



# केन्द्रीय विद्यालय हरदा

कशी बाई कन्या पाठशाला हरदा म.प्र

## निविदा आमंत्रण सूचना

केन्द्रीय विद्यालय हरदा, (म.प्र.) के लिए सुरक्षा, सफाई एवं अन्य सेवाओं की आउटसोर्सिंग हेतु कांट्रैक्ट प्रदान करने के लिए सीलबंद निविदाएं दिनांक 21/03/2021 को पूर्वाह्न 11.00 बजे तक डाक द्वारा आमंत्रित की जाती है। निविदा फार्म / दस्तावेज कार्यालय केन्द्रीय विद्यालय हरदा, (म.प्र.) से सभी कार्य दिवसों में (पूर्वाह्न 10:00 बजे से अपराह्न 2:00 तक) केन्द्रीय विद्यालय हरदा, (म.प्र.) के पक्ष में 100/- (सौ रूपए मात्र) के डिमांड ड्राफ्ट / पे आर्डर के भुगतान (अप्रतिदेय) पर प्राप्त किये जा सकते हैं। निविदा दस्तावेज केन्द्रीय विद्यालय हरदा, (म.प्र.) की वैबसाइट <https://harda.kvs.ac.in/> से भी डाउनलोड किए जा सकते हैं। जिसके लिए निविदा कीमत निविदा दस्तावेज के साथ भेजी जाए अन्यथा निविदा को रद्द कर दिया जायेगा।

(नवनीत आमखरे)

प्र.प्राचार्य

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F-21/KV Harda/2020-21/

Date:- 25-02-2021

### Tender Documents

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower (Security, Conservancy/Cleanliness and Office Boy) through service contract"-reg.**

Sir/Madam,

1. The Kendriya Vidyalaya Sanghatan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sanghatan administers the Scheme of Kendriya Vidyalaya 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, Harda Dist. Harda** from the reputed/registered Consultant/Service Provider Firm for providing Manpower(for various services) through service contract initially for a period of 01 (one) year w.e.f **01-04-2021** which may be extended upto maximum 2 years(With the approval of Competent Authority ), as indicated below:-

- A. Area of the Building : **Vidyalaya Building including Toilets and premises**  
Address/Location of the : **Kendriya Vidyalaya, Harda Dist. Harda**  
**Kashib Bai Kanya Pathshaala**  
**Near Post Office, Harda (M.P.) 461331**

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	Remarks
1.	Conservancy/ Cleanliness (Female Only)	Primary standard	01 (One)	Cleanliness and upkeep of the school building and premises from 7:30 am to 4:30 pm (including lunch break) including supervise the workers deployed for cleanliness of water in water coolers/ acquaguards and to look after overall cleanliness in the vidyalaya
2.	Security (Unarmed) (Male Only)	Middle Standard	04 (Four )	24 hrs security of Vidyalaya premises and buildings
3.	Office Boy (Skilled) (Male Only)	Higher Secondary (Working Knowledge of Computer )	01 (One)	To Assist the office/Library of the Vidyalaya

(Note : Manpower engaged for the above works may be increased or decreased as per the requirement of Vidyalaya )

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

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

under:-

S.No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide security/guard the Vidyalaya Premises or wherever he is deputed 24 hours round the clock.
2.	Workers for cleanliness	To cleaning/dusting the office/Class rooms/ inside/outside the Vidyalaya campus/Internal Road/Toilets etc
3	Office Boy	Office work, Library work, maintaining records , Computer work etc.

E. **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 Vidyalaya.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets of the officers' room with vacuum cleaner to be provided by the Contractor.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Building wall surroundings to this building.
- vi) Regular dusting/cleaning of school / office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the school/ office.
- vii) Provisions 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. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- viii) List of items/cleaning material required is attached vide Annexure-B.
- ix) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

- x) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- xi) Acid cleaning of sanitary wares, without damaging their shines.
- xii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- xiii) Cleaning of filled surfaces in the corridors and staircases.
- xiv) Cleaning of water storage tanks, water coolers, desert coolers.
- xv) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

