5. Regular dusting/ cleaning of furniture (table and chair) and equipment, telephones, book cases, fillirabinets, Almirah and doors and windows in offices, all other rooms and other spaces of the office, everyday before opening of the Vidyalaya.
6. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/ cakes and odonil cakes in the urinals.

7. The choking of the sanitary installations. E.g. Traps, bottle traps, gully traps etc. is to be cleared with 24 hours of noticing the complaint.
8. All complaints of leakage in the GI & CI pipes, etc. area also to be attended within 24 hours.

B) Item of work to be done generally once in a week.

- a. Washing and scrubbing of floor areas with detergents and dirt removing agent.
- b. Acid cleaning of sanitary wares, without damaging their shines.
- c. 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.
- d. Cleaning of field surface in the corridors and stair cases and class after shifting the furniture.
- e. Cleaning of water storage tanks and water coolers, if any.
- f. Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.
- g. Dusting and cleaning of fans, electrical fitting and windowpanes with glass cleaning chemical/agents and cleaning of partition panelling etc.
- h. Removal of cobwebs in all rooms and other spaces of the building.

C) Requirement from the staff of the Agency: their duties, behaviour, etc.

- a. The contractor shall comply with all the laws and regulations applicable in the matter of such work as are engaged by it.
- b. The contractor's staff shall not disturb the employees of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** or make any sort of noise in the office.
- c. The contractor's workers shall be polite, courteous, well behaved and honest.
- d. The contractor shall be fully responsible and liable for any theft. Burglary, fire or any other mischief or misdeed done by its workers.
- e. The antecedents of all the workers should be got verified from police by the agency before deployment for work.
- f. The contractor's workers shall not engage into any unlawful activity within the premises of **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** and shall maintain a good moral character.

PRINCIPAL

APPENDIX II

TERMS AND CONDITION FOR SECURITY SERVICES

A) SCOPE OF WORK :

1. Name of the office: **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** Address/ Location of the building: In the campus of NEAR ZERO MILE ARA, ARA-SASARAM ROAD, ARA, BHOJPUR, 802302
2. Area of the space: Whole Building and campus.
3. No. of days during the month: All the days including holidays and round the clock. SCOPE OF WORK

B) TERMS AND CONDITIONS TO BE EXECUTED BETWEEN XXXXXXXXXXXXXXXXXXXX AND KENDRIYA VIDYALAYA ARA, BHOJPUR FOR PROVIDING SECURITY SERVICES.

- 1. That the agency shall provide security arrangement for PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR building /premises located at with effect from 01.05.2026.**
- 2. That the agency would undertake to engage, employ and provide the requisite number of trained Employee/Ex-serviceman for the purpose and also be responsible for payment of their emoluments and carry out the duties, discipline and work.**
3. That the entire responsibility for taking security measure of the said building / premises is of the agency and **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. due to negligence of the persons employed by it.
- 4. That the agency shall provide complete continuous security measures throughout 24 hours by changing the personnel in rotation or replacement.**
5. That **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPUR** on its part shall at no time directly or indirectly employ the service of or deal with any person introduced by the agency for a period of one year from the date of termination of the contract.
- 6. Only Un-armed/ Ex-serviceman/Ex-Para Military Personnel/civilian guards in proper uniform with verified antecedents will be employed.**

PRINCIPAL

APPENDIX

SCOPE OF WORK ,TERMS AND CONDITIONS FOR C

ARDENER

Daily Work

- To take care of tree saplings in and around the **PM SHRI KENDRIYA VIDYALAYA ARA, BHOJPU** building and its disposal as per the directions of the competent authority.
- Cutting and weeding of grass in the playground located in the school premises.
- Good care and watering of trees, plants and flowers in the morning and evening.
- Compliance with the work as told by the officer and employee of the School.
- Fertilizing trees and spraying insecticides.
- Any other work assigned by the Principal.

PRINCIPA

APPENDIX

SCOPE OF WORK ,TERMS AND CONDITIONS FOR CARE GIVER FOR BALVATIKA

A) Qualification for Caregiver or Helper shall be as prescribed by NCERT/ NCPDR: She should be a graduate (Class X or its equivalent) from a recognised board, minimum 18 years of age and should have induction training in Preschool Education Or Any person possessing skill training /adequate training as prescribed by NIPCCD, NSDC or any other institution recognised by the central Government/appropriate Government/ Recognised University/ Board.

B) Child Caregiver Duties:

1. Provide direct care and guidance to children
2. Caregiver will be responsible for safety and security of the class.
2. She will take hygienic need and natural needs of the students
3. She will bring students from the Vidyalaya gate to the class and handover student to class teacher and at the time of dispersal of the Vidyalaya she will leave the student upto the concerned transportation
4. Caregiver remains in the class with student during school hour.
5. Assist in development and execution of activities
6. Recommend activities, crafts, toys, games, and other age-appropriate materials to use for didactic activities

7. Spend quality time with children
8. Ensure safety of the children
9. Provide meal and snacks brought by students from their home.
10. Educate children on personal hygiene and social development
11. Arrange developmentally appropriate activities
12. Recognize and respond to children who may have behavioral or emotional problems
13. Record children's activities, reinforce positive behavior, and maintain discipline
14. Maintain a safe, clean, and healthy environment for the children
15. Handle children in emergency situations
16. Provide prompt, loving, and nurturing care that will meet the developmental, emotional, social, and physical needs of the child and family
17. Assist with daily activities including feeding, bathing, changing, dressing, toileting, and play
18. Provide transportation to and from daily activities
- 19.. Maintain a safe and clean environment for children

PRINCI

APPENDIX

SCOPE OF WORK ,TERMS AND CONDITIONS FOR MULTI TASKING STAFF

1. Physical maintenance of records of the

section.

2. General cleanliness and upkeep of the section Unit.

3. Carrying files and other paper within the office

4. Outside work ie Post office, bank etc.

Annexure - A

PERFORMA FOR TECHNICAL BID - CONSERVANCY/SECURITY SERVICES

1	फर्म का नाम व पता / Name and address of the Firm (पंजीकृत पता झारखंड का होनी चाहिए / Registered address should MUST be of Bihar State)	
2	फर्म का प्रकार / स्वरूप Nature of the Firm/ (सार्वजनिक/निजी/ साझेदारी/स्वत्वधारी) (Public/Private/Partnership/Proprietorship)	
3	फर्म का पंजीकरण (प्रलेखी/दस्तावेजी प्रमाण संलग्न करें)/ Registration of the Firm (Attach documentary proof)	
4	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
5	दूरभाष सं और मोबाईल नं व ई-मेल आईडी/Land line No. and Mobile No. & E mail id	
6	Banker of Agency with full address (Attach Bankers certificate of account maintenance)	

	for the last three years 2022-23 to 2024-25) Telephone Number of Banker	
7	जीएसटी संख्या की प्रति और पिछले वित्तीय वर्ष 2024-25 में इसका अनापत्ति/ रिटर्न प्रमाणपत्र /Copy of GST No. and its clearance/return Certificate for last FY 2024-25.	
8	पैन कार्ड की प्रति और अद्यतन आयकर अनापत्ति एवं विगत 03 वित्तीय वर्षों (2023-24, 2024-25, 2025-26)आयकर रिटर्न प्रमाणपत्र की प्रति /Copy of PAN Card and Current IT clearance and copy of last 03 (three) Financial years (2023-24, 2024-25, 2025-26) return Certificate	
9	विगत 03 वर्षों में कंपनी का संक्षिप्त परिचय/ विवरण/ Brief profile of the Company in the last 03 (three) years. 1. विगत 03 वित्तीय वर्षों (2023-24, 2024-25, 2025-26) का लेखापरीक्षित तुलनापत्र और लाभ-हानि लेखा/ last 03 (three) Financial years (2023-24, 2024-25, 2025-26) Audited Balance Sheet and Profit and Loss Account 2. वर्तमान वर्ष के दौरान अर्थात् अप्रैल 2025 के बाद किसी भी समय रु 10 लाख के लिए बैंकर द्वारा जारी ऋण शोधन क्षमता प्रमाणपत्र / Solvency Certificate from the Bankers for Rs 10 Lakh issued any time during Current Year i.e . after April, 2025	
10	विगत 02 वर्षों के दौरान प्रयोक्ता/ग्राहकों के सेवा आपूर्ति आदेश के साथ उनकी सूची/List of clients during last two years along with their Supply Order	
11	कर्मचारी भविष्य निधि पंजीकरण की सत्यापित प्रति /Attested copy of EPF registration	
12	कर्मचारी राज्य बीमा पंजीकरण की सत्यापित प्रति/Attested copy of Sub ESI registration	
13	श्रम लाइसेन्स की सत्यापित प्रति/ Attested copy of Labour License Certificate	
14	फर्म को अंडरटेकिंग पत्र प्रस्तुत करना होगा कि फर्म को कभी भी काली सूची में नहीं डाला गया है/An undertaking will have to be submitted by the Firm declaring that the Firm has never been blacklisted.	
15	Total No's of employees in the Agency	
16	Total Number of Working Experience in Years	
17	Earnest Money of Rs 25000/- in favour of KENDRIYA VIDYALAYA, ARA, VVN A/C payable at ARA is to be enclosed.	DD/ Pay Order No.....date

	(EMD exempted for MSME if they provide Certificate)	Name of Bank & Branch.....
18	License No. obtained from Govt. of BIHAR under PSARA Act to run private security agency (attach a copy)	
19	फर्म की विशिष्ट उपलब्धि, यदि कोई हो/Specific achievement of the firm, if any	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

Annexure

DETAILS OF CONTRACTS FOR PAST THREE YEARS

DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENT PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY// **CONSERVATION/ HOUSE KEEPING SERVICES GARDENING, CARE GIVER AND MULTI TASKING STAFF** DURING THE PAST 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 and FAX No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				

2				
3				
4				

(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

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//

e-D

DECLARATION BY THE TENDERERS:

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing 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

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.

5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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 a Random Algorithm executed by GeM system.
14. 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 catalogues 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 bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all 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 the 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 over ride 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 भारत के साथ 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 प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on 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 in this tender only 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 of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---