



केन्द्रीय विद्यालय कुत्रा

सेंटर प्राइमरी स्कूल, कुत्रा, जिला - सुंदरगढ़ - 770018 (स्थापित 2010)

दूरभाष सं० - **06624&279502**

**KENDRIYA VIDYALAYA, KUTRA**

At Centre Primary School Kutra, Dist. Sundargarh-770018 (Odisha)

Ministry of Human Resource & Development, Government of India. Phone 06624-279502 **email id :- 1. [kvkutra@kvsedu.org](mailto:kvkutra@kvsedu.org) 2. [kvkutra@gmail.com](mailto:kvkutra@gmail.com)**

**Website :- <https://kutra.kvs.ac.in>**

Estd: 2010. SCHOOL NO. **19133** CBSE AFFL. CODE NO. :- **1500052**

F. 15081/KVK/2019-20

Dated \_\_\_\_\_

## TENDER DOCUMENT

Sub : Inviting Bid for engaging Service provider firm for providing Manpower excluding material through service contract from **01.12.2019 to 30.11.2020**.

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Kendriya Vidyalaya Kutra, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act, **1860**. The Vidyalaya administers the Scheme of Kendriya Vidyalaya Sangathan set up for imparting education to the Children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by Kendriya Vidyalaya Kutra from the reputed / registered consultant/ Service Provider Firm for providing manpower excluding material through service contract initially for a period of 01 (one) year w.e.f. 01.12.2019 to 30.11.2020 which may be extended for another one year if required.

The Bid form will be made available on payment of Rs.300/- (Rupees Three Hundred) only followed by request letter of the party.

Area of the Building :

**Area of the Building - 5 Acre (Approximately )**

**16 rooms and 4 toilets, corridors, 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 Kutra,**

**At Centre Primary School, Kutra Block,- Kutra, Pin – 770018, Sundargarh Dist.**

**A - Man power required.**

Sl. No.	Category of manpower	Minimum qualifications or/and experience	No of workers required	In the following way/ timing
1	Workers for cleanliness (unskilled)	Primary standard	01	7.00 AM to 3.30 PM (with half an hour lunch break)
2	Security Guard (Semi skilled) Without Arm	Class VIII passed	03(Three) gents	Round the clock (6.00 AM to 2.00 PM 2.00 PM to 10.00 PM 10.00 PM to 6.00 AM)

**B - 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.	<b>Workers for cleanliness</b>	To clean the toilets, Lavatories, Class Rooms, various departments, corridors and surroundings of entire vidyalaya.
2.	<b>Workers for Security Guard</b>	To perform the duty of Security Guards, to safeguard Vidyalaya Property, To perform duty round the clock.

**Rate should be quoted for workers for cleanliness (without materials). Cleaning material will be provided by the Vidyalaya**

**C - 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 K.V. Kutra.
- ii) Cleaning of the floor area with wet floor dusters and detergent, disinfectants etc. once in the morning before opening the Vidyalaya and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of anti-termite treatment & rodent control etc. are to be made once in a week and whenever necessary, for keeping the rooms/ class 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, second time after the recess is over and again in the afternoon daily.
- iv) Cleaning of carpets of the Principal's Chamber with vacuum cleaner to be provided by the Vidyalaya.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/ meeting halls/ canteen etc. within the boundary of the KV's wall surroundings to this building.

- vi) Regular dustings/ cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the office i.e. 7.30 AM.
- vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity naphthaline balls/ cakes and odoni cakes in the urinals.
- viii) All complaints of leakage in the GI and CI pipes etc. are also to be attended within 24 hours.
- ix) Filling of water in all desert coolers which are at present.

#### **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 name plates and number plates with brasso (on each floor) and cleaning of all other name plates/ Boards.
- 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.

#### **D – Quoted Price**

- i) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & service charges in the format of quotation only attached (Annexure – A).
- ii) Service charges should be quoted such that after deducting TDS as applicable and statutory liabilities (like EPF, ESI etc.) the rate should not go below the minimum wages.
- iii) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provision, if amended.
- iv) The Bidder shall deposit Rs. 10,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids in the form of DD / Pay order drawn in favour of **Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya Kutra** payable at Rajgangpur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- v) The selected firm has to furnish Performance Security amount in the form of Bank Guarantee/ DD which will be 10 % of the total amount **(01 Year)** 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.
- vi) Telex or Facsimile Bids are not acceptable.

**E - Each Bidder must submit only one Bid.**

**F - Validity of Bid**

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

**G - Terms and Conditions**

- i) The remuneration shall be disbursed to the employees through RTGS by the 5<sup>th</sup> of every succeeding month as per the monthly remuneration quoted without any deduction.
- ii) The Contracting Agency will submit the invoice / bill along with proof of disbursement after making the payment to the employees supported with the following documents.
  - a) Details of disbursement made to the staff furnishing details for each payment.
  - b) Proof of payment of statutory obligation such as EPF, ESI, Service Charge 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.

- iii) The Contracting Agency will provide to their personnel deployed with impressive summer uniform as well as winter uniform with insignia. The contractor will provide Identity Card to all his employees deputed as per the format suggested by the Intending Office valid for the period of contract. The Contractor Agency shall ensure the supervision of work in respect of personnel deployed once in every week regularly and submit report to the KV Kutra.
- iv) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Intender/ Client.
- v) The normal office hours of KV Kutra is from 7.00 am to 4.00 pm, six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and provide the service of **cleanliness for six days** in a week from **Monday to Saturday** according to the duty timing shown at pre-pages/ above. KV Kutra also 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.
- vi) In case of absence on any working day, the monthly remuneration will be as per the following formula

***Total Monthly Remuneration = Monthly Remuneration - A1***

***Where A1 = Monthly remuneration X Nos. of days of absence  
Nos. of days in the month***

- vii) The Candidates/ Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Kutra. 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 Kutra. 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 Kutra shall be made within 24 hours.
- viii) The Contracting Agency will be required to sign a contract with the KV Kutra 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.
- ix) In case of any loss, theft/ sabotage caused by/ attributable to the personnel deployed, the KV Kutra reserves the right to claim and recover damages from Contracting Agency.
- x) The antecedents of all the workers will be got verified from the police by the contracting Agency before deployment for work.
- xi) 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 of work.
- xii) KV Kutra will provide a small room/ space for the workers/ staff 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.

#### **H- 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.

- i) The bid will be treated as non-responsive if following documents are not attached.
  - a) Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, Govt. of Odisha for running the business of private security agencies operating in the state of Odisha.
  - b) Registration of Company/ Firm.
  - c) Labour license certificate.
  - d) Labour registration certificate.
  - e) 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 years.
  - f) Audited Balance Sheet & Profit and Loss Account for last 3 years.
  - g) List of clientele during last 3 years along with cost of assignment.
  - h) PAN No. and Current IT clearance certificate.
  - i) Attested copy of proof of EPF registration.

- j) Attested copy of proof of ESI registration.
  - k) Attested copy of proof of Service Tax / GST Registration.
  - l) Attested copy of proof of Service Tax inspection report.
  - m) Latest PF inspection report.
  - n) The Bidder shall deposit Rs. 10,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of Bids or DD/Pay order drawn in favour of **Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya Kutra** payable at Rajgangpur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - o) The bidder who download the tender form from the website of KV Kutra shall have to submit the DD for Rs. 300/- (Three Hundred Only) separately in favour of **Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya Kutra**.
- ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled and Semi-skilled staff. As per instruction of Govt. of India, Ministry of Labour and Employment, where both Central and State Government has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- iii) **The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.**

#### **I - Award of Contract.**

- a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive as per Para H and who has offered the lowest price as per Annexure-A.
- 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 at any time prior to the award of the contract.
- e) Finally, if the price quoted by the parties are same / equal, the decision of tender committee will be final and the award may be given to the party recommended by the Tender Committee.

#### **J - Last date and time of receipt of Bids.**

You are requested to submit the sealed Bids super scribed on the envelope as “**Bids for providing Services for Cleaning and Security Personnel in KV Kutra on Service Charge Basis**” on or before **1.00 pm of 18.11.2019**. The tenders will be opened in the office of the undersigned at Kendriya Vidyalaya Kutra in the presence of bidders on 21.11.2019 at 2.00 PM.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in KV Kutra.

Yours faithfully,

Principal, KV Kutra

## FORMAT OF BID

Sl. No.	Category of Manpower	Number	Unit Monthly remuneration in Rs. (per man)	EPF rate (In % Only)	ESI rate (In % Only)	Service charges/ charges of uniforms/ bonus etc. including overhead profit. Service charge must be quoted in Rupee Only and not in fraction	daily unit rate (Col.4+5+6 +7) (per man)	Total Monthly Cost (Col. 3 * Col 8)
1	2	3	4	5	6	7	8	9
1	Conservancy	01						
2	Security Guard	03						

Note : - Service Charge shall be quoted separately. **NIL OR ZERO** Service Charge will not be accepted.

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. Bid security of Rs. 10,000/- (Rupees Ten thousand) is furnished herewith vide Bank Draft No.

\_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

(Bidder)

Signature

Name \_\_\_\_\_

(with seal)