

**TENDER DOCUMENT
FOR
MANPOWER SERVICE PROVIDER**

OFFICE OF THE PRINCIPAL
KENDRIYA VIDYALAYA CHOPAN
DISTT- SONEBHADRA (U.P.)
PIN-231205

Phone No: 05445-264493
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केन्द्रीय विद्यालय चोपन- 231205

KENDRIYA VIDYALAYA CHOPAN-231205

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CBSE AFFILIATION NO-2100086.SCHOOL CODE-74114

Ref. F.N.-19/Admn/2021-22/KVC/

Date: 09.07.2021

Note: Open for all interested firms.

TENDER DOCUMENT

“Inviting Bid for engaging Service Provider firm for providing Manpower (Conservancy, Gardening & Security Services) through Service Contract”.

01. 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 Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees.

02. Sealed Competitive Bids are invited by the **Kendriya Vidyalaya Chopan** from the registered Service Provider Firms for providing Manpower for Sweeping/cleaning services, Gardening & Security Guards (Without Arms) through Service Contract initially for a period of 01 (One) year w.e.f. the date of effectiveness of the agreement which may be extended by another one year.

03. The tender is invited under two bid system –

(i) Technical Bid

(ii) Financial Bid

The Bidder is advised to submit two separate sealed envelopes super scribing “Technical Bid for Providing Manpower Services to KV Chopan and “Financial Bid for Providing Manpower Services to KV Chopan”. Both sealed envelopes should be kept in a sealed envelope super scribing **“Tender for Providing Manpower Services to KV Chopan.**

04. Tender Schedule

(a) Last date and time for Submission of Tender Document:

21.07.2021 upto 2:00 PM in the office of Kendriya Vidyalaya Chopan through Post or by hand.

Note: Late bid shall be out rightly rejected.

(b) **Date and time for opening of sealed bids:- 22.07.2021 at 11.00 AM** in the chamber of Principal, KV Chopan in the presence of bidders, if present in time.

05. The Bids should be accompanied with an **Earnest Money Deposit (EMD) of Rs. 15,000/- (Rs. Fifteen Thousand Only), refundable without interest, in the form of Demand Draft/Multicity Cheque drawn in favour of “KV Chopan VVN Account” payable at Chopan failing which the tender shall be rejected out rightly.**

06. The earnest money shall be returned to unsuccessful bidders (without any interest) after the award of the contract.

07. E-mail/Fax bids will be summarily rejected.

08. Telex or Facsimile Bids are not acceptable.

09. Each Bidder must submit only one Bid.

10. Validity of Bid:

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

11. Scope of work

A. **Total campus area:** - As per the existing building and campus. Parties are advised to visit and see the location and area.

(This is single section school - total 14 classes)

Address/ Location : - Kendriya Vidyalaya Chopan, Post ,Chopan ,Distt-Sonebhadra. Pin-231205 (UP)

Man Power required :-

The following Manpower (**Sweeping & Gardening staff: - for six days in a week & Security guards: - seven days in a week**) during the whole month to be deployed.

S. N.	Category of Manpower	Minimum qualifications	Number of Workers required
1	Workers for Sweeping & Cleaning	-	02 (Two)
2	Gardener	Knowledge of gardening	01 (One)
3	Security Guards (without Arms)	Middle Standard	03 (Three) 06.00 AM to 2.00 PM (one), 02.00 PM to 10.00 PM (one) 10.00 PM to 06.00 AM (one)

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

S.N	Category of Manpower	Responsibilities
1	Workers for Cleanliness	To clean the Vidyalaya wherever he/she is deputed & any other work assigned by the Principal/Supervisor for cleaning/dusting etc.
2	Gardener	To maintain the Vidyalaya garden.
3	Security Guards	To provide Security to the office and campus area wherever he is deputed in the Vidyalaya round the clock.

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

- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instruction of the KV.
- ii) Cleaning of the floor area with wet floor dusters and detergents, disinfectants etc. Once in the morning before opening the vidyalaya and thereafter every 2 hours especially in the areas like corridors stairs and reception etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and thereafter every 2 hours
- iv) Cleaning of carpets of the Principal's room with vacuum cleaner to be provided by the Contractor.

- v) Sweeping and cleaning of open areas, roads, passage, lawns, morning assembly ground etc. within the boundary of the K.V wall surroundings to this building.
- vi) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the Vidyalaya.
- vii) The choking of the sanitary installation is to be cleared within 24 hours of noticing of the complaint.

