

KENDRIYA VIDYA INS DRONACHASRYAS KOCHI-682 507

F.31089/KV/INS/2019-20/

3-May-19

TENDER NOTICE

Sub: Inviting Bid for engaging service Provider Firm for providing Man power for Housekeeping (including material) , Security, DEO, Gardner, through service contract.

Sir,/Madam,

The Kendriya Vidyalaya INS Dronacharya is an Autonomous Organisation under Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Principal Kendriya Vidyalaya INS Dronacharya from the reputed/registered service provide Firm for providing Housekeeping , Security, Gardener, and Data Entry Operator through service contract initially for a period of One year w.e.f. 01/06/2019 / or 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 building having approximately 60 rooms and 04 toilet blocks , corridors , stairs and open areas as well as enclosed surrounding areas on the ground floor . Parties are advised to see the location.

(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)	Middle standard	06	7.30.am to 4.30.pm
2	Gardener (Gents)	Middle standard	01	7.30.am to 4.30.pm
3	Security services (Un-armed)	Middle class	03	Round the clock services
4	Data entry operator	Degree with good knowledge in Hindi , computer & Tally	01	Office timing

The required Man power may varies depend up on the need in any/all the services

C. Material for cleaning to be used as per attached Annexure B. The cost of materials, however, will be charged extra by the Agency by showing rate of the same in attached Annexure A

The Contracting Agency has to clearly mention the details of cleaning material quantity of material and the cost of material per month clearly in the Annexure 'A' column No. 7 **Failure to mention the above particulars will lead to rejection of the Tender.**

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 etc. Once in the morning after lunch break, and after closing the school

(iii) Cleaning washing of toilets and urinials 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 (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.

4. 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')

The firm has to quote the service charges in column No. 8 of Annexure 'A' As the staff are entitled for bonus as per the payment of bonus Act , the proportionate share of bonus per month also should be mentioned in the column. Failure to furnish the above information will be treated as incomplete bid. Vidyalaya Authorities are in no way liable to pay bonus to the employees

(b) The service Tax and any other 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 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.

(d) *The bidder shall **deposit Rs. 15000/-** in the form of DD drawn in favour of **VVN Account KV INS Dronacharya payable at Kochi otherwise remit directly to our VVN account under intimation (61720205000010, IFS Code UBIN0561720)** 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 in the form of DD 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.

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 cheque/Bank account.

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.

d) The contracting Agency will provide Identity Card/Uniform 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 Indenter /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 the part 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 any other infectious disease before deployment for work.

m. **The service provider should provide all the cleaning equipments (Jhadoo, Floor duster ,Brush, Toilet cleaning machine etc for which the expenditure may be included in the service charge quoted in the ANNEXURE III) .For the list of cleaning materials required as per Annexure, the rates should be given separately .**

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.

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) **Remuneration of staff quoted below minimum wages applicable for House keeping/Security/Gardner/Data Entry Operator in the Govt. of Kerala or the Union Govt.(whichever is higher) 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) Adequate amount if not quoted towards the cost of material (for sufficient quantity and quality of material to be used for a whole month for keeping the vidyalaya and premise neat and clean and in hygienic condition) may also render the Bid disqualified for evaluation.
- (v) The evaluation will be done for all the services separately . The Vidyalaya will award the contract to the lowest evaluated responsive bidder. **For evaluation ,the Minimum Wages Act rates of Central Govt or the State Govt whichever is higher will be considered as base as per KVS Rules.**

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 without assigning any reasons.

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 services in KV INS Dronacharya. The duly completed Bid along with enclosure can be submitted **till 2.00 p.m. on 23/05/2019 in the Vidyalaya .** The tenders will be opened at **2.30 p.m. on 23/05/2019 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 SAP.

Yours faithfully


(MAYA GEORGE)
PRINCIPAL



केन्द्रीय विद्यालय, भा० नौ० पो० द्रोणाचार्य

KENDRIYA VIDYALAYA, I.N.S. DRONACHARYA

महावीर शिविर, रामेश्वरम्, मुण्डामवेली, कोच्चि - 682 507
MAHAVIR ENCLAVE, RAMESWARAM, MUNDAMVELI, KOCHI-682 507

Ph.No.0484-2231 399, FAX No.2232130

Website: www.kvinsdronacharyacochin.nic.in

Email: kvinsdrona@yahoo.com

No.F.5-11.KV INSD/2019-20/

3-May-19

To

Sub: Notice inviting Tenders for Manpower Supply -reg.

The Kendriya Vidyalaya INS Dronacharya, Kochi is an Autonomous Organisation under Ministry of Human Resource Development Govt. of India funded by the Govt. Sealed competitive Bids are invited by the Principal Kendriya Vidyalaya INS Dronacharya from the reputed/registered service provider Firm for providing Housekeeping , Security, Gardener, and Data Entry Operator through service contract initially for a period of One year w.e.f. 01/06/2018 / or w.e.f the date of effectiveness of the agreement, unless extended by another one year on mutual agreement

Cost of tender

a. Cost of tender form is Rs. 200.00 which is to be submitted in the form of bank draft from any Nationalized bank in favour of the **VVN Account Kendriya Vidyalaya INS Dronacharya otherwise remit directly to our VVN account under intimation (61720205000010, IFS Code UBIN0561720), which is not refundable. If the tender document is downloaded from the Website the amount is to be deposited along with the tender.**

3. Earnest Money Deposit

a. The interested firms may put the document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 15,000/ (Rupees: Fifteen thousand only) which has to be paid along with the tender as a **Demand Draft** from any Nationalized bank in India (for a minimum period of 6 months from the date of opening of tender) drawn in favour of the **VVN Account KV INS Dronacharya**

b. **The EMD should be enclosed in a separate envelop marked for the same and nothing to be made in the original covering letter.**

c. This Earnest Money will be returned to the unsuccessful bidder after the final disposal of the tenders. EMD will not carry any interest.

d. The EMD will be returned to the successful bidder on providing the security deposit.

e. EMD will not be waived under any circumstances except registered firms .

f. Non submission of EMD will lead to rejection of tender at the opening stage itself.

4. Security Deposit

a. Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 5% of the purchase order value in the form of Demand Draft/Bank Guarantee (**from scheduled Bank only**) favoring the **VVN Account KV INS Dronacharya**

. The Security Deposit should be valid for the warranty period.

b. The security deposit will be forfeited in the case of non-execution of the

5. Submission of Tender

a. **Separate Technical and Financial Bids duly sealed and superscripted 'Quotations for providing Manpower service (Housekeeping/ Security/ Gardners/DEO) in Kendriya Vidyalaya INS Dronacharya, Kochi: Technical Bids'** and **'Quotations for providing Manpower service (Housekeeping/ Security/ Gardners/DEO) Kendriya Vidyalaya INS Dronacharya: Financial Bids'** shall be submitted as per bid details given above.

b. All the three independent covers (Envelop I, II and III) should be placed in one Big cover and sealed with the superscription Tender for **providing Manpower service (Housekeeping/ Security/ Gardners/DEO)in the Kendriya Vidyalaya INS Dronachaarya due on 23rd May 2018 at 2.00 P.M.**

c. The tender has to be dropped in the Vidyalaya Office /Registered/Speed post/Courier on or before 2.00 PM on due date: **23rd May 2018**

d. Right is reserved to ignore any tender which fails to comply with the above instructions.

e. The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The Vidyalaya Authorities will not be responsible for non-receipt of quotation within the specified date and time due to any reason including holidays or delays.

f. Two bids i.e. Technical Bid and Financial Bid should be identical in all respect except that the Technical Bid should have blank space at the places where prices have been stated in the Financial Bid.

g. Soft copy of Technical Bid document should also be submitted in the technical bid cover (envelop II).

h. Soft copy of Financial Bid document should also be submitted in the Financial Bid cover (envelop III).

A. Envelope I (EMD)

The EMD should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.

B. Envelope II (Technical Offer)

The technical offer should be complete in all respects in ANNEXURE II

C. Envelope III (Financial Offer)

The Financial Offer (ANNEXURE III A & B .) should give all relevant price information The Bid Form must be filled in completely, without any errors, erasures or alterations.

6. Opening of Tender:

a. The tender will be opened in the office of PRINCIPAL on 23/05/2019 at 2.30 P.M.

b. **Financial Bids of only those firms shall be opened which qualify in technical bids.**

c. The tenderers are at liberty to be present or authorize a representative to be present at the opening of tenders.

(MAYA GEORGE)
PRINCIPAL

के वि भा नौ पो द्रोणाचार्य, कोच्चि
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. The Service Provider should have at least 5 years' experience in providing manpower to Government Departments/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Kerala during the preceding 5 year period. Proof of such Man power deployed departments should be enclosed.
3. Provider must have a minimum turn-over of Rs.5 Lakhs per annum for the last three consecutive years as per the audited statement of accounts. The bidder organization should be a profit making one in the preceding two financial years.
4. 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.
5. The service provider should be duly registered with the Service Tax Authorities and having valid labour Registration license under Contract Labour (Regulation & Control) Act, 1970.
6. The service provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
7. The service provider should have its own Bank Account.
8. The Registered Office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. Office address and residential address which are one and the same will not be considered.
9. The Service provider should have Minimum 100 employees engaged in the services and the proof of engaging such services, deposit of ESI/EPF Share to the Govt should be enclosed.
10. Tenders of service provider firms will not be considered if any one of the conditions, as per Technical Bids, is not satisfied.


(MAYA GEORGE)
PRINCIPAL
के दि भा नौ पो द्रोणाचार्य, कोच्चि
PRINCIPAL
KV INS Dronacharya, Kochi
Pin : 682 507

ANNEXURE II**TECHNICAL BID -APPLICATION FORM (For providing services to
KV ins Dronacharya, Kochi)**

S.No.	Particulars	
1	Name of the Organization Address , email :Telephone No. & Fax: Website:	
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 certificates of Company Registration under the ACT 1970	
5	PAN No (enclose certificate): Please enclose the last 3 Years Income tax return statement .	
6	EPF Registration No.(Attach Copy, Proof of remittance of EPF Share may be enclosed)	
7	ESI Registration No. .(Attach Copy, Proof of remittance of ESI Share may be enclosed)	
6	Activities of the Company: (List the activities, Separate list may be attached if necessary)	
7	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract)	
8	Turnover of the Company for the last 3 years: enclose proof	
9	Total No. of Employees: • Technical Staff • Non-Technical Staff	
10	Details of EMD Enclosed	
11	Banker of the service provider, Bank Account No.	
10	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 I 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



केन्द्रीय विद्यालय, भा० नौ० पो० द्रोणाचार्य

KENDRIYA VIDYALAYA, I.N.S. DRONACHARYA

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No.F.5-11.KV INSD/2019-20/

3-May-19

ITEMS OF WORK TO BE DONE BY THE CLEANING STAFF

1. 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.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants et. Once in the morning after lunch break , Lunch Break and after closing the school
3. Cleaning washing of toilets and urinials using deodorants , detergent and disinfectants in the morning, afternoon , in the evening and also whenever required.
4. Sweeping and cleaning of open areas , roads passage , lawns, auditorium and area within the boundary of the Vidyalaya surroundings to the building.
5. Regular dusting /cleaning of the class room furniture/ Office furniture doors and windows including removal of cobwebs every day.
6. 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 urinials
7. List of items /cleaning material required is attached
8. 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

SR. No	ITEM	QUANTITY
1	Phenyl (Liquid)	Good quality, Minimum 20 Liters concentrated per Month
2	Odonil	As per requirement
3	Liquid Soap	As per requirement
4	Vim Powder/Sabeena	Minimum 20 Kg
5	Acid for cleaning toilets etc	As per requirement
6	Room refresher	As per requirement
7	Naphthalene balls	As per requirement
8	Harpic	Min 10 Litres
9	Duster&Mopping cloth	As per requirement
10	Brooms/Bleaching powder/Lemon grass	As per requirement
11	Dettol soap	As per requirement
12	Lizol	As per requirement

Rates for cleaning materials per month :.....

SIGNATURE WITH
NAME AND SEAL

ANNEXURE III-A (State Govt Rate)

FINANCIAL BID FOR HOUSE KEEPING/SCURITY SERVICES
(For providing services to KV INS Dronacharya, Kochi)

Sr. No	Category of Man power service	Unit Mont hly wages	EPF Rate as per Rule	ESI Rate as per Rule	Service charges /Charges of Uniform/Bo nus including OH Profit	Total Monthly Unit Rate	OT Charges Per Hour
1	Housekeeping (Ladies)						
2	Gardner (Gents)						
3	Security services (Round the clock)						
4	Data entry operator						

Monthly Material cost as per ANNEXURE : Rs. _____

Bid Security of Rs.15000/- (Fiftee Thousand Only) enclosed vide DD/Banker Cheque/No.....dated.....

Note: 1. Open cheque will not be accepted. If enclosed it will be treated as Bid without EMD

2. If rates quoted below the statutory provisions (MWA, EPF/ESI rates), quotation will be rejected.

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

Date:
Place:

ANNEXURE III-B (Central Govt. Rate)

FINANCIAL BID FOR HOUSE KEEPING/SCURITY SERVICES
(For providing services to KV INS Dronacharya, Kochi)

Sr. No	Category of Man power service	Unit Monthly wages	EPF Rate as per Rule	ESI Rate as per Rule	Service charges /Charges of Uniform/Bo nus including OH Profit	Total Monthly Unit Rate	OT Charges Per Hour
1	Housekeeping (Ladies)						
2	Gardner (Gents)						
3	Security services (Round the clock)						
4	Data entry operator						

Monthly Material cost as per ANNEXURE :...

- Note:** 1. Open bearer cheque will not be accepted. If enclosed it will be treated as Bid without EMD
2. If rates quoted below the statutory provisions (MWA, EPF/ESI rates), quotation will be rejected.

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

Date:
Place: