

**TENDER DOCUMENT  
FOR MANPOWER SERVICE PROVIDER  
OFFICE OF THE PRINCIPAL  
KENDRIYA VIDYALAYA DAHOD, DAHOD,  
DISTT-DAHOD  
WEB SITE:-www.kvdahod.org.in  
Ph No:- 02673-241533**

**TENDER DOCUMENT FOR “CONSERVANCY(HOUSE  
KEEPING)”**

**Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower through services contract.**

Sir/Madam,

1. 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 Dahod from the reputed/registered Consultant/Service provider firm for providing Manpower through service contract initially for a **period of 01 (one) year w.e.f. 01/04/2018** which may be extended by another one year, as indicted below:
  - A. **Area of the Building**: - Vidyalaya building situated in ~~acres of land~~ having app 15 rooms and 2 toilets,labs,meeting rooms, departments corridors, stair and open areas as well as enclosed surrounding areas in the ground floor. Parties are advised to see the location.

**Address/Location of the Building**:- Kendriya Vidyalaya Dahod.

**B. Man power Required ;**

S.N	Category of manpower	Min qualification /experience	Number of workersrequired	As per the following shifts
1	Workers for cleanliness Gents & Ladies	Primary standard	As deemed fit by the agency. Exact no. of workers to be deployed must be mentioned while submitting bids.  (THREE WORKERS)	Shift I – From 07.00 am to 03.00 pm

**Total Three Workers as deemed fit by the agency for cleanliness/Sweeping jobs etc.**

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

<b>S.No</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1	Workers for cleanliness	To clean the Vidyalaya Campus wherever he/she is deputed.

- C. Material for cleanliness to be used as per attached Annexure-B. The cost of material, however, will be charged extra by the contracting Agency by showing rate of the same in attached Annexure-A.

The concerned Agency has to clearly mention the details of cleaning material, Quantity of materials and the cost of material per month clearly in the Annexure 'A' column No.7. Failure to mention the above particulars will lead to rejection of the tender.

- 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 KV.
- ii. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the Vidyalaya and thereafter 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/depts..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 recess and again in the afternoon or as may be specified by the Principal.
- iv. Cleaning of carpets/durries with vacuum cleaner to be provided by the Contractor.
- v. Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls etc. within the boundary of the Kendriya Vidyalaya.
- vi. Regular dusting/cleaning of furniture (table & chair) and equipments, telephone, book cases, filing cabinets, almirahs and

doors and windows including removal of cobwebs every day before opening of the School i.e. 07.00 am.

- vii. Provision of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contracting agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- viii. List of items/cleaning material required is attached vide Annexue-B
- ix. The choking of the sanitary installations e.g.w.c's traps, Bottle traps, gully traps etc. is to be cleared within 24 hrs of noticing the complaint.
- x. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hrs.

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

- 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 surface in the corridors and staircases.
- v. Cleaning of water storage tanks.
- vi. Polishing of name plates and number plates with brass (on each floor) and cleaning of all other name plates/Boards.
- vii. Dusting and cleaning of fans, electrical fitting, window panes with glass cleaning Chemical/ agents and cleaning of partition, panelling etc.

### **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)

The firm has to quote the service charges, cost of uniform per month, in column No.8 of Annexure 'A'. As the staff are entitled for bonus as per

the payment of bonus Act, the proportionate share of Bonus per month also should be mentioned in the column No.8 of Annexure ' A ' failure to furnish the above information will be treated as incomplete Bid.

- b. The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- c. The rate quoted shall be fixed for the duration of the contract and shall not be subjected to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory. Provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- d. The Bidder shall deposit **Rs.2% of the estimated value of total works** 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 Dahod, VVN A/c**” payable at Dahod 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 Bank Guarantee/DD for an amount of **Rs.5% of value of Contract**. 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.
- f. Telex or Facsimile Bids are not acceptable.
- g. Each Bidder must submit only one Bid.
- h. Validity of Bid.

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

#### **4. Terms and Conditions:**

- a. The remuneration shall be disbursed through digital medium in individuals account..
- b. The contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV Dahod,

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 KV Dahod office/premises supported with 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.
- 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 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 KV Dahod is from 07.00 am to 03.00 pm six days from Monday to Saturday. However, the contracting agency will provide the service of cleanliness for seven days in a week from Monday to Sunday according to the duty timing shown at pre-pages/above. Kendriya Vidyalaya, Dahod also reserve a 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 – A**

**Where A =  $\frac{\text{Monthly Remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$**

- g. Number of days for conservancy staff will be maximum of 26 days in a month.
- h. The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by KV Dahod. 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 KV Dahod. In case, none is found suitable then additional bio data shall be made available by the contracting agency, promptly i.e within 24 hrs. The replacement of a candidate on account of absence/unsuitability for KV Dahod shall be made within 24 hours.

- i. The contracting agency will be required to sign a contract with the KV Dahod 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 personal deployed, the KV Dahod 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 the trained and sufficient SC/ST workers, 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/security supervisors are free from AIDS or any other infectious disease before deployment for work.
- m. The KV Dahod shall provide a small room/space for workers/staff 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.
- n. The contracting agency shall provide to their personnel deployed for cleanliness with impressive summer uniform as well as winter uniform with insignia.

## **5. 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 term & conditions in the following manner:

## Eligibility of Bidders:

- 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 **2% of estimated value of total works** 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 Dahod, VVN A/c**” payable at Dahod 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 Un-skilled, semi-skilled, Clerical and non technical supervisory staff, in the state of Gujarat /Central Government 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.

## 6. **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 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 indenter prior to the expiration of the Bid validity period will not 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 Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at time prior to the award of the contract.

**7. Last date and time receipt of Bids:**

You are requested to submit the Sealed Bids superscribed on the envelope as “Bids for providing Service for cleaning/sweeping jobs in KV on service basis” **latest by 12<sup>th</sup> March 2018 by Regd./Speed post** or in a Kendriya Vidyalaya office. An earnest money of **Rs 2% of the estimated value of total works** is to be deposited along with tender document.

The indenter looks forward to receive the Bid in the format of Bid attached only and appreciated the interest of the service provider in the KVS.



## FORMAT OF BID

(All figures in Rs.)

S.N	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Cost of material	Service charges /charges of uniforms / bonus etc. including overhead profit	Monthly unit rate (Col. 4+5+6+7+8)	Total monthly cost (Col. 9 X 3)
1	2	3	4	5	6	7	8	9	10
						NIL			
						NIL			
						NIL			
						NIL			
						NIL			
						NIL			
						NIL			
						NIL			

**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 including material and to abide by the terms & conditions contained in the Bid documents and also agree to enter into the agreement in the format enclosed. Bid security of Rs. \_\_\_\_\_ is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

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

(With seal)

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