

KENDRIYA VIDYALAYA, KALPETTA
TENDER DOCUMENT

F.No.1077/KVK/2019-20/

Date: 12.02.2020

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 transferrable Central Govt. Employees & others.
2. Sealed competitive tenders are invited by KV Kalpetta from the reputed & registered Service Provider Firm for providing manpower through service contract for period **w.e.f. 01.03.2020 to 28.02.2021** as indicate below:-

Manpower required

Sl.No	Category of Manpower	Minimum qualifications/ experience	No. of personnel required	Remarks
1	Data Entry Operator	Good Knowledge of computer.	01	Number of manpower may be either increased/ decreased on need basis
2	Gardener	Preference will be given to experienced person in the same field.	01 (Male)	
3	Conservancy staff		03 (Female)	
4	Security Guards		03 (Male) 8 hrs duty rotation	

Should have worked as Data Entry Operator/ Gardener/Conservancy staff/Security Guards for at the 01 year.

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

Sl.No	Category of Manpower	Responsibilities
1	Data Entry Operator	Office work as per instructions of the Principal.
2	Gardener	Maintenance and upkeep of the Vidyalaya Garden and the School Ground/any other work assigned by Principal.
3	Conservancy staff	Cleaning the Vidyalaya premises which includes, classrooms, Labs, Library , Office, Toilets etc. Cleaning the Vidyalaya ground, staff quarters premises and any other work assigned by Principal.
4	Security Guards	Round the clock security of the Vidyalaya and the Staff quarters. 8 hrs per day per security guard. Responsible for the safety and security of the Vidyalaya and Staff quarters. They will be responsible for movable & immovable materials, fixed in the Vidyalaya premises including Staff Quarters & the responsibility will be on the service provider.

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**).
- 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.
- d) The Bidder shall deposit **Rs 5000/- (Rupees Five thousand only)** in the form of DD drawn in favour of The Principal, Kendriya Vidyalaya, Kalpetta payable at Kalpetta as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- e) 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 the bank account of Agency only.
- b. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya authorities as per the monthly remuneration quoted without any deduction through individual bank accounts.
- 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 authorities 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.
- d. Payment to the Contracting Agency will be released within 15 days from the date of the receipt of the invoice.
- e. 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.
- 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 normal office hours of KV Kalpetta is from 08.00 am to 04.00 pm six days from Monday to Saturday.
- h. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
$$= \frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$$
- i. The Candidates /manpower provided by the contracting Agency shall be accepted only after scrutiny by KV Kalpetta. Therefore, minimum three- four bio-data shall be 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.

- j. The contracting agency will be required to sign a contract with the KV Kalpetta 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.
- k. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KV Kalpetta 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 bidder has successfully executed contracts of similar nature and magnitude in the last 3 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 **Rs 5000/- (Rupees Five thousand only)** in the form of DD.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the **State Govt./Central Govt. (which ever is quoted higher)** shall render the Bid disqualified for evaluation.

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 expiry 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 in double cover super scribed on the envelop as "Bids for providing manpower through service contract" on or before **22nd February 2020** by 1.30 pm and quotations will be opened the same day at 2.00 p.m.

Yours sincerely,

Principal

Annexure - A
FORMAT OF BID

Sl.No	Category of Manpower	Number	Unit monthly remuneration for one person	EPF Rate (13.15% of unit rate)	ESI Rate (3.25% of unit rate)	Service charges	Monthly Unit Rate. (4+5+6+7)
1	2	3	4	5	6	7	8
1	DTP Operator	1					
2	Gardener	1					
3	Conservancy Staff	1					
4	Security Guards	1					

Note:

1. Quoting Service Charge is the must.
2. The rate quoted should not fall below the Minimum Wages as per Govt. Act. (State Govt. or Central Govt. whichever is higher)

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...../- (Rupees only) is furnished herewith vide Bank Draft No. dated drawn on(Bank name).

(Bidder)

Signature:

Name:.....