


**KENDRIYA VIDYALAYA NFR MALIGAON
GUWAHATI, ASSAM.**

Detailed Advertisement for Security , Cleaners and Gardeners

Sealed quotations are invited from Firms/Suppliers having valid registration as per norms applicable, for providing the services of Trained Unarmed Security, Cleaners and Gardener on purely contractual basis. The application forms and other related documents may be collected from the Vidyalaya on deposit of Rs.200/- by Demand Draft, cheque or cash on all working days between 2:00 pm to 4:00 pm. Interested registered firms/ suppliers may send their quotations (Financial & Technical bids) to the Principal , Kendriya Vidyalaya NFR Maligaon on or before 31/07/2019, along with the security deposit of Rs.30000/-(Thirty Thousand only) by Demand Draft in favour of **KV NFR Maligaon VVN Account** so as to reach this Vidyalaya on or before **31/07/2019**.

The Quotations may be sent to the **Principal, Kendriya Vidyalaya NFR Maligaon, Guwahati- 781011 by Speed Post /Registered Post only**. The quotations will be opened on 01/08/2019 at 2:30 pm. Further details about the requirement, terms and conditions, etc. are available in Vidyalaya website: www.kvmaligaon.edu.in

Date: 13/07/2019



V. PRINCIPAL
Principal
Kendriya Vidyalaya
Maligaon

Terms and Conditions for providing the services of Security , Cleaners and Gardeners

1. The Security services should be provided round the clock (24X7) on rotation duty to ensure complete safety of the Vidyalaya property, students and staff within Vidyalaya campus.
2. The Security & Conservancy staff will be in uniform, with cap, shoes and badge, where applicable.
3. The Security & Conservancy staff will be fully trained by the supplier. The staff must be physically fit, non-alcoholic and courteous.
4. The police verification of the staff should be done by the Contractor/Firm/Supplier immediately before putting them on duty.
5. The Contractor/Firm/Supplier will be fully responsible for any kind of misbehaviour to students and staff by the security personnel and conservancy staff.
6. The staff deputed will be allowed to continue by the Vidyalaya authority, subject to their satisfactory performance of duties and maintenance of good conduct.
7. The rates quoted by Contractor/Firm/Supplier should be inclusive of all taxes.
8. The salary of the security personnel, cleaners and gardener will be paid by the contractor/Firm/Supplier only through Bank Account of the deputed security personnel, cleaners and gardener. The entire amount shown as wages for the above mentioned staff by the supplier in the bill must be deposited to the individual account of the staff concerned without any cash payment, immediately after receiving the amount from the Vidyalaya.
9. The attested photo copy of the updated bank passbook after each month's salary should be submitted to the Teacher –in-charge of the Security and Conservancy Monitoring Committee of the Vidyalaya. The payment of next month will be made by the Vidyalaya, after submission of the above mentioned proof regarding the payment of the salary of the staff by the contractor/Firm/Supplier for the previous month.



10. The Contractor/Firm/Supplier will be fully responsible for any kind of theft, damage to the Vidyalaya property, etc. caused due to negligence of the staff deputed by the Contractor/Firm/Supplier.
11. The Contractor/Firm/Supplier will have to enter into a formal agreement with the Vidyalaya regarding the implementation of the above Terms and Conditions with some new ones which may be suggested by the Security and Conservancy Monitoring Committee of the Vidyalaya.
12. The Agency-charge quoted by the Firms cannot be less than 2%. The quotation/bid of the any firm whichever will quote the Agency -charge at the rate of less than 2%, will be summarily rejected.
13. The Vidyalaya reserves the right to modify any of the terms and conditions and also cancel the Tender process at any stage. In case of the cancellation of the Tender, the earnest money will be returned to the Firms immediately. So, the Firms should mention the name of the individual/ firm, bank, etc. in favour of which the Vidyalaya should make the cheque /Demand Draft to refund the Earnest Money.
14. The Vidyalaya reserves the right to deposit the salary of the staff engaged directly to their individual Accounts as per the rates quoted in the bill/ quotation. In that case, the balance amount after deducting the TDS and monthly salary of the security personnel, cleaners and gardener, will be paid to the Contractor/Firm/Supplier.
15. The supplier should sign this copy of Terms and Conditions and attach the same along with his quotations/bid as a mark of his readiness to abide by all the Terms and Conditions mentioned above.


Principal
Kendriya Vidyalaya
Maligaon