

TENDER DOCUMENTS

Sub: Inviting Bid for engaging service Provider Firm for providing Man power For Housekeeping , Security, Gardner, Data Entry Operator through service Contract.

The KendriyaVidyalaya**FRI, DEHRADUN** is an Autonomous Organization under Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Principal Kendriya Vidyalaya FRI Dehradun from the reputed/registered service provide Firm for providing manpower for Housekeeping, Security, Gardening through service contract initially for a period of One year **w.e.f. 01.06.2019 to 31.05.2020** w.e.f the date of effectiveness of the agreement, unless extended by another one year on mutual agreement.

3. (A) Area of the Building: School premises spreaded in area having approximately 15 acres. Parties are advised to see the location before submitting the tender.

(B) Man power required

The following Man power (for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be available as per the time schedule.

Sr. No	Category of Man power	Minimum Qualification	Number of Man power required	Duration of work
1	Housekeeping Ladies)	Vth standard	02	7.30.am to 4.30 pm
3	Housekeeping (Gents)	Vth standard	03	07.30am to 4.30 pm
4	Gardner	Semi-skilled	02	07.30am to 4.30 pm
5	Security services (Un-armed)	Vth standard	03	Round the clock service on Shift basis (8 hrs X 3)

Materials for Housekeeping services will be provided by Vidyalaya

The required Man power may vary depending upon the need in any/all the services

C.(a) Sweeping & Cleaning 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 materials and disposal of the same as per instruction of the Vidyalaya authorities.

(ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. Once in the morning after lunch break before opening of school and thereafter after Lunch Break and after closing the school

(iii) Cleaning washing of toilets and urinals using deodorants, detergent and disinfectants twice in the morning, afternoon and once in the evening and also whenever required.

(iv) Sweeping and cleaning of open areas, roads passage, lawns, auditorium and area within the boundary of the Vidyalaya surroundings to the building.

(v) Regular dusting /cleaning of the class room furniture/ Office furniture doors and windows including removal of cobwebs every day.

(vi) Provision 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

C.(b) Gardening work will have to be got done in the following way.

(i) Maintenance and upkeep of gardens, playfields and compound of the Vidyalaya etc.

C (c) Security of Vidyalaya's entire campus will have to be made round the clock (24 hours)

4. 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 the format will not be accepted.

The firm has to quote the service charges in column No. 7 of Annexure 'A'

(b) The service Tax and any other tax liable to be paid by the client shall be quoted by the bidder separately. However KVS being an Education Institution has been exempted from payment of Service Tax. Hence service tax liability will not be there.

(c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except to 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. As such the bidder while submitting the bid should specifically quote the rate etc. in this regard.

(d) *The bidder shall **deposit Rs. 10000/- (Rs. ten thousand only)** in the form of Cheque / DD drawn in favour of ***Principal, KendriyaVidyalaya, FRI, Dehradun payable at Dehradun*** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. Correction if any shall be made by crossing out, initialing dating and rewriting.*

(e) The selected firm has to furnish performance security in the form of Bank cheque/DD/FDR in favour of ***Principal, KendriyaVidyalaya, FRI, Dehradun payable at Dehradun*** for an **amount of 5% OF THE CONTRACT VALUE** 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. Performance security will be returned within 02 months of expiry of contract period.

(f) Telax or facsimile bids is not acceptable.

(h) No payment of supervisors. It is the responsibility of the agency to monitor the works of there employees.

(i) Remuneration of staff quoted below minimum wages fixed by central and state government rates whichever is higher applicable in dehradun shall render the bid disqualified for evaluation.

(j) If a firm quotes NIL service charges the bid shall be treated unresponsive and will not be considered.

5. Each Bidder must submit only one Bid.

6. Validity of Bid:

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

7. Terms and Conditions

a) The remuneration of the staff employed shall be disbursed through RTGS/NEFT in the account of the concerned persons employed by service provider.

b) The contracting Agency will ensure payment by the **7th of every succeeding month** to their employees deployed to KV FRI Dehradun as per the monthly remuneration quoted.

c) The contracting Agency will submit the invoice/bill along with proof of disbursement after making payment to the employees deployed to KV FRI Dehradun supported with the following documents.

(i) Details of disbursement made to the staff furnishing cheque details for each payment along with list of NEFT made by service provider.

(ii) Proof of payment of statutory obligations such as EPF, ESI, Service tax, and any other applicable tax as per the latest Govt. of India rules

Payment to the contracting agency will be released within a week from the date of the receipt of the invoice/bill.

d) The contracting Agency will provide Identity Card to all his employees deputed to KV FRI valid for the period of contract.

(f) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter /Client.

g) The Vidyalaya also reserves the right to request for the services of additional /extra manpower. The Agency will be compensated for the extra Man power provided as per the rate quoted.

(h) The normal office hours of KV FRI is from 07:30 AM to 04:30 PM(Sundays and National Holidays are weekend holidays) However the contracting agency will provide the security services round the clock for all the days in a month.

(i) 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

A1= $\frac{\text{Monthly remuneration} \times \text{No. of days absence}}{\text{No of days in the month.}}$

j) The replacement of a candidate on account of absence /unsuitability for KVS shall be made within 24 hours and should be intimated to the Vidyalaya Authorities.

k) The contracting agency will be required to sign a contract with the Vidyalaya 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 contract.

l) In case of any loss, theft/ sabotage caused by/attribution to the personnel/deployed KV FRI reserves the right to claim and recover damages from Contracting Agency as per the Model Agreement.

m) The antecedents of all the workers will be got verified from the police by the contracting agency before deployment for work and the verification certificate should be submitted.

n) The agency will also ensure that the workers /staff deployed are free from any other infectious disease before deployment for work. The workers employed by agency are not expected to be in an intoxicated state while on duty.

o) The contractor has to ensure that the various jobs assigned to him under this contract self carried out under his proper direction, control and supervision.

p) The contractor will prepare a daily attendance and progress report specifically mentioned the quantum of work performance in respect of the jobs done.

q) The contractor must visit the site so as to have a thorough idea of the work to be done before submitting the quotation.

r) Sub-contracts are not allowed.

s) The contractor is required to quote the rate in the enclosed prescribed format only. Otherwise tender is liable to be rejected.

t) Income-tax will be deducted from the contractors bill at the rate specified the Income-tax rules applicable from time to time.

u) The contractor will be required to obtain separate Provident Fund Code No. for his employee and submit the same wherever applicable. The contractor will deposit the employer's and employee's contribution regularly and shall submit a copy of PF challans of payments to the office of the undersigned. No extra payment will be made to the contractor for EPF.

v) The contractor shall make it clear to all the persons employed by him that he (the contractor) is their employer. It will be his responsibility to ensure that none of the personnel engaged by him shall have any right/claim whatsoever for direct recruitment of permanent employees in the vidyalaya. The contractor is also advised to keep an employee for weekly reliving (in respect of security guards services). In case the need for payment of OTA arises vidyalaya shall not be liable to pay the OTA. If extra man power required by vidyalaya for special purposes, the payment for the same may be made by vidyalaya. The contractor may consider such things while filling financial bids.

8. 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 and conditions in the following manner.

Eligibility of Bidders.

- (i) The bid will be treated as non-responsive if any of the conditions as per Technical Bids are not satisfied.
- (ii) **The bid will be treated as non-responsive if following documents are not attached:-**
- (a) It is mandatory for the contracting Agency to submit the attested copy of License obtained from the competent authority for running the business of private security agencies operating in Dehradun District. (PSARA)
- (b) 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.
- (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.
- (iii) Remuneration of staff quoted below minimum wages applicable for Housekeeping/Security/Gardner, in the the Union Govt. shall render the Bid disqualified for evaluation.
- (iv) If a firm quotes "NIL service charges / consideration" the bid shall be treated unresponsive & will not be considered.
- (v) The evaluation will be done for all the services separately by a committee constituted at Vidyalaya level comprising employees of KV FRI. The Vidyalaya will award the contract to the lowest evaluated responsive bidder. **For evaluation, the Minimum Wages Act rates of Central Govt. will be considered as base as per KVS Rules.**

9.Award of contract.

