

केन्द्रीय विद्यालय, भिण्ड (म.प्र.)

(मा.सं.वि. मंत्रालय, भारत सरकार के अधीन)
लहार मार्ग, आई. टी. आई. के समीप
भिण्ड(म.प्र.) 477001

E-mail: kv123bhind@gmail.com

Phone-07534 242436

KV Station Code: 051 KV Code: 1090



KENDRIYA VIDYALAYA BHIND (M.P.)

(Under the Ministry of H.R.D., Govt. of India)

Lahar Road, Near I.T.I.

Bhind (M.P.) 477001

www.kvbhind.org

Fax- 07534 242258

CBSE Affl. Code: 1000068 School Code:03161

F.14089/K.V.B./2018-2019/

Dated:

To

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TENDER DOCUMENT /निविदाप्रपत्र

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower for Security (Watch & ward), sweeping& cleaning gardening and otherServices through service contract.

Sir/Madam,

1. TheKendriyaVidyayalayaBhind,M.P. is a unit of KendriyaVidyalayaSangathan,New Delhi, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of KendriyaVidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by KendriyaVidyayalayaBhind,M.P.477001from the reputed/registered Consultant / Service Provider Firm for providing Manpower-Security, sweeping and cleaning, gardening and other Services through service contract initially for a period of **01 (one) year w.e.f.** 01.08.2018, which may likely to be extended depending upon satisfactory services as indicated below:

A. Area of the Building: Total school building and campus:

Total 9 acres having approximately 24 Class rooms, other rooms, 10 Toilets, Laboratories, Library, storeroom, Activity room, corridors, Stairs and open areas as well as enclosed Surrounding areason the ground floorand open areas.Parties are advised to see the location.

Address/Location of the Building:Kendriya Vidyalaya Bhind,M P Distt. Bhind Pin-477001

B. Man power required:-

Sl No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts	Responsibility
1.	Security Guards (Watch & ward)	Middle Standard (With armed) Able to speak Hindi preferably EX. Service man below 50 year age	Total 03 (Three)	Shift III- from 10.00 PM to 6.00 AM (One Guard) Shift II- from 2.00 PM to 10.00 PM (One Guard) Shift III- from 10.00 PM to 6.00 AM (One Guard)	Providing round the clock security services to Vidyalaya Building and campus all the days of the month shift wise.
	SECURITY GUARD (Danda man)	Middle standard (Danda Man) Able to speak Hindi preferably EX. Service man below 50 year age	Total 01 (one)		
2.	Sweepers (With monthly Cleaning Material)	Primary Standard with experience in the concerned field	Total 03 (Three)		Monthaly cleaning material strictly supplied by the agency as follows- 1.phenyle=30 ltr 2.acid=30ltr 3.soft broom(BIG)=20 nos. 4.Big size Wiper (with cloth)=01 nos.
3	Gardener (Male)	Primary Standard experience in gardening	Total 02 (Two)		Watering plants, Plantation, Development and maintenance of gardens, Trimming, Removing grass bushes, Sweeping of Open Area etc.
4	Skilled & Unskilled Labour	Secondary Standard	As per requirement		Upkeeping of Labs/Lib and helping for practicals/exam and office and casual work like electrical/ plumber/ civil work

c. Materials for cleanliness will be supplied by the concerned firm.**D. Work will have to be got done daily in the following way:**

- 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 Vidyalaya.

- Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school and thereafter every 2 hours especially 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.
- Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, after lunch and again in the afternoon.
- Cleaning of carpets of the officers' room with vacuum cleaner.
- Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the boundary of the Sangathan's wall surroundings to this building.
- Regular dusting/cleaning of school / office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the school/ office.
- 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.
- 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

- Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- Acid cleaning of sanitary wares, without damaging their shines.
- 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.
- Cleaning of filled surfaces in the corridors and staircases.
- Cleaning of water storage tanks, water coolers, desert coolers.
- Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.
- Polishing of name plates and cleaning of all other name plates/boards.

