



# केन्द्रीय विद्यालय KENDRIYA VIDYALAYA

नंध्याल चेक पोस्ट के निकट Near Nandhyal Checkpost

**कर्नूल Kurnool – 518002.**

मानव संसाधन विकास मंत्रालय के अंतर्गत एक शिक्षा संस्था Under Ministry of Human Resource Development)

.दूरभाष सं Ph No. 08518-272667 ::: ई-मेल- mail: [kvkurnool@kvsedu.org](mailto:kvkurnool@kvsedu.org),

वेब-वेबसाइट Website: [www.kvkurnool.org](http://www.kvkurnool.org)

F.81/KVK/2020-21

दिनांक/ Date:04.07.2020

## निविदा सूचना /TENDER NOTICE

Sealed Bids/Tenders are invited for awarding contract for out-sourcing House Keeping, Security and Gardening Services in Kendriya Vidyalaya KURNOOL-518002 for the year 2020-21. The tender form/document can be obtained from the Kendriya Vidyalaya Kurnool office, on all working days from 04.07.2020 to 24.07.2020 between 10.00 a.m to 12.00 Noon on non-refundable payment of Rs.500/- (Rupees Five Hundred only) through Cheque/Demand Draft to be drawn in favour of "Vidyalaya Vikas Nidhi KV Kurnool" payable at Kurnool. The sealed tender form duly completed along with Earnest Money and required papers/documents mentioned in the tender document should reach this Office on or before 24.07.2020 at 5.00 p.m **by Speed/Registered Post only**. The tenders will be opened on 25.07.2020 (Saturday) at 02.30.p.m at Principal's Chamber KV Kurnool in the presence of Vidyalaya Purchase Committee/ representatives of Bidders. Tender submitted without fulfilling all the terms and conditions are liable to be rejected. Downloaded tender format will also be accepted provided tender cost of Rs.500/- through Cheque/demand draft to be drawn in favour of "Vidyalaya Vikas Nidhi" KV Kurnool. For further details may visit KV Kurnool Website <https://kurnool.kvs.ac.in>.

PRINCIPAL



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## निविदा सूचना/TENDER NOTICE

वर्ष 2020-21 के लिए केंद्रीय विद्यालय कर्नूल -518002 में आउट सोर्सिंग हाउस कीपिंग, सिक्वोरिटी एंड गार्डनिंग सेवाओं के अनुबंध के लिए सीलबंद / टेंडर आमंत्रित किए जाते हैं। निविदा फार्म / दस्तावेज केन्द्रीय विद्यालय कर्नूल कार्यालय से, सभी कार्य दिवसों में दिनांक 04.07.2020 से 24.07.2020 तक सुबह 10.00 बजे से दोपहर 12.00 बजे के बीच में केवल रु.500 / -(केवल पांच सौ रुपये) चेक / डिमांड ड्राफ्ट के माध्यम से "विद्यालय विकास निधि केंद्रीय विद्यालय कर्नूल " के पक्ष में भुगतान करके प्राप्त किया जा सकता है | सीलबंद निविदा प्रपत्र विधिवत रूप से अर्नेस्ट मनी के साथ पूरा निविदा दस्तावेज में उल्लिखित आवश्यक कागजात / दस्तावेज के साथ दिनांक 24.07.2020 से पहले या शाम 5.00 बजे तक स्पीड / रजिस्टर्ड डाक से ही इस कार्यालय तक पहुंच जाने चाहिए। निविदाएं दिनांक 25.07.2020 (शनिवार) को प्राचार्य महोदय चेंबर केंद्रीय विद्यालय कर्नूल में विद्यालय खरीद समिति / बोलीदारों के प्रतिनिधियों की उपस्थिति में दोपहर 02.30 बजे तक खोला जाएगा। सभी नियमों और शर्तों को पूरा किए बिना प्रस्तुत किया गया निविदा अस्वीकार किए जाने के लिए उत्तरदायी है। डाउन लोड किए गए निविदा प्रारूप को "विद्यालय विकास निधि केंद्रीय विद्यालय कर्नूल " के पक्ष में केवल रु.500/-(केवल रुपये पांच सौ) चेक / डिमांड ड्राफ्ट की निविदा लागत प्रदान की जाएगी। अधिक जानकारी के लिए केंद्रीय विद्यालय कर्नूल की वेबसाइट <https://kurnool.kvs.ac.in> देखिए।

