

SCOPE OF WORK FOR SECURITY SERVICES


1. Name of the K.V. : KENDRIYA VIDYALAYA , BARRACKPORE(AFS)
2. Address/Location : P.O. Bengal Enamel, Dist: 24 PGS (N) Pin - 743122
3. No. of days during the month : All the days including holidays and round the clock
4. Man Power required : The required man power with an outline of tasks to be carried out by them is detailed as under:

Sl. No.	Category of Manpower	Total No. of personnel required	Brief description of responsibilities
1.	Security Guards without arms (Watch & Ward)	04 (Four) + 01(One) reliever for ensuring weekly rest	<p>1. Providing round the clock (24X7) security services for the safety & security of the Vidyalaya building and all assets within the Vidyalaya premises.</p> <p>02 (Two) security guard for 1st shift & 01 (One) for 2nd and 3rd shift.</p> <p>1st shift (7 am to 3 pm), 2nd shift (3 pm to 11 pm) & 3rd shift (11 pm to 7 am).</p> <p>The weekly rest to the workers should be ensured by the firm as per statutory provisions.</p> <p>2. The agency will be held responsible for any loss of property of this Vidyalaya for negligence of duties of the person engaged by them.</p>

SCOPE OF WORK:-

The scope of work for providing effective & efficient round-the-clock security services at Kendriya Vidyalaya, Barrackpore (AFS) involves following jobs:-

- 1) Watch & Ward
- 2) Preventing entry of unauthorized persons & vehicles.
- 3) Regulating entry, exit and parking of vehicles.
- 4) Regulating parking of the two wheelers/School bus/Auto rickshaws etc. on the main gate especially during the opening and closing time of the Vidyalaya.
- 5) Regulating entry and exit of students, parents and teachers as per the directions of the disciplinary Committee/Principal of the Vidyalaya.
- 6) Maintaining various registers such as visitor's Register etc.
- 7) Prevention of theft, loss and damage to Kendriya Vidyalaya, Barrackpore (AFS) property.
- 8) Doing patrolling of the premises particularly on holidays and after office hours to prevent/detect theft, pilferage or damage to the assets of the Vidyalaya.
- 9) Driving away stray animals.
- 10) Regular checking of all office rooms, class rooms & switching off lights, fans, power points etc. beyond office hours.
- 11) Physical verification of inventory, locks of classes, departments etc. by the security guard before taking over the charge of duty while changing the shifts of the security guards.
- 12) Attending telephone calls when school is closed and keeping record of telephonic message/communications.
- 13) Monitoring of all CCTV cameras installed and reporting trespass if any.
- 14) Receiving of posts/couriers/materials on holidays and after office working hours as per the instructions.
- 15) To take part in the rescue operation etc. in the event of emergency.
- 16) To report to school authority in all matters relating to securing as above.
- 17) The scope includes any work of incidental & contingent nature although not specifically mentioned above but necessary for providing security services in an efficient manner.


 प्रिन्सिपल / Principal
 केन्द्रीय विद्यालय वायुसेना बैरकपुर
 Kendriya Vidyalaya (AFS) Barrackpore

SCOPE OF WORK FOR CLEANING, SANITATION & SWEEPING SERVICE

1. Name of the K.V. : KENDRIYA VIDYALAYA , BARRACKPORE(AFS)
2. Address/Location : P.O. Bengal Enamel, Dist: 24 PGS (N) Pin 743122
3. Area of the building including open space : Approximately 7.0 Acres having 60 rooms & 16 Toilet Block, Corridors and open areas as well as enclosed surrounding areas. (Parties are advised to see the location and assess the work)
4. Man Power Required : 06 (04 Male + 02 Female)
5. No. of days during the month for which the services are required : 26 days (8 hours per day)

SCOPE OF WORK:

