



केन्द्रीय विद्यालय मुंगावली

KENDRIY VIDYALAYA MUNGAOLI

जिला(.प्र.म)अशोकनगर- Distt- Ashok Nagar (M.P.)

Mail address:kvmungaoli@gmail.com Web-Site: mungaoli.kvs.ac.in

Phone No.07548-273111

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower with cleaning material through service contract in Kendriya Vidyalaya Mungaoli".

Sir/Madam,

1. The Kendriya Vidyalaya Mungaoli is running under Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, Which 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 undersigned from the reputed/registered 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 :-
3. Material for cleanliness to be used as per attached Annexure-I. The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure -B :-

A. Work Area : Whole campus of KV Mungaoli including School Building (All Class rooms, corridors, stairs, floors, laboratories deptt. etc.), Roads, Ground & Open Area within the boundary wall. Parties are advised to see the location.

Address/Location of the building:

Kendriya Vidyalaya Mungaoli
Piprai road, Mungaoli,
Distt. Ashok Nagar,
Mungaoli (M.P.) Pin Code :- 473443.

B. Manpower required :-

S.No.	Category of Manpower	Nos.	In the following way/timings
1.	Security Guards	04	For providing complete and continuous Security measures throughout the 24 hours by changing the personnel in rotation or replacement.
2.	Worker for cleanliness	03 (02Male& 01Female)	07.00 AM to 03.00 PM All days except Sunday and Gazetted holidays, unless otherwise required on written requisition.
3.	Gardener	01	07.00 AM to 03.00 PM All days except Sunday and Gazetted holidays, unless otherwise required on written requisition.

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.	Security Guards	Round the clock security of Vidyalaya and its premises.
2.	Worker for Cleanliness	To Clean the Vidyalaya premises wherever deputed.
3.	Worker for Gardening	To Render services as gardener towards proper looking after the gardens of the School

C. **Cleanliness work must be done in the following way:-**

a) **Daily work:** (from 07.00 AM to 03.00 PM)

- 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 instructions of the Principal.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the 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.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
- iv) Cleaning of rooms, carpets, Durries etc.
- v) In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
- vi) Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the KendriyaVidyalaya.
- vii) Regular dusting/cleaning of furniture(table and chair) and equipments, 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 school.

- viii) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- ix) 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.
- x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

b)Items of Work to be done Generally once in a week:

- i) Washing and scrubbing of floor areas with detergent and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floor, 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 and water coolers, if any.
- vi) Polishing of brass name plates and number plates and cleaning of all other name plates/boards.
- vii) Dusting and cleaning of fans, electrical fittings, window pans with glass cleaning chemical/agents and cleaning of partition paneling etc.
- viii) Removal of cobwebs in all rooms and other spaces of the school.

D. **GARDENING OF THE VIDYALAYA** :- Prober Gardening.

E. **SECURITY OF THE VIDYALAYA** :-

- i) During school hours security guard is supposed to be present at the Vidyalaya gate and monitor the entry and exit of students and parents as per instructions by the Principal / In-charge Principal and prevent the entry of unauthorized persons.
- ii) After School hours guards are responsible for the Security of all the assets of Vidyalaya present within the campus and ensure that no unauthorized person enters in the premises.
- iii) Security guard has to ensure that the visitors who have valid ID proof enter the premises only after filling the entries in visitors register.
- iv) The Security guard should always be visible vigilant alert quick to report about the problems and promptly responds to the instructions.
- v) Any other work related to the security and safety.

3. Quoted Price :

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF & other statutory costs and Service Charges in the format of quotation only attached (**Annexure B**) **THE CURRENT RATES OF EPF MAY BE QUOTED AND SERVICE CHARGE AMOUNT IS COMPULSORILY TO BE QUOTED.**
- (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.

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 charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (c) **The Bidder shall deposit Earnest Money Deposit of Rs.20,000/-(Twenty thousand only) in the Bank through Online Payment (NEFT/RTGS) in favour of "Vidyalaya Vikas Nidhi" A/c No. '63002214388' IFSC Code 'SBIN0030084'. Receipt of NEFT/RTGS Payment for E.M.D. should be attached along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.**
- (d) The selected firm has to furnish performance security deposit through Online (NEFT/RTGS) for an amount of **10% of annual charges**. 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 to be deposited by the Contracting Agency
- (e) Telex or Facsimile Bids are not acceptable.
- (f) Service Tax exempted to Educational Institute.
- (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:

- 1) The Contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- 2) The Contractor's staff shall not disturb the employees of the Kendriya Vidyalaya Mungaoli, or make any sort of noise in the Office premises.
- 3) The Contractor's workers shall be polite, courteous, well behaved and honest.
- 4) The Contractor's shall be fully responsible and liable for theft, burglary, fire or any other mischievous deed done by its workers.
- 5) **The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.**
- 6) The Contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
- 7) Kendriya Vidyalaya Mungaoli shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya Mungaoli 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 the Central Govt. and will include such other benefits as may be as available to its employees under the relevant acts and regulations applicable in the Central Govt.**

The Kendriya Vidyalaya Mungaoli shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.

- 9) Insurance and accident 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 that proper License / 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 the Kendriya Vidyalaya Mungaoli.
- 13) The Kendriya Vidyalaya Mungaoli reserve the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya Mungaoli if his presence at any time is felt undesirable.
- 14) The remuneration shall be disbursed direct to the employees account.
- 15) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya, Mungaoli as per the monthly remuneration quoted without any deduction.
- 16) The Contracting Agency will submit the invoice / bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya, Mungaoli supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing Cheque/NEFT/RTGS/ details for each payment. Photocopy of disbursement to be submitted along with the monthly bill.
 - (ii) Proof of payment of statutory obligation such as EPF, ECR and any other applicable tax.
 - (iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice / bill.
 - (iv) Proof of Payment made to the employee (Photocopy of pass book of concern employee)
- 17) 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.
- 18) It is the sole responsibility of the Contracting agency to comply with all statutory obligations. Intender will not pay any extra charges not quoted in tender document.
- 19) The normal office hours of KV is from 7.00 am to 4.00 pm six days from Monday to Saturday. However, KVS 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 Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours. If cleaning of Vidyalaya as per terms stated above is not completed by the workers in between 7.00 AM TO 4 PM, they will have to complete at by devoting extra time for which no extra payment will be made.
- 20) 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 = $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{Nos. of days of absence}$

- 21) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 Kendriya Vidyalaya Mungaoli.** 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. Without police verification no candidate will be allowed in the Vidyalaya.
The Contracting Agency will deploy the trained and sufficient SC/ST 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, Corona or any other infectious disease before deployment for work.
- 22) The Contracting Agency will be required to sign a contract with the Principal, Kendriya Vidyalaya, Mungaoli 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.
- 23) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya Mungaoli reserves the right to claim and recover damages from Contracting Agency. If security agency fails to ensure safety of the Vidyalaya campus (including staff quarters), the loss due to theft or any other ways will be compensated by the security agency.
- 24) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and police verification copy will be submitted in the office.
- 25) The Vidyalaya shall provide a small room/space for Security guards/worker for cleanliness deployed by the contracting agency. No name plate of agency shall be allowed on the room/space and nobody will be allowed to stay in the Vidyalaya except the staff of Contracting Agency on duty.
- 26) The Contracting Agency shall provide to their security personnel deployed with impressive summer& winter uniform. In addition to this Torch, Whistle, cane etc. are to be mandatorily provided to the security guards.
- 27) The Contractor shall employ supervisors to super-ise the work for which no separate payments will be made it will be borne by the contractor.
- 28) It is mandatory to contracting agency to make the payment of engaged manpower in the Vidyalaya before submitting the bills.

6. 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:

- (A) **Stage I : Evaluation of Technical Bid**
In Stage I the bid will treated as non-responsive if following terms & conditions are not fulfilled and related documents are not attached:
- (a) Copy of proof of Establishment and Registration firm / agency.
 - (b) Copy of Proof of Registration of firm / agency with Labour Department of Central/Central Govt.
 - (c) Copy of proof of Establishment and Registration firm / agency with DG/IG of Police as per Securities Regulation Act 2005.
 - (d) Brief profile of the company and evidence to establish that the bidder has minimum 03 year experience of similar services.

