



## केन्द्रीय विद्यालय-१ कलाईकुण्डा

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

### Kendriya Vidyalaya -1, Kalaikunda

( Ministry of HRD Deptt of Education Govt. of India )

वायु सेना स्थल, कलाईकुण्डा, जिला - पश्चिम मेदिनिपुर

Air Force Station, Kalaikunda, Dist - Paschim Midnapur

पश्चिम बंगाल - ७२९३०३/ West Bengal - 721303

Tel: (03222) 232209, FAX-(03222) 232209

Website : www.kvnotafskkd.org E-mail-principalkvnot@gmail.com

Date:27.06.2020

### TENDER DOCUMENT

Sub : Inviting Bid for engaging service provider firm for providing Manpower through service contract.

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded autonomous Body, is a society registered in December, 1965. 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 Principal, KV No.1,AFS,Kalaikunda from the reputed/registered Consultant/Service provider Firm for providing Manpower through service contract initially for a period of 01(one) year which may likely to be extended, as indicated below.

Sl.No	Category of Manpower	Nos.	Minimum qualification and experience
01	Watch and Ward (Security)	04	Experience person with competence in Bengali and Hindi
02	Gardener	01	Experience person with competence in Bengali and Hindi
03	Conservancy	06	Experience person with competence in Bengali and Hindi
04	Multi tasking staff	02	Experience person with competence in Bengali and Hindi

3. The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
4. An outlines of tasks to be carried out by different category of manpower provided is detailed as under:-

Sl.No	Category of Manpower	Responsibilities
01	Watch and ward	Guard the Vidyalaya Building and all properties for safety and security in the campus.
02	Gardener	To take care of Vidyalaya campus, garden and beautify the campus and Vidyalaya building.
03	Conservancy	To clean the class rooms, building, toilets and other areas of the campus.
04	Multi tasking staff	Office work , clean of Labs and Library

5. Quoted price :-
6. (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration.OTA rate, EPF, ESI & other statutory costs except service charge /Tax in the format of quotation only attached ( annexure-A).
- (b) Hourly rate of OTA should not exceed monthly remuneration.

© The rate quoted shall be fixed for the duration of the contract and shall not to adjustment except the statutory provisions. If amended.

Correction if any shall be made crossing out. Initialing, dating and rewriting.

(d) The CTC of ESI/EPF/Service registration / PAN number/ credentialed /IT, ST clearance Certificate etc. should be attached .

(e) The Bidder shall deposit Rs. 10,000/- ( Rupees Ten Thousand only) in the form of Bank Draft of Union Bank of India valid for 3 months after the date of submission of bids drawn in favour of Kendriya Vidyalaya No.1, AFS, Kalaikunda VVN Account payable at Kharagpur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(f) The tender forms and other details can be obtained from the website [www.no1kalaikunda.kvs.ac.in](http://www.no1kalaikunda.kvs.ac.in).

The sealed Tender forms duly filled in should be sent to The Principal, Kendriya Vidyalaya No.1, AFS, Kalaikunda, Post.- Kalaikunda Dist.- Paschim Medinipur PIN-721303 by 2.00 P.M. on **17.07.2020**. The tender will be opened at 12.00 noon. at Principal's Office , K.V. No.1, Kalaikunda in the presence of bidders on **18.07.2020** .

( R.K. Verma )  
PRINCIPAL



Dated: 27.06.2020

**TENDER DOCUMENT**

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower Watch & Ward, Gardener & Conservancy Services through service 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 No.1, AFS, Kalaikunda from the registered Service Provider Firms for providing Manpower excluding material through service contract initially for a period of 01 (one) year w.e.f 01.08.2020 which may be extended, as indicated below:-

S/ No.	Category & Manpower	No. of Manpower needed	Minimum qualification & experience
1.	Watch & ward	04 [four]	Experience person with competence in Bengali and Hindi
2.	Gardener	01 [one]	Experience person with competence in Bengali and Hindi
3.	Conservancy [Cleaning]	06 [Six]	Experience person with competence in Bengali and Hindi
4.	Multi tasking staff	02 [two]	Experience person with competence in Bengali and Hindi

3. The undersigned reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para - 2 above.

4. 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.	Watch & ward	Safe guard of the Vidyalaya Building & all its properties.
2.	Gardener	Take care of Vidyalaya Garden & beautify the campus & building.
3.	Conservancy [Cleaning]	Clean Class rooms, toilets, labs & other rooms and surrounding
04	Multi tasking staff	Office work , clean of Labs and Library room

Contd....2



**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 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 subject to adjustment except the statutory provisions, if amended.
  - (d) The Bidder shall deposit **Rs.10000/-** in the form of Cheque/DD drawn in favour of Kendriya Vidyalaya-1, AFS Kalaikunda VVN Account payable at Kharagpur as earnest money along-with 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 DD/Cheque for an amount of **Rs.75,000/-** (Rupees Seventy Five 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.
  - (f) Telex/ e-mail/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 NEFT.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV 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's office/premises supported with the following documents: -
  - (i) Details of disbursement made to the staff furnishing NEFT 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 10 days from the date of the receipt of the invoice/bill.



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- (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) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration -  $A_r$**

Where  $A_r$  =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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. 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 KV 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.
- (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 workers/staff deployed are free from Aid or any other infectious disease before deployment for work.
- (m) The KV shall provide a small room/space for the 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.



**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.10000/- in the form of Cheque/DD drawn in favour of Kendriya Vidyalaya No.1, AFS, Kalaikunda VVN Account payable at Kharagpur 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 Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of West Bengal 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 indenter 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 Indenter 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 superscripted on the envelope as "Bids for providing Services for Watch & Ward, Gardener & Conservancy Services in KV-1, AFS, Kalaikunda on service charge basis" upto 17.07.2020 till 02:00 O' Clock. The Quotation/tenders will be opened on 18.07.2020 at 12.00 noon at KV 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.10000/- (Rupees Ten thousand only) is to be deposited alongwith tender document.

The Inventor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV.

Yours faithfully,

Signature

Name: Mr. Rakesh Kumar Verma

Designation: Principal

For and on behalf of the Kendriya Vidyalaya

**FORMAT OF BID****ANNEXURE-A**

Sl No.	Category of Manpower	Number	Unit monthly remuneration ( Per person)	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. 8 x 3)
1	2	3	4	5	6	7	8	9	10
01	Watch & Ward (Security)	4							
02	Gardener	1							
03	Conservancy (Cleaning)	6							
04	MTS	2							

Note :

1. Service tax shall be quoted separately.
2. In case discrepancy unit price and total price shall be prevail.

We agree to provide the above service manpower and to abide by the terms & conditions contained in the Tender document and also agree to enter into the agreement as desired by the Principal, K.V.No-1, AFS, Kalaikunda. Bid Security of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_) is furnished herewith attached vide Bank Draft No \_\_\_\_\_ dated \_\_\_\_\_ draw on \_\_\_\_\_.

(Signature of the Bidder with seal)

(Seal)Signature \_\_\_\_\_

Name \_\_\_\_\_

Date and Time \_\_\_\_\_