

**KENDRIYA VIDYALAYA, LATEHAR**  
**DISTRICT – LATEHAR, Pin : 829206**

No. F.40029/KV-LAT/2019-20/

Dated: 31.08.2019

**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 Act 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya 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, LATEHAR** from the **reputed registered Consultant / Service Provider Firms for providing Manpower through service contract** initially for a period of 01 (One) year w.e.f. 01-10-2019 which is likely to be extended for further one year based on the services rendered during the initial period, as indicated below. Tender documents downloaded from our website [www.kvlatehar.org.in](http://www.kvlatehar.org.in) are acceptable provided the requisite tender fee i.e. **Rs.500/- (Rup. Five Hundred only)** after deposit in cash or by hand or in the form of Demand Draft from any of the scheduled bank, drawn in favour of 'KV, Latehar VVN' at the time of submission of bid document.

| S.No. | Category of Manpower                     | Nos | Minimum qualifications or /experience |
|-------|--|-----|---------------------------------------|
| 1.    | <b>Watch &amp; Ward (Security Guard)</b> | 03  | Primary Standard                      |
| 2.    | <b>Sweeper</b>                           | 02  | Primary Standard                      |
| 3.    | <b>Gardner</b>                           | 02  | Primary Standard                      |

\*The requirement of manpower may increase or decrease depending upon actual requirement by the Vidyalaya

**An outline of tasks to be carried by the deferent category of manpower provided is detailed as under.**

| S.No. | Category of Manpower          | Responsibility   |
|-------|-------------------------------|--|
| 1.    | Watch & Ward (Security Guard) | Duties all the days including Holiday and round the clock of school building and its premises.   |
| 2.    | Sweeper                       | All the days except Sunday & Gazetted Holiday<br>Cleaning of school building, Toilet, Class Rooms including dusting of Desk, Bench, Table, Chairs etc. |
| 3.    | Gardner                       | Proper Maintenance of Garden, Lawn and compound.<br>All the days except Sunday & Gazetted Holiday  |

### 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).**
- (b) **If the firm quotes NIL charges over & above minimum wages, the bid documents shall be treated as unresponsive and will not be considered.**
- (c) Hourly rate of OTA should not exceed **monthly remuneration 30X8**
- (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 mended.
- (e) **Correction if any shall be made by crossing out, initialing, dating and rewriting only will be accepted.**
- (f) The Bidder shall deposit **Rs. 5,000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bid or D.D drawn in favour of **KV, Latehar VVN Account, payable at Latehar** as earnest money alongwith Bid. The earnest money shall be returned to the un-successful bidders after the award of the contract.
- (g) TDS @ 2% shall be deducted from the bill amount, the Bidder must quote the Service Charge in such a manner that after deducting TDS, the service charge should be in accordance with the criteria mentioned at 3 (b) otherwise the bid shall be considered unresponsive.
- (h) The selected firm has to furnish performance security in the form of Bank Guarantee or D.D. for **10% of Tender Value** valid for fourteen months from date of award of the contract. The Performance of 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.
- (i) **Telex or Facsimile Bids are not acceptable.**

4. Each Bidder must submit only one Bid.

### 5. Validity of Bid:

The Bid shall remain 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, Latehar premises in the presence of representative of the firms or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya, Latehar as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya, Latehar 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.

- (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 contact.
- (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 office hours of KVS is from 07.00 AM to 3.00 PM six days from Saturday. However, KVS reserves the right to request the services on Sunday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/Holiday/beyond office hours. However, overtime hours 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 KV, Latehar. 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 Kendriya Vidyalaya , Latehar. 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 KV, Latehar 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 KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) The characters & antecedents of the Candidates/Manpower provided by the Contracting Agency should be verified.

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) 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.
  - (c) List of clientele during last 3 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) The Bidder shall deposit Rs. 5000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or **Demand Draft** in favour of **KV, LATEHAR VVN** Account payable at **LATEHAR** as earnest money along with 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 clerical and

non-technical supervisory staff shall render the Bid disqualified for evaluation  
(Minimum wages acts as per Central Govt)

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

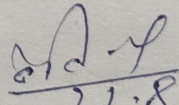
8. **Award of Contract:**

- (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) In the event of more than one bidder quoting lowest price, the bidder having more experience of working with KVS or more Financial Turnovers shall be preferred.
- (d) 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.
- (e) 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**

Sealed Bids superscripted on the envelope as “Bids for providing manpower for Security Guard/Sweeper/Gardener on service charge basis” should be submitted latest by 1.00 PM on 21-09-2019. The date of opening of bid will be 23.09.2019 at 11.00 AM.

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 KVS.

  
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(D. Tirkey)  
PRINCIPAL  
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Encl : Format of Bid

## FORMAT OF BID

| S.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                           |
|       |                      |        |                           |          |          |   |                                  |                        |                              |
|       |                      |        |                           |          |          |   |                                  |                        |                              |
|       |                      |        |                           |          |          |   |                                  |                        |                              |

Note:- 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 and conditions contained in the Bid Document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. 5000/- (Rupees Five Thousand only) is furnished herewith alongwith Bank Guarantee/Draft No. \_\_\_\_\_, dated \_\_\_\_\_, drawn on \_\_\_\_\_.

(Bidder)

Signature:

Name:

Date & Time: