

## TENDER NOTICE

### KENDRIYA VIDYALAYA GANDHIGRAM, DINDIGUL-624 302

Phone: 0451-2913565 e-mail ID: [kvdindigul@yahoo.co.in](mailto:kvdindigul@yahoo.co.in)

Website: [www.kvgandhigram.tn.nic.in](http://www.kvgandhigram.tn.nic.in)

Sealed Bids/Tenders are invited for awarding contract for out-sourcing the services for **Housekeeping / Gardening / Security Service** in KV, Gandhigram. The quotation in sealed bid/tender cover should reach the office of the tender box latest by 2.00 pm on 28<sup>th</sup> June' 18 and will be opened at 2.30 pm on the same day. The tender form/document can be obtained from the above mentioned address on all working days between the period from 14.06.2018 to 28.06.2018, (between 10.00 AM to 2.00 PM) against non-refundable payment of Rs.1000/- (Rupees One Thousand only) through Demand Draft to be drawn in favour of "Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya Gandhigram, payable at "Gandhigram", or "Dindigul".

PRINCIPAL



**KENDRIYA VIDYALAYA, Gandhigram,**

**Dindigul – 624302**

Ph: 0451/2913565 E-Mail:kvdindigul@gmail.com

No.F.4-11/KVD/2018-19/

Date:

**TENDER DOCUMENT**

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower ( Security / House Keeping / Gardener) through service contract.**

**Sir/Madam,**

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, Gandhigram, Dindigul** District from the reputed/registered Consultant/Service Provider Firm for providing **Manpower through service contract initially for a period of 01 (one) year preferably w.e.f. 01-07-2018 (or one or 2 months later) which may be extended by another one year based on the performance appraisal of the committee,** as indicated below:-

A. Area of the **Building**

**:Kendriya Vidyalaya, Gandhigram. Separate compound Wall and total area is 10.92 acres. Parties are advised to see the location.**

Address/Location of the Kendriya Vidyalaya

Kendriya Vidyalaya, Gandhigram  
Dindigul District – 624 302

<b>S.No.</b>	<b>Category of Manpower</b>	<b>Minimum Qualification or/and experience</b>	<b>No.of personnel required</b>	<b>As per the following shifts</b>
1)	Security Guards	Middle Standard	06	From 6.00 am to 2.00 pm, From 2.00 pm to 10.00 pm, From 10.00 pm to 6.00 am each shift two security guard.

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

<b>Sl.No.</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1)	Security Guards	Full Security to the Vidyalaya Campus. Round the clock and look after of whole school premises (in & around)

#### **HOUSE KEEPING AND GARDENER**

<b>S.No.</b>	<b>Category of Manpower</b>	<b>Minimum Qualification or/and experience</b>	<b>No.of personnel required</b>	<b>As per the following shifts</b>
1)	Workers for cleanliness - Ladies	Primary Standard	03	From 8.00 am to 5.00 pm
2)	Worker for Gardening – Gent	Primary Standard	01	From 8.00 am to 5.00 pm

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

<b>Sl.No.</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1)	Workers for cleanliness	Cleaning all rooms & toilets daily, Cleaning of in & around areas of the school building and campus areas and other work assigned by the School.
2)	Worker for Gardening	About the knowledge of gardening maintenance (Moreover, fertilizer, Seasonal plants. Etc.)

**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 KV.
- 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 specially 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 officers' room with vacuum cleaner to be provided by the Contractor.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, Auditoriums/meeting halls/canteen etc. within the boundary of the Vidyalaya wall 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 everyday before opening of the office i.e. 8.30 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.
- viii) List of items/cleaning material required is attached vide Annexure-B.
- ix) 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.
- x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- xi) Filling of water in all desert coolers which are at present around **NIL**
- xii) Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK  
ON EVERY SATURDAY**

- i) Washing and Scrubbing of floor areas with detergents and dirtremoving 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.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

**3. Quoted Price:**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service 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.

