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केन्द्रीय विद्यालय ,पुरी (उड़ीशा)

केन्द्रीय विद्यालय ,पुरी (ओडीशा)

KENDRIYA VIDYALAYA, PURI (ODISHA)

तालबणिया,पुरी / TALABANIA, PURI ओड़िशा-पिन:७५२००२ / ODISHA-

CBSE Affiliation No.1500003, School No.19134, Region Code.04, Station Code.115, KVCode.1176

वेबसाइट/Website-www.puri.kvs.ac.in & e-mail-principalpuri@gmail.com, Established-1965

F.15090/KVK/1176/2021-22/

Dated: _____

TENDER DOCUMENT

Sub: - "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

Kendriya Vidyalaya, PURI, 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, PURI** from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year **w.e.f 01.08.2021** which may be extended by another one year, as indicated below:-

A. Area of the Building : 9.42 Acres having approximately 45 rooms and 08 toilets, Corridors, Veranda and open areas as well as enclosed surrounding areas. Parties are advised to see the location.

Address/Location of the Building

Kendriya Vidyalaya, Talabania, Puri (Odisha)

B. Man power required: -

S. No.	Manpower	Category	Number of personnel required in the shifts	Time Schedule
1.	Security Guards	Semi Skilled	03(Three) (Class-VIII th Pass)	Shift I—from 6.00AM to 2.00 PM, Shift-2—from 2.00 PM to 10.00 pm Shift-3- from 10.00 pm to 6.00 AM. (1 day weekly Off with substitute)
2.	Conservancy Personnel	Un Skilled	05 (Five)	8.00 am to 4.00 pm with one hour Lunch Break
3.	Gardner	Un Skilled	01 (One)	8.00 am to 4.00 pm with one hour Lunch Break

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.	Security Guards	To ensure safety and security of the Vidyalaya property.
2.	Conservancy Personnel	To keep the bath rooms, toilets, rooms, corridor, floor and areas adjacent to Vidyalaya Building cleaned.
3.	Gardner	To maintain the Vidyalaya Garden properly.

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). **Service charge must be quoted.**
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately. (Service Tax is exempted for KVs). Hourly rate of OTA should not exceed monthly remuneration.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions like minimum wages,tax,EPF,ESI rates etc;, if amended.
- (d) The Bidder shall deposit Rs.**5,000/-** in the form of **Bank Draft** valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **Kendriya Vidyalaya, Puri, payable at Puri** 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 **Guarantee/DD for an amount 10% of annual Payment 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.
- (f) Telex or Facsimile Bids are not acceptable. Correction if any, shall be made by crossing out, initiating, dating and rewriting.

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:

The Contracting Agency after the award of contract must ensure:-

The remuneration shall be disbursed through NEFT/RTGS to its deployed personnel in their respective savings bank accounts.The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.

(a) **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 Bank NEFT/RTGS 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 its 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 is from 9.00 am to 4.30 pm. 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/reduce manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted. The monthly rate will be considered for Conservancy on the basis of 26 days. If called for more days payment will be made for extra duty.

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

(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 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) **Incase of any loss, theft / sabotage caused by/attributable 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/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the experienced hands. **The Contracting Agency will also ensure that the security guards/security supervisors are free from Aids or any other infectious disease before deployment for work.**
- (m) **The Vidyalaya shall provide a small guard room/space for Security Supervisor and 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, Conservancy Personnel and Gardner with impressive summer uniform as well as winter uniform with insignia alongwith Identity Card.**

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 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) Attested copy of License to engage in the business of Private Security Agency.
 - (i) Attested copy of Labour registration certificate.
 - (j) Attested copy of valid Labour License.
 - (k) Copy of current labour rate issued from the Competent Authority.
 - (l) Copy of License under Private Security Agencies(Regulation)Act,2005 of Home(Special Section) Department of Govt. of Odisha.
 - (m) The Bidder shall deposit **Rs.5,000/-**(Rupees Five thousand only) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or **DD/Pay Order** drawn in favour of **Kendriya Vidyalaya, Puri, payable at Puri** as **earnest money** along with 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 **Govt. of India applicable in Odisha and the locality 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 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 and Gardner Services in the Vidyalaya on service charge basis" through **Speed/Regd.Post only** on or before **28.06.2021(1.00 pm)** as per publication of this notice in the Odia daily News paper i.e. "The SAMAJ". The tenders will be opened at **03.00 pm on 28.06.2021** at Vidyalaya in the presence of bidders. If the last date of depositing/opening of tenders happens to be declared holiday, then the tenders will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged. **An earnest money of Rs.5, 000/- (Rupees Five Thousand only) for bid is to be deposited along with tender document.**

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

Yours faithfully,

Signature
Name: **Pratima Mishra**
Designation: Principal
For and on behalf of the
Kendriya Vidyalaya, Puri

FORMAT OF BID

(All figures in Rs.)

SL. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/ charges of uniforms/bonus etc.including overhead profit	Monthly Unit Rate(Col.4+5+6+7)	Total Monthly Cost (Col.8X___)
1	2	3	4	5	6	7	8	9
01	Security Guard (Semi Skilled)	03						
02	Conservancy (Unskilled)	05						
03	Gardener (Unskilled)	01						

- NOTE:
1. Service Tax shall be quoted separately. **(Not applicable)**.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. In Col.No.4,5,6,7,8, and 9 amount in figure to be mentioned without any addition/deletion.
 4. **Filling up of Col.No.4 to 9 is mandatory. Only figure is to be given.**

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 _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

Seal of Office

Date _____

(Bidder)

Signature: _____

Name: _____

Address _____

