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कन्द्रीय विद्यालय कोरापुट

KENDRIYA VIDYALAYA KORAPUT

(Ministry of Education, Govt. of India)

CBSE Affiliation No: 1500009, School Code: 19132

??????(??????) – 764020. Koraput (Odisha) –764 020

फा.सं.15029/के.वि-कोरापुट/1171/2021-22/

दिनांक:03.09.2021

TENDER DOCUMENT

To,

Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract for Security Services, Conservancy/Cleanliness/Housekeeping Services –Reg.

Sir / Madam,

Kendriya Vidyalaya Koraput, is functioning under Kendriya Vidyalaya Sangathan, an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Central Govt., is imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the **Kendriya Vidyalaya Koraput** from the reputed / registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year which may be extended by another one year, as indicated below :-

A. Area of Building : Main Building and Secondary Building and Primary Block having approximately 50 rooms and 20 toilets, Computer Lab., Resource Room, Physics Lab., Chemistry Lab., Biology Lab, Jr. Science Lab., Maths. Lab, Library, Staff Room, Office, Principal’s Room, Examination Hall, Corridors, Stairs and open areas as well as enclosed surroundings area on the ground floor. Parties are advised to see the location.

Address / Location
of the building

Kendriya Vidyalaya Koraput
S L N Medical College & Hospital Road
Koraput-764020

B. Manpower required:

Sl. No.	Category of Manpower	Minimum qualifications or / and experience	No. of personnel required in the shifts	As per the following shifts.
1	Security Guard	Middle Standard	01 (One)	Shift - 1 : Every day from 06.00 AM to 02.00 PM.
2	Security Guard	Middle Standard	01 (One)	Shift- 2 : Every day from 02.00 AM to 10.00 PM.
3	Security Guard	Middle Standard	01 (One)	Shift- 3 : Every day from 10.00 PM to 06.00 AM.
4	Workers for cleanliness (Gent & Ladies)	Primary Standard	03 (Three)	06 days in a week from Monday to Saturday during the whole month from 06.30 am to 02.30 p.m. Weekly off to be given on rotation basis)
5	Gardener		01 (One)	06 days in a week from Monday to Saturday during the whole month.

Total 03 Security Guards, 03 Gent & Lady workers for House Keeping Services / Cleanliness and One (01) Gardener.

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	Annexure-1
2	Workers for Cleanliness / Housekeeping services.	<p>1) To clean the office & Vidyalaya campus surrounding wherever he / she is deputed and any other work assigned by the Vidyalaya authority for cleaning / dusting etc.</p> <p>2) 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 authority.</p> <p>3) Cleaning of the floor area with wet dusters and detergent disinfectants etc. once in the morning, before opening of the office and thereafter every 2 hours specially in the areas like corridors, stairs and entrance etc. are to be made daily and whenever necessary for keeping the rooms free from mosquitoes, flies, termite / pests / rats etc.</p> <p>4) Sweeping and cleaning of open areas, roads, passage of the Vidyalaya.</p> <p>5) Regular dusting / cleaning of office / class room furniture (table & chairs etc.) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day.</p> <p>6) Sanitization of classes after the end of school.</p>

3. Quoted Price :

a) The Bidder shall quote unit rate which shall comprise of monthly remuneration (30 days), 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.

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. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %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.5,000/-(Rupees Five Thousand only) in the form of DD drawn in favour of “ VVN A/C Kendriya Vidyalaya Koraput” payable at Koraput** 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 **Rs.10,000/- (Rupees Ten Thousand only)**. 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 & Conditions :

a) The remuneration shall be disbursed through Cheque at Kendriya Vidyalaya Koraput premises in the presence of representative of the Kendriya Vidyalaya Koraput or its constituent or else payment to be made through the contracting agency has to submit the copy of bank advice for record.

b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed to the Kendriya Vidyalaya Koraput office as per the monthly remuneration quoted.

c) The Contracting Agency will submit the invoice / bill along with proof of disbursement in triplicate after making payment to the employees deployed to the Kendriya Vidyalaya Koraput office supported with the following documents :-

(i) Details of disbursement made to the staff furnishing Cheque details / bank details for each payment.

(ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

(iii) 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 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 Indentor / Client.

f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the concerned department, Govt. of Odisha for running the business of Private Security Agencies operating in the Odisha, failing which the bid will be treated as disqualified / non-responsive.

g) The normal office hours of Kendriya Vidyalaya Koraput is from 07.00 a.m. to 03.30 p.m. six days from Monday to Saturday according to the duty timing shown at pre-pages/above. KV Koraput, 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.

h) In the absence on any working day, the monthly remuneration will be regulated as per the following formula:-

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

Where $A_1 = \frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

i) The candidates / manpower provided by the Contracting Agency shall be accepted only after scrutiny by the undersigned. 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 Kendriya Vidyalaya Koraput. 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 Kendriya Vidyalaya Kroaput shall be made within 24 hours.

j) The Contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Koraput 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) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the Kendriya Vidyalaya Koraput reserves the right to claim and recover damages from Contracting Agency.

l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

m) 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. Preference will be given to the Ex-Servicemen. The Contracting Agency will also ensure that the workers / staff deployed are free from Aids or any other infectious disease before deployment of work.

n) The Kendriya Vidyalaya Koraput 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.

o) The Contracting Agency shall provide to their personnel deployed for security Guard / for cleanliness, with impressive Summer Uniform as well as Winter Uniform with insignia.

7. Evaluation of Bid :

The tender must be submitted in 02 envelopes i.e. Technical Bid & Financial Bid. First the technical bill will be opened and the parties qualified in the technical bid will be considered for evaluation of Financial 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 :

Eligibility of Bidders:

- (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 agency is a registered agency and the bidder has minimum experience of 03 years in providing personnel for Security Guards , Cleaning / Sweeping with annual turnover of Rs.25 lacs during last 03 years.
 - (b) Attested copy of license obtained from the Home Department, Govt. of Odisha for running the business of Private Security Agencies operating in the Govt. of Odisha.
 - (c) The Agency should possess valid ISO 9001 certification for security, Cleaning/sweeping (Conservancy)/housekeeping a copy of proof is required to be produced.
 - (d) Audited Balance Sheet & Profit & Loss Account for last 3 years.
 - (e) List of clientele during last 3 years along with cost of assignment.
 - (f) PAN No. and current IT Return of last 03 years.
 - (g) Proof of registration with the Labour Deptt of Central Govt. / State Govt.
 - (h) Attested copy of proof of EPF registration.
 - (i) Attested copy of valid ESI registration. Attested copy of proof of valid Service Tax Registration.
 - (j) The Bidder shall deposit Rs.5, 000/- in the form of DD drawn in favour of **VVN A/c Kendriya Vidyalaya Koraput” payable at Koraput** 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, in the Govt. of India Ministry of Labour & Employment, New Delhi shall render the Bid disqualification for evaluation.
- (iii) Adequate amount if not quoted towards service charges / charges of uniforms / bonus, overhead-profit etc. may render the Bid disqualification for evaluation.
- (iv) 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.

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.

c) 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 superscribed on the envelope as “**Bids for Providing Security Services, Conservancy Services** in Kendriya Vidyalaya Koraput on or before **25.09.2021 by 03.00 P.M by Registered Post/Speed Post Only**. The bides will not be received by hand in the office under any circumstance. The tenders will be opened on **28.09.2021** at **03.00 P.M.** at Kendriya Vidyalaya Koraput in the presence of bidders. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited / 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**) is to be deposited along with tender document.

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 Kendriya Vidyalaya Koraput.

Yours faithfully,

PRINCIPAL
KENDRIYA VIDYALAYA
KORAPUT