

<p>केंद्रीय विद्यालय द्वारका रुकमनी मंदिर के पास द्वारका – 361335(गुजरात) दूरभाष: 02892-236555 फैक्स: 02892-234255 ईमेल: kv_dwarka@yahoo.co.in वेबसाइट: kvdwarka.org</p>		<p>Kendriya Vidyalaya Dwarka Near Rukmani Temple Dwarka – 361335 (Gujarat) Tel. No. : 02892-236555 Fax: 02839- 234255 E-Mail:kv_dwarka@yahoo.co.in Website : kvdwarka.org</p>
F.10/KV DWRKA/2018-19/		Dt. 30/11/2018

TENDER DOCUMENT

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

Sealed competitive Bids are invited by the Kendriya Vidyalaya Dwarka 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 01.01.2019**, which may likely to be extended for one year, as indicated below:

1.	Round the clock Security Guard	03 person	Healthy & Minimum Passed class VIII who can maintained persons visited the vidyalaya in Hindi
2	Sweeper	2/ 3 person	Healthy / experience person in sweeping work. Out of this 01 has to be female
3	Mali	1 person	Healthy / experience person in gardening work

S.No.	Category of Manpower	Responsibilities
1.	Security Services	Security services in primary and secondary Vidyalaya building, all the days including holidays and round the clock. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
2.	Conservancy Services	Complete cleaning/sweeping of all rooms of the Vidyalaya, Vidyalaya Campus of Primary and Secondary School Building in all days except Sunday and holidays, unless required on requisition.
3.	Garden Services	Maintenance of garden in the Vidyalaya Campus in school building.

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

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, initialing, dating and rewriting. The Bidder shall deposit Rs. 1000/- per service 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 **VIDYALAYA VIKAS NIDHI**, payable at Dwarka as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(c) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 40000/- per service 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.

(d) Telex or Facsimile Bids are not acceptable.

(e) Bidders has to quote higher rate applicable for the services as per central government or state government along with copy minimum rates applicable as on 1.12.18.If Bidders quote less than minimum rate of Central Govt / State govt.(whichever is higher) the tender will be disqualified for evaluation.

(f) The contractor can claim revised minimum wages as when it will be revised by the Government during the contract period but no change will be allowed in service charges/ profit.

4. Each Bidder must submit only one Bid.

05. Validity of Bid:

The Bid shall remain valid for a period not less than 365 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

The remuneration shall be disbursed through Cheque at Dwarka premises in the presence of representative of the KV Dwarka or its constituent.

(i)The Contracting Agency will ensure payment by the 06th of every succeeding month to their employees provided to the KV Dwarka as per the monthly remuneration and OTA charges quoted without any deduction.

(ii)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 Dwarka supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing RTGS/Transfer of salary in the account of labour engaged in the vidyalaya for each payment
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable at KV Dwarka

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

(iii) 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.

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

(v) The normal office hours of KVS are from 7.00am to 15.00 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 054 hours.

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

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

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

- (vii) 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 the KV Dwarka. 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.
- (viii) The contracting Agency will be required to sign a contract with the KV Dwarka.. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (ix) 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.
- (x) The agency has required to attached copy of attendance of labour engaged and certificate along with bill of each month stating that their employees engaged in KV Dwarka paid Minimum rates of Wages fixed by the Government
- (xi) The service provider shall be liable for all kinds of dues payable in respect of personnel provided under the contract and government / KVS shall not be liable to pay any due for availing the services of personnel.
- (xii) The performance security deposit and monthly bill will not be release until the service provider produce of payment of EPF deposited in the name of labour engaged in the vidyalaya during the particular month.
- (xiii) The service provider should have at least three years' experience in providing Man Power to government /public sector /company/bank or Pvt. reputed firms.
- (xiv) In case, the service Provider fails to comply with any liability under appropriate law, and as a result thereof, the KVS is put to any loss/obligation, monetary or otherwise, the KVS 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.
- (xv) The service provider shall be held responsible for any loss/damage to the equipment's and instruments of the KVS provided to the manpower deployed by the service provider due to the negligence or willful damage as assessed by the KVS.

- (xvi) 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. The KVS will have no liability towards non-payment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department of office concerned of KVS by the persons deployed, the same shall be recovered from the unpaid bills of adjusted from the Performance Security Deposit.
- (xvii) The decision of KVS in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the service provider.
- (xviii) The KVS 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.
- (ixx) 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 of KV Dwarka for his decision and the same shall be binding on all parties.
- (xx) The concern party have license to provide man power for conservancy services**
- (xxi) In case of any sexual harassment to any employee or students by conservancy employee will be dealt accordind to SHWWPPR ACT 2013.**

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
Along with bid
 - (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 of last 03 years.
 - (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 and GST registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) The Bidder shall deposit Rs. 1000/- per service 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 Vidyalaya Vikas Nidhi, payable at Dwarka as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (i) Remuneration of staff, quoted below minimum wages applicable for Security Guard, Sweeper, Gardener staff, in the Gujarat the Bid will be disqualified for evaluation.
- (J) The evaluation will be done for all the items put together for particular services. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- (K) Copy of terms and conditions in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.
- (L) The firm have valid license to provide man power for security, Sweeping, Gardening at KV Dwarka for the contract period.
- (M) All firms have to attach technical bid and financial bid in sealed cover. The firm did not full fill technical bid requirements, that firms will not be consider for financial evaluation.
- (N) If the rates of more than one firm found same in such case the awarding of contract will be decided by the tender opening committee. And the decision of the tender opening committee will be final and it will be biding to the party. The committee takes in to considerate of experience as per copy of work order/ contract deed attached; past performance and sound financial position and it will be biding to all the bidders
- (O) If EIS is not applicable in Dwarka, then mention the rate of WC. Without mentioning amount of EIS/WC the tender will not be consider.

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 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 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 "Bids for providing Security and allied services on service charge basis" due on 20 .12..2018 latest by 12:10 pm. It will be opened on 20 .12.2018 at 14.15 hours

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,

Signature
Name: PURABI DAS
Designation: Principal

For and on behalf of the Kendriya Vidyalaya

KENDRIYA VIDYALAYA DWARKA

ANNEXURE - 'A'

FORMAT OF BID

								(All figures in
S. No.	Category of Manpower	Number	Unit monthly remuneration per head	EPF rate 13.61%	ESI Rate 4.75%	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6)	Total monthly cost (Col. 8x3 (Total Unit rate x No. of persons))
1	2	3	4	5	6	7	8	9
	Security Services (Civil) (Unskilled)	03						
2	Sweepers	02						
3	Garden Services (Unskilled)	01						
Grand Total:								

2. **NOTE:**

3. In case of discrepancy between unit price and total price, the unit price shall prevail.

4. 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. 1000/- (Rupees One thousand only) per service separately is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____ Name of the Bank in favour of KV Dwarka VVN A/C. In absence of security money the quotation will be become invalid.

5. Bidder Signature: _____
 6. Bidder Name: _____
 7. Date & time: _____

TERMS AND CONIDITIONS FOR CLEANING/ SWEEPING ETC
KENDRIYA VIDYALAYA DWARKA, GUJARAT

1. Name of the KV : Kendriya Vidyalaya ,DWARKA
2. Address : Kendriya Vidyalaya ,DWARKA, GUJARAT
3. Area of the building :
4. No. of days during the are required : All days except Sunday and Gazetted holidays, unless cleaning/sweeping etc. otherwise required on written Required on written requisition. Additional charges For cleaning/sweeping etc. on holiday(s) whenever required will be payable

SCOPE OF WORK

That the agency shall provide security agreements for Kendriya Vidyalaya building premised located at Kendriya Vidyalaya , Dwarka with effect from 01.01.2019

A. DAILY WORK (FROM 7:30 am to 3:30 PM)

1. Sweeping of entire areas of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
2. Cleaning of the floor areas with wet floor dusters and detergent disinfectants etc. once in the morning before opening of Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc, Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals suing deodorant, detergent and disinfectant once in the morning and again in the afternoon or as may be specified by the principal.
4. Cleaning of carpets, Durries etc.
5. In case of shortage of water or non-availability of water, brining water from outside for cleaning.
6. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
7. Regular dusting/cleaning of furniture (Table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the schools.
8. The choking of the sanitary installations e.g. Traps bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the GI and CI pipes etc are also to be attended within 24 hours.

B. Items of work to be done generally once in a week

1. Washing and scrubbing of floor areas with detergents and dirt removing agent provided by the Vidyalaya to be done.
2. Acid cleaning of sanitary wades, without damaging their shines.
3. Removing stains from floor, doors and partitions by using surf or nay suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning other name plates/Boards.
7. Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
8. Removal of cobwebs in all rooms and other spaces of the School.

C. Requirement from the staff of Agency, Their duties, behaviour etc.

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
2. The contractors' staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
3. The contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.

5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.
6. The contractor's works shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
7. The KV shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the KVS is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state. The KV shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
9. Insurance and accidents risks of the workers will be the responsibility of the contractor.
10. All the workers of the contractor shall be free from infectious diseases.
11. The contractor will ensure the proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.
12. The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from KV in writing.
13. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the KV, sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
14. The KV reserves the right to order any worker of the contractor to leave the premises of KV if his presence at any time is felt undesirable.

D. Generation Conditions:

1. Agreement: For one year extendable for one year with consent of both the parties and outstanding performance of the work done during last year by the contractor.

2. Terms and payment: The KV shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal " that the work has been done satisfactory 50 % payment will be withheld and it will be released only with the work is found as of quality and to the satisfaction of the KV.

E. Notice of Termination of contract.

- i. The Contract can be terminated without assigning any reasons by giving two months' notice in writing by either side.

F. Supervision:

The contractor shall authorize a person or himself to supervise the cleaning and maintenance service who will report to the designated officer or any other office of KV so authorized as and when he is required to do so by the KV.

G Rate:

Rates must to be fixed on per week basis for the whole unit. At time when work is taken for a period less than a week because of closure of the school etc. rates would be calculated for a day and payment will be made accordingly.

TERMS AND CONIDITIONS FOR SECURITY SERVICES

1. Name of the KV : Kendriya Vidyalaya, Dwarka
2. Address : Kendriya Vidyalaya , Dwarka, GUJARAT
3. Area of the building : 15 Acres
4. No. of days during the : All the days including holidays and round the clock

SCOPE OF WORK

Providing round the clock security services

TERMS AND CONDITIONS TO BE EXECUTED BETWEEN THE AGENCY AND KENDRIYA VIDYALAYA FOR PROVIDNG SECURITY SERVICES.

That the agency shall provide security agreements for Kendriya Vidyalaya building premised located at **Kendriya Vidyalaya , Dwarka with effect from 01.01.2019**

1. That the agency would undertake to engage, employ and provide the requisite number of members for the purpose and also responsible for the payment of their emoluments and dues, discipline and work.
2. That the entire responsibility for taking security measures of the said building/premises is of the agency and Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the person employed by it.
3. The agency shall provide complete continuous security measures throughout 24 hours by charging the personnel in rotation or replacement.
4. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
5. That the tenure of the service agreement shall be initially for the period of one year with effect from **01.01.2019** and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or payment one month's due in lieu of the notice.
6. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of the such person.

Signature of Contractor

signature of Principal

ANNEXURE III
TERMS AND CONIDITIONS FOR GARDENING

- | | |
|---------------------------|--|
| 5. Name of the KV | : Kendriya Vidyalaya Dwarka |
| 1. Address | : Kendriya Vidyalaya , Dwarka,Gujarat |
| 2. Area of the building | : 2.45 acres |
| 3. No. of days during the | : All days except Sunday and Gazetted holidays, unless are required cleaning/ sweeping etc., otherwise required on written requisition. Additional charges. For cleaning/sweeping etc. on holiday(s) whenever required will be payable |

SCOPE OF WORK

Maintenance and upkeep of gardens, play field and compound of the Vidyalaya.

1. Terms and conditions for providing services of gardening arrangement for KV premises located at Kendriya Vidyalaya Dwarka with effect from **01.01.2019**
2. That the agency would engage, employ and provide the requisite number of trained gardener for the purpose and also be responsible for payment of their emoluments and due, discipline and work.
3. That the entire responsibility of taking maintenance measures of the garden, play field and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.
5. He Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the agency for the period of one year from the date of termination of the contract.
6. That the tenure of the service agreement shall be initially for a period of one year of one year with effect from 01-01-2019 and thereafter it shall continue till either side intends to terminate giving one months' notice in advance to the other side or paying one month's due in lieu of the notice.
7. That the Vidyalaya on its part shall not be liable to pay any charges dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of agency only who shall be the employee of such person

Signature of Contractor

signature of Principal

APPLICATION - TECHNICAL BID
(For Providing Manpower Services to KVS (M))

1. Name of Tendering Service Provider: _____

2. Status(Proprietor /Partner/
Director): _____

3. Details of Earnest Money Deposit: DD No. _____ Date _____
of Rs. _____ drawn on Bank _____

4. Full Address of Registered : _____
Office _____

Telephone No. _____
FAX No. _____
E-Mail Address _____

5. Full address of Operating / _____
Branch Office : _____

Telephone No.: _____
FAX No. _____
E-Mail Address _____

6. Name & telephone no. of : _____
Authorized officer/person
to liaise with Field Office(s) _____

7. Banker of the Service Provider: _____

(Attach certified copy of statement of
A/C for the last 3 consecutive years)

Telephone Number of Banker: _____

8. PAN / GIR No. : _____
(Attach attested copy)
9. Service Tax Registration No. : _____
(Attach attested copy)
10. E.P.F. Registration No. : _____
(Attach attested copy)
11. E.S.I. Registration No. : _____
(Attach attested copy)
12. Labour License/Registration under The Contract Labour (Regulation & Control) Act,1970
13. Financial turnover of the tendering **Service Provider** for the last 3 consecutive financial years.

Financial Year	Amount (Rs. In lakhs)	Remarks, if any

14. Additional information, if any:
(Attach separate sheet if space provided is insufficient)

15. Give details of minimum 3 such contracts/housekeeping/outsourcing (both work) in Headquarters, Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last five consecutive years in the following format

(if the space provided is insufficient, a separate sheet may be attached) :

Sl. No.	Name of client, address, telephone & Fax no	Manpower services provided		Amount of contract (Rs. Lakhs)	Duration of contract		Remark
		Type of manpower provided	No.		From	To	

16. Certificate of work satisfactory completed the services job work.,
17. Additional information, if any
(Attach separate sheet, if required)

Date: _____ Signature of the authorized person
Place: _____ Name: _____
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 / are well aware
of the fact that furnishing of any false information / 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: _____