



F. /2019-20/KV V.F.(JBP)/

Dated: 27.07.2019

## TENDER DOCUMENT

## SPEED POST

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Sub :** "Inviting Bid for engaging Service Provider Firm/Agency for providing Manpower through service contract for **Housekeeping Work, Security Services & Gardening Work**.

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 **Kendriya Vidyalaya VEHICLE Factory, Jabalpur** from the reputed/registered Service Provider Firm for providing Manpower through service contract for Housekeeping Work, Security Services & Gardening Work initially for a period of 01 (one) year.

### **(A) "HOUSEKEEPING"**

**A. Area of the Premises:-** Entire Vidyalaya Premises having several blocks, Staff Quarters and open areas as well as enclosed surrounding areas (Approx. 15 Acres Land). Parties are advised to see the location.

**Address/Location of the:-** Kendriya Vidyalaya, Vehicle Factory, Jabalpur(MP)  
Pin Code-482 009

**B. Man Power Required:-**

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Sweeper/ Workers for cleanliness	Middle Standard	6 (Six ) (04 Male & 02 Female)	<b>8 hours duty</b>

**NB:** Total 06 [Six] Manpower per day considering **8 hours duty/per man/per day** for full Calendar Month.

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

S. No.	Category of Manpower	Responsibilities
1.	Housekeeping Work	Housekeeping work of Entire Building and all the premises of the Vidyalaya.

- C. List of material for cleanliness to be used may be submitted alongwith quotation. The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same attached.(Annexure-B)

## **(B)“SECURITY SERVICES”**

- A. **Area of the Building** : Complete Vidyalaya Building having several blocks and Staff Quarters and open areas as well as enclosed surrounding areas. Parties are advised to see the location.

**Address/Location of the** : Kendriya Vidyalaya  
Vehicle Factory ,  
Jabalpur-482 009 (M.P.)

- B. **Manpower Required** :

S. No.	Category of Manpower	Minimum qual. or/and experience	Number of personnel required in the shifts	As per the following
1.	Security Guards – Without Arms	Middle Standard	04	<b><u>24 hours round the clock duty(08 hours x 03 Guard &amp; 01 guard in night)</u></b>

NB: Total 04 Security Guards per day considering **8 hours duty/per man/per day** for full month.

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

S. No.	Category of Manpower	Responsibilities
1.	Security Guard	Round the Clock Security Service on rotation : <b>[Per Guard/8 hours duty/per day]</b>

## **(C)“GARDENING”**

- A. **Area of the Premises** : Entire Vidyalaya Premises having several blocks, Staff Quarters and open areas as well as enclosed surrounding areas (Approx. 15 Acres Land). Parties are advised to see the location.

**Address/Location of the** : Kendriya Vidyalaya  
Vehicle Factory,  
Jabalpur-482 009 (M.P.)

- B. **Man Power Required** :

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Gardener (Unskilled)- Agriculture	Middle Standard	03 (Three)	<b>8 hours duty</b>

NB: Total 03 [Three] Gardeners per day considering **8 hours duty/per man/per day** for full Calendar Month.

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

S. No.	Category of Manpower	Responsibilities
1.	Gardeners (Unskilled)	Daily maintenance of existing gardens, including cleaning, pruning, cutting, planting, adding manure watering daily, replacing of damage plants, arranging plants on the directions to develop new garden/lawn, creation and maintenance of Vermi Compost Pits, KV VFJ premises free from unwanted plants, weeds, bushes etc. and other similar nature of work as and when directed by the Vidyalaya Administration.

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 as **(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  $\frac{\text{Monthly Remuneration}}{30 \times 8}$ .
- (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 **₹20,000/- (Twenty Thousand Rupees only) for Housekeeping, + ₹30,000/- (Thirty Thousand Rupees only) for Security Guard & + ₹5,000/- (Five Thousand Rupees only) for Gardening Total ₹55,000/- (Fifty Five Thousand Rupees only)** in the form of Demand Draft in favour of "VVN A/C., KV V.F, Jabalpur", payable at Jabalpur as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) **Cost of tender form of ₹500/- ( Five Hundred Rupees only)(non refundable) should be submitted separately alongwith Tender in the form of Demand Draft in favour of "VVN A/c., KV V.F., Jabalpur", payable at Jabalpur.**
- (h) The **selected firm** has to furnish performance security in the form of Demand Draft for an amount of **10% of Annual charges** 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.
- (i) 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 One year after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) **The remuneration to firm shall be disbursed through RTGS/NEFT/Bank transfer in favour of the firm engaged for the purpose at Vidyalaya's premises .**
- (b) **The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to this Vidyalaya as per the monthly remuneration and OTA charges quoted without any deduction only through RTGS/NEFT/Bank transfer (NOT CASH & CHEQUES) and the proof of same has to be submitted alongwith the bill.**
- (c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the office of Kendriya Vidyalaya V.F.(Jabalpur) supported with the following documents :-
- (i) **Details of disbursement made to the staff furnishing RTGS/NEFT/Bank transfer details for each payment ;**
- (ii) Proof of payment of statutory obligation such as EPF, ESI (with certified copy of list submitted to respective department of deployed manpower against whom the amount is deposited), Service Tax and any other applicable tax.
- (d) The Contracting Agency will provide uniform and Identity Card to all the 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.

