



TENDER DOCUMENT

Sub: -"Inviting Bid for engaging Service Provider Firm for providing Manpower excluding material through service contract(Housekeeping).

Sir/Madam,

Kendriya Vidyalaya No. 3, Agra Cantt is working under the Kendriya Vidyalaya Sangathan, an Autonomous Organization under the Ministry of Human Resource Development Govt.of India.

2. Sealed competitive Bids are invited by the KENDRIYA VIDYALAYA NO. 3, AGRA CANTT from the reputed/ registered Consultant/ Service Provider Firm for providing Manpower excluding material through service contract initially for a period of 01 (One) year w.e.f. 01-04-19 with may be extended by another one year, as indicated below: -

- A. **Area of the Building:** 7.5 Acres having approximately 50 rooms and 15 toilets, meeting room, auditorium, canteen, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
- B. **Address/Location of the Building:** Kendriya Vidyalaya No. 3, Agra Cantt.
- C. **Man power required:** - The following manpower (for six days in a week)

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required (Approx.)
1.	Workers for cleanliness Gents (Unskilled)	Primary Standard	02(Two)
2.	Worker for Cleanliness Lady (Unskilled)	Primary Standard	01(One)
3.	Workers for Gardening (Gents) – Mali (Unskilled)	Primary Standard	02(Two)
4.	Workers for arranging Library books, Equipment's etc. (Unskilled)	Class 10 th pass	01 (One)

Timings: Monday to Saturday during the whole month be deployed in such a way that the workers may be available up to 4:30 p.m.

An outline of tasks to be carried out by different category of man power provided is detailed as under: -

SL. No.	Category of Manpower	Responsibilities
1.	Workers for cleanliness	To clean the office wherever he/she is deputed any other work assigned by the Supervisor for cleaning / Dusting etc.
2.	Workers for Gardening	To nurture and maintain school garden.
3.	Workers for arranging Library books, Equipment's etc.	To assist Library, school dept. etc.

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 KENDRIYA VIDYALAYA NO.3, AGRA CANTT.
- 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 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/sections 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 and again in the afternoon.
- iv.** Cleaning of carpets of the officers' room with vacuum cleaner to be provided by the Contractor.
- v.** Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- vi.** Regular dusting/cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, Amirah's and doors and windows including removal of cobwebs every day before opening of the office i.e. 7.00 A.M.
- vii.** 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.
- viii.** All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- ix.** Filling of water in all desert coolers/cleaning of water cooler irrespective of the quantity.
- x.** Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the Summer season when coolers are in operation and also
- xi.** To maintain garden in full as per seasons. Gardens of school also participate in District level competitions.
- xii.** Cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

xiii. To assist Library etc. school deptt. Wherever deputed.

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

- 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 surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, panelling etc. including removal of cobwebs.
- vi) To trim Trees & Plants.

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 prescribed Column 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 Col.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 subject 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 charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (d) The Bidder shall deposit Rs.5,000/- in the form of DD drawn in favour of KENDRIYA VIDYALAYA NO. 3, AGRA CANTT payable at Agra 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 for an amount of Rs.50,000/- (Rupees Fifty Thousand only) . 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.

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/RTGS in the accounts of employees.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed at KENDRIYA VIDYALAYA NO. 3, AGRA CANTT's office/premises as per the monthly remuneration quoted
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees deployed at KENDRIYA VIDYALAYA NO. 3, AGRA CANTT's office/premises supported with the 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.

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 Indenter/Client.

(f) The normal office hours of KENDRIYA VIDYALAYA NO. 3, AGRA CANTT is from 7.00 am to 4:30 pm six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and provide the services of cleanliness/ cleaning of water cooler and filling of water in desert coolers for six days in a week from Monday to Saturday according to the duty timing shown at prepages/above Kendriya Vidyalaya No. 3, Agra Cantt 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:

Total Monthly Remuneration = Monthly Remuneration-A1

where A1 = Monthly remuneration X Nos. of days Nos. of days in the month of absence

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya No. 3, Agra Cantt. Therefore, minimum three-four biodata 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 NO. 3, AGRA

CANTT. 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 NO. 3, AGRA CANTT 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 KVS 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 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 KENDRIYA VIDYALAYA NO. 3, AGRA CANTT 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.

(n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform as well as winter uniform with insignia.

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: Eligibility of Bidders. 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 minimum experience of 3years in cleaning/sweeping/Gardening with annual turnover of Rs.10 lacs during last three years.

(b) The Agency should possess valid ISO 9001 certification for cleaning/sweeping(conservancy)/housekeeping, a copy of proof is required to be produced.

(c) Audited Balance Sheet & Profit and Loss Account for last 3 years.

(d) PAN No. and Current IT clearance certificate. (e) Proof of registration with the Labour Dept. Of UP

(f) Attested copy of proof of valid EPF registration.

(g) Attested copy of proof of valid ESI registration.

(h) Attested copy of proof of valid Service Tax Registration.

(i) The Bidder shall deposit Rs. 5,000/- in the form of DD drawn in favour of KENDRIYA VIDYALAYA NO. 3,AGRA CANTT payable at Aga 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 Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of UP or Central Govt.(whichever is higher) shall render the Bid disqualified for evaluation (i.e. minimum wages being given should be higher of the rates of Central govt. or UP Govt.). Also the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive. The service charges should be as per norms of Govt. of India and keeping in view the tax liability.** Adequate amount if not quoted

towards service charges/charges of uniforms/bonus, overhead-profit, etc. may 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 super-scribed on the envelope as "Bids for providing Services for cleaning/sweeping/Gardening, in KENDRIYA VIDYALAYA NO. 3, AGRA CANTT on service charge basis. The bids completed in all respect should reach in the office of Kendriya Vidyalaya No.3, Agra CANTT on or before 27 March 2019 only through SPEED Post / Registered Post.

The bids will be opened on 28 March 2019 at 02:00 p.m. in the office of Kendriya Vidyalaya No.3, Agra Cantt before a duly constituted committee and in the presence of present bidders. If the last date of depositing and opening of tenders happens to be declared Holidays 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. 5,000/- (Rupees Ten 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 KENDRIYA VIDYALAYA NO. 3, AGRA CANTT.

Yours faithfully,

Designation:
For and on behalf of the
Kendriya Vidyalaya No.3,
Agra Cantt)

LIST OF ITEMS

ANNEXURE 'A'

FORMAT OF BID

1	2	3	4	5	6	7	8	
Category of Manpower	Unit remuneration per person per Day	Monthly Total amount per month per person	Service charges per month per person	Statutory Charges EPF rate as per rule per month per person	Statutory Charges ESI rate as per rule per month per person	Total	GST or any Other taxes per month per person	Total (Sum of Col 7 & 8)
Workers for cleanliness (Unskilled)								
Workers for Gardening (Unskilled)								
Workers for arranging Library books, Equipment's etc. (Unskilled)								

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 excluding material 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)

Name: _____

HOUSEKEEPING SERVICES

1. NAME OF COMPANY: _____ Whether
GOVT/Semi Govt./Private: _____
Proprietor/Partnership: _____

2. ADDRESS: _____

3. CONTACT PERSON'S NAME: _____

TEL.LANDLINE _____ MOBILE _____

Email ID _____

4. PAN NO _____
(Please enclose attested photocopy and attach copy of IT clearance certificate)

5. SERVICE TAX No. _____
(Please enclose attested photocopy)

6. EPF REGISTRATION No. _____
(Please enclose attested photocopy)

7. ESI REGISTRATION No. _____
(Please enclose attested photocopy)

8. Details of Bank

Name of Bank _____

Name of Branch _____

Account No. _____

IFSC Code No. _____

9. ANNUAL TURNOVER FOR THE LAST 3 YEARS (please enclose copy of documents)

2013-14 _____

2014-15 _____

2015-16 _____

10. Please enclose photocopies of attested balance sheet and P&L A/c.

11. Experience of work during the last three years along with cost of assignment (please enclose copy of documents).

SIGNATURE OF TENDERER