

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 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 No.1, Srinagar 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:-

- Watch and ward services
- Conservancies
- Gardening and grass cutting
- Supply of labour for Vidyalaya

A. Area of the Building Approximately 50 rooms and 08 toilets, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the KENDRIYA VIDYALAYA
No.1, Shivpora,
Near BB Cantt.- Srinagar.

B. Man power

S. No.	Category of Manpower	Minimum qualifications	Number of personnel required in the shifts	As per the following shifts
1.	Watch and ward	Basic training	04 (Four)	8hrs per person per day round the clock
2.	Conservancy	Basic Knowledge	04 (Four)	8 hrs per person/ day
3	Gardener	Basic Knowledge	01 (One)	8 hrs/ day

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

. 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 instructions of the KVS.

ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.

iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.

iv) Cleaning of carpets of the officers room with vacuum cleaner to be provided by the Contractor.

v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.

vi) Regular dusting/cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 8.00 A.M.

vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) 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.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Polishing of nameplates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted Price:

(a) 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).

(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.

(e) Tenders must be accompanied with EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in the shape of DD favouring VVN Fund KV1 Srinagar.

(f) 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 directly into the bank accounts of manpower engaged by the agency with a copy of RTGS/NEFT to KV No.1, Srinagar.

(b) The Contracting Agency will ensure payment by the 7th of every succeeding month to their employees provided to KV No.1, Srinagar as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KV No.1 Srinagar office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque/cash details for each payment,

(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/bill.

(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 Indentor/Client.

(f) 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 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

(g) 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 KV NO. 1 SRINAGAR.

- (h) 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 KV NO 1 SRINAGAR shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the KV NO 1 SRINAGAR, 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 NO. 1 SRINAGAR 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 Contracting Agency will deploy ex-servicemen who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from Aids or any other infectious disease before deployment for work.
 - (m) The KV NO. 1 SRINAGAR shall provide a small guard room/space for 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.
 - (n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

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:

- (j) 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 clientele during last 3 years along with cost of assignment.

- (c) PAN No. and copy of last assessment order / copy of IT return.
- (d) Attested copy of proof of ESI registration.
- (e) Attested copy of proof of Service Tax Registration.

Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, in the State/ Centre Govt. of India, Labour Department shall render the Bid disqualified for evaluation.

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 Indentor 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 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.
- (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.

9. Last date and time of receipt of Bids

21.09.2018

The indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV NO. 1 SRINAGAR.

Yours faithfully,

(SH. S.S. DUHA)
PRINCIPAL

TENDER FOR EMPANELMENT OF SUPPLIERS FOR

ANNEXURE-'A' FORMAT OF BID (All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate @12%	ESI Rate @4.75%	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8 X Col.3)
1	2	3	4	5	6	7	8	9
(a)	Watch and ward	03 (Three)	18360	2203	872			
(b)	Conservancy	04(Four)	13860	1663	658			
(c)	Gardener	01(One)	12900	1548	613			

NOTE:

1. Mention E.M.D. No..... dated.....amount.....
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 Bid document and also agree to enter into the agreement in the format enclosed.

(Bidder)

Signature:

Name:

Seal of the agency:

Date:-