(a) The committee will evaluate the bid on basis of the following criteria :

Sl.No.	Areas of Evaluation	Maximum Marks	Marks Awarded
1.	Financial Turnover supported by Bank Statement/Balance Sheet during last 3 years (i) Below 50 lakhs – 0 Marks (ii) 50 lakhs to 1 crore- 3 Marks each year (iii) 1 crore& above-5 Marks each year	15	
2.	ITR last three years (attach proof)- 08 Marks each year	24	
3.	Number of Clients served (attach proof) per year for last 3 years in :- (i) Govt./PSU/KVs-2 marks per year per client (ii) Private-1Marks per year per Client	26	
4.	Fulfillment of statutory provision as per Govt. Norms (viz EPF, ESI etc.)	25	
5	Licensed(PSARA) issued by competent authority Govt. of Uttarakhand under regulation act 2005- Private Security Agencies & Under State Gvot. 2009 Model guidelines 2009 (Copy of License / PSARA Registration must be attached).	10	
	TOTAL	100	

(b) the firm getting a minimum of 50 or more marks will be eligible for competing in next round that is Financial Bid. Fulfillment of statutory provision as per Govt. norms is mandatory failing which tender will be rejected inspite of firm getting more 50 marks in above evaluation tool

(c) 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 in Financial Bid. If two or more firms are equal in Financial Bid, the firm who get more marks in the evaluation tool will be awarded the contract.

(d) The Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower as and when required.

(e) 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 without assigning any reasons.

10. Last date and time of receipt of Bids.

Sealed Bids may be submitted superscribing on the envelope as Bids for providing outsourcing man power services in KV, FRI, Dehradun. The duly completed Bid along with enclosures can be submitted between 03.05.2019 to 25.05.2019 **till 3.00_PM only by Regd./Speed post. Bid received through mode other than Regd./Speed post will be rejected by vidyalaya.** The tenders will be opened **at 10.00 AM on 27.05.2019** in the office of the undersigned.

11. The cost of tender form Rs.500/- (five hundred Only) non-refundable in the form of Demand Draft in favour of ***Principal, Kendriya Vidyalaya, FRI, Dehradun*** payable at ***Dehradun*** must be submitted with tender documents else tender will be rejected

12. Filling of Annexure II & Annexure A is Mandatory/ Compulsory for the service providers.

The tenders are at liberty to be present or authorize a representative to be present at the time of opening of the tenders

Note : Incomplete tender forms shall not be considered.

PRINCIPAL

ANNEXURE- I

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The Service Provider should fulfil the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm Limited Company, corporate body legally constituted.
2. There should be no case pending with the police against the proprietor/ Firm/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
3. The service provider should be duly registered with the Service Tax Authorities and having valid Registration license with appropriate Govt. body.
4. The service provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
5. The service provider should have its own Bank Account.
6. The Registered Office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office.
7. Tenders of service provider firms will not be considered if any one of the conditions, as per Technical Bids, is not satisfied.

PRINCIPAL

ANNEXURE II

TECHNICAL BID -APPLICATION FORM (For providing services to KV FRI, DEHRADUN)

S.No.	Particulars	
1	Name of the Organization Address, email: Telephone No.	
2	Name of the contact person: Telephone: Email ID :	
3	Type of the Organization (Public Sector/ Limited/Private limited/Partnership, Proprietary/Society/Any other):	
4	Labour License Registration details: (enclose certificate)	
5	PAN No (enclose certificate):	
6	EPF Registration No.(Attach Copy)	
7	ESI Registration No. (Attach Copy)	
8	License(PSARA No.) (Attach Copy)	
9	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract)	
10	Total No. of Employees: • Technical Staff • Non-Technical Staff	
11	Details of EMD Enclosed	
12	Banker of the service provider, Bank Account No.	
13	Any other information the applicant wants to furnish	

Declaration

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place
Date

Signature with Name & Seal

ANNEXURE A (Central Govt. Rate)

FINANCIAL BID FOR HOUSE KEEPING/SCURITY SERVICES
(For providing services to KV FRI, DEHRADUN)

Sr. No	Category of Man power service	No. of days (in a month)	Unit Monthly wages (26 Days)	EPF Rate as per Rule	ESI Rate as per Rule	Service/A dmn. Charges (% of Col. 4)	Total Monthly Unit Rate	Remarks
1	2	3	4	5	6	7		8
1	Housekeeping	26				_____% =Rs_____		
2	Gardner	26				_____% =Rs_____		
3	Security services	30				_____% =Rs_____		

1. Earnest Money of Rs.10,000/- (Five Thousand Only) enclosed vide DD/Banker Cheque/FDR No..... dated.....
2. Tender cost of RS. 500/- enclosed vide DD No. Dated:.....

Note:

1. In case EMD money & Tender cost not deposited & rates quoted below the statutory provisions (MWA, EPF/ESI Rates), Tender will be rejected.

Signature of the Bidder:
With name and Seal of the Firm

Date:
Place: