

KENDRIYA VIDYALAYA (I.S.A) Mount Abu

Distt.Sirohi, RAJASTHAN PIN:307501 Phone 02974-237208(O)

Website: <http://www.kvmountabu.org/>

Date:

To

TENDER DOCUMENT

Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower - CLEANING & SWEEPING and GARDENING SERVICES through service contract."

Sir/Madam,

The Kendriya Vidyalaya, I.S.A Mount Abu of Sirohi Dist. is functioning under Kendriya Vidyalaya Sangathan, New Delhi. Kendriya Vidyalaya Sangathan 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.

2. Sealed competitive Bids are invited by the **Kendriya Vidyalaya, I.S.A Mount Abu Distt. Sirohi PIN: 307501** from the reputed/registered Consultant / Service Provider Firm for providing Manpower - **CLEANING & SWEEPING AND GARDENING** through service contract initially for a period of **01 (one) year w.e.f 01.04.2019** as indicated below:

A. Area of the Building : Total School Building and Campus:

Total 3 Acres having approximately 25 Class Rooms, 19 other Rooms & 11 Toilets in Ground & other floors of the Vidyalaya Building, corridors, stairs, open areas on the ground floor and campus. Parties are advised to see the location.

Address/Location of the Building:

Kendriya Vidyalaya, I.S.A Mount Abu, District:Sirohi, PIN: 307501

B. Man Power required:

S.No.

Category of Manpower	1 No. of persons required.	Minimum Qualifications or/and Experience	Responsibilities	
1.	SAFAI KARMACHARI (01 Male and 01 Female)	02	Primary Standard	Keeping clean of all the Class Rooms, Laboratories, departments, Toilets, Store Rooms, Corridors, Footsteps of the Vidyalaya Building, Principal's Chamber and the Vidyalaya Office, other rooms and sweeping of Open area removing of grass/weeds etc and keeping of the vidyalaya campus as a whole and its stretches in all directions.
2.	GARDENER (Male)	01	Primary Standard	WATERING TO PLANTS, Plantation, DEVELOPMENT OF GARDEN and maintenance of gardens, Trimming, REMOVEING GROSS / BUSHES, Sweeping of Open Area etc.

C. Materials for cleanliness will be supplied by the Vidyalaya.**D. Work will have to be got done daily 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 Vidyalaya.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school and thereafter every 2 hours especially 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, after lunch and again in the afternoon.
- iv) Cleaning of carpets of the officers' room with vacuum cleaner.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- vi) Regular dusting/cleaning of school / 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 school/ office.

- vii) 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.
- viii) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

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

- i) Washing and Scrubbing of floor areas with detergents and dirt removing 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) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, panelling etc. including removal of cobwebs.
- vii) Polishing of name plates and cleaning of all other name plates/boards.

3. 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. The rates quoted in any other format will not be accepted.
- (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**
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 amended.
- (e) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (f) The Bidder shall deposit **Rs. 5000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or **DD drawn in favour of PRINCIPAL, KENDRIYA VIDYALAYA, I.S.A Mount Abu** payable at **Mount Abu** as earnest money along with 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 **Ten percent of total contract 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.

- (i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 01 year after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through Account Payee cheque to the manpower employed at Vidyalaya premises in the presence of representative of the **Kendriya Vidyalaya, I.S.A Mount Abu** 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, I.S.A Mount Abu** 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, I.S.A Mount Abu** supported with the following documents :-
- (i) Details of disbursement made to the staff furnishing cheque details for each payment along with a copy of Bank passbook entry of an individual account.
- (ii) Proof of payment of statutory obligation such as EPF, 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 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 Office hours of **Kendriya Vidyalaya, I.S.A Mount Abu is from 7.00 am to 4.00 pm** six days from Monday to Saturday. However, **Kendriya Vidyalaya, I.S.A Mount Abu** 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.
- (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 $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days of absence}}$

Nos. of days in the month

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya I.S.A, Mount Abu**. 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,I.S.A, Mount Abu**. 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 KV shall be made within 24 hours.

- (i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya, I.S.A, Mount Abu** 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 KV reserves the right to claim and recover damages from Contracting Agency.**
- (k) The antecedents of all the workers will be got verified from the Police by the Contracting Agency before deployment for work.

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 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.
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 DD drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA,I.S.A Mount Abu** payable at **Mount Abu** 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 Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Mount Abu of Sirohi Dist, RajasthanState shall render the Bid disqualified for evaluation.**

(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 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 MANPOWER (Cleaning & sweeping and Gardening services) on service charge basis"** due on **08.03.2019 latest by 01.00 pm.**

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, I.S.A Mount Abu Rates quoted other than in format Annexure-A will be rejected.**

The Sealed Bids received will be opened at 01.30 pm on 08.03.2019.

Note: Incomplete Tender forms shall not be considered.

Yours faithfully,

Signature of Bidder

Name:

(Agency Seal)

Designation:

For and on behalf of the

Kendriya Vidyalaya ,I.S.A Mount Abu

FORMAT OF BID

(All figures in Rs.)

Sl. No.	Category of Manpower	Number of persons required.	Monthly remuneration per Labour as per Govt. Minimum Wages Act	EPF Rate per labour	ESI Rate per labour	Service charges/ charges of uniforms/bonus etc. including overhead profit per labour	Monthly Unit Rate (Col.4+5+6+7)	Total Monthly Cost (8x3)
1	2	3	4	5	6	7	8	9
1.	Cleaning and Sweeping services	02						
2	Gardener	01						

NOTE: Service Tax: ____NIL____%

1. *The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages of Govt. rates existing at present in the Mount Abu of Sirohi District.*
2. Service Tax shall be quoted separately.
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. In case of not quoting any rate, the reasons and justification (with proof) should be given.

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)

Date : _____

Signature : _____

Name : _____

(Agency Seal)

