



केन्द्रीय विद्यालय भवानीपटना
KENDRIYA VIDYALAYA BHAWANIPATNA
KALAHANDI (ORISSA), Pin:-766001

कलाहांडी (ओडिशा), पिन: 766001

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Date: 25.10.2018

To
M/S _____

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

Sir/Madam,

The **Kendriya Vidyalaya, BHAWANIPATNA** is run by KVS 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, BHAWANIPATNA**, from the reputed Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f **01.12.2018** which may be extended by another one year, as indicated below:-

A. Area of the Building : 15 acre with approximately 24 class Rooms, 10 laboratories, 08 other rooms, conference hall, and 12 toilets, Corridors, and Open areas in and around of the building
Parties are advised to see the location before submitting the tender documents.

Address/Location of the Building

KendriyaVidyalaya, **BHAWANIPATNA** ,
At: ,POST: , **BHAWANIPATNA**
Dist: KALAHANDI, Odisha –766001 .

B. Man power required: -

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Guards (UN ARMED)	Middle standard (without arm)	03 (THREE) for round the clock duty.	Shift I –from 6.00AM to 2.00 PM Shift II –from 2.00PM to 10.00PM Shift III –from 10.00PM to 6.00AM
2	Conservancy Personnel (Un skilled)	Experience hands	03 (THREE)	7.00 am to 03.30pm, Lunch Break: 12.00 noon to 12.30 pm
3	Gardening Personnel (Un skilled)	Experience hands	01(ONE)	7.00 am to 03.30pm, Lunch Break: 12.00 noon to 12.30 pm

Contd....P/

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

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide security/guard (without arm) in the Vidyalaya for the safety security of the Vidyalaya property.
2.	Conservancy Personnel	To keep the bath rooms, toilets, rooms, corridor, floor and areas adjacent to Vidyalaya Building cleaned.
3.	GARDENER	To maintain the Vidyalaya Garden properly and take care of the plants, hedge, flowerpots etc.

C. Work will have to be got done in the following way on daily basis:-

- 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 Vidyalaya.
- 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 especially 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 department/room with vacuum cleaner to be provided by the Contractor.
- v) Sweeping and cleaning of open areas, roads, passage, lawns etc. surroundings to this building.
- vi) Regular dusting/cleaning of office furniture (table and chair) and equipments, 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. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building supplied by the Vidyalaya.
- viii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- x) Cleaning of water tanks with dusters every week throughout the year in order to make them dry when they are not in use.
- xi) Physically challenged children must be attended to.
- xii) Garden and plants to be well maintained.
- xiii) Class room fixtures, like fans & Tube lights must be taken care. Tubes to be replaced if not working. Fans to be Serviced/ repaired whenever required. Ensure that doors & windows are with latches, stopper & fittings for all class rooms.

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 etc.

- vi) Polishing of name plates 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/Glass with Cleaning chemical/detergents and cleaning of partition, paneling etc. including removal of cobwebs.
- vii) Gardener will remove the weeds, over grown grass on the building and in the campus & periodically trim the grass for the upkeep of the campus. If need be, the over grown grass & bushes to be removed by Grass cutting machine at no extra cost.
- viii) Shifting of furniture whenever required

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 attached (Annexure-A)
- (b) The GST and any other taxes(if applicoable) 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 like minimum wages,tax,EPF,ESI rates etc;, if amended.
- (d) The Bidder shall deposit Rs.**10,000/-**(Rupees ten thousand only) in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD / Pay Order drawn in favour of **VVN A/C,KendriyaVidyalaya, BHAWANIPATNA, Payable at BHAWANIPATNA**,as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **₹ 50, 000/- (Rupees Fifty Thousand only)** 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.
- (f) Telex / Facsimile Bids/ Scanned or received through any other e-mode 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:

The Contracting Agency after the award of contract must ensure:-

- (a) ***The remuneration to the persons employed shall be disbursed through Cheque/NEFT/RTGS .***
- (b) Contracting Agency/Service provider will ensure payment by the **5th**of every **succeeding month** to their employees provided to the KVs/premises as per the

monthly remuneration quoted without any deduction through cheque/NEFT/RTGS.

