



## TENDER DOCUMENT

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

Sir/Madam,

1. 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 Augustyamuni latest by 20.09.2021 at 12.00 PM by Courier/Speed post from the reputed / registered Consultant I Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year w.e.f 01.10.2021 which may likely to be extended, as indicated below:
  - (a) Vidyalaya Building has approximately 20 Rooms, Computer Labs, Toilets, Canteen, Corridors, Stairs and open areas as well as enclosed surrounding areas on the ground floor & First Floor; parties are advised to see the location. In general all around area inside & outside along the Vidyalaya boundary wall.
  - (b) Address/Location of the Vidyalaya Building: Kendriya Vidyalaya Augustyamuni, near block office district Rudrapryag, Uttarakhand - 246421
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, which are applicable as per Govt. rules time to time.
  - (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.  
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.
  - (d) Correction if any shall be made by crossing out, put initials & date and rewriting (Whitener/Correcting Fluid Should not be used)
  - (e) The Bidder shall deposit **₹10,000/- (Rupees ten thousand only)** in the form of **DD drawn in favour of Kendriya Vidyalaya "Augustyamuni" Payable at "Augustyamuni"** as security deposit along with the Bid. The security deposit shall be returned to the unsuccessful bidders after the award of the contract. **Money will not be accepted in any other form except DD.**
  - (f) Successful bidder have to deposit performance security of **₹50,000** in the form of **DD drawn in favour of Kendriya Vidyalaya "Augustyamuni" Payable at "Augustyamuni"** latest by 25/09/2021.
4. Each Bidder must submit only one envelope, mentioning Bid for outsource services of security Guard/conservancy/Gardner with MTS. It should contain two properly sealed envelope one for technical Bid and

another for Financial Bid.

## 5. Validity of Bid

The bid shall remain valid for a period not less than 90 days after the dead line fixed for submission of bids.

## 6. Terms and conditions :

- (a) The remuneration shall be disbursed **directly through RTGS to the account of concerned employee** engaged & related documents to be submitted in the Vidyalaya by the contractor/Service provider firm.
- (b) The contracting agency will ensure payment by fifth of every succeeding month to their employees Deputed in the KV Augustyamuni as per the monthly remunerations and OTA charges quoted without any deductions.
- (c) The contracting agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to KV Augustyamuni with the following documents :-
  - (i) Details of disbursements made to the staff furnishing bank passbook/NEFT details of each payment.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI Service Tax and any other applicable item.
  - (iii) At the end of contract the contractor will have to submitted consolidated EPF/ESI Credit details of each employee, so that the firm may asked for refund of particular.

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

- (d) The contracting agency will provide
  - (i) Identity cards to all his employees as per the format suggested by the indenting office valid for the period of contract
  - (ii) To submit Latest police verification of each employee deputed in the Vidyalaya.
  - (iii) Guards must be in proper uniform all the times.
  - (iv) Change /icon of deputed persons be informed properly by the contractor well in advance to vidyalaya.
- (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 school hour of KVs is 7:00 am to 1:10 pm (during summer)and the working hours for conservancy and gardening services will be 6:00 am to 2:00 pm and 9:00 AM to 3:10 PM during winter the working hours will be 8:00 AM to 4:00 PM during normal working days i.e Monday to Saturday. However the contracting agency will provide the security services round the clock all the days in the month according to the duty timings. KV also reserve the right to request for the services of additional/ extra manpower. The contracting agency will compensate, for the extra manpower provided, the indenting agency as per rates quoted.
- (g) In case of absence on any working days , the monthly remuneration will be regulated as per the following formula :

Total Monthly payable remuneration = Monthly remuneration – A1

$$\text{where } A1 = \frac{\text{Monthly Remuneration} \times \text{No. of days of absence}}{\text{days in the month}}$$

- (h) 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 again each slot in each category. The candidates may be invited for personal discussion also.No conveyance or any other charges will be paid by Vidyalaya. In case none is found suitable than additional bio data shall be made available by the contracting agency promptly (Within 24 Hours). On account of absence/ unsuitability of a candidate for KVS, the replacement shall be made within 20 hours
- (i) The contracting agency will be required to sign a contract with Augustyamuni as per the contract. The other terms and conditions specified in the bid document and accepted with will also form the part of the agreement.
- (j) The intergreaty pact, as per Govt. Guidelines need to be submitted by the contractor.
- (k) In case of any loss/ theft/ sabotage caused by / attributable to the personnel deployed the **KVS reserve the**

**right to claim and recover damages from contracting agency.**

**7. Evaluation of Bid :**

The Bid will have two parts (1) is technical Bid in the vidyalaya, (2) is financial Bid .The indenter will evaluate the technical bids first to determine the substantially responsive i.e which are properly signed and confirmed to the terms and conditions in the following manner

The bid will be treated as non-responsive if the following documents are not attached:-

- (a) Brief profile of the company and evidence to establish that the bidder has successfully executed.
- (b) Contracts of similar nature and magnitude in the last three years.
- (c) Audited balance sheet and profit and loss account.
- (d) List of clientele during the last three years along with cost of assignment.
- (e) PAN No and current IT clearance certificate.
- (f) Attested copies of proof of EPF registration.
- (g) Attested copies of proof of ESI registration.
- (h) Attested copies of proof of Service tax registration.
- (i) The bidder shall deposit Rs 10,000/- in the form of DD payable at Augustyamuni in the favour of Kendriya Vidyalaya Augustyamuni as an EMD along with the bid. The EMD shall be return to the unsuccessful bidder within 20 days of the tender.
- (j) Attested copies of proof of PASARA registration.

Only successful technical bids followed by evaluation of financial bids. The financial bid must be in the firm of attached annexure.

**8. Award of contract:**

- (a) The indenter will award the contract to the bidder whose bid has been determined substantially responsive and who has offered the lowest price by confirming the latest labor rules.
- (b) The indenter reserve the right at the time of award of contract to increase or decrease the requirement of manpower.
- (c) The indenter prior to the expiration not 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) Not with standing the above, the indenter reserves the right to accept or reject all/some bids and to cancel the bidding procedure and reject all/some bids at any time prior to the award of the contract without giving any message.
- (e) At the time of awarding contract the **contractor/his representative should wear authentic ID card** of the firm & the attested copies of the same by gazetted officer must be deposited. No person without valid ID as stated above will be allowed to witness the Bid Process.

**9. Last Date and Time of receipt of bids:**

You are requested to submit the sealed bids super-scribed on the envelope as "BID FOR WATCH & WARD/ CONSERVANCY/GARDNER Services" on or **before 20.09.2021 at 12:00 PM**. The tenders will be opened **on 20.09.2021 at 02:00 PM at Kendriya Vidyalaya Augustyamuni** in the presence of bidders.

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.

**Note: The DD for the cost of Tender Form and the DD for the Security Money should be submitted separately along with tender. Cheque will not be accepted in any case.**

**PRINCIPAL**

## FORMAT OF BID

Note:

1. Service tax shall be applicable as per Govt. rules applicable time to time.

Sr. No.	Category of Manpower/Name of Services	One person	*Remuneration (minimum wage) (one person per month)	EPF Rate (As Applicable)	ESI Rate (As Applicable)	Service charges/ Charges of uniforms/ bonus etc. including overhead profit ( monthly for one person )	Monthly Unit Rate (Col.4+5+6+7) (for one person)	Remark
1	Watch & Ward –Cum- Multi Tasking Staff							
2	Conservancy –Cum- Multi Tasking Staff							
3	Gardening –Cum- Multi Tasking Staff							

\*Watch and ward services will be 24 hours round the closely in 3 shifts first shifts 6:00 am to 2:00 pm , 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am

\*Conservancy/ Gardning –cum- MTS services will be per 6 days every week

(ii) *In case of discrepancy between unit 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.** The Bid security **₹10,000/- (Rupees ten thousand only)** is furnished herewith vide bank draft no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ . And performance security of **₹50,000** have to deposited by successful bidder before \_\_\_\_\_ applicable as per rules.

**Bidder Signature** :

**Name (Proprietor)** :

**Agency Name with Seal** :

**Service Tax Registered No.** :

**PAN No.** :

**TIN No** :

**Mobile No.** :

**Telephone No.** :

Space for Stamp & Signature