12. Quoted Price:-

(a) The Bidder shall quote unit rate which shall comprise of Daily wages, VDA & Service Charges in the format of quotation only attached (**Annexure-B**). Failure to furnish the above information will be treated as incomplete bid.

(b) If a firm quotes service charges NIL, the bid shall be treated as unresponsive and will not be considered.

(c) If a firm quotes service charges very less (unrealistic), he has to submit the justification that how he will be able to provide the service in such a lowest service charges.

(d) The rates 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 rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

13. 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:

Eligibility of Bid

- (i)** The bid will be treated as non-responsive if following documents are not attached :-
 - (a) Attested copy of license obtained from the U.P. Government for running business of private security agencies/Proforma-6.
 - (b) Attested copy of PAN.
 - (c) IT Return of previous financial year.
 - (d) Attested copy of proof of EPF registration
 - (e) Attested copy of proof of ESI registration
 - (f) Attested copy of proof of GST registration
 - (g) Supporting documents for the credential, if any.
- (ii)** The evaluation will be done for all the items put together. Indenting office will award the contract to the lowest evaluated responsive bidder (all services in combined)
- (iii)** There should be no case pending with the police against the proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
- (iv)** The Service Provider firm should have its own Bank Account.
- (v)** **The registered office of the Service Provider should be located within the jurisdiction of the user Department/Office.**

14. Award of Contract:

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price.

(b) The indenter 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.

(c) Notwithstanding the above, the Indenter 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.

15. Terms and Condition:

- (1) In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 03 days from date of placing the order, **the EMD shall stand forfeited without giving any further notice.**
- (2) The successful tenderer will have to deposit a Performance Security for **an amount of Rs 60,000/- (Rs. Sixty Thousand Only) in the form of DD drawn in favour of “KV Chopan VVN Account”** covering the period of contract within seven days from the date of signing of the agreement. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.
- (3) In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
- (4) The remuneration shall be disbursed through A/C payee cheque/RTGS/NEFT directly to the deployed persons.
- (5) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed to **KV Chopan** premises as per the remuneration quoted.
- (6) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees deployed to KV Chopan supported with the following documents :-
 - (a) Details of disbursement made to the staff furnishing Cheque/RTGS/NEFT details for each payment.
 - (b) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax.
- (7) Payment to the contracting Agency will be released on the receipt of the invoice/bill with all supporting documents.
- (8) The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by indenter.
- (9) In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, KV Chopan is put to any loss /obligation, monetary or otherwise, KV Chopan will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
- (10) **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.**
- (11) The indenter 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.
- (12) The Candidates/Manpower provided by the contracting Agency shall be accepted only after scrutiny by KV. 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. 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.
- (13) In case of any loss, theft/ sabotage caused by/attribution to the personnel deployed, KV Chopan reserves the right to claim and recover damages from Contracting Agency.
 - (14) The antecedents of all the workers will be got verified from the police by the contracting Agency and the police verification report must be submitted to this office before deployment for work.
 - (15) The Contracting Agency shall provide to their personnel deployed with impressive summer uniform as well as winter uniform with insignia.
 - (16) The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of KV Chopan.
 - (17) The Service Provider will be bound by the details furnished by it to the competent authority of KV Chopan while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
 - (18) The Competent authority of KV Chopan reserves the right to accept or reject any or all bids without assigning any reasons thereof and also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
 - (19) The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
 - (20) The entire financial liability in respect of manpower services deployed in the KV Chopan concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum wages prescribed under the prevailing act and adduce such evidence as may be required by the KV Chopan.
 - (21) EPF as applicable on Gross Payment of the individual may be deducted by the agency and remitted to the concerned authority within stipulated date.
 - (22) For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against KV Chopan.
 - (23) The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The KV Chopan shall, in no way, be responsible for settlement of such issues whatsoever.
 - (24) The KV Chopan shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
 - (25) The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
 - (26) In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 - (27) The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts.

Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

- (28) In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
- (29) The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of KV Chopan. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- (30) The Contracting Agency will deploy the trained/professional persons who are physically fit and mentally alert. The contracting Agency will also ensure that the deployed persons are free from Aids or any other infectious diseases before deployment for work.
- (31) KV Chopan shall provide a small guard room/ space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (32) The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the KV Chopan or any other authority under Law.
- (33) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues.
- (34) The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and KV Chopan shall not be liable to bear any expense in this regard.
- (35) The KV Chopan reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- (36) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- (37) All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
- (38) The successful bidder will enter into an agreement with KV Chopan for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions. The contracting Agency will be required to sign a contract with KV Chopan as per the Model Contract. The other terms and conditions specified in the Bid documents and accepted bid will also be the part of the Model Agreement.