© 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 charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(d) 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 in favour of **Kendriya Vidyalaya Vidyalaya Vikas Nidhi Account payable at Dindigul** 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 **Rs.1,50,000/- (Rupees One Lakh 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 or Facsimile Bids 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 BIDDER (S) SHOULD HAVE BEEN REGISTERED FOR PROVIDING MANPOWER SERVICES / SECURITY & CLEANING ONLY SHOULD APPLY. THE BIDDER FOR SOLE REGISTRATION FOR EITHER SECURITY OR CLEANING ONLY NEED NOT APPLY.**

(a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya premises in the presence of representative of the Contractor or its constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.

(c) **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 office/premises supported with the following documents (Bills submitted after disbursement of payment to workers only will be accepted for payment. The payment should be made in the Vidyalaya premises in the**

presence of Vidyalaya Monitoring Committee / Office bearer of the committee for clean payment of Wages as per the minimum wages act.

(i) Details of disbursement made to the staff furnishing cheque details for each payment,

(ii) Proof of payment of statutory obligation such as EPF, ESI, 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 contract agreement will be terminated if the above mentioned conditions are not followed.

(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.

(e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor / Client.

f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Competent Authority for running the business of private security agencies operating, failing which the bid will be treated as disqualified/nonresponsive.

g) The normal office hours of Kendriya Vidyalaya is from 9.00 am to 4.30 pm 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. Kendriya Vidyalaya 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.

h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration-A,**

where A, 
$$= \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya 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 KVS. 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.

j) The contracting Agency will be required to sign a contract with the KVS 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.

(k) In case of any loss, theft/ sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.

(l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(m) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex.servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex.servicemen. The Contracting Agency will also ensure that the security guards/security supervisors are free from AIDS or any other infectious disease before deployment for work.

(n) The Kendriya Vidyalaya shall provide a small guard room/space for Security Supervisor and Security Guards 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.

(o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

## **7. Evaluation of Bid:**

i) 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) The bid will be treated as non-responsive if following documents are not attached. Attested copy of license obtained from the Competent Authority, for running the business of private security agencies.

(b) 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.

(c) Audited Balance Sheet & Profit and Loss Account.

(d) List of clientele during last 3 years along with cost of assignment.



(e) PAN No. and Current IT clearance certificate.

(f) Attested copy of proof of EPF registration.

(g) Attested copy of proof of ESI registration.

(h) Attested copy of proof of Service Tax Registration.

(i) 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 **Kendriya Vidyalaya, Vidyalaya Vikas Nidhi Account payable at Dindigul** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract..

(ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, as per the Latest minimum wages circular issue by Ministry of Labour (Government of India) - Enclosed.

(iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

(iv) In case of 2 or more bidders quoted same service charges. The successful bidder will be selected based on the past records of bidders, and other documents of annual returns, tax payment etc., The award of contract will be purely under intender's discretion only.

#### **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 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.

## 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 Services in Kendriya Vidyalaya Gandhigram on service charge basis" latest by 2.00 PM of 28th June '2018. The sealed bids/tenders will be opened at 2.30 PM at Kendriya Vidyalaya, Gandhigram in the presence of bidders on last date of submission of tenders i.e. 28th June 2018. 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 remaining unchanged. An earnest money of Rs.10,000/- (Rupees Ten Thousand only) is to be deposited alongwith tender document. The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya.**

### **DECLARATION BY THE BIDDER**

**"I HEREBY CERTIFY THAT I HAVE THOROUGHLY READ THE TERMS AND CONDITIONS AND HEREBY AGREE THE SAME"**

Yours faithfully,

Signature

Name :

Designation:

**ANNEXURE B**  
**HOUSE KEEPING**

**REQUIREMENT OF MATERIALS FOR ONE MONTH**

1. PHENYL	-	30 litre
2. TIDE POWDER	-	1 kg
3. WASHING SOAP SURF EXCEL	-	2 Nos. (Big size)
4. SCRUBBER	-	1 pkt
5. VIM BAR	-	1
6. FLOOR MOP	-	3 Nos
7. TOILET CLEANING BRUSH	-	6 Nos.
8. TOILET CLEANER HARPIC	-	6 Nos
9. FLOOR CLEANER LIZOL	-	6 Nos
10. BROOM STICKS	-	6 Nos
11. WEB CLEANING STICK	-	2 Nos
12. BLEACHING POWDER	-	5 Kgs
13. HAND WASH LIQUID	-	1 No.
14. ROOM FRESHNER	-	1 No.
15. ROOM SPRAY	-	1 No.