**3. Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF , ESIC & 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 except the statutory provisions, if amended.
  - (d) The Bidder shall deposit Rs. 10,000/- (Ten Thousand ) for each service in the form of Bank DD in favour of **Kendriya Vidyalaya, Harda Dist. Harda** payable at **Harda** 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 Bank DD for an amount 10% of total amount for one year each service 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.
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 Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
- (b) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya office/premises 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) 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 Indenture/Client.
- (f) The normal Vidyalaya/ office hours of Vidyalaya is from 8:00 am to 4:00 pm six days from Monday to Saturday. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 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 Vidyalaya 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 Bid document and accepted bid will also form the part of the Model 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 and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- (m) The Vidyalaya shall provide a small room/space for the workers/staff 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.

## 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 (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 and Tin 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. 10,000/-(each) in the form of Earnest Money for 14 months after the date of submission of bids or DD/Pay Order drawn in favour of **KENDRIYA VIDYALAYA, HARDA VVN Account** payable at **HARDA** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) **Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Central Govt. of India shall render the Bid disqualified for evaluation.**
- (iii) 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 2 above.
- (c) The indenter 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 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 super scribed on the envelope as "**Bids for providing Security Services, Conservancy /Cleanliness and Office Boy** etc. to the **PRINCIPAL KENDRIYA VIDYALAYA, HARDA ON/OR before 21/03/2021 up to 11.00 am. Late tender forms shall be rejected.**

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

The Bidder Needs to submit technical and financial bid separately in one large envelop.

Tender forms shall be opened on the same day at 01.00pm in the office VMC Chairman & Collector KV Harda.

Yours faithfully,

(Navneet Amkhare)  
I/c Principal

## FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Remuneration (As per Central Govt. Daily wages Latest Rate Latest)		EPF Rate (EPS+ EPF+ EDIL+ Adm.Exp.-)		ESIC Rate		Cost of material		Service charges/ charges of uniforms/bonus etc. including overhead profit		Unit Rate	
			Per day	Per Month	Per day	Per Month	Per day	Per Month	Per day	Per Month	Per day	Per Month	Per day (4+6+8+10+12)	Per Month (26 Days) (5+7+9+11+13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Conservancy/ Cleanliness	01												
2	Security (Unarmed)	01												
3	Office Boy (Skilled)	01												

- NOTE:
1. Service Tax shall be quoted separately.
  2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower including material 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 \_\_\_\_\_) is furnished herewith vide Bank Draft

No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ or Direct deposit to A/c. No. : 613302050000025,

IFSC Code : UBIN0561339, Bank Name U.B.I. Branch KENDRIYA VIDYALAYA, HARDA, A/c. Name: Vidyalaya Vikas Nidhi, KENDRIYA VIDYALAYA, HARDA.

(Bidder)

Signature with Seal:

Name and Address: \_\_\_\_\_

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC

ANNEXURE-B

**MATERIAL REQUIRED FOR CLEANLINESS ETC.**

**ANNEXURE-B1**

1	6 Liter Phenyle (Liquid)
2	2 Liter Cleanze Sanitizer
3	2 Odonil packets
4	01 Liquid Soap (Dettol)
5	10 Soap Cakes Medium Size (Life Buoy)
6	1 KG Vim Powder/Nirma
7	5 Liter Acid
8	6 Duster White
9	3 Large Floor Duster (Mops)
10	2 Room Freshner
11	½ Kg Naphthalene Balls
12	6 Phool Jhadoo
13	6 Bandco Jhadoo
14	Plastic Mugs as per requirement for toilets
15	3 Hit Spray
16	Dustbin with Lid as per requirement for toilets
17	1 Cob Web's Remover
18	3 Brush for cleaning Commode
19	Mansion Floor Polish
20	1 Flit with Flit Pump\Chemical for anti-termite treatment/rodent control
21	Scrubbing Brushes of various sizes as per requirement
22	3 Wiper for cleaning
23	6 Yellow Dusters
24	2 Colin Spray of 300 ML
25	Any other items required for cleanliness/sweeping and filling of water in desert coolers etc.

Total Material Coast per month Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

Binder Signature

Name :-----

Address :-----

Seal -----