Note: These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between KV Chopan and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

Documents to be submitted by the successful service provider before deployment of manpower -

1. List of Manpower shortlisted by service provider for deployment in KV Chopan, containing full details i.e. date of birth, marital status, address, educational qualification, photo ID- Card provided by the service provider etc.
2. Bio-data of all persons to be deployed.
3. Police verification reports of all workers to be deployed.
4. Any other document considered relevant.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in KV Chopan.

Yours faithfully

(B. Prasad)
Principal
For and behalf of the
KV Chopan

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake to abide by them.

(Signature of Tenderer with seal)

Name :
Address :
.....

Date:

Seal:

DECLARATION

1. I, Son / Daughter / Wife of Shri
..... Proprietor/ Director/ Authorized Signatory of the
Service Provider, mentioned above, am competent to sign this declaration and execute
this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

3. The information / documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/ we, am I are well aware of the
fact that furnishing of any false information I fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date:

Signature of authorized person

Place:

Name:

Seal:

TECHNICAL BID

(Housekeeping/Security/Gardener Services for KV Chopan)

1	Name of Tendering Service Provider	
2	Status (Proprietor /Partner/Director)	
3	Details of Earnest Money Deposit	DD No. _____ Date. ____
		For Rs. Drawn on Bank.....
4	Full Postal Address of Registered Office	
	Telephone No. (1) (2)	
	E-Mail Address	
5	Full address of Operating / Branch Office	
	Telephone No. (1) (2)	
	E-Mail Address	
6	Name & telephone no. of Authorized officer/person to liaise with KV	
8	PAN No. <i>(Attach attested copy)</i>	
9	IT Return of previous financial year	
10	GST Registration No. <i>(Attach attested copy)</i>	
11	E.P.F. Registration No. <i>(Attach attested copy)</i>	
12	E.S.I. Registration No. <i>(Attach attested copy)</i>	
13	Service Tax No.	
14	License obtained from the U.P. Govt. for running private security agencies / Proforma-6. <i>(Attach attested copy)</i>	
15	Any Other relevant documents if any	

Date:-----

Signature of the authorized person

Place: -----

Name:-----

Seal :

FINANCIAL BID**FORMAT FOR QUOTATION OF RATE**

Contract for providing Man Power for Security guards (without arms), Sweeping & Cleaning and Gardening to Kendriya Vidyalaya Chopan

1. Name of tendering Company/Firm/Agency:
2. Quoted Rate of man power to be deployed

S.N	Description of wages/ Statutory Components	For Security Guard	For Sweeping/cleaning Labourers	For Gardener	Remarks
		A	B	C	
1.	Basic Rate of Wages per day , Per head (for Area C)				As per Chief Labour commissioners latest order
2.	VDA per day , per head				
3.	Total of Sl. No. 1 & 2				
4.	Agency Charges (per head) % age of Sl. No. 3% =Rs.....% =Rs.....% =Rs.....	
5.	For Office Use (KV Chopan)				

Additional Information as per Govt. Rules :-

Present EPF Rate	ESI	GST for educational institution, if any	Others Govt. tax, if any	Remarks
Employee Share = %	Employee Share = %			
Employer Share = %	Employer Share = %			

Note:

- 1. Rates quoted should not be less than the minimum wages prescribed under the minimum wages Act. 1948 as per latest Govt. of India notification.**
- 2. EPF, ESI and other applicable statutory costs will be as per Govt. notification.**
- 3. Duly filled in format should be typed in the letter head of the Firm.**

I/We agree to provide the above services of manpower and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the specified format.

Date: _____

Signature _____

Name : _____

Proprietor/ Director/ Authorized Signatory

Seal :

Note: - It should be on the letter head of the firm/tenderer duly signed and stamped authorized Signatory.

(To be furnished on non-judicial stamp paper duly attested by the Notary).

AFFIDAVIT

I/We/M/s _____ is/are registered as Manufacturer/Distributor/Supplier of _____ as per GST Registration Certificate No. issued by _____ having registered office at _____ and manufacturing/ Supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-Listed, nor mine/our Tenders or Supply Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of supply order by any State/UT/Central Government or by any authority.

DEPONENT

Place:

Dated:

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT