

केन्द्रीय विद्यालय ,राउरकेला
सेक्टर-६,राउरकेला- 769002
जिला-सुन्दरगढ़ (ओडिशा)
फोन : ०६६१-२६४६५७२
Website: www.kvrkl.org



KENDRIYA VIDYALAYA,
SECTOR-6, ROURKELA -769002
DIST: - SUNDARGARH (ORISSA)
E.MAIL: principal_kvrkl@yahoo.co.in
Phone: 0661-2646572

F- 40029/KVRKL/2018-19

Date :30/11/2018

TENDER DOCUMENT

Sub: - "Inviting tender for engaging 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. 01-01-2019 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 08 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

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 st shift (6 am to 2 pm), 2 nd shift (2pm to 10 pm) & 3 rd 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:

- (a) 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).
- (b) The 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. EPF contribution should be quoted on maximum wage ceiling of Rs. 15000/-
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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 **directly to the bank account of the firm** preferably through digital mode.
- (b) The Contracting Agency will ensure payment by the 5th 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 demand for the services of additional/extra manpower if necessary. 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 - A₁

Where A₁ = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

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.

- (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 tender document and accepted bid will also form the part of the Service Agreement.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained/professional security guards, who are physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/security supervisors are free from Aid or any other infectious disease before deployment for work.
- (m) The Vidyalaya shall provide a small guard room for Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (o) Any liability regarding payments of wages to the 'persons' arising due to noncompliance with any of provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.
- (p) The workers shall not be entitles for any financial benefits that are admissible to regular employees of the Vidyalaya. However, the contractor is required to pay wages to the persons engaged strictly as per the minimum wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of the State/Centre and ministry of Labour & Employment. The wages to the persons would be dynamic. The weekly rest etc. should also be allowed to persons as per statutory provisions. Except the Administrative service Charges quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject.
- (q) The Administrative service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract. The contractor should quote their Service Charge for providing services of persons for this Office over and above the statutory payments (including TDS as applicable) to be made to each worker, so deployed.

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 (duly self attested) are not attached: -

- (a) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.
 - (b) Copy of the Labour License/Registration under the Contract Labour (Regulation & Abolition) Act 1970.
 - (c) Copy of license obtained from the Home Department, Odisha to engage in the business of private security agency.
 - (d) Copy of PAN card, latest IT clearance certificate
 - (e) Audited Balance Sheet & Profit and Loss Account.
 - (f) Copies of EPF and ESI registration.
 - (g) Copy of GST certificate issued by the competent authority.
 - (h) List of clients (Govt. Departments/PSUs) during last 2 years along with approximate cost of assignment.
 - (l) DD / Pay Order (Rs. 5,000/-) drawn in favour of Kendriya Vidyalaya, Rourkela VVN Account, payable at Rourkela for earnest money.
- (ii) Remuneration of staff, quoted below minimum wages applicable for the specified category, in the Labour Department of the government of Odisha/ India, shall render the Bid disqualified for evaluation. Rate decided by the government of Odisha or the Central government whichever is higher shall be applicable to decide the minimum wage for a particular category of manpower.
- (iii) Indenting Office will award the contract to the lowest evaluated responsive bidder. However, it would not be binding upon the authority to accept the lowest tender. The authority reserves the right to accept the tender in whole or in parts, as may be decided.

8. Award of Contract:

- (a) The Indentor 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 Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.
- (c) The indentor prior to the expiration 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 Indentor 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 superscribed on the envelope as "Bids for providing Security, Conservancy & Gardening Services in the Vidyalaya on service charge basis" on or before **18/12/2018 (up to 2.00 pm)**. The tenders will be opened in the Principal Office of the Vidyalaya at 2.00 pm **on 19/12/2018** in the presence of bidders if any.

Signature

Name: MR. APS BRAR
Designation: -Principal
For and on behalf of the
Kendriya Vidyalaya, Rourkela

FORMAT FOR BID

(All figures in Rs.)

SL. No.	Category of Manpower	No of Workers	Unit Monthly Remuneration (Per worker per month)	EPF (13%)	ESI (4.75%)	Service charges/ charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total Monthly cost (Col.8 x 3)
1	2	3	4	5	6	7	8	9
01	Security Guards Without Arms	3						
02	Conservancy (Unskilled workers for Sweeping, Cleaning & gardening)	4						

- NOTE: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30 (For Sl.No.1) and 26 (For Sl. No. 2).
3. Unit Monthly Remuneration must not be less than the minimum wages after statutory deductions.

Declaration

- I, the undersigned as Proprietor/Director of the Firm/Company am competent to sign this declaration and execute this tender.*
- I have carefully read and understood all the terms and conditions mentioned in the tender documents and in model service agreement and undertake to abide by them.*
- The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / document would lead to rejection of my tender besides liabilities for prosecution under appropriate law.*

Date_____

(Seal of Office)

(Bidder)

Signature & Stamp:

Name: _____

Address_____

Phone No._____