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(C) The Contracting Agency/Service provider will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KVs office/premises supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing Cheque/NEFT/RTGS .for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax. **Deposit of EPF/ESI amount into individual account of the persons to be deployed in time is mandatory & it should be followed strictly**
 - iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill. However, the employees will have to make the payment to all the employees employed by him before 5th of every month.
- (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. **EPF and ESI No. of the persons to be deployed should be mentioned in their Identify Cards. The agency has to provide the quarterly EPF statement in respect of the individual employee employed on last day of April/July/Nov/February.**
- (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 is from 7.00 am to 4.00pm. six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency /Service Provider will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted. **The monthly rate will be considered for Conservancy on the basis of 26 days.If called for more days payment will be made for extra duty.**
- (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 A₁ = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (h) The Candidates/Manpower provided by the Contracting Agency/Service Provider shall be accepted only after scrutiny by KV. **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 Vidyalaya. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency/Service Provider, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for Vidyalaya shall be made within 24 hours.
- (i) The contracting Agency/Service Provider will be required to sign a contract with the KVAs 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 / shortage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency/Service Provider.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency /Service Provider before deployment for work.
- (l) The Contracting Agency/Service provider will deploy **Security (without arm), Conservancy & Gardener** who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency/Service provider will also ensure that all are free from any infectious disease before deployment for work.
- (m) The Kendriya Vidyalaya Bhawanipatna shall provide a small guard room/space for Security Supervisor and Security Guards deployed by the Contracting Agency/Service Provider. No nameplate of agency shall be allowed on the room and nobody will be allowed to stay in the Vidyalaya /Office except the staff of Contracting Agency on duty.
- (n) The Contracting Agency/Service Provider shall provide to their security personnel, Conservancy Personnel and Gardner 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 confirm 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) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate/Copy of IT return.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) Attested copy of License for Security provider, renewed for 2018-19.
 - (i) Attested copy of Labour registration certificate, renewed for 2018-19.
 - (j) Attested copy of valid Labour License, renewed for 2018-19.
 - (k) Copy of current labour rate issued from the Competent Authority.
 - (l) Undertaking that minimum wages Act is not violated by the Service Provider.
 - (m) Registration number of Service provider.
 - (n) GST-Registration number of Service provider.
 - (o) The Bidder shall deposit **Rs.10,000/-**(Rupees ten thousand only) in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD/Pay Order drawn in favour of **Kendriya Vidyalaya, BHAWANIPATNA ,VVN A/C. payable at BHAWANIPATNA** as earnest money along with the Financial Bid in a separate cover. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled and Non-technical supervisory staff, as per the latest **wages fixed by the Central Labour Commission and state labour commission**, shall render the Bid disqualified for evaluation.

- (iii) *The evaluation will be done for all the items (i.e watch & ward, conservancy and gardener) put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.*

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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 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 superscribed on the envelope as "**Bids for providing Security, Conservancy, DEO and Gardner Services in the Vidyalaya on service charge basis**" on or before **14/11/2018 up to 3.00 PM** by speed post as per publication of this notice in the Odia daily Newspaper i.e. "**The SAMAJ**" on **25TH October-2018**.The tenders will be opened at **3.00 PM on 15/11/2018** in the Principals' chamber in the presence of bidders. If the last date of depositing/opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of **Rs.10,000/- (Rupees ten 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 Vidyalaya office.

Yours faithfully,

Signature

Name:

Designation: Principal

For and on behalf of the

Kendriya Vidyalaya, Bhawanipatna

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit Monthly Remuneration (State labour Commission rate)	Unit Monthly Remuneration (Central labour Commission rate)	EPF Rate	ESI Rate	Service charges/ charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+6+7+8) (State Labour Commission)	Total monthly cost (Col.9 X col 3) (State Labour Commission)	Monthly Unit Rate (Col.5+6+7+8) (Central Labour Commission)	Total monthly cost (Col.11X col 3) (Central Labour Commission)
1	2	3	4	5	6	7	8	9	10	11	12
1	Security (Without arm)	03									
2	Conservancy	03									
3	Gardener	01									

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. All the columns of format of bid (Col. 1 to 12) are to be filled.
3. To be shown separately Bank account numbers of the workers to whom likely to be engaged.
4. To be shown rate of EPF, ESI as per government prescribed rate.
5. Allotted EPF numbers of labours may be shown separately to whom likely to be engaged.
6. Consolidated EPF & ESI deposit slip & individual deposit slips are to be submitted.
7. Not to include service tax especially in Educational Department as per KVS Rules.
8. Incomplete format will be rejected and no further correspondence will be entertained in this matter.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agreed to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Date & Time: _____