प्राचार्य



# केन्द्रीय विद्यालय KENDRIYA VIDYALAYA

नंध्याल चेक पोस्ट के निकट Near Nandhyal Checkpost

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F.81/KVK/2020-21

दिनांक/ Date:04.07.2020

## TENDER DOCUMENT

To

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**Sub: - Inviting Bid/Tender 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 society's 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 Kendriya Vidyalaya Kurnool from the reputed/registered Service provider firm for providing manpower through service contract initially for a period of 01 (one) year **w.e.f. 01.08.2020**, which may likely to be extended, as indicated below:

### **A. Address/ Location of the building:-**

KENDRIYA VIDYALAYA KURNOOL

NEAR NANDYALA CHECK POST KURNOOL: 518 002 A.PP

### **B. Manpower required:-**

S.No.	*Category of Manpower	Requirement
1	Security Guard without arms	03 Gents
2	Workers for cleanliness/MTS	03 Ladies+ 01 Gent
3	Worker for maintenance of Gardens	01 Gent

**\*The requirement mentioned above is tentatively The Vidyalaya Committee has right to increase/decrease the manpower**

**A Brief outline of tasks to be carried out by different category of manpower provided is as under:-**

S.No.	Category of manpower	Responsibilities
1	Security Guards	To provide round the clock security services for school building & quarters located in 13.00 acres campus and open areas as well as enclosed surrounding.
2	Workers for cleanliness	Sweeping & Cleaning the entire area of the school building having rooms and toilets, open area and its surroundings, and such other related work as per the instruction of the Principal. Parties are advised to see the location. (excluding Activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993.
3	Workers for maintenance of Gardens	Maintenance and upkeep of gardens, play-fields, and compound of the Vidyalaya.

**3. 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 charge) in the format of quotation only attached (Annex -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 OTA should not exceed monthly Remuneration: i.e. Remuneration/ 30 days /8 hrs
- (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 20,000/-** in the form of Cheque/ Demand Draft drawn on in favour of Vidyalaya Vikas Nidhi **A/c,KV Kurnool**, payable at Kurnool as Bid Security also known as earnest money along with the bid . The earnest money shall be returned to the unsuccessful bidders after the expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of bank Guarantee/DD for an amount of 10% of value of the contract 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.
- (h) Telex or Facsimile Bids are not acceptable.
- (i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees. The rates quoted shall be as per the payment of Minimum Wages Act as per Government rules applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in Andhra Pradesh State and the rates mentioned in the tender documents shall be payable to workers.

**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:-**

1. The agency should be reputed one and should confirm to the standards prescribed by the Government of India.
2. The agency shall provide complete security arrangements round the clock for the entire premises of Kendriya Vidyalaya Kurnool, Near Nandyala Checkpost including the quarters located within the campus.
3. The agency would undertake to engage employees and provide the requisite number of trained guards (men), Housekeeping personal and gardener also would be responsible for their punctuality, discipline, integrity, quality of work and payment of their emoluments.
4. The agency should mention clearly the rates for engaging an Ex-serviceman or Civilian.
5. The rates quoted should not be less than the minimum rates of wages and cost of living allowance payable under Minimum Wages Act, 1948 as amended by State Govt. of Andhra Pradesh from time to time **(copy of the order should be enclosed)**
6. The agency only is responsible for taking security measures of the entire building annexes of KV Kendriya Vidyalaya Kurnool shall not be liable to pay anything for the security lapses.
7. The agency will be responsible for any loss of property or damage for negligence of persons employed by it.
8. The agency shall provide complete and continuous security services throughout 24 hours in a day and the entire month by changing personnel in shifts on rotation/replacement.
9. Housekeeping 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 Principal, KV Kurnool.
  - ii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
  - iii) Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the campus of KV Kurnool
  - iv) Regular dusting/cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 8.30 a.m.
10. The period of agreement will be for one year. Initially the agreement shall be entered on experimental basis for a period of one month. If the services are found satisfactory, the same shall be continued for the rest of the year, i.e for the next 11 months.
11. The Vidyalaya on its part shall not be liable to pay any charges/dues or compensation under any of the industrial laws or other laws applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such Personnel.
12. Any dispute arising out of /or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Chairman, VMC, KV Kurnool and proceedings shall be governed by Indian Arbitration Act 1940.
13. Notwithstanding to anything contained in the terms and conditions mentioned here, if the agency fails to provide the requisite personnel to the satisfaction of this office, this office shall exercise the right to terminate the contract forthwith without assigning any reason whatsoever.
14. The contracting agency shall deposit 10% of value of contract to this office towards **PERFORMANCE SECURITY** which shall be refunded to the agency only at the time of termination of the contract.

