

केन्द्रीय विद्यालय, देवगढ़
राजकीय बालिका विद्यालय परिसर,
देवगढ़, ओड़िशा, पिन-७६८१०८
दूरभाष. ०६६४१-२२६०५५
ई मेल-kvdeogarh@gmail.com



KENDRIYA VIDYALAYA, DEOGARH
Govt. Girls' High School Campus,
Deogarh Odisha, Pin Code-768108
Tel. No.: 06641-226055
Website: www.kvdeogarh.org.in

Letter No.15088/KVDGH/2019-20/

Date:

To

M/s _____

TENDER DOCUMENT

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

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Deogarh, Govt Girls High school Campus, Deogarh Odisha Pin 768108, 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 be extended by another one year, as indicated below:-**

- A. Area of the Building 2 Acres area approx of land having
25 rooms and toilets, corridors, stair and open
areas as well as enclosed surrounding
areas in the premises. Parties are
advised to see the location.
- Address/Location of the Building Kendriya Vidyalaya Deogarh,
Govt Girls High school Campus, Deogarh Odisha
Pin 768108
- B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Worker for cleanliness(Gents)	Middle standard	02 (Two)	Single Shift
2.	Worker for cleanliness(Ladies)	Middle standard	01 (One)	Single Shift

Total . 03 nos(Three only) conservancy staff

Contd...P/2

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1	Worker for cleanliness	To Clean the school Building and the campus including the Toilet and bath rooms

. Work will have to be done in the following way:

- a. Sweeping of entire area of the building and surrounding of the building and collection of all waste materials and disposal of the same as per the instruction of the Vidyalaya.
- b. Cleaning of floor area with wet floor dusters and detergents etc. Once in the morning before opening of the Vidyalaya and after every 02 hours especially in the area like corridors, stairs and reception etc. Spraying of fit/anti- termite treatment and rodent etc are to be made daily and whenever necessary for keeping the classrooms other.
- c. Sweeping and cleaning of open areas, roads passage, stage, field parks, boundary of the Vidyalaya wall surrounded to the building .
- d. Regular dusting, Cleaning of furniture(Table and chairs/ Benches and Desks) and equipment's, telephones boxes, filling cabinets, Amirah and doors and windows including removals of cobwebs ever before opening of the Vidyalaya i.e 7.00AM
- e. The choking of the sanitary installation e.g e.c's Traps, Bottles traps , dully traps etc is to be cleaned with in 24 hours of noticing the complaint.
- f. All the complaints of leakage in the GI & CI pipes etc are to be attended with in 24 hours.

Requirement from the staff of agency.....their duties and behavior etc.

- a. The Contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
- b. The Contractor's Staff shall not disturb the employees of the KV or make any sort of noise in the school premises.
- c. The contractors workers shall be polite , courteous, well behaved and honest.
- d. The Contractor shall be fully responsible and liable for theft, burglary for or any other mischievous deed done by its workers
- e. For Insurance and accidents risk of the workers the contractors will be the responsible.

3. Quoted Price:

1. The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure – A).
2. The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

3. 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.
4. The Bidder shall deposit Rs.10000/- in the form of a DD / Pay Order drawn in favour of “**VVN Account, Kendriya Vidyalaya, Deogarh**” payable at Deogarh as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
5. The selected firm has to furnish performance security in the form of a DD for an amount of Rs.20000/- (Rupees Twenty thousand only). 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.
6. Telex or Facsimile Bids are not acceptable.
7. Each Bidder must submit only one Bid.

Validity of Bid:

