



# KENDRIYA VIDYALAYA CHHATARPUR

## केन्द्रीय विद्यालय छतरपुर

महोबा रोड, छतरपुर (म० प्र०) . 471001 फोन नं. 07682-245577

Mahoba Road, Chhatarpur (M.P.) – 471001 Phone No: 07682-245577

Website: [www.kvchhatarpur.edu.in](http://www.kvchhatarpur.edu.in) / E-mail: chhatarpurkv@gmail.com

F. 5-13/KVC/2019-20/

Date: - 14/11/2019

### TENDER DOCUMENT

#### **Sub.: Inviting Bid/Tender for Engaging Service Provider Firm for Providing Manpower through Service Contract.**

Sir/Madam,

1. Kendriya Vidyalaya Chhatarpur (M.P.) functions under Kendriya Vidyalaya Sangathan, an Autonomous Body under School Education Dept., Ministry of Human Resource Development, Govt. of India.
2. Sealed competitive Bids are invited by the undersigned on behalf of Kendriya Vidyalaya Chhatarpur M.P. from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:

#### **2.(A) Manpower Required:** The following manpower is to be deployed as per the details given below:

S.No	Category of Manpower	Nos.	Minimum qualifications and experience	Working Days and Time
1.	Workers for Sweeping & Cleanliness/ SafaiWala (Male) – Un-skilled	02	Class 5 <sup>th</sup> Pass & work experience.	6 days in a week from Monday to Saturday during the whole month for 8 hours each day
2.	Worker for Sweeping & Cleanliness /Safaiwala (Female) – Un-skilled	01	Class 5 <sup>th</sup> Pass & work experience.	6 days in a week from Monday to Saturday during the whole month for 8 hours each day
3.	Gardener / Mali – Un-skilled	01	Class 5 <sup>th</sup> Pass & work experience.	6 days in a week from Monday to Saturday during the whole month for 8 hours each day
4.	Security Guards without arms (Male)	02	Class 8 <sup>th</sup> Pass & work experience.	08 hours working duty for each guard thus 08 hours X 03 guards = 24 hours round the clock security work during the whole month
5.	Security Guards with arms (Male)	01	Ex-Service man	08 hours working duty for each guard thus 08 hours X 03 guards = 24 hours round the clock security work during the whole month

#### **2. (B) Nature and Scope of Work:**

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.	Workers for Cleanliness / Safaiwala/Sweeper (Male & Female)	To upkeep and maintain neat and clean in and around the whole school building including toilets, classrooms, Principal room, office, activity rooms, Labs etc., Vidyalaya campus, roads, playgrounds and wherever he/she is deputed for cleanliness work and also the work given in para 2 (C) below.
2.	Gardener	Maintaining of Vidyalaya garden properly, watering, cutting, ploughing, plantation, beautification in Vidyalaya campus etc. and the duties assigned by the Principal.
3.	Security Guards (Male)	Security of Vidyalaya building, campus, Vidyalaya's property, security of students, staff members in the Vidyalaya 24 hours round the clock.

