## TENDER FOR PROVIDING MAN POWER THROUGH SERVICE CONTRACT FOR KENDRIYA VIDYALAYA GUNTAKAL

### Annex-A

<table>
<thead>
<tr>
<th>SNo</th>
<th>Category of Man power/service</th>
<th>Number</th>
<th>Monthly Basic Wages + Variable DA */ per head</th>
<th>ESI** 4.75%(on wages) or On Ceiling Rs.6500/-</th>
<th>EPF** 13.61% (on wages) or Incl. over head profit per unit</th>
<th>Cost of sanitation material</th>
<th>Service Charges/ bonus/marg in etc</th>
<th>Unit OTA for security guards for 4 paid holidays</th>
<th>Monthly Unit rate (col.4+5+6+7+8+9)</th>
<th>Total monthly cost (col.No. 10x3) Rs.</th>
<th>Scope, Terms &amp; Conditions of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Watch &amp; Ward (Security guards without arms) 8 hours/ shift</td>
<td>03</td>
<td>*Rs. (daily wagex26 days)</td>
<td>Rs. @........%</td>
<td>Rs. @........%</td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Providing round the clock security service with uniform &amp; torch light, etc. Area of campus: 16.46 acres. (As per Annex.II)</td>
</tr>
<tr>
<td>2</td>
<td>Gardening (Unskilled) 8 hours duty</td>
<td>01</td>
<td>*Rs. (daily wagex26 days)</td>
<td>Rs.</td>
<td>Rs.</td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Maintenance and upkeep of gardens, play-fields &amp; compound of the Vidyalaya on all working days and as described by the Vidyalaya.</td>
</tr>
<tr>
<td>3</td>
<td>Cleaning/Sweeping jobs etc. (House keeping) Unskilled 8 hours duty</td>
<td>02</td>
<td>*Rs. (daily wagex26 days)</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td><strong>N/A</strong></td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>1. All days except Sunday and gazetted holidays. 2. With required sanitation material. (As per Annex.I) 3. 23 rooms, 6 toilets, corridors, open area and surrounding area of building.</td>
</tr>
</tbody>
</table>

---

**NOTE:**

- Scope, Terms & Conditions of work (Area of KV and rooms covered may be inspected before submitting the bid)
Note:

*1. Remuneration should not be less than Min. wages notified by the District admin./State govt./Min.of Labour & Employment, GoI, whichever is higher, as per Min. wages Act, duly supported by copy of latest GOs. Rate quoted for security guard should be inclusive of wages for 4 paid holidays. If Govt. has fixed monthly rate, to arrive at a daily rate, the monthly rate shall be divided by 26, which includes the rest day wages as per Govt. orders. If rates quoted are below notified Min. Wages, quotation will be summarily rejected. Breakup of the rate may also be provided to facilitate revision of rate.

**2. Applicable in case registered with appropriate authority and proof of registration should be attached. EPF/ESI are reimbursable on production of original challans of remittance. If the agency/person is not liable for paying EPF/ESI/ST on providing the taxable services and registration with EPF/ESI/Central Excise authorities is not required, in terms of Finance Act, documentary evidence may be produced; otherwise the bid will be summarily rejected.

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

4. Incomplete quotation/bid (or) quotation with corrections will be summarily rejected.

5. TDS @ 2.06% as per extant IT rules will be deducted from the bill amount against Form 16A.

6. Payment of cost of material for housekeeping, as shown in col. 7 (viz. Brooms, phenol, acid, mops, cob-web’s remover, naphthalene balls, cleaning powder room freshener, any other items required for the services will be subject to satisfaction of the committee constituted by the Vidyalaya.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the bid document and also agree to enter into the agreement in Annex. I, II & III.

Dated: Seal of the Agency Authorized signature with date.

(Tick the enclosure with the bid)

Encl: 1. Copy of Registration Certificate of the firm & latest renewal certificate No..........................

2. Copy of proof of IT clearance certificate & TAN .................& PAN Card no..........................

3. Copy of registration certificate for EPF No..........................

4. Copy of registration certificate for ESI, No..........................

5. Copy of registration certificate for Service Tax No..........................

6. Copy of documentary evidence if not liable for paying EPF/ESI/ST and if Registration with the authorities concerned is not required.

7. Copy of audited balance sheet of previous financial year.

8. DD/Cheque bearing no.........................dt......................... towards Bid Security for Rs.5,000/- drawn on Kendriya Vidyalaya, Guntakal, VVN Account

EPF @10% is applicable for agency in which less than 20 employee are employed.

EPF @ 13.61% contribution is on Max. wage ceiling of Rs.6500/-pm (i.e. Rs.885/- & deduction done by agency from employee is 12% on Rs.6500=Rs.780)

ESI contribution is 4.75% on Basic wages(Total wages)& deduction is 1.75% on basic wages from the employee done by agency.

Min. Wages including VDA per day for Area C wef 1.10.2013 of Min. of Labour & Employment):