



F.No.3-31/KV-1/TRY/2020-21

Date: 22.06.2020

TENDER DOCUMENT

Sub: "Inviting Bid for engaging service provider firm for providing manpower for housekeeping through Service contract".

Sir/ Madam,

1. The Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by Kendriya Vidyalaya No.1, Ordnance Estate, Trichy-16 from the reputed / registered/consultant/Service Provider Firm for providing Manpower through service contract initially for a period From 01/08/2020 to 31/03/2021 which may be extended by another one year, as indicated below:

A.	Area of the Building approximately	14.9 acres Parties are advised to see the location
	Address/Location of the building	Kendriya Vidyalaya No.1, Ordnance Estate, Trichy – 620 016

B. Manpower required:

The following manpower (for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be available up to 4.00 pm.

S.NO.	Category of Manpower	Minimum Qualifications or/and experience	Number of workers required
1	Workers for cleanliness (gents)	Middle standard	2
2	Workers for cleanliness (Ladies)	Middle standard	6

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	To clean the office/Vidyalaya wherever he/she is deputed, any other work assigned by the authorizes, etc.

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

Daily Work from 07:00 AM to 04:00 PM or as may be decided by the Vidyalaya (09.00 AM to 09.30 AM Breakfast, 01.00 PM to 01.30 PM Lunch)

- i. Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per the instructions of the Principal / Cleanliness Committee / Staff Members
- 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 student toilets, 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. In case of shortage of water or non-availability of water, brining water from outside for cleaning.
- iv. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- v. Cleaning of carpets with vacuum cleaner to be provided by the contractor.
- vi. Sweeping and cleaning of open areas, roads, passage, lawns Resource room/meeting halls, etc. within the boundary of Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirapalli-16 wall surroundings to this building.
- vii. Regular dusting/cleaning of furniture (tables and chairs) 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. 9.00 AM.
- viii. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- ix. The chocking of the sanitary installations is to be cleared within 24 hours of noticing the complaint.

Items of work to be done once in a week

- 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, RO systems, water coolers, etc.
- vi. Polishing of name plates and number plates (on each floor)
- vii. 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).
- b) 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.
- c) 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/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- d) The bidder shall deposit Rs.30,000/- in the form of DD drawn in favour of **VIDYALAYA VIKAS NIDHI ACCOUNT** payable at Ordnance Estate, Tiruchirapalli-16 as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. Earnest money is exempted from the following
- i. Registered suppliers with the Kendriya Vidyalaya
 - ii. Registered units with the National Small Industries Corporation (NSIC). Photocopy of NISC(certIFICATE) should be enclosed along with the tender.
- e) **The selected firm has to furnish performance security in the form of DD for an amount 10% of annual bill amount valid for twelve 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.
- f) Telex or Facsimile Bids are not acceptable.
- g) Each Bidder must submit only one Bid.

4. Validity of Bid:

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

5. Terms and Conditions:

- (a) Payment to the contract labours by the contractor only through online.
- (b) Payment should be made on or before 5th of every month and it can be claimed by submitting all the relevant document i.e EPF, ESI, Salary Statement which will be verified by the committee of KV No.1, Trichy.
- (c) The contracting agency will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers / staff deployed are free from Aids or any other infectious disease before deployment for work.
- (d) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the satisfactory work/actual attendance of their employees supported with the following documents: -
- (e) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya No.1, Ordnance Estate ,Tiruchirappalli-16 premises in the presence of representative of the Screening Committee or its constituent. Details of disbursement made to the staff furnishing cheque details / bank deposit details for each payment, All the employees employed should be allotted with UAN number provided by the EPF department within 15 days from the date of contract. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable taxes.
- (f) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill
- (g) 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.
- (h) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (i) **The normal office hours of the Principal, Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirappalli-16 are 24 hours for seven days from Monday to Sunday.** However, Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirappalli-16 reserves the right to request the services on Saturday/Holiday/beyond office hours.

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

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$
$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$$

(k) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirappalli-16**. 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 Indenting Office. 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 No.1, Ordnance Estate, Tiruchirappalli-16**, shall be made within 24 hours.

The contracting Agency will be required to sign a contract with **the Principal, Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirappalli-16** (who is Indenting Office) as per the Model Contract is available in the Vidyalaya website (<http://no1tirichy.kvs.ac.in/> website).

