

सेवा में,

**विषय:-केन्द्रीयविद्यालय धोलचेरा में service contract द्वारा manpower की आपूर्ति हेतु
निविदा का आमंत्रण**

**Invitation of Bid for engaging Service Provider Firm for providing Manpower through
service contract to K. V. DHOLCHERA.**

केन्द्रीयविद्यालय धोलचेरा में service contractद्वारा manpower की आपूर्ति हेतु दिनांक
27.08.2019 तक निविदा आमंत्रित की जाती है जिसका पूर्ण विवरण संलग्ननोटिस में वर्णित है।
आपसे यह अनुरोध है कि संलग्न सूची के अनुसार निर्धारित प्रोफार्मा में अंतिम तिथि तक
निविदाओं का प्रेषण करें।

Tender for engaging service provider firm for providing manpower through
service contract to the KendriyaVidyalaya DHOLCHERA are invited till 17.09.2019 for
which full details are attached in the tender notice. You are requested to send your tender
in the prescribed format for the attached items list.

भवदीय

संलग्न : यथोपरोक्ता।

प्राचार्य

To

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

The KendriyaVidyalayaSangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of KendriyaVidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the KV, DHOLCHERA from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of **01 (one) year w.e.f. 01/01/2020** which may likely to be extended, as indicated below:

S.N	Category of manpower	Nos	Minimum qualifications or/and experience
1.	Sweeper	02	Experience of toilet cleaning & removing of blockages from drainage. Class room, department, corridor & entire school campus cleaning.
2.	Gardner	01	Trained in Garden work
An outline of tasks to be carried out by different category of manpower provided is details asunder:-			
S.No.	Category of Manpower	Nos	Responsibilities
1.	Security guards (preferably ex-servicemen	03	24 hours security duty in the Vidyalaya premises

3. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (**Annexure - A**).

(b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

(c) Hourly rate of OTA should not exceed monthly **remuneration 30X8**

(d) 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.

(e) Correction if any shall be made by crossing out, initialing, dating and rewriting.

(f) The Bidder shall deposit **Rs.1,000/-** in the form of **DD/Cheque** drawn in favour of **Principal, KV DHOLCHERA VVN account, (payable at)** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(g) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount equal to **10%** of contract valid for twelve months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

(h) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

(a) The remuneration shall be disbursed through cheque at KV, DHOLCHERA premises in the presence of representative of the contractor or it's constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV, DHOLCHERA as per the monthly remuneration and OTA charges quoted without any deduction.

(c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KV DHOLCHERA supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque details for each payment,

(ii) Proof of payment of statutory obligation such as EPF, ESI, ServiceTax and any other applicable tax.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.

(d) 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.

(e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

(f) The normal office hours of KVS are from 7.30 am to 4.30 pm six days from Monday to Saturday. However, KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.

(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{Where } A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. Therefore, minimum three-four 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 KV, DHOLCHERA. 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 for KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Principal, KV, DHOLCHERA as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.

7. **Evaluation of Bid:**

The Intender 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 attached:-
- (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of GST Registration.
 - (h) The Bidder shall deposit Rs.1, 000/- in the form DD/Cheque drawn in favour of **Principal, KV DHOLCHERA VVN account (payable at)** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the Maharashtra (name the state/UT) shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- (a) The Intender will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per Para 7.
- (b) The Intender reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 1 above.
- (c) The Intender 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 Intender 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.

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing House Keeping & Security services on service charge basis" due on 17.11.2019 latest by 03.00 pm. Quotation will be opened on 18.11.2019 at 03:00 P.M. in the Vidyalaya.

The Intender looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours faithfully,

For and on behalf of the

Designation: PRINCIPAL
Kendriya Vidyalaya Sangathan

**SCHEDULE OF QUANTITY FOR PRICE BID ESTIMATE FOR PROVIDING
WATCH & WARD/HOUSE KEEPING AND GARDING SERVICES IN
KENDRIYA VIDYALAYA, DHOLCHERA -788127**

S.N	Particulars	Watch & Ward	House Keeping	Gardener
1.	Basic including VDA			
2.	EPF @ 13.15%			
3.	ESI @ 4.75%			
4..	Total			
5	GST	NA	NA	NA
6	Service Charges			
7	Material Charges(for House Keeping Services)			
8	Grant Total			

Note:1	The Addl .requirements of the Guards/Sweepers as an when required will be provided on the same rates mentioned above
Note: 2	Basic Salary and other statutory provisions should be in conformity with the latest minimum wages notified by Labour Department, Govt. of India (As per the minimum wages in force at present)
Note: 3	Tenderer who quote the rates below minimum wage Act shall not be consider at all. As per minimum wages act, bonus is not applicable to the educational Institutions. Therefore, the Vidyalaya will not pay the bonus.
Note:4	Tenderer should quote the rate on monthly basis only. If rate/s are quoted on daily/weekly/annual basis, the tender will not be accepted by the Vidyalaya.

Tender form for providing “WATCH & WARD /HOUSE KEEPING AND GARDING SERVICES IN KENDRIYA VIDYALAYA, DHOLCHERA -788127”

1.	Name of the tenderer (In block letters)	
2.	Status of the Agency whether Public Ltd/Pvt./Ltd./Partnership firm/Proprietor shop firm	
3.	Registration No and year of establishment of firm/company(if any)	
4	Name and Designation of the authorized signatory of the tenderer	
5	Name of Father/Husband of the authorized signatory of the tenderer	
6	Full residential address of the authorized signatory(with proof having photograph)	
7	Tenderers registered office address	
8	Tenderers address for correspondence	
9	Details of earnest Money	
	D/D.No.& Dated	
	Name of Bank	
	Amount	
	Validity of Demand Draft	

I /We, the undersigned being the tender as mentioned above, hereby apply to the Principal, Kendriya Vidyalaya, DHOLCHERA, for providing Watch & ward, House Keeping and Gardening services in KV DHOLCHERA as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the notice inviting tender are also signed and being submitted with tender form

Signature of the Authorized Signatory with Name k& Seal)

Place

Date

Note Any correction in the application form should be fully signed by the authorized signatory of the tenderer. All pages of the tender application form should be fully signed by the authorized signatory of the tenderer. Strike out item whichever is not applicable

Proof of documents attached

1.	Valid license under the contract labour (Regularization & Abolition) Act. 1970/Private Security Regulation Act, 2005
2.	EPF A/C. No.
3.	ESI No
4.	GST No.
5	PAN/TAN No.

Check list of material and manpower to be provided by the successful contractor

S.N	Name	Number
1	Watch & Ward	03
2	Sweeper	03
3.	Gardener	01
4	Identity Card to each person	07
5	Torches & Cells	01(One each for second and third shift guard)
6	Lathi/Baton	01(One each for Guard)
7	Stationery (Register/Pen/scale)	01 each
8	Uniform	For each person
9	Police verification	For each person

Seal & signature of Agency