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KENDRIYA VIDYALAYA MANDYA, B. HOSUR COLONY - 571402

E-mail: kvmandya@gmail.com Website: <https://mandya.kvs.ac.in>

CODE: 2300

Station Code: 788

Region Code: 02

F. Gen 89 (4)/KVM/2019-20/
20.12.2019

□□□□□□ Date:

TENDER DOCUMENT

Sub: Inviting Sealed Quotation for engaging Service Provider Firm for providing Manpower through service contract for a period of ONE YEAR

The Kendriya Vidyalaya, Mandya, is functioning under Kendriya Vidyalaya Sangathan, Bangalore. **Kendriya Vidyalaya Mandya, B. Hosur Colony, Keragodu Hobli, Mandya - 571402** is 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.

Sealed competitive Bids are invited by the **Kendriya Vidyalaya Mandya**, from the reputed/registered Consultant/Service Provider Firm for providing Manpower for HOUSEKEEPING through service contract initially for a period of **01 (ONE) YEAR** (w.e.f. the date that will be decided after completion of tender process) which may likely to be **EXTENDED FOR ONE MORE YEAR** in case the services provided by the firm are found to be satisfactory.

1. Area of the building:

01 Blocks	Approximately 10 class rooms, 03 toilets, corridors, stairs and open areas as well as enclosed surrounding areas in the campus of Kendriya Vidyalaya Mandya, B. Hosur Colony, Keragodu Hobli, Mandya - 571402 Parties are advised to see the location before submitting the quotation.
Address/Location of the building	Kendriya Vidyalaya Mandya, B. Hosur Colony, Keragodu Hobli, Mandya - 571402

2. Manpower required for Housekeeping & Security :

Sl. No.	Category of Manpower	Numbers	Minimum qualifications or / and experience
1.	Housekeeping (Unskilled)	02	Minimum Middle Standard
2.	Security	03	Minimum Middle Standard

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.	Housekeeping Helpers	<ul style="list-style-type: none"> a. Sweeping of entire area of the school buildings and surroundings of building and collection of all waste material and disposal of the same. b. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. c. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants. d. Cleaning of carpets, durries, curtains etc. including washing, dusting etc. e. In case of shortage of water or non-availability of water, bringing water from outside for cleaning. f. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Vidyalaya and keeping them free from litter of all kinds at all times. g. Regular dusting/cleaning of furniture and fixtures, etc in class-rooms, all other rooms and other spaces of the school every day before opening of the school. h. Any other duty as specified by the Principal or the Representative of the Principal from time to time.
2.	Security Guards	To provide Round the Clock (24 Hours) security <u>on shift basis</u> to the Vidyalaya and Campus on all the days (including holidays)

- a. **Working Hours for Housekeeping and Gardening Services are from 07.30 a.m. to 05.30 p.m. (including lunch hours).**
- b. All the days of the month except Sundays and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for housekeeping and gardening services on Sunday/Holidays, whenever required, will be paid on pro-rata basis.
- c. The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to

the submission of the tender documents.

3. **Material for cleanliness will be supplied by the Vidyalaya as per the requirement.**

4. **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) without changing/ modifying the Columns given in the Tender document.

b. **The Service Tax is exempted for Educational Institution.**

c. The rates quoted shall be as per the payment of Minimum Wages Act as per Ministry of Labour & Employment, Government of India rules and the rates mentioned in the tender documents shall be payable to workers.

d. The hourly rate of OTA should not exceed monthly remuneration
30 x 8

e. 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.

f. Correction if any shall be made by crossing out, initialing, dating and rewriting.

g. Telex or Facsimile Bids are not acceptable.

h. The Bidder shall deposit Rs.10,000/- (Rupees Ten Thousand only) each for Housekeeping & Security Services) in the form of DEMAND DRAFT drawn in favour of Principal, KV, Mandya, payable at Mandya as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

i. The selected firm has to furnish Performance Security in the form of DEMAND DRAFT @ the rate of 10% on Twelve Months' Remuneration (i.e Gross Amount) of the workers to be employed by the firm 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 adjusted with the performance security that is submitted by the Contracting Agency.

5. Each Bidder must submit only one Bid.

6. **Validity of Bid:**

The Bid shall remain valid for a period not less than **ONE YEAR** after the deadline fixed for submission of Bids.

7. **Terms and Conditions:**

a. The Contracting Agency shall open the bank account individually in the name of their employees and submit the front page copy of bank passbook as a proof to the school record.

b. The Contracting Agency shall disburse the remuneration through RTGS/NEFT Mode to the individual accounts of their employees by the 5th of every succeeding month as per the monthly remuneration and OTA charges quoted after deducting PF, ESI, Etc.

- c. The Contracting Agency will submit the invoice along with proof of disbursement in duplicate after making the payment to the employees provided to the KV, Mandya supported with the following documents:
 - (i) Statement of bank accounts for having disbursed the remuneration to the individual staff through the bank.
 - (ii) Wage Roll showing the details of payments and deductions made in r/o each employee.
 - (iii) Proof of documents for having made the payment of statutory obligation viz., EPF, ESI and any other applicable tax.
- d. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.
- e. 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.
- f. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Inventor/Client.
- g. The normal office hours of **Kendriya Vidyalaya Mandya**, is from 08.30 a.m. to 04.30 p.m. six days from Monday to Saturday, except for Second Saturday. But, the Contracting agency should deploy their workers for Housekeeping and Gardening Services as per the prescribed timings shown under **Para 2 Note: a.** However, the KV reserves the right to request for the services of additional/extra manpower on Sunday/Holiday/beyond office hours. But the overtime hours in a month will not exceed 54 hours. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- h. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{Where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{No. of days of absence}$$

- i. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya Mandya**. 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, Mandya 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 Mandya** shall be made within 24 hours.
- j. The contracting Agency will be required to sign a contract with the **Principal, Kendriya Vidyalaya Mandya** as per the terms and conditions specified therein. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- k. The Contracting Agency shall provide to their workers with impressive uniform having insignia and ID Cards.

1. In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the KV, Mandya reserves the right to claim and recover damages from Contracting Agency.

8. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e., which are properly signed, attested and conform to the terms & conditions in the following manner:

- (i) **The Technical Bid will be treated as non-responsive if following attested documents are not attached:**
 - (a) Copy of proof of Establishment of the company and its brief profile.
 - (b) Copy of proof of Registration with Police Department
 - (c) Copy of contracts of similar nature and magnitude that the bidder has successfully executed in the last 03 (three) years.
 - (d) Statement showing list of clients, total no. of workers employed and annual turnover for the last 03 (three) years.
 - (e) Audited Balance Sheet and Profit & Loss Account (certified by CA) for the last 03 (three) years.
 - (f) PAN Number and IT Clearance certificates for the last 03 (three) years.
 - (g) Copy of proof of Service Tax Registration
 - (h) Copy of proof of Labour Licence
 - (i) Copy of proof of EPF Registration.
 - (j) Copy of proof of ESI Registration.
 - (k) Copy of proof of GSTIN.
 - (l) Copy of proof of Experience Certificates.
 - (m) Certificate from the Agency/Firm in their letter head regarding the firm is neither blacklisted by any Government Department/Autonomous Body/PSU or any criminal case is registered against the firm by **Notary**.
 - (n) The list of Employees showing Name, EPF Number, ESI Number etc with TRRN Details.
 - (ii) Remuneration of staff, quoted below minimum wages applicable for skilled, semi-skilled, unskilled, clerical and non-technical supervisory staff in the Ministry of Labour & Employment, Govt. of India shall render the **Financial Bid** disqualified for evaluation.
 - (iii) The KV, Mandya has adopted the **Minimum Wages of Central Government** as applicable from time to time.
 - (iv) **Revised rate of VDA** as notified by Central Government will be paid subject to the production of revised rate order/circular by the firm/agency.

- (v) It may be noted that the **Income Tax as applicable at the prevailing rate** will be deducted at source on the **total amount of Invoice/Bill** submitted by the Contracting Agency.
- (vi) If the firm/agency quotes '**NIL**' **Service Charges**, the Financial Bid shall be treated as '**unresponsive**' and will not be considered.
- (vii) If the firm/agency quoting **Service Charges less than ONE PERCENT (01%) on the existing rate of minimum wage + VDA** as prescribed by Govt. of India, will not be considered as valid quotation/tender & will be rejected out-rightly.
- (viii) If all the rates quoted by the firms/agencies are equal i.e. Minimum Wages, EPF, ESI, Services Charges, etc, then the firm/agency which has more number of clients i.e., the firm/agency which has taken more number of Contracts in Government & Semi-Government Offices /PSUs for the **last three years** will be given preference.
- (ix) **The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.**
- (x) **The Technical Bid will be opened first and the Financial Bid will be opened later and considered for comparison of rates only on receipt of Technical Bid consist of all the prescribed documents as specified in our Tender Form Vide Sl. No. 8- Evaluation of Bid, from the minimum 03 (Three) successful Bidders.**

9. 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 8**.
- b. The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in **para 1** 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.
- e. The Bidder should submit the **Police Verification Report** of all the employees deployed **within one month from the date of awarding of contract**.
- f. The Bidder should submit **EPF/ESI individual numbers** of all the employees deployed **within one month from the date of awarding of contract**.

10. Last date and time of receipt of Bids:

Bids should be sent under sealed cover (Technical Bid + Financial Bid to be kept in separate covers and sealed in a single cover) **BY SPEED POST ONLY** marked as '**Bids for providing Housekeeping + Gardening + Security Services**'. Bids sent by any other MODE (i.e., other than SPEED POST) or in PERSON will not be accepted at our end. **Last date for receipt of bids is up to 03.00 p.m. by 08.01.2020.**

- 11. The Technical Bids shall be opened on 10.01.2020 at 11.00 a.m. in the Vidyalaya premises & the Financial Bids will be opened on 10.01.2020 at 11.00 a.m for comparison of rates in respect of minimum 03 (Three) successful firms/agencies**

which are technically accepted as per our terms & conditions. These Bids shall be opened in the presence of bidders or their representatives who choose to be present at the time of opening of quotations. Hence the bidders are advised to be present well on time and participate in the proceedings.

12. If the closing date of receipt of sealed bids/tenders and opening date of sealed bids/tenders happens to be declared Holiday then the sealed bids/tenders will be deposited received/opened on the next working day, other terms and conditions and the time schedule will remain unchanged.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in **Kendriya Vidyalaya Mandya, B. Hosur Colony, Keragodu Hobli ,Mandya.**

Yours faithfully,

D K Mishra
PRINCIPAL I/C

Encl: 1. Format of Bid
2. Format of Agreement
3. Checklist

