

KENDRIYA VIDYALAYA, ASHOK NAGAR  
An Autonomous Body Under HRD,  
(Government of India)  
Dr. Natesan Salai, Ashok Nagar, Chennai – 83  
Telephone No: 044 - 29810112, 044 - 29810113  
School Website: [www.kvashoknagar.ac.in](http://www.kvashoknagar.ac.in)  
School Email : [kvashok\\_nagar@yahoo.com](mailto:kvashok_nagar@yahoo.com)



केन्द्रीय विद्यालय, अशोक नगर  
(भारत सरकार)  
मा.सं.वि.मं. के अधीन स्वायत्त संस्था  
डॉ नटेशन सालै, अशोक नगर, चेन्नै-83  
फोन न. 044 - 29810112, 044 - 29810113  
स्कूल वेब: [www.kvashoknagar.ac.in](http://www.kvashoknagar.ac.in)  
ई. मेल: [kvashok\\_nagar@yahoo.com](mailto:kvashok_nagar@yahoo.com)

F. NO: 17029/ KV – ASN/2017-18

Date: 06.01.2018

To

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower through Service contract for gardening– Reg

Madam / Sir,

Kendriya Vidyalaya Ashok Nagar is a unit of KVS, New Delhi registered under Societies Act 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up of imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the KV, Ashok Nagar, Chennai from the reputed/registered service provider Firm for providing Manpower through service contract to maintain garden initially for a period of one year which may likely to be extended as per the norms.

As you are aware the agency providing such services should be a registered one as per the instructions of Govt of India / Govt of Tamil Nadu with valid license as per the rules.

The last date of receiving the sealed bid is 22.01.2018.

Thanking You

Yours faithfully,

[E. ANANTHAN]  
Principal

Enc: As Above

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### **Notice inviting tender for award of for providing services of a Gardener**

Sealed tenders are invited from reputed Service Providers for a period of one year w.e.f from the date of effectiveness of the agreement on contract basis for engagement in this Vidyalaya.

Detailed information for outsourcing the services of afore said post(Gardener) has been given below.The last date, time and place for the submission of tender document is on 22.01.2018 by 01.00 PM in the Vidyalaya office.

#### **Tender Schedule**

- 1)Last date & time of submission: 22.01.2018 by 01.00 PM  
(Late bid shall be out rightly rejected)
- 2)Time of opening of bid: 22.01.2018 by 03.00 PM

#### **1)Scope of work and general instructions for bidders :**

Man power services is required on monthly basis for a period of one year from the date of effectiveness of agreement on contract basis.

The tender is invited in a sealed envelope duly superscribed as “ Bid for providing gardener”.

The tender service providers are required to enclose photocopies of the following documents duly self attested along with the technical bid failing which their bids will be summarily rejected and will not be considered any further.

- (a) Copy of PAN / GIR Card
- (b) Copies of EPF & ESICcertificates
- (c) Copy of the Labour license/ registration under Contract Labour (Regulation & Control Act) 1970
- (d) Experience certificate for providing manpower services to GOvt Depts/ PSU etc.
- (e) Copies of terms and conditions in the tender document duly signed in each page and sealed by the authorized signatory as a token of acceptance.

**Any conditional bids shall not be considered and out rightly rejected.**

No overwriting or cutting is permitted in the financial bid. In such case the tender shall be summarily rejected.

#### **2)Nature of duties and responsibilities:**

To develop and maintain the beautification of lawns and garden in an attractive manner. Regular maintenance of gardens, watering, removing bushes, removal of weeds near garden . etc.

#### **3)Quoted Price:**

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The bidder quote unit rate which shall comprise of monthly remuneration which shall comprise of monthly remuneration, EPF, ESI and other statutory costs and service charges in the format of quotation attached in Annexure – A.

**The minimum wages quoted should be based on prevailing State/Central Govt. minimum labour wages, whichever is higher.**

The service tax and any other such tax liable to be paid by the credit client should be quoted separately.

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 change in rates due to statutory provisions only such change will be accepted and not additional liability i.e % of service charges, profit etc.

Telex/facsimile bids are not acceptable. Each bidder shall submit only one bid.

#### **4) Validity of bid:**

The bid shall remain for a period of not less than 90 days after the deadline fixed for submission of bids.

#### **5) Terms & conditions:**

a) The remuneration shall be disbursed through cheque before 5<sup>th</sup> of succeeding month.  
b) The contracting agency will submit invoice/bill along with proof of disbursement after making payment to the employee provided to the Vidyalaya along with the following documents:

- 1) Details of disbursement made to the staff furnishing cheque details for each month payment.
- 2) Proof of payment of statutory obligation such as EPF, ESI, service tax and other applicable taxes.
- 3) Payment to the contracting agency will be received within 15 days from the date of receipt of invoice / bill.
- 4) The contracting agency will provide ID card to the employee engaged by the agency.
- 5) In case of absence on any working day the monthly remuneration will be regulated as per the following formula  
Where A = Total monthly remuneration/ No. of days in the month x No of days absence
- 6) The contracting agency will be required to execute an agreement at the time of entering into the contract.
- 7) The antecedents of the worker so deputed will be got verified from the police by the contracting agency before deployment for work.

#### **6) Award of contract:**

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The contract will be awarded to the bidder who has quoted the lowest price. Notwithstanding the above the indentor reserves the right to accept or reject any or all the bids and cancel the bidding process without assigning any reason.

**7)Last date and time of receipt of bid:**

Sealed bids duly super-scribed on the envelope "Bid for providing Gardener" should reach this office on or before 22.01.2018 by 01.00 PM. The tenders will be opened by 03.00 PM on the same day (22.01.2018).

Yours faithfully,

E. Ananthan  
**PRINCIPAL**