- (e) The Agency should have 20 personnel including supervisors on their regular rolls, a proof of which is required to be produce.
- (f) Audited balance sheet & Profit and Loss Account of last 03 year.
- (g) PAN No. and Current IT Clearance certificate.
- (h) Attested copy of proof of EPF registration.
- (i) Attested copy of proof EPF deposition (Challan) of all its employees.
- (j) The Bidder shall deposit Earnest Money Deposit of Rs.20,000/-(Twenty thousand only) in the Bank through Online Payment (NEFT/RTGS) in favour of "Vidyalaya Vikas Nidhi" A/c No. '63002214388' IFSC Code 'SBIN0030084'. Receipt of NEFT/RTGS Payment for E.M.D. should be attached along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(B) Stage II : Evaluation of Financial Bid

Only those bids which are responsive in Stage I will be evaluated in Stage II in following Manner.

- (a) Remuneration of staff, quoted below current minimum wages applicable for engaging manpower for concerned services, shall render the Bid disqualified (unresponsive) for evaluation.
- (b) **The tenders in which service charges (including overhead charges, profit etc.) are either not quoted or NIL quoted shall be treated as unresponsive and will not be considered.**
- (c) The Evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder but mere lowest price will not confer any right for awarding contract.
- (d) Overwriting cutting and ambiguous tender entries will render the bid unresponsive.
- (e) No column should be left blank it may render a bid unresponsive.
- (f) In case two are more bidders quote same rates and there is a tie the Vidyalaya will decide to award contract to any bidder based on the other attributes of the firm and decision of the Vidyalaya will be binding to all parties.

7. Award of Contract:

- (a) The Indenter may 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 6 but mere lowest price will not confer any right for awarding the contract.
- (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 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.
- (e) The Intender reserves the right to cancel the contract any time without assigning any reason.

8. **Normally Contracting Agency deputed Middleman / Supervisors to solve day to day problems and disburse the payment through Cheque. Many times Middleman / Supervisor behave in arrogant manner and make the arguments with staff members as well as Chairperson. Proprietor do not have time to make regular contact with the Vidyalaya and he never visit the work place after agreement. He overlook the problems related with the services of engaged manpower. Such type of arrangement may not be accepted by the Vidyalaya management. If it happens so it will lead to termination of the Contract with the contracting agency.**

9. **Procedure Last date and time of receipt of Bids:**

Procedure

Step I :Fill the technical bid put signature and rubber stamp attach attested copies of all required documents, Bid security draft, cost of tender document is the form of NEFT receipt and sealed it in an envelope and superscribe **TECHNICAL BID FOR PROVIDING SECURITY CONSERVANCY SERVICE AT KV MUNGAOLI.**

(Kindly also attach (an index) a list of enclosures and mark page numbers along with technical bid attach all documents in proper sequence as in technical bid)

Step II :Fill the Financial bid put signature and rubber stamp sealed it is a second envelope and Super scribe **FINANCIAL BID FOR PROVIDING SECURITY CONSERVANCY SERVICE AT KV MUNGAOLI.**

Step III :Now keep both the envelopes in one large envelope Cloth Pasted and again sealed it. And super scribe on the envelops as "**Bids for providing Out Sourcing Services for Security, Cleaning and Gardening in Kendriya Vidyalaya Mungaoli.**"

Last date and time

The Cloth Sealed Tender forms should reach to the Vidyalaya through Speed Post/Registered Post only latest by **24.08.2020 before 12.00 noon.**

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 KVS.

Enclosed: Tender document contained 08 Pages in addition to that and Annexure A, Annexure B and Annexure I.

Yours faithfully,

Principal
Kendriya Vidyalaya Mungaoli (MP)

Technical Bid

FOR SECURITY, CLEANLINESS AND GARDENING SERVICES AT KV MUNGAOLI

1. NAME OF COMPANY/FIRM: _____

2. COMPANY ESTABLISHMENT REGISTRATION NUMBER _____

(Please enclosed attested photo copy)

