

**TENDER DOCUMENT
FOR
MANPOWER SERVICE PROVIDER**

OFFICE OF THE PRINCIPAL

KENDRIYA VIDYALAYA, BHU CAMPUS, VARANASI

UP - 221005

TEL- 0542-2369466

WEBSITE: www.bhuvaranasi.kvs.ac.in

Price: **500/-**

(Those who download the tender document from website should enclosed demand draft for 500/-
Towards cost of tender in favour of VVN KV BHU VARANASI)



केन्द्रीय विद्यालय, काशी हिन्दू विश्वविद्यालय
वाराणसी - 221005 (उ.प्र.)

Kendriya Vidyalaya BHU Campus, Varanasi-221005 (U.P.)

Ph.No. 0542-2369466, E_mail: kvbhuvaranasi@gmail.com

Web Site: www.bhuvaranasi.kvs.ac.in

Ref.No.F.43089(1)/2020-21/KV BHU VNS/

Date: / /2020

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

Sir/Madam,

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.

1. The tender is invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Service Provider is advised to submit two separate sealed envelopes super scribing "**Technical Bid for Providing Manpower Services/Gardener/Security to KVs and "Financial Bid for Providing Manpower Services to Kendriya Vidyalaya**. Both sealed envelope should be kept in a sealed envelope supers scribing "**Tender for Providing Manpower Services to KENDRIYA VIDYALAYA, BHU CAMPUS VARANASI, U.P.**
2. **Sealed competitive Bids** are invited by the **KENDRIYA VIDYALAYA, BHU CAMPUS VARANASI, U.P.** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for 03 months & extended up to 01 (One) year subject is satisfactory services, which may likely to be extended, as indicated below:

SL	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Sweeper	10	Well experience in the said field.
2.	Mali	03	Well experience in the said field.
3	Security Guard	03	Well experience in the said field. Preferably Ex-Serviceman or Defence retired personal
4	Casual Labour (Un-skilled/Semi Skilled/Skilled)	As required	For different work in the Vidyalaya, like Carpenter/Plumber/Electrician/normal labour – for different work

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

SL	Category of Manpower	Responsibilities
1.	Sweeper	Sweeping work of School Building (i.e. Class rooms, Departments, Corridor, Stairs, Toilet etc.) including its premises.
2.	Mali	Gardening of Vidyalaya premises.
3.	Security Guard	In order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens. They may monitor points of access in a building or property to allow entry only to individuals with the correct identification or authorization.
4.	Casual Labour (Un-skilled/Semi Skilled/Skilled)	For different work in the Vidyalaya, like Carpenter/Plumber/Electrician/normal labour – for different work

3. Quoted Price:

- a) 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 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) 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.
- d) Correction if any shall be made by crossing out, initialling, dating and rewriting.
- e) The Bidder shall deposit **Rs.10000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **VVN KV BHU VARANASI**, payable at **VARANASI** as earnest money 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 Bank Guarantee/DD for an amount of **10% of total value of tender** Valid for fourteen 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.
- g) 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 **NEFT/RTGS in bank Account of concerned**.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **VIDYALAYA** as per the monthly remuneration 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 **VIDYALAYA** supported with the following documents :-

- (i) **Details of disbursement made to the staff furnishing cheque details for each payment. Monthly remuneration not paid by the Cash mode.**
- (ii) **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, if fund available in the Vidyalaya.

- (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 KV BHU Campus Varanasi is from 7.00 am to 3.30 pm for first shift and 10.00 am to 6.30 pm five/six days from Monday to Saturday and Timing for security guard is Round "O" Clock. However, KV BHU Campus Varanasi reserves the right to request the services on Holiday/beyond office 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 - A₁

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

- (h) The Manpower provided by the Contracting Agency shall be accepted only after scrutiny. 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 **THE VIDYALAYA** 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 **VIDYALAYA** 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 KV reserve the right to claim and recover damages from Contracting Agency.
- (k) The lowest bidder(s) will be required to sign an Integrity Pact with the **VIDYALAYA** (Copy enclosed as ready reference).
- (l)

7. Evaluation of Technical 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) List of client during last 3 years along with cost of assignment.
 - (c) PAN No. and Current IT clearance certificate (last three year).
 - (d) Attested copy of proof of EPF registration (Current year)
 - (e) Attested copy of proof of ESI registration (Current Year)
 - (f) Attested copy of proof of Service Tax Registration.
 - (g) Affidavit for not blacklisted/debarred by any Govt./Govt. Agencies/PSUs
 - (h) Trade license for financial year 2019-2020 & 2020-2021.
 - (i) GST Registration Certificate
 - (j) The Bidder shall deposit **Rs.10000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **VVN KV BHU VARANASI** payable at **VARANASI** 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 Un-skilled, Semi-skilled, clerical and non-technical supervisory staff, in the **UTTAR PRADESH or CENTRAL GOVT. REMUNERATION** (which is higher) 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 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 7.
- b) The Indentor 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 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.
- d) 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.
- e) The Contract will be for 3 months initially & extendable up to one year suitable to satisfactory service.

9. Last date and time of receipt of Bids:

You are requested to submit the sealed quotations (**in the enclosed proforma**) in the **BY SPEED POST ONLY** super scribed on the envelope as "**Bids for providing MAN POWER on service charge basis**" due on **15-06-2020** latest by **02.00** pm. The bids will be opened in Principal's chamber on **16.06.2020 at 02.00 pm**. Representative may be present at the time of opening of Bid.

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

(DR. DIWAKAR SINGH)
Principal, KV BHU CAMPUS
VARANASI

TECHNICAL BID

HOUSEKEEPING SERVICES/SECURITY SERVICES /GARDENER

1. Name of company: _____
Whether Govt./Semi Govt./Private:.....
Proprietor/Partnership/.....
G.S.T. Number
2. ADDRESS: _____

3. CONTACT PERSON,S NAME: _____
4. MOBILE/TELEPHONE: _____
5. E-MAIL Address: _____
6. PAN NO. : _____
(Please enclose attested photocopy and attach copy of IT clearance certificate)
7. SERVICE TAX NO. _____
(Please enclosed attested photocopy)

- PASARA REGISTRATION NO. _____
(For Security Services purpose) (Please enclosed attested photocopy)

8. EPF REGISTRATION NO. _____
(Please enclosed attested photocopy)
9. ESI REGISTRATION No. _____
(Please enclosed attested photocopy)
10. Details of Bank
Name of Bank: _____
Name of Branch: _____
Account No.: _____
IFSC Code No. _____
11. Annual Turnover for the last 03 years (Please enclose copy of documents)
2017-2018 _____
2018-2019 _____
2019-2020 _____
12. Please enclose photocopies of attested balance sheet and P&L A/c.
13. Experience of work during the last three years along with cost of assignment (Please enclose copy of documents) preferably in schools.
14. After qualifying in Technical Bid, Financial Bid will be opened.

Enclosure:-

(Bidder)
Signature
Name
Date & Time:

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

FINANCIAL BID

KENDRIYA VIDYALAYA BHU CAMPUS VARANASI (UP) - 221005

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	
1	Housekeeping staff							
	(Sweeping & Cleanness work)	10						
2	Gardener (Semi Skilled)	03						
3	Watch & Ward	03						
	Security Guard Without Arms :							
	Security Guard With Arms : (Gun Man)							
4	Casual Labour	--						
	Un-Skilled	As per						
	Semi – Skilled	requirem						
	Skilled	ent.					

- NOTE:**
1. Service charge zero/ negligible will not be accepted.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.
 4. All Terms & Conditions for Taxes and Services will be implemented as per Educational Institution/KVS

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. 10000=00 (Rupees Ten thousand)** is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)

Signature:

Name:

Date & time: