

केन्द्रीय विद्यालय, केंद्रापड़ा
स्थान: बारिमुल, पो.-तिलोत्तमादेईपुर
जिला-केंद्रापड़ा, ओडिशा-754250
दूरभाष: 06727-221303

CBSE Affiliation No. 1500049, School No. 19088
Region Code.- 04, Station Code. 730, KV code.- 2229



KENDRIYA VIDYALAYA, KENDRAPARA

At: Barimul ,PO: Tilottamadeipur,
Dist.- Kendrapara, Odisha-754250
Ph.06727-221303
E-Mail- kvkendrapara@gmail.com
Website- <https://barimul.kvs.ac.in>

Ref.No.F.150225/4/KV-KDP/2229/2021/

Date: 10.02.2021

KENDRIYA VIDYALAYA, KENDRAPARA.

SHORT TENDER NOTICE

Sealed Tenders are invited for awarding contract for out-sourcing of Security (Watch & Ward), Conservancy and Sub Staff services in Kendriya Vidyalaya, Barimul.Kendrapara (Odisha). The tender form/document can be obtained from the office of the Kendriya Vidyalaya, Kendrapara at the above mentioned address on all working days from 15.02.2021 to 02.03.2021 (between 09.00 a.m. to 12.00 noon) against non-refundable payment of Rs.200/- (Rupees Two hundred only) through Demand Draft/Pay Order to be drawn in favour of “**VVN Account, Kendriya Vidyalaya, Kendrapara**” payable at **KENDRAPARA** . The downloaded tender form/document will also be accepted along with D/D of Rs.200/- (Non-refundable). For details visit our WEBSITE - <https://barimul.kvs.ac.in>

PRINCIPAL

केन्द्रीय विद्यालय, केंद्रापड़ा
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केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA, KENDRAPARA
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Ph.06727-221303
E-Mail- kvkendrapara@gmail.com
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To
M/s. _____

TENDER DOCUMENT

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, Barimul, Kendrapara Odisha, from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

- A. Area of the Building 8.68 Acres area of land having approximately 45 rooms and 18 toilets, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor/upstair. Parties are advised to see the location.

Address/Location of the Building Kendriya Vidyalaya, Kendrapara, At-Barimul, P.O.-Tilottamadeipur, Kendrapara-754250.

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.	Workers for cleanliness -Gents	Primary standard	02	7.00 AM to 12.00 Noon and 1.00 PM to 4.00 PM
2.	Workers for cleanliness - Ladies	Primary standard	01	7.00 AM to 12.00 Noon and 1.00 PM to 4.00 PM
3.	Sub Staff	Class VIII pass.	02	7.30 AM to 3.30 PM

Total three conservancy and two sub staff.

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	Workers for cleanliness	To clean the described area wherever he/she is deputed
2.	Sub Staff	1. Depositing in the bank 2. Posting/ Collecting of letters in/from the Post office 3. Circulating the letters inside the school & outside. 4. Ringing the bell 5. Dusting of Office articles/files -filing the letters 6. Dispatching the letters

C. Material for cleanliness to be used as per supplied by the office.

D. Work will have to be got done 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 KVS.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and there after every 2 hours specially 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 and again in the afternoon.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the vidyalaya's wall surroundings to this building.
- v) Regular dusting/cleaning of class rooms, class/office furniture (desk, table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the office i.e. 7.30 A.M.
- vi) 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.
- vii) 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) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure – A).
- (b) The service charge must be quoted in Rupees and not in fraction. Minimum value of service charge should be such that after deducting TDS as applicable and statutory liabilities (like EPF, ESI etc.) the rate should not go below the minimum wages. The Service Tax need not be quoted by the bidder because Cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Govt.of India Notification No.06/2014-service tax dated: 11.07.2014.
- (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.
- (d) The Bidder shall deposit Rs.2500/- in the form of a DD / Pay Order drawn in favour of **“VVN Account, Kendriya Vidyalaya, Kendrapara” payable at KENDRAPARA** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of a DD for an amount of Rs.10,000/- (Rupees Ten thousand only) 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 shall be disbursed through cheque/NEFT.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya, Kendrapara's office/premises as per the monthly remuneration 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 Kendriya Vidyalaya, Kendrapara's office/premises 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.**
- (iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Kendriya Vidyalaya, Kendrapara.**

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 Kendriya Vidyalaya, Kendrapara is from 8.00 am to 3.00 pm six days from Monday to Saturday and the Contracting Agency will provide the services according to the duty timing shown at pre-pages/above. Kendriya Vidyalaya, Kendrapara 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 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 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, Kendrapara. 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, Kendrapara. 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, Kendrapara shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Kendrapara 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 Kendriya Vidyalaya, Kendrapara 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.
- (l) The Contracting Agency will deploy persons who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from Aids or any other infectious disease before deployment for work.
- (m) The KV shall provide a small room/space for personnel 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.

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 copy of last assessment order / copy of IT return.
 - (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.2500/- in the form of a DD drawn in favour of **“VVN Account, Kendriya Vidyalaya, Kendrapara” payable at KENDRAPARA** 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 Govt. of India, Labour Department 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 Indenter 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 Indenter 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 (Cleanliness/Sub Staff Services) in Kendriya Vidyalaya, Kendrapara on service charge basis**" on or before **2.00 PM on 02.03.2021**. The tenders will be opened at **11.00 AM on 03.03.2021** at Kendriya Vidyalaya, Kendrapara in the 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. An earnest money of Rs.2500/- (Rupees Two thousand five hundred only) is to be deposited alongwith tender document.

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 KendriyaVidyalaya,Kendrapara.

Yours faithfully,

(B.R.SAHU)
PRINCIPAL /C

For and on behalf of the Kendriya Vidyalaya, Kendrapara.

ANNEXURE-‘A’**FORMAT OF BID**

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly Remuneration (Rs.)	EPF (Rs.)	ESI (Rs.)	Service charges (Rs.)	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9
1.	Conservancy (unskilled workers for sweeping, cleaning)	03						
2.	Sub Staff	02						

- NOTE:
1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 26.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. EPF Rate (in percentage) _____ , ESI Rate (in percentage) _____

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 _____

Date: _____

(Bidder)
Signature: _____
Name: _____