15. The charges for providing services of a civilian security guard and an ex-serviceman security guard, rate per 8 hours and duty hours may be mentioned separately.
16. Any other added advantage/benefit which may be catered by the agency may be mentioned clearly in the bid format.
17. Quotations sent by registered agencies only will be accepted.
18. The quotations to be sent should invariably confirm to the terms and conditions mentioned above.
19. The quotation should be legible, neat and clear. There should not be any corrections or over-writings in the quotations.
20. The quotations should be sealed in an envelope and should be sent only by SPEED/REGISTER POST ONLY.
21. This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole or part.
22. Terms and conditions of payment:
  - (a) The remuneration shall be disbursed through Cheque at KV Kurnool premises in the presence of representative of the KV Kurnool or its constituent.
  - b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Kurnool as per the monthly remuneration and OTA charges quoted without any deduction.
  - (c) The Contracting Agency will submit the invoice along with the proof of disbursement in triplicate after making the payment to the employees provided to the KV Kurnool 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, 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 its employees deputed as per 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 Kurnool** is from 8.30 am to 02.40 p.m Six days from Monday to Saturday. However, Kendriya Vidyalaya Kurnool reserves the right to request the services on Holiday /beyond office hours. The contracting agency will be compensated by the indenting agency as per the rate quoted for OTA for working on Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
  - (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 =  $\frac{\text{Monthly Remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
  - (h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Kurnool. 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 KV Kurnool. 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 KV Kurnool shall be made within 24 hours .
  - (i) The Contracting Agency will be required to sign a contract with KV Kurnool as per the model contract/annexures I, II & III 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, KV Kurnool reserves the right to claim and recover damages from contracting Agency.

## **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:

- (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 last 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/ Attested Copy of proof of GST registration
  - (h) EMD of **Rs.20,000/-** in the form of the Bank Guarantee valid for 135 Days after the date of submission of bids or DD /Pay order drawn in favour of **Kendriya Vidyalaya VVN A/c, Kurnool payable at Kurnool.**
- (i) Remuneration of staff, quoted below minimum wages applicable for Clerical and non-technical supervisory staff, in the state of Andhra Pradesh shall render the Bid disqualified for evaluation.
- (i) 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 1 above.
- (c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid 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 contract.

## **9. Last date and time of receipt of Bids**

You are requested to submit the sealed bids super scribed on the envelopes as "Bids for providing Security, House-keeping and Gardening Services on service charge basis" by **24<sup>th</sup> July 2020**.The indenter looks forward **to receiving the bid in the format of bid attached only, duly signed with office seal and copies of required documents** and appreciates the interest of the service provider in the KVS.

The Sealed Bids received will be opened **at 02:30 p.m. on 25<sup>th</sup> July, 2020.**(Saturday) in the presence of Vidyalaya Committee/representatives of Bidders

**Note:** Incomplete Tender forms shall not be considered.

Yours Sincerely

RINCIPAL

Kendriya Vidyalaya .Kurnool

Encl: Bid Format (Annex-A)