

**KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI**

**TENDER NOTICE**

SEALED TENDERS ARE INVITED FROM REGISTERED FIRMS ONLY FOR PROVIDING THE FOLLOWING SERVICES AT KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI FOR A PERIOD OF ONE YEAR AS GIVEN BELOW:

- |     |                                |   |                 |
|-----|--------------------------------|---|-----------------|
| 01. | SECURITY SERVICES              | : | W.E.F. 01.05.16 |
| 02. | OFFICE MAINTENANCE(Sub –Staff) | : | W.E.F. 01.05.16 |
| 03. | HOUSE KEEPING                  | : | W.E.F. 01.05.16 |
| 04. | GARDENING                      | : | W.E.F. 01.05.16 |

THE FIRM SHOULD FULFILL THE FOLLOWING CONDITIONS WHILE FURNISHING THEIR TENDER DOCUMENTS.

**DOCUMENTS NEEDED:**

- A) LATEST AUDITED BALANCE SHEET & PROFIT AND LOSS ACCOUNT OF THE FIRM.
- B) LIST OF CLIENTS OF THE FIRM DURING THE LAST THREE YEARS PAN NO./ TIN NO./SERVICE TAX REGN.NO OF THE FIRM AND CURRENT IT CLEARANCE CERTIFICATE ATTESTED COPY OF PROOF OF EPF (EMPLOYEES PROVIDENT FUND) REGISTRATION WITH UPTO DATE RENEWAL.
- C) ATTESTED COPY OF THE PROOF OF ESI(EMPLOYEES STATE INSURANCE)/ GPF REGISTRATION WITH UPTO DATE RENEWAL.
- D) ATTESTED COPY OF PROOF OF SERVICE TAX, REGISTRATION WITH UPTO DATE RENEWAL.
- E) COPY OF LABOUR LICENCE IN EXISTENCE SHOULD BE ATTACHED
- F) IT MAY BE NOTED THAT EDUCATIONAL INSTITUTIONS ARE EXEMPTED FROM PAYMENT OF SERVICE TAX.
- G) RATES QUOTED SHOULD BE INCLUSIVE OF ALL OTHER TAXES, SERVICE CHARGES ETC.,
- H) RATES SHOULD BE QUOTED AS PER LATEST GOVT OF INDIA ORDERS FOR MINIMUM WAGES.
- I) THE EMPLOYEES ENGAGED BY THE AGENCY SHOULD BE PROVIDED WITH THE ACCOUNT NOS. OF PF AND ESI AND MONTHLY REMITTANCE SCHEDULES IN THIS REGARD SHOULD BE ATTACHED TO THE BILL FOR PAYMENT IN THE FOLLOWING MONTH.
- J) THE CHARACTER AND ANTECEDANTS OF THE EMPLOYEE SO ENGAGED BY THE AGENCY SHOULD BE VERIFIED BY THE POLICE AND THE CONCERNED REPORTS SHOULD BE SUBMITTED TO THIS OFFICE BEFORE ENTERING INTO AGREEMENT.
- K) DEDUCTION OF EPF/ESI SHOULD BE MENTIONED AS PER CENTRAL GOVT.NORMS.

TIMINGS OF REPORT FOR DUTY MORNING 7.30 TO EVENING 5.00 PM (WITH BREAK)

THE FILLED IN QUOTATION IN THE PRESCRIBED PROFORMAE WITH ATTESTED COPIES OF THE ABOVE DOCUMENTS SHOULD REACH THE VIDYALAYA ON OR BEFORE **06.04.2017 UPTO 3.00 p.m..**

QUOTATION WILL BE OPEN ON 07.04.2017 AT 3.00. PM

THE TENDER PROFORMAE MAY BE OBTAINED FROM THE VIDYALAYA OFFICE(10.00 am to 2.00 pm) DURING THE WORKING HOURS ON ALL WORKING DAYS ON PAYMENT OF RS.100/- IN CASH.

**PRINCIPAL**