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

8. Terms and Conditions:

- **The wages may increase/decrease when the central/state govt. increase/ decrease the wages time to time.**
- **The Service of the awarded agency may be extended for 01 One year if the work and conduct found satisfactory.**
- **Payment of the bill of a month will not be made until and unless the copy of salary bill along with proof of bank transfer of salary to the accounts of the labourers (Salary to labourers to be paid through bank only) of the previous month is not submitted to K.V. Deogarh..**
- The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya Deogarh office/premises as per the monthly remuneration quoted without any deduction..
- **The Contracting Agency will submit the invoice/bill along with proof of disbursement (bank statement of the employees) in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya Deogarh, office/premises supported with the following documents :-**
 - **The remuneration to the staffs employed for working at K.V Deogarh are to be paid through “bank transfer only” No Cash payment of salary to the employees will be accepted.**
 - **Proof of payment of statutory obligation such as EPF, ESI, Service Tax 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/bill after working committee certify that the work done by the agency is satisfactory**
- 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.
- The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- The normal office hours of Kendriya Vidyalaya Deogarh, is from 7.30.00 am to 4.00 pm six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and provide the service of cleanliness for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. Kendriya Vidyalaya Deogarh 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.
- In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
- Total Monthly Remuneration = Monthly remuneration -A₁
 - where A₁ = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, Deogarh. 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 Kendriya Vidyalaya Deogarh. 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 Kendriya Vidyalaya Deogarh shall be made within 24 hours.
- The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Deogarh 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.
- **In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya, Deogarh reserves the right to claim and recover damages from Contracting Agency.**
- The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- The Contracting Agency will also ensure that the workers deployed are free from Aids or any other infectious disease before deployment for work. **On no occasion, the contractor will employ children below the age of 14 (fourteen) for working at K.V Deogarh (Security Guard, Conservancy staff or gardeners) as the same is not permitted by the law. The employees should also not be above 65 years of age.**
- The Contracting Agency shall provide to their conservancy staff with impressive uniform as well as winter uniform.
- **The Bidder Shall quote unite rate which shall comprise of monthly remuneration, EPF, ESI & other statutory liabilities and service charges in the format quotation only attached(Annexure-A).Service charge must be quoted in Rupee and not in fraction. Minimum value of service charge should be such that after deducting income Tax & Statutory liabilities(like EPF,&ESI) the rate should not go below minimum wages.**
- **PAN No., submitted, should be in the name of the firm.**

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:
- 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 copy of last assessment order / copy of IT return.
 - e. Attested copy of proof of EPF registration.
 - f. Attested copy of proof of ESI registration.
 - g. Attested copy of proof of Service Tax Registration.
- **The Tender papers can be collected from Kendriya Vidyalaya Deogarh on all working days(except Second Saturday, Sunday and Govt.Holiday) during the office hours from 8.00 a.m to 2.00 p.m on payment of Rs.200/-(Rupees Two hundred only) per set in the form of Demand Draft/Banker's Cheque/Pay Order or any other equivalent instruction drawn from the Scheduled Bank in favour of "VVN Account, Kendriya Vidyalaya, Deogarh" payable at DEOGARH in case tender documents are downloaded from website devgarh.kvs.ac.in the cost of tender paper should be furnished along with the Bid. The said amount towards cost of tender document is non-refundable.**
- **Photocopy of the License from Govt. Of Odisha, Home Dept for security services**
- **Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department shall render the Bid disqualified for evaluation.**
- **The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.**

- Quotations shall be written both in figures and words
- Kendriya Vidyalaya Deogarh reserves the right to reject any or all tenders without assigning any reason..
- EMD will be forfeited, if the bidder withdraws or alters/modifies the tenders in any respect with in the period of validity specified in the tender documents after the due date of submission of the bid. Tenders submitted without EMD will not be considered

9. Award of Contract:

- The Indentor 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 9.
- The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- The Indentor 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.
- Notwithstanding the above, the Indentor 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.

10. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "**Bids for providing Manpower (Conservancy Services) in Kendriya Vidyalaya, Deogarh on service charge basis**" upto **02.00 PM** by **10-12-2019**. The tenders will be opened at **2.00 PM on 12-12-2019** at Kendriya Vidyalaya, Deogarh in the presence of bidders . If the last date of depositing and opening of tenders happens to be declared holiday, then the tenders will be deposited/opened on the next working day while the other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.10000/- (Rupees Ten thousand only) is to be deposited along with tender document.

The Indentor 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,

Encl: As above.

(SK SAHOO)

PRINCIPAL

For and on behalf of the Kendriya Vidyalaya, Deogarh.

S · N o ·	Category of Manpower	Number	Unit monthly Remuneration (Rs.)	EPF rate	ESI rate	Service charges/charges of uniforms/bonus etc. including overhead profit (Service charge must be quoted in Rupees not in fraction.)	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X4)
1	2	3	4	5	6	7	8	9

- NOTE:
1. Service charges shall be quoted separately. (Only in Rupees): _____
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. EPF Rate (in percentage) _____, ESI Rate (in percentage) _____

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)
Signature
Name _____
(with seal)