**FOR HOUSEKEEPING:-**

- (f) The normal office hours of KV V.F., Jabalpur is from 06.30 am to 06 pm six days from Monday to Saturday. However, the Contracting Agency will provide the housekeeping services according to the duty timing shown at pre-pages/above. KV VF Jabalpur 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 this Vidyalaya as per the rate quoted. However, overtime hours in a month will not exceed 54 hours.

**FOR SECURITY GUARD:-**

- (f) The normal office hours of KV V.F., Jabalpur is from 06.30 AM to 06 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. KV VFJ 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 this Vidyalaya as per the rate quoted. However, overtime hours in a month will not exceed 54 hours.

**FOR GARDENING:-**

- (f) The normal office hours of KV VF, Jabalpur is from 06.30 am to 06 pm six days from Monday to Saturday. However, the Contracting Agency will provide the gardening services according to the duty timing shown at pre-pages/above. KV V.F.J 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 this Vidyalaya as per the rate quoted. 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:

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

$$\text{where } A_1 = \frac{\text{Monthly Remuneration}}{\text{Numbers of days in the month}} \times \text{Numbers of days of absence}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV VF (Jabalpur). Therefore, minimum 04 (Four) additional bio-data shall be made available. The candidate/s may be invited for personal discussion also for which no Conveyance or any other charges will be paid by KV V.F., Jabalpur. 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 the Vidyalaya shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya V.F. (Jabalpur), who is Intending Office, as per the Model Contract with terms & conditions. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement. The Agency shall not engage any sub-contractor or transfer the contract to any other person.
- (j) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KV VF, Jabalpur reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents (past history) of all the workers will be got verified from the police by the Contracting Agency and a proof thereof should be submitted to this Vidyalaya before their deployment.
- (l) The Contracting Agency will deploy the trained/professional manpower, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the manpower are free from AIDS or any other infectious disease before deployment for work, certificate of the same from the doctor should be submitted to the Vidyalaya.

**FOR HOUSEKEEPING:-**

- (m) The Contracting Agency shall maintain records of works and materials related with

housekeeping work with proper check on the same as per instructions given from time to time by this Vidyalaya.

### Scope of work/Terms

#### **A. Daily work**

1. Sweeping of entire area of the surrounding of Building and collection of all waste material and disposal of the same as per the instruction of the Principal
2. Cleaning of the floor area with floor duster and mopping detergent disinfectant dirt removing agent etc. once in the morning before opening the Vidyalaya and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of finit etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
3. Cleaning and washing of toilets and urinals using deodorant, detergent, disinfectants, acid etc. once in the morning before opening of the vidyalaya and thereafter every 02 hours and as and when required.
4. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute and the area adjacent to main gate.
5. Regular dusting /cleaning of furniture (table & Chair) and equipments telephones, books cases, filing cabinet almirhas and doors and windows of rooms and other spaces of the Institute every day before opening of the Institute.
6. The choking of the sanitary installation e.g. Traps Bottle traps, gully traps etc is to be cleared within 24 hours of noticing the complaint.
7. All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.
8. Polishing of Brass name plates and number plates and cleaning of all other name plates/ Boards.
9. Insurance and accident risks of the workers will be the responsibility of the contractor.

#### **B. Notice of Termination of contract;-**

A. The contract can be terminated without assigning any reason by giving one Months notice in writing by either side.

**B. Stock and Supplies:** - The Cleaning material of good quality as given in the list at Annexure B should be used by the contractor as per monthly requirement given in the tender form. The cost of this material shall be integral part of service charges as given in column No.9 Annexure A.

**C. SUPERVISION:** The contractor shall supervise the cleaning and maintenance service who will report to the designated officer or any other office Institute so authorized as and when he is required to do so by the KV V.F. Jabalpur.

**D. RATES:** Rates are fixed per month basis (26 days for Sweepers) for the sole unit (covered area, open area, surrounding stairs, lobbies corridors, toilets etc.) and for all items of work including material. When work is taken for a period less than a month because of closure of the KV V.F., Jabalpur rates would be calculated for a day and payment made accordingly. Labourers engaged on Sunday will be given compensatory off.

**E. ARBITRATION:** In case of any dispute between the Contractor and the KV, V.F, Jabalpur arising out of or in relation to the agreements, the dispute shall be referred to a sole Arbitrator to be appointed by the institute and the decision of the Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940.

- F. **JURISDICTION:** The courts at the Station will have jurisdiction over all legal disputes under this agreement.

### **FOR SECURITY GUARD:-**

- (m) The KV VF, Jabalpur shall provide a small guard room/space at each gate for Security Guards/Supervisor deployed by the Contracting Agency. No name plate/board of agency shall be allowed on the room and nobody will be allowed to stay in the guard room/space except the staff of Contracting Agency on duty. Insurance and accident risks of the workers will be the responsibility of the contractor.

### **. NOTICE OF TERMINATION OF CONTRACT**

The contract can be terminated without assigning any reason by giving one month's notice by either side.

#### **a. SUPERVISION:-**

The contractor shall personally supervise the services of the personal and report to the Principal, KV VF Jabalpur as and when he is required to do so.

#### **b. ARBITRATION**

In case of any dispute between the contractor and the KV VF Jabalpur out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the KV VF, Jabalpur and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Arbitration Act 1940.

#### **c. JURISDICTION**

The court at the station will have jurisdiction over all legal disputes under this agreement.

### **FOR GARDENING:-**

- (m) The Contracting Agency shall maintain records of works and materials related with gardening work with proper check on the same as per instructions given from time to time by this Vidyalaya.

#### **Scope of work/Terms**

1. Maintenance and upkeeping of gardens, playfields and campus area of KV VF Jabalpur.
2. The agency shall provide proper gardening tools to the gardeners. Gross cutting machine should be motor operated and the expenditure on petrol and maintenance of machine will be borne by the agency.
3. Insurance and accident risks of the workers will be the responsibility of the contractor.

- (n) The Contracting Agency shall provide to their personnel with impressive summer uniform as well as winter uniform with insignia. The incidentals, such as, belt, shoes, socks, caps etc. shall be borne/supplied by the Agency at its cost.

#### **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) Copy of proof of registration of the agency with Labour Department of State/Central Govt.
  - (b) Brief profile of the company and evidence to establish that the bidder has minimum experience of three years in cleaning/sweeping/gardening.
  - (c) Brief profile of the company and evidence to establish that the bidder has minimum experience of three years in Security Services.
  - (d) Copy of proof showing that the Agency has average Annual Financial turn over of **₹20 Lakhs** during the last three years ending March-2019.
  - (e) The agency is required to produce latest solvency certificate from a scheduled bank for an amount **not less than ₹5 Lakhs**.
  - (f) The agency should possess valid ISO 9001 certificate for cleaning / sweeping(Conservancy/ house keeping, a copy of proof is required to be produced.
  - (g) The agency should have 20 personnel including supervisors on their regular rolls, a proof of which is required to be produced.
  - (h) Audited Balance sheet & Profit and Loss Account for last three years.

- (i) List of clientele during last 3 years alongwith cost of assignment.
- (i) PAN No. and Current IT clearance certificate.
- (j) Attested copy of proof of EPF registration.
- (k) Attested copy of proof of ESI registration.
- (l) Necessary license/authorization/permission in respect of providing manpower for housekeeping work, Security Guard & Gardening work as prescribed by the State/District Administrative authorities as well as by the Govt. of India.
- (m) **A current wage rate circular issued by the competent authority may be attached alongwith bid.**
- (ii) Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services, in the Madhya Pradesh **WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES (THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE)** shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together including profit & material cost etc. Indenting Office will award the contract to the lowest evaluated responsive bidder but mere lowest price will not confer any right for awarding the contract.
- (iv) 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.

8. **Award of Contract:**

- (a) This Vidyalaya (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 but mere lowest price will not confer any right for awarding the contract.
- (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) The Contract can be terminated by the 1<sup>st</sup> Party (Kendriya Vidyalaya V.F, Jabalpur) at any time without assigning any reason. The 2<sup>nd</sup> Party (Contractor), if so desires, may terminate the Contract by giving one month's notice.
- (e) किसी भी कर्मचारी को बदलने/लगाने से पूर्व प्राचार्य की अनुमति लेना अनिवार्य है। प्राचार्य की अनुमति के उपरान्त बदलने/लगाये जानेवाले कर्मचारी का बायोडाटा, मेडिकल फिटनेस, पुलिस सत्यापन, आधार कार्ड एवं पहचान पत्र प्राचार्य को तुरन्त उपलब्ध कराये।

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

You are requested to submit the Sealed Bids through **Registered/Speed Post/Courier** superscribed on the envelopes as "**Bids for providing manpower for Housekeeping Services /Security Services & Gardening services on service charge basis**" **on or before 19.08.2019 by 04.00 PM** alongwith attested copies of necessary documents, EMD & Tender cost money. The tenders will be opened on **20.08.2019 at 12.30 PM** in presence of bidders. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day. Other terms and conditions and the time schedule remaining unchanged. No tender shall be accepted after stipulated date & time.

This Vidyalaya looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours faithfully,

**(GURMEET SINGH)**  
Principal

Encl:- As above.

**K.V. VEHICLE FACTORY, JABALPUR ,FORMAT OF BID**

S N	Category of manpower	No. of Man pow er	Unit monthly remuner ation in Rs.	EPF Rate ( Amount ) in Rs.	ESI Rate (Amoun t) in Rs.	Total (4+5+6 )	Servic e Charg es in Rs.	Cost of material for conserv ancy, where applicab le	Grand total {(3×7) +8+9}	Please specify the Rate quoted for Centra l/State Govt.
	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>1</b>	<b>Security Guard</b>	<b>04</b>						<b>Nil</b>		
<b>2</b>	<b>Safaiwala (Sweeper)</b>	<b>06</b>								
<b>3</b>	<b>Mali (Gardner)</b>	<b>03</b>								

Note: (1) Each Column Figures should be quoted in whole, not in fractional figure (Rounding off not in decimal) Rupees(for Example ₹500.60 wrong & ₹501.00 is correct, ₹500.30 wrong & 500.00 is correct ) (2) Rates for the security guard should be quoted for full month i.e. based on the circular of minimum wages for a month of 30 days as per government orders. (3) Rates for sweeper & Gardner should be quoted for 26 days only. (4) Security guard should be quoted only for semi-skilled category. (5) Where both Central and State Government has fixed the minimum rates of wages, the rate of wages wherever is higher will be applicable the Bidder should not quote rates less than the minimum wages prescribed. (6) Service charge is compulsory and without service charges the quotation will be treated as non –responsive. (7) Payment of service tax exempted under Section 93(1) of the Finance Act, 10994 9Circulars nO.172/7/2013-ST Govt. of India, ministry of Finance Dept. of revenue Central Board of excise and customs Tax Research Unit order No. B1-14/2013-TRU, dated 19/09/2013.(8) In case of discrepancy between Unit price and total price, the unit price shall prevail. (9) TDS will be deducted as per rules. Rates quoted should be inclusive of all statutory liabilities of the contractor and the Institute will not be responsible for any lapse in this regard.(10) Firms not paying service tax need not quote their rates (11) Rates quoted in a manner other than the required as mentioned in note (2) & (3) above shall not be considered in any case. (12) The bid form should be kept in a separate envelop marked “BIDS FOR HOUSE KEEPING/ SECURITY SERVICES/GARDENING” and all other documents should be placed in a larger envelop along with envelope containing bids. (13) If it is found that more than one firm have quoted the lowest rate the contract will be awarded on the basis of Tota No. of employee working under firm, work experience, turnover and no. of clients of the firm.

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

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

(Bidder)

Date.....

Signature.....

Time.....

Name.....

Stamp of the firm



## K.V. VEHICLE FACTORY, JABALPUR

## विद्यालय की सफाई कार्य हेतु प्रतिमाह सामानों की सूची

क्र० सं०	सामानों का विवरण	मात्रा (किलो/बोतल/पैकेट/पीस)	सभी सामानों का रेट (रूपये प्रति माह)
1	बाहरा झाड़ू/खजुर झाड़ू	20 पीस	
2	सीक झाड़ू	20 पीस	
3	पोछा कपड़ा	08 पीस	
4	टेबिल डस्टिंग कपड़ा	12 पीस	
5	बोरा (पोछा के लिये)	06 पीस	
6	वाइपर (छोटे)	04 पीस	
7	टायलेट ब्रश (प्लास्टिक)	04 पीस	
8	वाइपर (बड़ा)	04 पीस	
9	गुन्जा (मेजिक)	08 पीस	
10	कोलीन	02 बोतल	
11	फिनाइल(व्हाइट) एवं (ब्लैक)Doctor Brand	15 लीटर एवं 15 लीटर	
12	निरमा	05 किलो	
13	रूम फ्रेशनर	01 बोतल	
14	लिकविट सोप	03 बोतल (100 एमएल वाले)	
15	फिनाइल की गोली (व्हाइट)	15 पैकेट(500 ग्राम वाले)	
16	साबुन	10 पीस (50 ग्राम वाले)	
17	ओडोनील	10 पीस (500 ग्राम वाले)	
18	डस्टबिन (100 लीटर)	02 पीस	
19	हारपिक (200 एमएल)	04 पीस	
20	ब्लीचिंग पावडर	05 किलो	
21	एसिड	05 लीटर	
22	मच्छर मारने का हिट स्प्रे	02 बोतल	
23	फूल झाड़ू	05 पीस	
24	कास्टिक सोडा	01 किलो	
25	किसी भी अन्य सामग्री की आवश्यकता के अनुसार (Any other material as per requirement)		

फर्म के प्रोपराईटर के हस्ताक्षर  
मोहर सहित