16. NAPTHELIN BALLS - ½ kg  
 17. DETTOL - 1 litre  
 18. ODONIL - 10 pkts.  
 19. ACID - 3 litre.

**Note:** Required quantity of Materials must be supplied every month.

ANNEXURE - A

**FORMAT OF BID (SECURITY SERVICE, HOUSE KEEPING & GARDENER)**

Sl.No.	Category Manpower	Number	Unit Monthly Remuneration (Rate Per Person) (in Rs.) (As per Govt.of India, Office of the Chief Labour Commissioner © order No.1/10(1)(S)/2018-LSII dated:03.04.2018 for minimum wages)	EPF Amount (13.16%) (in Rs.) (Based on the eligibility as per EPF Act)	ESI Amount (4.75%) (in Rs.) (Based on the eligibility as per ESI Act)	Service Charges including overhead and profit (Rate per person)	Monthly Unit rate (Rate per person) (Col.4+5+6+7)	Total Monthly Cost (3 x Col.8)
1	2	3	4	5	6	7	8	9
1	Security Service	5						
2	Housekeeping	4						
3	Gardener	1						
	TOTAL							

- NOTE:
- 1) Rates shall be quoted as per the rates prescribed by the Central Government rates w.e.f. 01.04.2018
  - 2) In case of discrepancy between unit price and total price, the unit price shall prevail.
  - 3) Please enclose the list of employee-wise name, UAN No., EPF No. & ESI No., etc.
  - 4) If a firm quotes 'Nil Charges / consideration', the bid shall be treated as unresponsive and will not be considered.
  - 5) EPF will be paid as per the eligibility of the employee deployed with reference to EPF Act.

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. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
 is furnished herewith vide Bank Draft No. \_\_\_\_\_ Dated: \_\_\_\_\_ Drawn on \_\_\_\_\_

SAMPLE COPY

Bidder

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Name of the company \_\_\_\_\_  
Seal, Date & Time: \_\_\_\_\_

**FORMAT OF BID (HOUSE KEEPING WITH MATERIALS )**

Sl.No.	Category Manpower	Number	Unit Monthly Remuneration (Rate Per Person) (in Rs.) (As per Govt.of India, Office of the Chief Labour Commissioner @ order No.1/10(1)(S)/2018-LSII dated:03.04.2018 for minimum wages)	EPF Amount (13.16%) (in Rs.) (Based on the eligibility as per EPF Act)	ESI Amount (4.75%) (in Rs.) (Based on the eligibility as per ESI Act)	Service Charges including overhead and profit (Rate per person)	Monthly Unit rate (Rate per person) (Col.4+5+6+7)	Total Monthly Cost (3 x Col.8)	Cost of materials as per the list attachment	Total monthly cost (9+10)
1	2	3	4	5	6	7	8	9	10	11
1	Housekeeping	4								

- NOTE:
- 1) Rates shall be quoted as per the rates prescribed by the Central Government rates w.e.f. 01.04.2018
  - 2) In case of discrepancy between unit price and total price, the unit price shall prevail.
  - 3) Please enclose the list of employee-wise name, UAN No., EPF No. & ESI No., etc.
  - 4) If a firm quotes 'Nil Charges / consideration', the bid shall be treated as unresponsive and will not be considered.
  - 5) EPF will be paid as per the eligibility of the employee deployed with reference to EPF Act.

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. \_\_\_\_\_ (Rupees \_\_\_\_\_)

is furnished herewith vide Bank Draft No. \_\_\_\_\_ Dated: \_\_\_\_\_ Drawn on \_\_\_\_\_

Bidder

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Name of the company \_\_\_\_\_

Seal, Date & Time: \_\_\_\_\_

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SAMPLE COPY