- a) Daily work: (from 7.00 a.m. to 3.00 p.m. or as may be decided by the Vidyalaya)**
- 1) Sweeping of entire area of the Vidyalaya building & surrounding of building and collection of all waste material and disposal of the same as per instruction of the authorized committee or Principal.
 - 2) Cleaning of the floor area with wet floor dusters & detergent , disinfectants etc. once in the morning before opening of the Kendriya Vidyalaya & thereafter every 2 hours specially in areas like corridors, stairs & reception etc. spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
 - 3) Cleaning & washing of toilets & urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
 - 4) Cleaning of carpets, durries etc.
 - 5) Sweeping & cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
 - 6) Regular dusting/cleaning/disinfecting of class rooms including furniture (Table, Chair, Desk, Bench etc.) & equipments, telephones, book case, filing cabinets, almirahs and doors and windows in class rooms, all other rooms & other spaces of the Vidyalaya every day before opening of the Vidyalaya.
 - 7) The choking of the sanitary installation e.g. Traps, Bottle taps, gully traps etc. are to be cleared within 24 hours of noticing the complaint.
- b) Items of work to be done generally once in a week:-**
- 1) Washing and scrubbing of floor areas with detergents and dirt removing agent
 - 2) Acid cleaning of sanitary wads without damaging their shines.
 - 3) Removing stains from floor, doors and partitions by using surf or any other suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
 - 4) Polishing of brass name plates and number plates & cleaning of all other name plates/boards.
 - 5) Cleaning of filled surfaces tanks and water cooler.
 - 6) Dusting & cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
 - 7) Removal of cobwebs in all rooms and other spaces of the Vidyalaya.
- c) Stock and Supplies:**
All the items/material (Broom, Dustpan, Mop, Soap, Bleaching Powder, Antibacterial spray, Sanitizer, Glass Cleaner, Detergents etc.) for the cleanliness services will be provided by the Vidyalaya. The contractor shall use the items/material in a judicious manner

3/12

Page.....2/14

26/2/24
Principal
केन्द्रीय विद्यालय वायुसेना बैरकपुर
Kendriya Vidyalaya (AFS) Barrackpore


SCOPE OF WORK FOR PROVIDING SERVICES OF GARDENING (MALI) IN THE VIDYALAYA

- | | |
|---|--|
| 1. Name of the K.V. | : KENDRIYA VIDYALAYA, BARRACKPORE(AFS) |
| 2. Address/Location of the building
743122 | : P.O. Bengal Enamel, Dist: 24 PGS (N) Pin |
| 3. Area of the building including open space | : Approximately 7.0 Acres having gardens,
morning assembly ground and open areas as
well as enclosed surrounding areas |
| 4. Man Power required | :- 01 (Male) |
| 5. No. of days during the month for which the services are required | : 26 days (8 hours per
day) |

SCOPE OF WORKS

The scope of work for providing effective & efficient gardening services at Kendriya Vidyalaya, Barrackpore(AFS) involves following jobs:

- 1) Caring/maintenance of the existing lawns, flower beds, hedges, plants, flower pots, jungle cutting, removal of dry leaves, unwanted grass, branches of fallen trees and dressing etc. in the Vidyalaya campus.
- 2) Removal of dry leaves, unwanted grass, branches of fallen trees and dressing etc in the backyard and adjacent areas along the boundary wall of the Vidyalaya.
- 3) Uprooting of weeds and trimming of grass in the sports and assembly grounds at regular intervals with the help of grass cutting machine.
- 4) The frequency of watering/irrigation shall be two times in a week or as decided in consultation with authorized committee, depending upon the season and climatic conditions.
- 5) The basin of the existing plants and shrubs shall be hoed every month. Pruning shall be done as and when necessary depending on the season and as per the directions. Well-decomposed farmyard manure and fertilizer shall be applied as directed.
- 6) Plants, shrubs, annuals etc. will be regularly spray/dusted with proper insecticides, fungicides at regular intervals to get rid of infections.
- 7) Seeds/sapling of seasonal flowering plants of varieties shall be planted in prepared bed as approved and directed by the authorized committee.
- 8) Cutting and dressing of hedges to the shape as directed and shall be done once every month or at closer frequencies as directed.
- 9) The entire campus at all times should be kept neat and clean. There shall be no dry leaves. Unwanted grass and branches of fallen trees inside the campus at any point of time.
- 10) Plantation of saplings of annuals developed from seeds (winter, rainy and summer season) as directed by the authorized committee.
- 11) The scope includes any work of incidental & contingent nature although not specifically mentioned above but necessary for providing gardening services in an efficient manner.


