

केन्द्रीय विद्यालय
वायु सेना स्टेशन
मेल वस्ताचावडी पोस्ट
पुदुकोट्टै रोड
तंजावूर-613005
फोन नं.- 04362-226868



KENDRIYA VIDYALAYA
AIR FORCE STATION
Mela Vastha Chavadi Post,
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फा : 2-14 & 3-31 / केवि / तंजाऊर/ 2019 -20 /

दिनांक :

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Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower (**House keeping/ Cleaning/ Conservancy**) through Service contract.

Sir/Madam,

The Kendriya Vidyalaya **AFS, Thanjavur** a centrally funded Autonomous Body, is a society registered under Societies’ Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

1. Sealed competitive Bids are invited by the **KV,AFS, THANJAVUR** 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 01.04.2020** which may likely to be extended, as indicated below:

A. Area of the Building : 03 Acres Sq.Mtr. having Approximately **35** rooms and **30** toilets, **4** wash room, meeting room, corridors, and open areas as well as enclosed surrounding areas. Parties are advised to see the location.

Address/Location of the Building : Kendriya Vidyalaya, AFS. THANJAVUR
PUDUKKOTTAI ROAD, 613005..

B. **Man power required:-**

S.No.	Category of Manpower	Nos.	Minimum qualification or / and experience
1	Workers for cleanliness	04	Primary Standard

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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	Keeping clean of all the Class Rooms, Laboratories, Toilets, Store rooms, Staff rooms, Corridors, footsteps, Coolers of the Vidyalaya Buildings, Principal's Chamber and the Vidyalaya Office.
2		Keeping clean of the Vidyalaya Campus and its stretches of all the directions.

C. Materials for cleanliness will be provided by the Vidyalaya.

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 **KV AFS, THANJAVUR**.

ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office 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 mosquitoes, flies, termite/pests/rats etc.

iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and in the afternoon.

iv) Sweeping and cleaning of open areas, roads, passage, garden, auditoriums/meeting halls/ etc. within the boundary of the Vidyalaya building.

v) Regular dusting/cleaning of Coolers, 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 office i.e. 8.00 A.M.

vi) Provisions 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.

vii) 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.

viii) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24hrs.

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

- a) Washing and scrubbing of floor areas with detergents and dirt removing agent
- b) Acid cleaning of sanitary wares, without damaging their shines.
- c) 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.
- d) Removal of cobwebs from the walls and Cleaning of filled surfaces in the corridors and staircases.
- e) Cleaning of water storage tanks, water coolers,
- f) Polishing of name plates and number plates with brasso and cleaning of all other name plates/Boards.
- g) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc including removal of cobwebs.

2) Quoted Price:

a) The Bidder shall quote unit rate (not below the Govt. of India. Minimum wages rate) which shall comprise of monthly remuneration, EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure –A).

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 30 x 8.

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. **10,000/-** in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD / Pay Order drawn in favour of **VIDYALAYA VIKAS NIDHI ACCOUNT, .K.V. AFS. THANJAVUR** payable at **THANJAVUR** as earnest money shall be returned to the unsuccessful bidders after the award of the contract.

g) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.

h) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount **5% of Annual payment** 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.

i) Telexes of Facsimile Bids are not acceptable.

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3. Each Bidder must submit only one Bid.

4. Validity of Bid:

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

5. Terms and Conditions:

- a) The remuneration shall be disbursed through Bank account or cheque at the Vidyalaya premises in the presence of representative of **K.V. AFS. THANJAVUR**, or its constituent.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to **K.V. AFS. THANJAVUR**, 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 **K.V. AFS. THANJAVUR's Office /premises** supported with the following documents:-
 - i) Details of disbursement made to be 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. Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice/bill along with proof of payment of all the statutory obligations like EPF, ESI etc o the Govt. for the previous month..
- 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 Client.
- f) The normal office hours of **Kendriya Vidyalaya , AFS. Thanjavur is from 8.00 am to 4.10 pm** five/six days from Monday to Friday /Saturday. However, **Kendriya Vidyalaya AFS, Thanjavur** reserves the right to request the services on Saturday/Holiday/beyond office hours. The contracting agency will be compensated 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.

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

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- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , AFS. Thanjavur**. 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 , AFS. Thanjavur** 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 KVS shall be made within 24 hours.
- i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya , AFS. Thanjavur** 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 personnel deployed, the KVS reserve 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 agency will also ensure that the workers /staff deployed are free from Aid or any other infectious disease before deployment for work. No name plate of agency shall be allowed in the premises and nobody will be allowed to stay in the OFFICE EXCEPT the staff of contracting Agency on duty.
- m) The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive uniform.

6. Evaluation of Bid:

The Vidyalaya will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and confirm to the terms & conditions in the following manner.

- 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 proof of Service Tax Registration
- h) Proof of registration with Labour Department of NCT.
- i) GST No. & Details.
- l) Remuneration of staff, quoted below minimum wages enforced under the Government of India's minimum wages act 1948 applicable for Un-skilled, Semi Skilled, Skilled clerical and non-technical supervisory staff, falling in the **zone of the establishment** shall render the Bid disqualified for evaluation

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II) The evaluation will be done for all the items put together. Vidyalaya will award the contract to the lowest evaluated responsive bidder.

III) The bid will be treated as non- responsive if the aforesaid documents are not attached.

7. Award of contract:

a) The Vidyalaya 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 Vidyalaya 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 Vidyalaya 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 Vidyalaya 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.

IV) Last date and time of receipt of Bids.

You are requested to **submit** the sealed Bids **superscribed on the envelope as “Bids for providing House keeping services on service charge basis” due on or before 23.03.2020. latest by 3.00pm.”**

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 **Kendriya Vidyalaya, AFS. Thanjavur – 613 005.**

The Sealed Bids received will be opened at 2.00p.m on 24.03.2020

Yours faithfully,

Signature:

Name:

Designation:

For and on behalf of the

Kendriya Vidyalaya AFS, Thanjavur..

FORMAT OF BID

Category of Manpower	Number	Unit monthly remuneration	Amount (Rs.)	Remarks
Workers (Un-Skilled)	Four	
EPF rate as per rule			
ESI rate as per rule			
Service Charges/Charges of Uniforms/bonus etc. including overhead profit			
		TOTAL	
		ST if any	
		Grant Total	

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 and to abide by the terms and 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:

Name _____

Date & Time _____

Contd.pg.8/-

HOUSEKEEPING SERVICES

01.	NAME OF COMPANY Whether Govt./Semi Govt./Private.	
02.	ADDRESS	
03.	CONTACT PERSON'S NAME	
04.	TEL. LAND LINE MOBILE Email ID	
05.	PAN NO. (Please enclose attested photocopy and attach copy of IT clearance certificate)	
06.	SERVICE TAX No. (Please enclose attested photocopy)	
07.	EPF REGISTRATION No. (Please enclose attested photocopy)	
08.	ESI REGISTRATION No. (Please enclose attested photocopy)	
09.	GST No. With Details	
10.	ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)	2017 2018..... 2019.....
11.	Please enclose photocopies of attested balance sheet and P& L A/c.	
12.	Experience of work during the last three years along with the cost of assignment (Please enclose copy of documents)	

SIGNATURE OF TENDERER