3. ADDRESS: _____

4. PROPRIETOR'S NAME: _____

TEL. LAND LINE: _____ MOBILE _____

E-MAIL ID: _____

5. IG/DG LICENCE (please attach a photocopy)

A. LICENCE NUMBER _____

B. ISSUING AUTHORITY _____

C. VALIDITY FROM _____ TO _____

6. LABOUR LICENCE (please enclose photocopy)

A. LICENCE NUMBER _____

B. ISSUING AUTHORITY _____

C. VALIDITY FROM _____ TO _____

7. EPF REGISTRATION NO. (please enclose photocopy) _____

8. SERVICE TAX REGISTRATION NO. (please enclose photocopy) _____

9. PAN NO. :- _____

(please enclose attested photocopy of Pan card and attach copy of IT clearance certificate)

10. ANNUAL TURNOVER FOR THE LAST 3 YEARS (please enclose copy of documents)

2017-2018:- _____

2018-2019:- _____

2019-2020:- _____

Contd. From page 1.....

12. Solvency Certificate_(mandatory if turnover is less than 5lakh) Issuing (please attach a photocopy)

Issuing bank _____

Date of issue _____

Amount- _____

13. Please enclose photocopies of attested audited balance sheet and Profit & Loss A/C.

14. Experience of work during the last three years along with cost of assignment (please attach a photocopy)

Sr no	Session	Name of organization	Services provided	Annual cost of assignment
1	2017-18			
2	2018-19			
3	2019-20			

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Seal & Sign of
The Proprietor / Authorized Signatory

Financial Bid**FOR SECURITY, CLEANLINESS AND GARDENING SERVICES AT KV MUNGAOLI**

Please read the notes carefully given below the table before filling the tender

S. No.	Category of Man power	No. of Man power	Unit monthly remuneration	Unit monthly EPF	Unit monthly Service charges Including all overhead Charges and Profit	Monthly Unit rate(Column 4+5+6)	Total Monthly Cost (col. 7*col 3)
1.	2.	3.	4.	5.	6.	7.	8.
1	Security Guards	04					
2	Gardener	01					
3	Sweeper	03					
4	Cleaning materials rates as per list						
GRAND TOTAL							

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Seal & Sign of
The Proprietor / Authorized Signatory

NOTE:

1. For **Security Guards** unit monthly remuneration should be quoted for 30 days of month for **Conservancy & Gardener** unit monthly remuneration should be quoted for 26 days of month.
2. Where Central Government has fixed the minimum rates of wages, The Bidder should not quote rates less than the minimum wages rates prescribed by the Central government. Central government approved rates may fill in attached bid format.
3. **Unit monthly Services charges include all overhead charges, supervisory charges uniform (winter and summer, rain coat) torch, canegloves gumboots required by the workers for efficient delivery of their duties and mandatory by rule of law.**
4. Payment of Service Tax is exempted Under Section 93(I) of the Finance Act, 1994 (Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance Dept. of Revenue Central Board of Excise & Customs Tax Research Unit order No. B1/14/2013-TRU, dated 19.09.2013.
5. In case of discrepancy between Unit Price and Total Price, the Unit Price shall prevail.

Contd. On page 2.....

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- 6. TDS will be deducted as per rules.
- 7. No column should be left blank.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid (EMD) of

Rs. (Rupees)

Is furnished herewith vide NEFT Receipt no. no. dated drawn on

.....
Seal & Sign of
The Proprietor / Authorized Signatory

Name

Signature

Seal

KENDRIYA VIDYALAYA MUNGAOLI

Sweeping Material Required TO BE USED IN VIDYALAYA PREMISES PER MONTH

S.No.	Name of items	QTY. PER MONTH	RATE
1	फिनायल डा. ब्रांड	25 LTR.	
2	एसिड	25 LTR.	
3	सीक झाड़ू	06	
4	फूल झाड़ू	06	
5	फिनायल गोली	500 gm	
6	फ्लोर पोंछा	06	
7	डस्टर कपडा	06	
8	हाथ धोने का साबुन	12	
9	लिक्विड सोप (Liquid Soap)	02 LTR.	
10	सर्फ निरमा पैकेट 01 किग्रा.	01	
11	वाइपर बडे साइज	03	
12	वाइपर मीडियम साइज	03	
13	वाइपर छोटे साइज	03	
14	ओडोनिल बडी साइज	12	
15	कोलिन (Colin Bottle)	01	
16	हाथ दस्ताने	03	
17	टॉयलेट ब्रश	03	
		Total	

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Seal & Sign of
The Proprietor / Authorized Signatory

Name

Signature

Seal