

**KENDRIYA VIDYALAYA NIZAMABAD – 503 003**

**TENDER DOCUMENT**

To  
M/s .....

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower 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 Vidyalaya from the reputed/registered consultant service Provider Firm for providing Manpower through service contract *for the period of one year with effect from 1<sup>st</sup> July, 2019.*

2.	Category of Manpower	Nos.
1.	Security Services	03
2.	Conservancy Services	02

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.	Security Services	Security services for both the blocks of the Vidyalaya building and immediate surroundings, all the days including holidays and round the clock. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it. They are also required to operate RO water plant and electric motor.
2.	Conservancy Services	Complete cleaning/sweeping of all rooms of the Vidyalaya (Both Blocks) and Vidyalaya Campus in all days except Sunday and holidays, unless required on requisition.

**3. Quoted Price:**

a. The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A).

**The Bidder shall quote the rates as per minimum wages Act.**

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 for the statutory provisions, if amended.

d. Correction if any shall be made by crossing out, initialing, dating and rewriting.

e. The Bidder shall **deposit an amount of 5 per cent in the form of Demand Draft/ Pay Order** drawn in favour of **“PRINCIPAL KENDRIYA VIDYALAYA NIZAMABAD VIDYALAYA VIKAS NIDHI A/C”**, payable at **“UNION BANK OF INDIA, NIZAMABAD”** as earnest money along-with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

f. The selected firm has to furnish Security Deposit in the Demand Draft for an amount of **Rs.10% of (Total amount of quotation for one year)** valid for fourteen months from the date of award of the contract. The security Deposit shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Security Deposit is submitted by the Contracting Agency.

(h) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

**5. Terms and Conditions:**

(a) The remuneration shall be disbursed through cheque at **Vidyalaya** premises in the presence of representative of the **Bidder** or its constituent.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **Vidyalaya** as per the monthly remuneration

(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 **Vidyalaya** 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.

(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 paid as per KVS norms.
  - (g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 **the Vidyalaya**. 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.
  - (h) 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 part of the Agreement.
  - (i) 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.

**6. 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 **an amount equivalent to 5 per cent of the bid value** in the form of Demand Draft valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **“PRINCIPAL KENDRIYA VIDYALAYA NIZAMABAD VIDYALAYA VIKAS NIDHI A/C”**, payable at **“UNION BANK OF INDIA, NIZAMABAD”** 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 the minimum wages fixed by the Government of **TELANGANA** 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.

**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 6.
- (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) Rights of the Vidyalaya: The Vidyalaya reserves the right to accept or reject any bid without assigning any reason and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders on the ground of such action. The Vidyalaya reserves the right to postpone or extend the date of receipt/ opening of tenders or to withdraw the same, without assigning any reason thereof.

8. Income tax will be deducted from the bill

9. Services charges including profit should not be shown as zero

**10. 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 Manpower on service charge basis"** due on **26/06/2019 latest by 1.00 pm (ONLY THROUGH Registered Post/Courier)**

**The quotation/tender/Bids will be opened in the office of the undersigned on 26/06/2019 at 3.00p.m.**

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 KVS.

Yours faithfully,

**Signature: \_\_\_\_\_**  
**Name: B VENKATESHWAR RAO**  
**Designation PRINCIPAL (Gr II)**  
**For and on behalf of the**  
**Kendriya Vidyalaya Nizamabad**

**FORMAT OF BID**

								(All figures in Rupees)	
S. No.	Category of Manpower	Number	Unit monthly remuneration per head	EPF rate 13.16%	ESI Rate 4.75%	Service charges including overhead and profit	I.T 2.06 %	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (Col. 9x3 (Total Unit rate x No. of persons))
1	2	3	4	5	6	7	8	9	10
1	Security Services.(Civil) Unskilled Supervisory Able to read and write	03							
2	Conservancy Services (Unskilled)	02							
<b>Grand Total:</b>									

**NOTE:**

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 & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. -----/- ( -----(in words) only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

**Bidder Signature:** \_\_\_\_\_  
**Bidder Name:** \_\_\_\_\_  
**Date & time:** \_\_\_\_\_

**TERMS AND CONIDITIONS FOR CLEANING/SWEEPING ETC KENDRIYA VIDYALAYA  
NIZAMABAD, TELANGANA**

- |                           |   |
|---------------------------|---|
| 1. Name of the KV         | : Kendriya Vidyalaya Nizamabad  |
| 2. Address                | : Kendriya Vidyalaya Nizamabad, Telangana   |
| 3. No. of days during the | : All days except Sunday and Gazetted holidays, unless required on written requisition. Additional charges For cleaning/sweeping etc. on holiday(s) whenever required will be payable |

**SCOPE OF WORK**

**That the agency shall provide conservancy services for Kendriya Vidyalaya building premises located at Kendriya Vidyalaya Nizamabad, Telangana with effect from 1-07-2019**

- A. DAILY WORK (FROM 7:30 am to 12:30 PM and 1:30 PM to 4:30 PM)**
1. Sweeping of entire areas of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
  2. Cleaning of the floor areas with wet floor dusters and detergent disinfectants etc. once in the morning before opening of Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc, Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
  3. Cleaning and washing of toilets and urinals using deodorant, detergent and disinfectant once in the morning and again in the afternoon or as may be specified by the principal.
  4. Cleaning of carpets, Durries etc.
  5. In case of shortage of water or non-availability of water, brining water from outside for cleaning.
  6. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
  7. Regular dusting/cleaning of furniture (Table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the schools.
  8. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphtholine balls/cakes and odonil cakes in the urinals. The contractor will ensure the toiletries mentioned above are always near each washbasin in the building.
  9. The choking of the sanitary installations e.g. Traps bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
  10. All complaints of leakage in the GI and CI pipes etc are also to be attended within 24 hours.
  11. Gardening work as assigned
- B. Items of work to be done generally once in a week**
1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
  2. Acid cleaning of sanitary wades, without damaging their shines.
  3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
  4. Cleaning of filled surfaces in the corridors and staircases.
  5. Cleaning of water storage tanks and water coolers, if any.
  6. Polishing of brass name plates and number plates and cleaning other name plates/Boards.
  7. Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
  8. Removal of cobwebs in all rooms and other spaces of the School.
- C. Requirement from the staff of Agency, Their duties, behaviour etc.**
1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
  2. The contractors' staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
  3. The contractor's workers shall be polite, courteous, well behaved and honest.
  4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
  5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.
  6. The contractor's works shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
  7. The KV shall have the right to impose cash penalty on the contractor or deduct such amount s from its security deposit in case the KVS is put to any financial loss directly or indirectly by any act of omission or commissioner on the part of the contractor's workers.
  8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the state. The KV shall not entertain any such acclaim of the person employed by the contractor and shall not be liable for it.
  9. Insurance and accidents risks of the workers will be the responsibility of the contractor.
  10. The contractor should ensure that all the workers of the contractor shall be free from infectious diseases.
  11. The contractor will ensure the proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.

12. The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from KV in writing.
13. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the KV, sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
14. The KV reserves the right to order any worker of the contractor to leave the premises of KV if his presence at any time is felt undesirable.

D. Generation Conditions:

1. Agreement: For one year extendable for one year with consent of both the parties and outstanding performance of the work done during last year by the contractor.
2. Terms and payment: The KV shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal “ that the work has been done satisfactory 50 % payment will be withheld and it will be released only with the work is found as of quality and to the satisfaction of the KV.

E. Notice of Termination of contract.

- i. The Contract can be terminated without assigning any reasons by giving two months’ notice in writing by either side.

F. Supervision:

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of KV so authorized as and when he is required to do so by the KV.

G Rate:

Rates must to be fixed on per week basis for the whole unit. At time when work is taken for a period less than a week because of closure of the school etc. rates would be calculated for a day and payment will be made accordingly.

I. Arbitration:

In case of dispute between the contractor and KV arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by KV and decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by provision of Indian Arbitration Act 1940.

J. Jurisdiction

The courts at the station will be jurisdiction over all legal disputes under this agreement.

Signature of Contractor

Signature of Principal

## TERMS AND CONIDITIONS FOR SECURITY SERVICES

1. Name of the KV : Kendriya Vidyalaya Nizamabad
2. Address : Kendriya Vidyalaya Nizamabad, Telangana
3. No. of days during the : All the days including holidays and round the clock

## SCOPE OF WORK

Providing round the clock security services

TERMS AND CONDITIONS TO BE EXECUTED BETWEEN THE AGENCY AND KENDRIYA  
VIDYALAYA FOR PROVIDNG SECURITY SERVICES.

1. That the agency shall provide security agreements for Kendriya Vidyalaya building premises located at Kendriya Vidyalaya Nizamabad, Telangana with effect from **1-7-2019**.
2. That the agency would undertake to engage, employ and provide the requisite number of members for the purpose and also responsible for the payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking security measures of the said building/premises is of the agency and Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the person employed by it.
4. The agency shall provide complete continuous security measures throughout 24 hours by charging the personnel in rotation or replacement.
5. They should be able to read and write
6. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year form the date of termination of the contract.
7. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Dostt. Soldier Board or any other body of ex-servicemen, recognized for the purpose by the state Govt. as the case may be.
8. That the tenure of the service agreement shall be initially for the period of one year with effect from **1-07-2019** and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or payment one month's due in lieu of the notice.
9. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of the such personnel.
10. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the executive committee of Kendriya Vidyalaya Nizamabad, Telangana as per the Indian arbitration act. The seat of the arbitration shall be at Telangana and the proceedings shall be governed by the Indian arbitration act 1940.

Signature of Contractor

signature of Principal