



KENDRIYA VIDYALAYA SANGATHAN  
KENDRIYA VIDYALAYA, SURDA

**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 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 Surda from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year w.e.f 01-04-2021 to 31-03-2022** which may be extended, as indicated below:-

A. Area of the Building/Campus : 18.00 Acres of Land having approx 50 rooms, stage, Corridors, Veranda, Playground, Open areas and enclosed surrounding areas

Address/Location of the Building : Kendriya Vidyalaya, Surda (NEAR CROSSING) Ghatsila, Jharkhand - 832303

B. Man power required:-

S. No.	Category of Manpower	Number of workers required	Minimum qualifications for/and experience	Brief description of responsibilities
1.	Watch & Ward (Civilian) Semi Skilled	04-Four	Middle standard	Watch & Ward duties of school building and property within the Vidyalaya Campus (Round the clock) 1 <sup>st</sup> Shift (6.00 AM to 10.00 PM) 2nd Shift (2.00 PM to 2.00 PM) 3rd Shift (10.00 PM to 6.00 AM) ( 02 guard at night )
2.	Conservancy personnel	03- As per requirement	Literate	Sweeping and cleaning of toilets, Bathrooms, Class rooms departments, corridors, Upkeep of School building & Campus.
3.	Gardener	01 One	Literate	Maintenance and upkeep of the garden, Development & Beautification of School Campus.

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 and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
  - (c) Hourly rate of OTA should not exceed monthly **remuneration**  
**30 X 8**
  - (d) 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.
  - (e) Correction if any shall be made by crossing out, initialing, dating and rewriting.
  - (f) The Bidder shall deposit Rs.5,000/- (Rupees Five thousand only) 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 Surda, VVN A/C payable at Surda as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - (g) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount of Rs, 10% of total value 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.
  - (h) Telex or Facsimile Bids are not acceptable.
4. Each Bidder must submit only one Bid.

**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 shall be disbursed through cheque at Kendriya Vidyalaya Surda, premises in the presence of representative of the Vidyalaya.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Party as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya supported with the following documents :-
  - (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, 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.



- (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) The normal office hours of Kendirya Vidyalaya, Surds is from 7.30 am to 3 PM six days from Monday to Friday / Saturday. However KVS also reserves the right to request for the services on Saturday / Holiday / beyond office hours. The Contracting agency will be compensated, by the Indenting Agency as per the rate quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

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

$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (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 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 Vidyalaya. 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.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya 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/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.

#### 7. 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 obtained from competent authority for running the Business of private security agencies in Jharkhand and license/registration Under the contract labour act for supply of manpower in Jharkhand.
  - (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.

- (d) List of clientele during last 3 years along with cost of assignment.
- (e) PAN No. /TAN 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: 5,000/- 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, payable at Surda 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 employment in Security Personnel/watch and ward (without arms) and employment in sweeping and cleaning activities, gardening in the labour dept of the Gove. Of Jharkhand shall render the Bid disqualified for evaluation, Rate decided by the state Govt. or Central Govt. whichever is higher shall be applicable to decide the minimum wage for the particular category of manpower.
  
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

#### **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 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.

#### **9. Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids subscribed on the envelope as "Bids for providing Security,/House Keeping/Conservancy & Gardening on Service charge basis "due on 25-03-2021 latest by 01.00 P.M. and will be opened on 30-03-2021 at 02.00 P.M. in the Vidyalaya in the presence of renderers' if any.

The envelop will consist of two envelopes named:-

- 1) Technical bid – Envelop containing tender forms, EMD and all documents as per para 7 of the tender document.
- 2) Financial bid – Envelop containing ONLY Annexure A mentioning the rates.

Technical bid will be opened first and if the parties are found eligible as per para 7 then only the Financial bid will be opened for the eligible parties only.



Both the envelop should be kept in an envelope subscribed as "Bids for providing Security/House Keeping/Gardening on service charge basis".

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 K.V.Surda.

Yours faithfully,



Signature

Name: B. HANSDAH

Designation: PRINCIPAL

For and on behalf of the  
Kendriya Vidyalaya Sangathan



# KENDRIYA VIDYALAYA SURDA

Sl. No.

## TENDER FORM

1. Name of the Service : Security / Conservancy / Gardening  
(give tick mark on any service)
2. Name of the Agency. : \_\_\_\_\_
3. Proprietors : \_\_\_\_\_
4. Licence No. : \_\_\_\_\_
5. Address of the Agency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone no. : \_\_\_\_\_
7. Registration Details : \_\_\_\_\_
  - a) Registered for Service : \_\_\_\_\_
  - b) Registration Authority : \_\_\_\_\_
  - c) Registration no. : \_\_\_\_\_
  - d) Valid upto : \_\_\_\_\_
8. Income Tax TAN No. : \_\_\_\_\_
9. Income tax clearance details : \_\_\_\_\_
10. E.P.F. Registration no. : \_\_\_\_\_
11. E.S.I. Registration no. : \_\_\_\_\_
12. Service Tax Registration no. : \_\_\_\_\_
13. Experience (give details) : \_\_\_\_\_  
\_\_\_\_\_
14. Terms & Conditions :  
(attach copy)
15. Rate details (attach copy) :

N.B.

- i) The Vidyalaya will recover income tax as per admissible.
- ii). Copies of the following certificates are to be submitted along with the quotation.
  - a) Registration Certificate
  - b) TAN No. certificate
  - c) Income Tax clearance certificate
  - d) E.P.F. Registration No. certificate
  - e) E.S.I. Registration No. certificate
  - f) Current service certificate from the institution concerned (if any).
  - g) Service tax Registration No. Certificate.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Prop.  
(Seal)

FORMAT OF BID

Sl. No.	Category of Manpower	Number	Unit monthly remuneration	E.P.F. Rate	E.S.I. 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

## NOTE:

1. Service Tax shall be quoted separately.
2. 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 \_\_\_\_\_) dated \_\_\_\_\_ drawn on \_\_\_\_\_ is furnished herewith vide Bank Draft No. \_\_\_\_\_

(Bidder)

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

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

Date & Time \_\_\_\_\_