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 (**Annexure - A**). Without changing/ modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted.
- (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 monthly **remuneration 30X8**
- (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 **Rs.5000/- (Rs. Five thousand only)** 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 **VVN A/c. Kendriya Vidyalaya Bhind, M P** payable at **Bhind** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (g) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 10% of the total Annual Bill (rounded to nearest multiple of 100) for 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.
- (h) Telex or Facsimile Bids are not acceptable.
- (i) **No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.**
- (j) **The rates quoted shall be as per the payment of Minimum Wages Act as per Central/state Government rules applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Bhind M.P. State and the rates mentioned in the tender documents shall payable to workers. Where both central and state govt. has fixed the minimum rates of wages , the rate of wages which ever is higher will be applicable.**

4. Each Bidder must submit only one Bid separately for security, housing and gardening.

. 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 Account Payee cheque to the manpower employed at the **Kendriya Vidyalaya, Bhind, M P** premises in the presence of representative of the **Kendriya Vidyalaya, Bhind, M P**.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the office/premises of **Kendriya Vidyalaya, Bhind, MP** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the office/premises of **Kendriya Vidyalaya, Bhind, M P** supported with the following documents :-
 - (i) Details of disbursement made to the staff furnishing cheque details for each payment along with a copy of Bank passbook entry of individual account.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax if any.

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, Bhind, M P** is from **8.00 am to 2.10 pm** for six days from Monday to Saturday. However, **Kendriya Vidyalaya, Bhind, M P** reserves the right to request the Contracting Agency to provide the security services round the clock all the days in a month according to the duty timing shown at the pre-pages/above. **Kendriya Vidyalaya, Bhind, M P** 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:

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

$$\text{Where } A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya, Bhind, M. P**. 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, Bhind, M. P**. 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 K V shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya, Bhind, M P** 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, Bhind, M P** 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 as per KVS Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008

(l) The Contracting Agency will deploy the trained/experienced sweepers, gardeners and security Guards (with arm), preferably ex-servicemen 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 supervisor is free from AIDS or any other infectious disease before deployment for work.

(m) The **Kendriya Vidyalaya, Bhind, M P** shall provide a small guard room/space for Security Guards/security supervisor 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 the Contracting Agency on duty.

(n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia/badges.

(o) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

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) Attested copy of license obtained from the competent authority for running the business of private security agencies.
- (c) Audited Balance Sheet & Profit and Loss Account.
- (d) List of clientele during last 3 years along with cost of assignment.
- (e) PAN No. and Current IT clearance certificate.
- (f) Attested copy of proof of EPF registration.
- (g) Attested copy of proof of ESI registration.
- (h) Attested copy of proof of Service Tax Registration.
- (i) The Bidder shall deposit Rs. **5000/-** 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 **VVN A/c. Kendriya Vidyalaya, Bhind(MP)** payable at **Bhind** 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 MP/ Central** 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 without assigning any reason thereof.

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 (Security,sweeping,housekeeping,gardening Services)in **KendriyaVidyalaya, Bhind** on service charge basis" within 15 days of publication of this notice **due on 10.07.2018 by 11.00 am. along with Earnest Money**The tenders will be opened at 11.30 am at **KendriyaVidyalaya, Bhind** in the presence of bidders on last date of submission of tenders. 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 **Rs5000/- (rupees five thousand only)** is to be deposited along with tender document.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVBhind. Rates quoted other than in format Annexure-A will be rejected.

The Sealed Bids received will be opened at 11:30 AM on 10.07. 2018

Note: - Incomplete Tender forms shall not be considered.

Yours faithfully,

Signature

Name:

Designation:

**For and on behalf of the
KendriyaVidyalaya, Bhind MP**

ANNEXURE-‘A’

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number of persons required	Unit monthly remuneration per Labour as per Govt. Minimum Wages.	EPF Rate/labour	ESI Rate/labour	Service charges /uniforms ,bonus charges etc. including overhead profit per labour	Monthly Unit rate (Col.4+5+6+7)	Total monthly cost (Col.8x3)
1	2	3	4	5	6	7	8	9

Service Tax: _____%

NOTE: 1. Service Tax shall be quoted separately.

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3 The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages of state/central Govt. Rates existing at present in the Bhind Distt.

4. In case of not quoting any rate, the reasons and justification (with proof) should be given.

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 _____.

(Bidder)

Signature of Bidder:.....

Name of Bidder:.....

Seal of Agency

Date and time:.....

