



केन्द्रीय विद्यालय, आयएसपी
KENDRIYA VIDYALAYA, ISP
नाशिक रोड ४२२१०१- NASHIK ROAD-422101
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Affiliation No: 1100042, CBSE School No. 06778, KVS School Code: 1202

Ref. No.F.27044/KVISP/2018-19

DATE: - 19/02/2019

TENDER DOCUMENT

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower 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 administer the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees along with others.

2. Sealed competitive Bids are invited by the **ABOVE** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of **01 (One) year w.e.f. from 1st April, 2019 to 31st March, 2020** which may likely to be extended as indicated below:

Sl. No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Security Guard (Watch & Ward)	04	Skilled Person
2.	Labour for cleaning	05	Unskilled Person
3	Gardner	01	Skilled Person

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

Sl. No.	Category of Manpower	Responsibilities
1	Security Guard	Well experienced in duty of Securities
2	Labour for cleaning (House Keeping)	Cleaning of School Premises including toilets/bathrooms etc.
3	Gardner	Gardening Work

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 only attached (Annexure-A).

(b) The service tax, GST and any other such tax 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, if amended.

In case of change in rate due to statutory provision, only such change will be accepted automatically and not any additional liabilities that is percentage of profit / service charge /s 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, initialling, dating and rewriting.

(e) The Bidder-shall deposit : -

a. **Rs. 50000 [Rs. Fifty-Thousand only] For Security,**

b. **Rs. 50000 [Rs. Fifty-Thousand only] For House Keeping,**

c. **Rs. 10000 [Rs. Ten-Thousand only] For Gardening**

(of quoted amount unit monthly remuneration of 12 months as per Central Labour Rate) excluding EPF,ESI etc., 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 "Principal Kendriya Vidyalaya ISP Nasik Vidyalaya Vikas Nidhi" Payable at Nasik as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidder after the award of the contract.

(f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of

- a. **Rs. 50000 [Rs. Fifty-Thousand only] For Security,**
- b. **Rs. 50000 [Rs. Fifty-Thousand only] For House Keeping,**
- c. **Rs. 10000 [Rs. Ten-Thousand only] For Gardening**

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.

(g) 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:

(a) The remuneration to the engaged staff shall be disbursed through cheque / RTGS / NEFT, after obtaining authorisation from engaged staff.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Employees as per Central Labour Rate (excluding EPF & ESI)** as per the monthly remuneration and OTA charges quoted without any deduction.

(c) The Contracting Agency will submit the invoice / bills along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya ISP Nasik office / premises supported with the following documents:-

- (i) Details of disbursement made to the staff furnishing cheque / RTGS / NEFT details for each payment.
- (ii) Copy of electronic challan receipt (ECR) as a e-challan for Kendriya Vidyalaya ISP Nasik proof of payment of statutory obligation such as EPF, ESI, Service Tax 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 on fulfilment of required documentation.

(d) The Contracting Agency will provide Identity Card with mention of EPF / UAN and ESI numbers, 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 Indenter/Client.

(f) The normal duration of office hour of KV ISP Nasik will be for 8 hour for 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. KV ISP Nasik reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hour in a month will not exceed 54 hours.

(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 = $\frac{\text{Monthly Remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya ISP Nasik. 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 School.

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 ISP Nasik shall be made within 24 hours.

(i) The Contracting Agency will be required to sign a contract with Kendriya Vidyalaya ISP Nasik 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.

(j) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the Kendriya Vidyalaya ISP Nasik reserves the right to claim and recover damages from Contracting Agency.

(k) The antecedents of all the work will be got verified from the police by the contracting agency and submitted to Kendriya Vidyalaya ISP Nasik before deployment for work.

(l) The Kendriya Vidyalaya ISP Nasik shall provide a small guard room / space for 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.

(m) The contracting agency shall provide to their security / housekeeping / gardener personal with impressive summer uniform as well as winter uniform with insignia.

(n) The contracting agency will get allotted with activated UAN [Universal Account Number] for all member / staff duly linked with their mobile numbers as to receive SMS by them about EPF credits every month. Also ensure to get them E-pass book from EPFO website.

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 and conditions in the following manner:

(1) 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 of the last 3(three) years.

(c) List of clients during last 3 years [Three Years] along with cost of assignment.

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

(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 proof of GST registration.

(i) EMD of

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- c. **Rs. 10000 [Rs. Ten-Thousand only] For Gardening**

in the form of an account payee demand draft, FDR, Banker cheque or bank guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of: Principal Kendriya Vidyalaya ISP Nasik payable at Nasik.

(j) Remuneration of staff, quoted below minimum wages applicable for unskilled, semi-skilled, skilled, clerical and non-technical supervisory staff, in the Gazette of India shall render the bid disqualified for evaluation. Also the rates for service charges / profit are quoted as nil / less than 1 [One]%, the bid will be treated unresponsive.

(k) The evaluation will be done on the basis of total for all the items listed at 1, 2 and 3 only the financial bid. Indenting office reserves the rights to award the contract to the responsive bidder.

*** NOTE: Documents related to ‘á’ to ‘h’ have been submitted in the office, please do not attach the documents with quotation. Submit the documents at the time of registration. If any documents have to be submitted, copy is to be enclosed.**

8.Award of Contract

(a) The Indenter reserves to right to 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 Indenter 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 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 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 super scribed on the envelope as “Bids for providing **SECURITY GUARDS/HOUSE KEEPING FOR CLEANING/ GARDENING separately** on service charge basis” on **10/03/2019 latest by 5.00 pm and on 11/03/2019 at 11.00 am the tender will be opened.**

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 Kendriya Vidyalaya ISP Nasik.

Yours faithfully,

Signature-.....

Name:-B.A. Londhe

Designation: PRINCIPAL

For and on behalf of the

KendriyaVidyalaya ISP Nasik.

ANNEXURE – A

SI No	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI rate	Service charges including overhead and profit	Monthly unit rate (col 4+5+6+7)	Unit OTA rate per hour	Total monthly cost (col. 8x3)
1	2	3	4	5	6	7	8	9	10
01.	Security Service								
	Rs. Rs. 50000 [Rs. Fifty-Thousand only] Rs. 50000 [Rs. Fifty-Thousand only] EMD/SD quoted amount of 12 months including x 4 security =								
02.	Conservancy for 26 days								
	Rs. Rs. 50000 [Rs. Fifty-Thousand only] Rs. 50000 [Rs. Fifty-Thousand only] EMD/SD quoted amount of 12 months including x 5 H K =								
03	Gardner for 26 Days								
	Rs. 10000 [Rs. Ten -Thousand only] EMD/SD quoted amount of 12 months including x 1 G =								

FORMAT OF BID

NOTE: 1. The Selected firm has to furnish performance security in the form of bank DD/Pay Order for an amount of

- a. Rs. 50000 [Rs. Fifty-Thousand only] For Security,
- b. Rs. 50000 [Rs. Fifty-Thousand only] For House Keeping,
- c. Rs. 10000 [Rs. Ten-Thousand only] For Gardening

of value of contract. The performance security shall be submitted within 10 days from the date of Notification of Award.

2. Service Tax is exempted to educational institution.

3. 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. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)

Signature:

Name:

Date & time: