



फा. 40029 / के.वि.आर.के.एल. / 2017-18 /

दिनांक 15.11.2017

TENDER DOCUMENT

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 Kendriya Vidyalaya, Rourkela from the eligible firms for providing manpower through service contract initially for a period of 01 (one) year w.e.f. **01-01-2018** which may be extended for agreed period or terminated in case of not satisfactory services before the period of one year, as indicated below:-

A. Area of the Building 4.03 Acres having approximately 35 rooms and 07 toilet blocks, Corridors and open areas as well as enclosed surrounding areas. Parties are advised to see the location and assess the work.

Address/Location of the Building Kendriya Vidyalaya  
B- Block,  
Sector-6  
Rourkela-769002


  
15-11-17  
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केन्द्रीय विद्यालय/ Kendriya Vidyalaya  
राउरकेला/ Rourkela- 769002

B. Man power required: - The required man power with an outline of tasks to be carried out by them is detailed as under: -

S. No.	Category of Manpower	Minimum qualifications	Total no. of personnel required	Brief description of Responsibilities
1.	Security Guards without Arms (Watch & Ward)	Middle	03 (Three)	Providing round the clock (24x7) security services for the safety & security of the School Building and all assets within the Vidyalaya premises. 01 security guard for each shift- 1 <sup>st</sup> shift (6 am to 2 pm), 2 <sup>nd</sup> shift (2pm to 10 pm) & 3 <sup>rd</sup> shift (10 pm to 6 am) The weekly rest to the workers should be ensured by the firm as per statutory provisions.
2.	Unskilled workers (for Sweeping & Cleaning)	Literate	03 (Three)	03 workers (at least 01 female) for Sweeping & cleaning of entire area of the School Building and its surrounding, Collection of waste materials & garbage and disposal of the same.
3.	Unskilled workers (for Gardening)	Literate	01(One)	To clear the grass, weeds, etc from the gardens, sports ground and adjacent areas of the school. Gardening and Beautification of School with seasonal ornamental plantation. Maintenance of the lawns, flower beds, children park etc.

3. Quoted Price:

- The Bidder shall quote unit rate, which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the given format only (Annexure - A).
- Service charge must be quoted in Rupee and not in fraction.** Minimum value of service charge should be such that after deducting TDS as applicable & statutory liabilities (like EPF, ESI etc.) the rate should not go below the minimum wages.
- 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.
- The Bidder shall deposit Rs. 5,000/- in the form of DD / Pay Order drawn in favour of **Kendriya Vidyalaya, Rourkela VVN Account, payable at Rourkela** as earnest money along with the Bid. The earnest money (without any interest) shall be returned to the unsuccessful bidders after the award of the contract.
- The selected firm has to furnish **performance security** at the rate of 5 to 10 percent of the evaluated yearly cost 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.
- Telex or Facsimile Bids are not acceptable.

  
 15-11-19.  
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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 **directly to the bank account of the firm** preferably through digital mode.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to the workers as per the agreed monthly remuneration **without any deduction except statutory provisions.**
- (c) The Contracting Agency will submit the invoice/bill after making the payment to the employees provided to the Vidyalaya supported with the following documents: -
- (i) Proof of disbursement made to the staff furnishing the 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/bill.


- (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 Indenter/Client.
- (f) The normal office hours of the Vidyalaya are from 7.00 A.M. to 3.00 P.M. six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. Vidyalaya also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency 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 - A<sub>1</sub>

Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

The actual number of days in a month shall be considered for the payment.

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Vidyalaya. Therefore, sufficient 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 shall be made within 24 hours.

  
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