

केन्द्रीय विद्यालय क्र. 1 कलाईकुंडा

Tender Notice /निविदा सूचना

केन्द्रीय विद्यालय क्र. 1 ए एफ एस कलाईकुंडा, जिला - पश्चिम मेदनीपुर में सुरक्षा, माली और सफाई सेवाओं को आउटसोर्स करने हेतु अनुबंध देने के लिए पंजीकृत फर्म द्वारा बंद लिफाफा में निविदा आमंत्रित की जाती हैं। बंद लिफाफा इस कार्यालय में **20.08.2021 को अपराह्न 2.00 बजे** या उससे पहले पहुंच जानी चाहिए | अन्य जानकारी हेतु एवं निविदा प्रपत्र/दस्तावेज के लिए विद्यालय की वेबसाइट <https://no1kalaikunda.kvs.ac.in> देखें |

Sealed Tenders are invited from Registered Firm for awarding contract for out sourcing the security, gardener and conservancy services in Kendriya Vidyalaya No.1 AFS Kalaikunda, Dist – Pashchim Mednipur. Sealed tender should reach this office on or before **2.00 Pm on 20.08.2021**, for tender form/document and other information you may visit Vidyalaya website <https://no1kalaikunda.kvs.ac.in>.

प्राचार्य
के.वि.क्र.1 कलाईकुंडा

KENDRIYA VIDYALAYA NO 1 AFS KALAIKUNDA

Dated: 03.08.2020

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 01.09.2021** which may be extended, as indicated below:-

A. Area of the Building : - Approximately 50 rooms 20 toilets, corridors, stairs of ground and 1st floor and open areas as well as enclosed surrounding areas on the ground. Parties are advised to see the location

B. Man power required: -

S/ No.	Category & Manpower	No. of Manpower needed	Minimum qualification & experience	As per following shift	Remark
1.	Watch & ward (Security)	04 [Four]	Literate	Shift I- from 6.00 am to 2.00 pm. - 01 person Shift II - from 2.00 pm to 10.00 pm - 01 person Shift III - from 10 pm to 6.00 am - 02 persons	01 day off each week for each person & in the off-day substitute person will be provided.
2	Gardener	01 (One)	Literate	7.00 am to 4.00 pm (01 Hour break for lunch as per convenient of the Vidyalaya)	
3	Conservancy [Cleaning/Sweeper]	07 [Seven]	Literate	7.00 am to 4.00 pm (01 Hour break for lunch as per convenient of the Vidyalaya)	

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

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

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.10,000/-** 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.1,00,000/-** (Rupees One Lakh 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 5th 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.

- (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 -A₁

Where A₁ =
$$\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- (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 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 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 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 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 **20.08.2021 till 02:00 O' Clock**. The Quotation/tenders will be opened on **21.08.2020 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) (Quote the no. of days)	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)	7							

Note :

1. In case discrepancy between unit price and total price, the unit price shall 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 _____ drawn on _____.

(Signature of the Bidder with seal)

Name _____

Date and Time _____