



केन्द्रीय विद्यालय नं ,००४ ६८२-कोच्ची ,नेवल बेस ,२-

एरणाकुलम जिलाकेरल ,

കേന്ദ്രീയ വിദ്യാലയം ന:2, നേവൽ ബേസ്, കൊച്ചി-682 004,

(എറണാകുളം, കേരളം)

KENDRIYA VIDYALAYA No.2,NAVAL BASE, KOCHI- 682 004,
(Ernakulam Dist, Kerala), Tel & Fax : 0484-2668344

(UNDER MINISTRY OF H.R.D GOVT OF INDIA)

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F.KVNo.2/Quatation /2019-2020/

Dated: 02.08.2019

TENDER DOCUMENT

Inviting Bid for engaging service Provider Firm for providing Man power for Conservancy House Keeping Staff/Security Guard (Watch & Ward)/Gardner/Data Entry
Sir, /Madam,

The Kendriya Vidyalaya No.2 Naval Base Kochi 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 No.2, Naval Base Kochi from the Reputed/registered service provider Firm for providing Man power for Conservancy House Keeping Staff/Security Guard (Watch & Ward)/Gardner/Data Entry Operator through service contract initially for a period of One year w.e.f. 01.09.2019 which may likely to be extended by another one year on mutual agreement.

a) **Area of the Building** : 4200 Sq mtr, having approximately 73 rooms and 54+56 toilets with auditorium, Library, Laboratories, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor, of the Vidyalaya building. Parties are advised to see the location.

B) Man power required

Sr. No	Category of Man power	Minimum Qualification	Approximate Number of Man power required *	Duration of work	Responsibilities
1	Housekeeping (Male & Female)	Literate	06	7.45.am to 3.45.pm	As per the terms and Conditions as Enclosed
2	Gardner (Gents)	Literate and Trained Gardener	01	9.00am to 5.00.pm	Maintenance and up keeping of the play grounds & compound area of the Vidyalaya
3	Security Personnel (Male & Female)	Middle Class Passed (VIII Passed)	3	Round the clock service on shift basis	Overnight Security Service @ 8 hrs Duty Periods
6	Data Entry Operator	Plus Two & Experience of Data Entry	2	08.30 am to 3.30 pm	As per the terms and Conditions as Enclosed

* The Number may vary

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 instruction of the Vidyalaya authorities.

(ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants et. Once in the morning before opening of school and thereafter

(iii) Cleaning washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, afternoon and 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 (vii) List of items /cleaning material required is attached vide Annexure B

(viii) The chocking of the sanitary installations eg. W.c's Traps, Bottle traps, gully traps etc is to be cleared within 12 hrs of noticing the complaint

The approximate number may vary

4. Quoted Price.

(a) **The Bidder shall quote not below the rate as per Government of Kerala rate in the format of quotation attached. (Annexure 'A')** . 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.

© 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 ie, % age of profit/service charge/s etc . As such the bidder while submitting the bid should specifically quote the rate etc. in this regard. Office Timing

(d) **The bidder shall deposit Rs. 50000/-** (Fifty thousand only) through RTGS (Account No & IFSC code is available from the Vidyalaya Office) 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 through RTGS an amount equal to 5% of total 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.

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 Bank account or cheque.
- b) The Agency will ensure payment by the 5th of every succeeding month to their employees deployed to the Vidyalaya as per the monthly remuneration quoted.
- c) The Agency will submit the invoice/bill along with proof of disbursement after making payment to the employees deployed to the KV 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 obligations 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 to 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 Vidyalaya Office valid for the period of contract.
- e) The Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indent or /Client.
- f) **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.**
- 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

A1 = Monthly remuneration x No. of days absence

No of days in the month.

- h) 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.
- i) 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 model agreement. 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. Art of the Model Agreement
- 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.

8. Evaluation of Bid.

The Vidyalaya will evaluate and compare the Bids determined to be substantially responsive ie., which are properly signed and conform to the terms and conditions in the following manner. **The Minimum wages as per Govt. of Kerala will be considered for evaluation. Hence While quoting the rate the above point may be considered**

Eligibility of Bidders.

- (i) The bid will be treated as non-responsive if following documents are not attached.
- (a) Brief profile of the company establishing minimum 3 years' experience in the field of Manpower service provider.
 - (b) Actual Balance sheet & Profit & Loss Account for the last 3 years.
 - (c) PAN No. and current IT Clearance certificates.
 - (d) Proof of registration with the Labour Department of Kerala.
 - (e) Attested copy of proof of valid EPF registration.
 - (f) Attested copy of proof of valid ESI registration
 - (g) Attested copy of proof of valid service tax.
 - (h) GST No & Details
 - (i) Attested copy of the Registration & details of the certificate from the competent authority for supply of Man power & security field.
- (ii) Remuneration of staff quoted below minimum wages applicable for Housekeeping /Security/Gardner in the Govt. of Kerala or the Union Govt. shall render the Bid disqualified for evaluation.
- (iii) Adequate amount if not quoted towards service charge /charges of Uniform/bonus /overhead profit etc may render the Bid disqualified for evaluation. .
- (iv) **The evaluation will be done for all the items separately.** The Vidyalaya will award the contract to the lowest evaluated responsive bidder.

9. Award of contract.

- (i) 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
- (ii) 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.
- (iii) 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.

10. Last date and time of receipt of Bids.

You are requested to submit the **sealed Bids** super scribed on the Envelop as **Bids for providing Manpower services in KV No.2, Kochi through Speed Post/Courier.** The duly completed Bid along with enclosure can be submitted till 2.00 p.m. on 17.08.2019 in the Vidyalaya. The tenders will be opened at 11.00 a.m. on 19.08.2019 in the Vidyalaya in the presence of bidders

Vidyalaya looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in KV No.2 Kochi.

Yours faithfully,

(DEEPAK GURJAR)
PRINCIPAL

For and on behalf of the
Kendriya Vidyalaya Sangathan