26/2/24
 प्राचार्य / Principal
 केन्द्रीय विद्यालय बायसेना बैरकपुर
 Kendriya Vidyalaya (AFS) Barrackpore

SCOPE OF WORK FOR PROVIDING SERVICES OF LIBRARY ATTENDANT IN THE VIDYALAYA

- | | |
|---|---|
| 6. Name of the K.V. | : KENDRIYA VIDYALAYA, BARRACKPORE(AFS) |
| 7. Address/Location of the building | : P.O. Bengal Enamel, Dist: 24 PGS (N) Pin
743122 |
| 8. Man Power required | :- 01 (male) |
| 9. No. of days during the month for which the services are required | : 26 days in a week (8 hours per day). This will
exclude the gazetted holidays/vacations/breaks. |

SCOPE OF WORKS

The scope of work for providing effective & efficient LIBRARY ATTENDANT services at Kendriya Vidyalaya, Barrackpore(AFS) involves following jobs:

- Assist students and teachers in location of print and non-print resources.
- Check books and materials in and out to students and teachers using the computerized circulation system.
- Maintain records of over dues, lost books and fines.
- Monitor student's use of the library.
- Shelve print (books, periodicals, newspapers) and non-print (multimedia) materials.
- Assist Library automation and digitization with inventory procedures.
- Assist in the training of teachers and students in the use of the online catalogue (OPAC) and databases.
- Assist students and teachers in using computers/internet.
- Stamping, pasting of barcodes, labels, slips, posters etc.
- Assist in ordering and processing of new materials and equipment, making items available for teachers and students.
- Process and maintain periodical files and routine registers.
- Perform data entry duties as needed.
- Filling of purchase bills and other documents.
- Assist in maintaining the appearance of the library.
- Mend damaged books and prepare books for bindery
- Maintain photocopier, telephone, ceasefire systems etc.
- Assist in the preparation of bulletin boards and displays.
- Assist in the organization of library events and programmes.
- Assist in the preparation of library promotional materials.
- Assist in keeping the library clean and orderly.
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work
- Perform other related duties as required and assigned by the Principal.

३१२
26/2/24
प्राचार्य / Principal
केन्द्रीय विद्यालय बायुसेना बैरकपुर
Kendriya Vidyalaya (AFS) Barrackpore

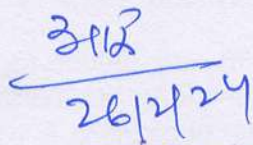
SCOPE OF WORK FOR PROVIDING SERVICES OF CAREGIVER (HELPER) IN THE VIDYALAYA

- | | |
|--|--|
| 10. Name of the K.V. | : KENDRIYA VIDYALAYA, BARRACKPORE(AFS) |
| 11. Address/Location of the building | : P.O. Bengal Enamel, Dist: 24 PGS (N) Pin 743122 |
| 12. Man Power required | :- 01 (Female) |
| 13. No. of days during the month for which the services are required | : 05 days in a week (8 hours per day). This will exclude the gazetted holidays/vacations/breaks. |

SCOPE OF WORKS

The scope of work for providing effective & efficient **CAREGIVER (HELPER)** services at Kendriya Vidyalaya, Barrackpore(AFS) involves following jobs:

- Provide day-to-day care, supervision and discipline for assigned children.
- Meet with parents of children to discuss progress and any changes.
- Provide prompt, loving and nurturing care that will meet the developmental, emotional, social and physical needs of the child and family.
- Work with Balvatika-III teachers to set up behavioural and developmental goals for each child.
- Assist with daily activities including feeding, bathing, changing, dressing, toileting and playtime.
- Maintain a safe and clean environment for children.
- Perform caregiver duties when needed and as defined by the Balvatika-III teachers.
- Spend quality time with children.
- Ensure safety of the children.
- Educate children on personal hygiene and social development.
- Recognize and respond to children who may have behavioural or emotional problems.
- Maintain a safe, clean and healthy environment for the children.
- Handle children in emergency situation.
- **Any other duties assigned by the Principal.**


 प्राचार्य / Principal
 केन्द्रीय विद्यालय वायुसेना बैरकपुर
 Kendriya Vidyalaya (AFS) Barrackpore

KENDRIYA VIDYALAYA, BARRACKPORE(AFS)-743122

GENERAL TERMS AND CONDITIONS FOR PROVIDING SECURITY (WATCH & WARD)/ CONSERVANCY (SWEEPING & CLEANING)/GARDENING(MALI)/LIBRARY ATTENDANT/ CAREGIVERS (HELPER) SERVICES TO THE VIDYALAYA BY THE CONTRACTING AGENCY:-

A. GENERAL

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

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

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

- 8) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
In case of changes in rate due to statutory provisions, only such changes will be accepted and any other changes will not be acceptable.

Additional liability i.e. percentage (%) of profit/service charges/Administrative Charges etc. will not be accepted.

- 9) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Barrackpore (AFS) as per the Model Contract of KVS on a Non-Judicial stamp paper of Rs.100/-(Rupees One Hundred). Non-Judicial stamp paper should be purchase by the contracting Agency. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- 10) The selected firm has to furnish **performance security** for an amount of **3% of Total Annual bill, valid for fourteen Months from the date of award of the contract.** The Performance security shall be submitted within 5 days from the date of Notification of Award. The earnest money, if any shall be returned only after the Performance security is submitted by the Contracting Agency in form of Electronic Performance Bank Guarantee- **ePBG from a Nationalized bank** or in the form of Bank DD or through NEFT/RTGS to the given bank account of the indenting Office.

- 11) L1 will be considered based only on service charge, KVS experience & other credential basis
- 12) If the rates for service charges/profit are quoted as NIL/0 the bid will be treated unresponsive. Minimum rate for Service Charge applicable as per Government of India/GeM Guidelines minimum floor price for minimum wage based manpower outsourcing service.
- 13) Bidder should be registered at the Disst. North 24 PGS/Kolkata.
- 14) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- 15) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the Vidyalaya premises.
- 16) The contractor's workers shall be polite, courteous, well behaved and honest.
- 17) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- 18) The antecedents of all the workers will be got verified from police by the agency before deployment for work. The police verification certificate of each individual to be engaged by the contractor along with their Profiles & Photos should submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Principal. If under unavoidable circumstances, any replacement is to be made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/replacement.
- 19) The contractor's workers shall not enter into any unlawful activity within the Kendriya Vidyalaya premises and shall have a good moral character. The contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the Vidyalaya premises.
- 20) The Kendriya Vidyalaya shall have a right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
- 21) The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the government as applicable and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
- 22) Without limiting any of the other obligations or liabilities the contractor/agency shall at his/her own expense takes and keep comprehensive insurance for men and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and undertake to indemnify and keep indemnified the Vidyalaya for and against all manner of claims and demands and losses and damages and cost (including between attorney and client) charges and expenses that may arise in regard the same or that the Vidyalaya may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and/or attested copies as required by Vidyalaya of the policies of insurance taken within 15(fifteen) days of being called upon to do so together with all premium receipts and papers related thereto which the Vidyalaya may require.
- 23) All the workers of the contractor shall be free from infectious diseases.
- 24) The contractor will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.
- 25) 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 the Kendriya Vidyalaya in writing.
- 26) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his present at any time is felt undesirable.
- 27) The contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the indenting Office valid for the period of contract.
- 28) The Candidates/Manpower provided by the contracting agency shall be accepted only after scrutiny by the Vidyalaya. Therefore, sufficient bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by the Vidyalaya. In case, none is found suitable then additional bio-data shall be made available by the contracting agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability shall be made within 24 hours.

308

26/2/24

Principal
केन्द्रीय विद्यालय वायुसेना कैंप
Kendriya Vidyalaya (AFS) Barrackpore

- 29) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work
- 30) The Vidyalaya shall provide a small guard room for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- 31) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

32) The actual deployment of all staff by the Contracting Agency must be verifiable for their actual attendance recorded through their Bio-metrics/similar e-modes, to be installed by the Contracting Agency at its own costs in the vicinity of Principal's chamber.

B. SUPERVISION:

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

C. Location of the Registered Office of the Agency

Registered Office of the Contracting Agency should be located in the Distt. of 24 PGS(N)/Kolkata. No tenant/rent agreement will be considered for address/geographical location of the companies/firms etc. Address mentioned in the trade licence/licence for providing security/manpower issued by Govt. of West Bengal will be treated as valid for address/geographical location of the companies/firms etc.

D. Experience:

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

E. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not uploaded in GeM portal:-
- Brief profile of the company and evidence to establish that the bidder has minimum experience of 3 years in providing Security/Housekeeping/Gardening Services to Kendriya Vidyalayas/Autonomous Organization/Central Government Offices.
 - Attested copy of valid license obtained from the Ministry of Home & Hill Affairs Department, Govt. of West Bengal for running the business of private security agency for providing watch & Ward/Security service in West Bengal.
 - PAN No. and IT Return certificate of last 03 years.
 - Copy of the GST Registration Certificate (from West Bengal).
 - Attested copy of proof of valid EPF registration in West Bengal.
 - Attested copy of proof of valid ESI registration in West Bengal.
 - Attested copy of proof of valid Professional Tax registration in West Bengal.
 - Attested copy of valid Trade Licence from the competent authority of West Bengal
 - Annual Turnover Certificate for last 03 years
 - MSE Registration Certificate if any. MSE should be from the state of West Bengal only.
- (ii) Remuneration of staff, quoted by the contracting agency below the minimum wages as applicable for the required service as per the Central Govt. rate for the area of the indenter shall render the Bid disqualified for evaluation.
- (iii) **No partnership business will be accepted.**
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder and keeping the Credential of the firm.

312
26/2/24
प्रमुख / Principal
केन्द्रीय विद्यालय वायुसेना परिसर
Kendriya Vidyalaya (AFS) Barrackpore

F. Award of Contract:

- a. The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price.
- b. The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- c. The Indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d. Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

G. Last date and time of receipt of Bids: As per GeM platform.

:Note

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

H. JURISDICTION:

The courts at the station (Kolkata) will have jurisdiction over all legal disputes under this agreement.

Date: 26/2/24

312
26/2/24
PRINCIPAL
KV, Barrackpore(AFS)

केंद्रीय विद्यालय वायुसेना बैरकपुर
Kendriya Vidyalaya (AFS) Barrackpore

PERFORMA FOR TECHNICAL BID – SECURITY (WATCH & WARD)/CONSERVANCY (SWEEPER)/GARDENING (MALI) SERVICES	
1	Name of Agency
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)
3	Full Address of Registered Office (POA to be attached as per Terms & conditions) Telephone No. FAX No. E-Mail Address
4	Banker of the Agency with full address, Telephone Number of Banker
5	Registration No. / Trade License No. of the Agency (attach attested copy of the Registration Certificate)
6	GST Registration No. (attach attested copy of the Registration Certificate)

Contd.....P/2.

PERFORMA FOR TECHNICAL BID – SECURITY (WATCH & WARD)/CONSERVANCY (SWEEPER)/GARDENING (MALI) SERVICES		
8	PAN No. of the Agency (attach copy of card)	
9	EPF Registration No. (Attach a copy of the certificate) (Should be from W.B.)	
10	ESI Registration No. (Attach a copy of the Certificate) (Should be from W.B.)	
11	Professional Tax Registration No. (Attach a copy of the certificate) (Should be from W.B.)	
12	Details of major contracts handled in last 03(three) years with government bodies/ KVS	
13	Self- certificate for non-blacklisting and declaration (to be attached)	
14	Total Nos. of employees in the Agency	
15	Annual Turnover 2020-21 (Attach certified copy)	Rs.
	2021-22 (Attach Certified copy)	Rs.
	2022-23 (Attach Certified copy)	Rs.
16	Total Experience in years (Attested copy of the Certificate to be attached)	
17	Income Tax for last three Financial years (i.e. 2019-20, 2020-21 & 2021-22 (copy to be attached)	
18	License No. obtained from Govt. of WEST BENGAL (HOME AND HILL AFFAIRS DEPARTMENT) to run private security agency in the state of West Bengal (Attested Photocopy to be attached)	
19	MSE Registration No. if any (Attach an attested photocopy)	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

DETAILS OF CONTRACTS FOR PAST THREE YEARS

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

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

S. No.	Details of client along with address, telephone 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

ANNEXURE-C

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

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