- (l) The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (m) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/ Client.
- (n) Kendriya Vidyalaya No.1, Ordnance Estate ,Tiruchirappalli-16 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.
- (o) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV No.1, Trichy reserves the right to claim and recover damages from Contracting Agency.
- (p) The antecedents of all the works will be got verified from the police by the contracting agency before deployment for work.
- (q) The KV No.1, Trichy shall provide a small room/space for the workers / staff deployed by the contracting agency. Nobody will be allowed to stay in the Vidyalaya except the staff of contracting agency on duty.
- (r) The contracting Agency shall provide to their personnel deployed for cleanliness with impressive uniform.

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 and conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached:
- (a) The **tender form/document** have to be downloaded from Vidyalaya website <http://no1tirichy.kvs.ac.in/>.
- (b) Demand Draft of Earnest Money Deposit (EMD) of Rs.30,000/- drawn in favour of the **Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya No.1, Ordnance Estate, Tiruchirappalli**.

- (c) Details of successfully executed similar work along with work order copies and amount.
 - (d) A copy of PAN/TAN, registration certificate with Income Tax, GST, ESI, PF and other statutory bodies as per the requirement of the contract
 - (e) Complete copy of tender document duly signed/stamped on all pages
 - (f) Details of firm/company setup and establishment.
 - (g) New Registered Firm can also take part with all relevant documents
 - (h) Audited financial statement including profit and loss account and balance sheet for last successive three years ending March 2019.
 - (i) Income Tax Return for last successive three years ending March 2019.
 - (j) An undertaking that the bidder has not been black listed by any government organization during the last 3 years.
 - (k) Copy of Registration Certificate of PSARA Act/registration with the Regional Labour Commissioner (Labour Licence number).
- (ii). Remuneration of staff, quoted below minimum wages applicable for un-skilled, semi-skilled, Skilled, clerical and non-technical supervisory staff by Central Government shall render the Bid disqualified for evaluation.
- (iii). Indenting Office will award the contract to the lowest evaluated responsive bid.
- (iv). The evaluation will be done for all the services put together as a whole.
- (v) The Bid will be treated null and void, If it is quoted with "ZERO PERCENTAGE" service charges which includes Profit, payment of I.T(2% of the payment), and other overhead expenses.

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 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

Technical Bid and Financial Bid should be sealed in two separate envelopes and then placed together in a single envelope superscribing "Technical Bid", "Financial Bid" and "Quotation for House Keeping". Financial Bid will be opened only if Technical Bid is in order. Therefore, in no case both must be placed in a single envelope, failing which, the quotation will be summarily rejected.

You are requested to submit the Sealed Bids by **Speed Post/Registered Post** superscribed on the envelope as **"Technical Bid", "Financial Bid" and "Quotation for House Keeping"**. The duly completed bid along with enclosure **should reach the office on or before 10.07.2020**. The tenders will be opened **at 2:30 PM on 13/7/2020 at KV No.1, Trichy** in the presence of bidders. An earnest money of Rs. 30,000/- (Rupees Twenty thousand only) is to be deposited along with tender document.

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, Trichy.

Yours faithfully,

**(PP MALLIKA)
I/C PRINCIPAL**

FORMAT OF FINANCIAL BID (HOUSE KEEPING SERVICES)

S.No	Category of Manpower	Number	Unit Rate per Day (in Rs) (Basic + DA)	Unit Monthly Remuneration for 25 Days (Rate Per Person) (in Rs) (as per Govt . of India , Office of the Chief Labour Commissioner(c) for Minimum Wages)	EPF Amount (in Rs) for 25 Days (Based on the Eligibility as per EPF Act)	ESI Amount (in Rs) for 25 Days (Based on the eligibility as per ESI Act)	Service Charges including over head and profit (Rate per person)	Monthly Unit Rate(Rate Per Person) (Col 5+6+7+8)
1	2	3	4	5	6	7	8	9
	HOUSE KEEPING	1						

NOTE:

1. Rates shall be quoted as per the rates prescribed by the central govt. rates
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. If a Firm quotes 'Nil Charges/Consideration', the bid shall be treated as unresponsive and will not be considered.
4. EPF will be paid as per the eligibility of the employee deployed with reference to EPF Act

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 _____ (Rupees _____ only) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

Bidder

Signature _____

Name: _____