## 2. (C) The Way Cleanliness Work to Be Done:

- (i) Weekly washing and scrubbing of floor areas of entire school building, class rooms, labs, activity rooms, corridors, verandahs etc. with detergents and dirt removing agents.
  - (ii) Monthly cleaning of water storage tanks.
  - (iii) Sweeping of entire area of the Vidyalaya building and surroundings of building and collection of all waste material and disposal of the same as per instructions.
  - (iv) Cleanliness of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the school and thereafter every two hours specially in the areas like corridors, stairs, entrance gates, reception etc. Spraying of Flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms, labs, school building and surroundings free from mosquitoes, flies, termite/pests/rats etc.
  - (v) Cleanliness and washing of toilets and urinals using phenyl, deodorants, detergent and disinfectants once in the morning, before recess, after recess and after the Vidyalaya is over for children.
  - (vi) Cleaning of carpets, doormats etc. twice a week.
  - (vii) Sweeping and cleaning of the open areas, roads, passage, lawns, /meeting halls / etc. within the boundary of the Kendriya Vidyalaya wall surrounding to this building.
  - (viii) Regular dusting/cleaning of equipment & furniture in Office, class room, Labs, book cases, filing cabinets, Almirah, removal of cobwebs on daily basis.
  - (ix) The chocking of sanitary installation is to be cleared within 24 hours of noticing the complaint.
  - (x) Acid cleaning of toilets, sanitary wares without damaging their shines.
  - (xi) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
  - (xii) Cleaning of filled surfaces in the corridors and staircases.
  - (xiii) Polishing of name plates, cleaning Notice boards etc.
  - (xiv) Dusting and cleaning of fans, window panes with glass, cleaning of Almirah, shelves and doors etc.
  - (xv) The cleaning material/ tools required for cleaning/gardening/security will be provided to the workers by the service providing agency at its own expenses on monthly basis subject to a minimum of one thousand rupees.
- Bidders may visit the Vidyalaya during working hours on any working day to ascertain the nature and quantum of work.

## 3. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of bid/tender only attached herewith as **Annexure 'A'**.

The firm has to quote the service charges per month including cost of uniform (one time) for the manpower provided by the firm.

- (a) Any other tax liable to be paid by the client shall be quoted by the bidder separately.
- (b) Hourly rate of OTA should not exceed monthly **remuneration**.
- (c) The rate quoted shall be revised only in accordance with the revision of minimum wages by the Madhya Pradesh state Government /Government of India from time to time.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting with proper seal.
- (e) The Bidder shall deposit **Rs. 50,000/- (Rs. Fifty thousand Only)** in the form of Demand Draft / Pay Order in favour of **VVN A/c, Kendriya Vidyalaya Chhatarpur** payable at **Chhatarpur** M.P. as **Earnest Money Deposit (EMD) along with the Bid**. The Earnest Money shall be returned to the **unsuccessful bidders after the award of the contract**.
- (f) The selected firm has to furnish **Performance Security** in the form of Demand Draft / Pay Order in favour of **VVN A/c, Kendriya Vidyalaya Chhatarpur** payable at **Chhatarpur** M.P. for an amount equivalent to **10% of the total amount of the contract**. The Performance security shall be submitted **within 10 days from the date of Notification of Award of the contract**. The Earnest Money shall be returned only after the Performance Security is submitted by the Contracting Agency.
- (c) 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 specified for submission of Bids.

## 6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya premises in the presence of representative of the Principal, Kendriya Vidyalaya Chhatarpur or through digital payment (RTGS/NEFT).
- (b) The Contracting Agency will ensure payment by the **5<sup>th</sup> of every succeeding month** to their employees provided to the Kendriya Vidyalaya Chhatarpur 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 Kendriya Vidyalaya Chhatarpur supported with the following documents :-
  - (i) Disbursement made to the staff furnishing the details of digital transaction for each payment
  - (ii) Proof of payment of statutory obligation such as **EPF, ESI, 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, subject to availability of sufficient funds.
- (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 Kendriya Vidyalaya Chhatarpur are from 7:30 am to 3:30 pm six days from Monday to Saturday. However, Kendriya Vidyalaya Chhatarpur reserves the right to request the services on 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:

**Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>**

Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Chhatarpur. Therefore, **minimum three bio-data shall be made available against each slot in each category.** The candidate may be invited for personal discussion also for which no conveyance or any other charges will be paid by Kendriya Vidyalaya Chhatarpur. 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 Chhatarpur shall be made within 24 hours.**
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Chhatarpur 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 Kendriya Vidyalaya Chhatarpur reserves the right to claim and recover damages from Contracting Agency.**
- (k) **The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.**
- (l) **The Agency has to ensure the following points in compliance of the government of India Order No. EPF/Addl. CPFC/UP&BR/133-A/730 Dated 09.06.2016**
- (i) Contracting agency should submit copy of **ECR, e-challan and salary/wages register reflecting PF deduction** along with bill every month.
- (ii) Contracting agency has to ensure that mobile no. of each employee, employed in KV Chhatarpur by contracting agency is registered in EPF office to receive SMS regarding deposit of EPF/ESI.
- (iii) Contracting agency should provide **Identity Card with EPF and ESI No.** written on it.

## 7. 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:

- (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) Proof of Registration of firms
  - (e) PAN No. and Current IT clearance certificate.
  - (f) Attested copy of proof of EPF registration.
  - (g) Attested copy of proof of ESI registration.
  - (h) Attested copy of proof of Service Tax Registration.
  - (i) The Bidder shall **deposit Rs. 50000/- (Rs. Fifty thousand Only)** in the form of Demand Draft / Pay Order in favour of VVN A/c, Kendriya Vidyalaya Chhatarpur payable at Chhatarpur M.P. as **Earnest Money along with the Bid. The Earnest Money shall be returned to the unsuccessful bidders after the award of the contract.**
- (j) Remuneration of manpower quoted below latest minimum wages applicable for Un-skilled, Semi-skilled, Skilled workers /manpower for Kendriya Vidyalayas as per Kendriya Vidyalaya Sangathan Rules shall render the Bid disqualified for evaluation.  
**(Refer order no.11079-12/2012-KVS (HQ)/Admn. Dated 13/6/2012**
- (k) **Adequate amount, if not quoted towards service charges, charges of uniforms, shall render the Bid disqualified for evaluation (Minimum 1% of monthly remuneration).**
- (l) The evaluation will be done on the basis of total cost for **all the items put together for all services**.  
Indenting Office will award the contract to the lowest evaluated responsive bidder.

## 8. 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 as per Para 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.
- (c) The indenter prior to the expiry 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 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.

## 9. Last Date and Time of Receipt of Bids:

You are requested to submit the Sealed Bids super scribed on the envelope as "**Bid for Providing Security, Housekeeping and Gardening**". The duly completed Bid along with all requisite enclosures should be **submitted till 1:00 p.m. of 5/12/19** in Vidyalaya office by hand or by Speed post/Reg. post. The tenders will be **opened in Principal's room on 6/12/19 at 12:00 Noon**. The presence of bidders at the time of opening of Bids / Tenders will be appreciated. The Indenter looks forward to receive the Bid in the format of Bid attached only.

Yours faithfully,

(V.S. Rathore)  
Principal  
Kendriya Vidyalaya Chhatarpur (M.P.)

**Bid for Security, Housekeeping, Gardening Services**

(All figures in rupees only)

S.No.	Category of Manpower	Number	Per Unit Monthly Remuneration	EPF Rate as per rules (13%)	ESI Rate as per rules (3.25%)	Service Charges Including Overhead Profit (in <b>Rupees</b> ) <u>Minimum 1% of monthly remuneration</u>	Total Monthly Cost (4+5+6+7)	Monthly Cost of Cleaning material	Unit OTA Rate per hour as & when needed
1	2	3	4	5	6	7	8	9	10
01	Workers for Sweeping & Cleanliness /Safaiwala (Male and Female)- <b>Un-skilled</b>	01 Male							
		01 Female							
02	Gardener / Mali <b>Un-skilled</b>	01							
03	Security Guards without arms (Male)-	01							
04	Security Guard with arms (Male)	01							
05	Total								

Note:

1. L1 will be decided on the basis of total sum of column 8 and 9 put together.
1. Any tax applicable shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Tender / Bid Document..

Earnest Money Deposit (EMD) / Bid Security of Rupees. Fifty thousand is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_.

Bidder's Signature with seal .....

Name : .....

Date: .....

PAN no. of Firm/Agency.....

Enclosed: