

**KENDRIYA VIDYALAYA CMM**  
**NEAR LEKHA NAGAR, RIDGE ROAD, JABALPUR (MP) – 482001**



Date: 09.06.2017

**TENDER DOCUMENT**

**Sub: "Inviting Bid for engaging Security Service, Conservancy Service & Gardening Service through service contract.**

Sir/Madam,

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 **Vidyalaya** 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. 01.07.2017**, which may likely to be extended, as indicated below:

Sl.No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Security Services	06	Trained Security Guards for the purpose
2.	Conservancy Services	05	Trained Sweepers for the purpose
3.	Garden Services	02	Trained Gardeners for the purpose

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 Services	Security services in Vidyalaya Campus, all the days including holidays and round the clock. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
2.	Conservancy Services	Complete cleaning/sweeping of all rooms of the Vidyalaya, Vidyalaya Campus in all days except Sunday and Gazetted Holidays, unless required on requisition.
3.	Garden Services	Maintenance measures of the gardens, play-fields and compound of Vidyalaya premises.

**3. Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A).
- (b) 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.
- (c) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (d) The Bidder shall deposit **Rs.10000/-** in the form of Multicity Cheque or Demand Draft or any other mode of Cashless Transaction drawn in favour of **"VIDYALAYA VIKAS NIDHI KV CMM JABALPUR"**, Account No. **325702011013755** payable at **"UNION BANK OF INDIA, CANTONMENT JABALPUR"** IFSC CODE-UBIN0532576 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 **Multicity Cheque or Demand Draft or any other mode of Cashless Transaction** for an amount equal to 10% of **Total amount of quotation for one year**. The Performance security shall be submitted within 10 days from the date of Notification of Award of contract. The earnest money shall be adjusted against the Performance security of successful bidder and the earnest money of unsuccessful bidder will be refunded within 15 days of completion of tender process.
- (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 through account payee cheque at **Vidyalaya** premises in the presence of representative of the **Vidyalaya** or its constituent or the remuneration may be deposited in their accounts through RTGS/NEFT mode and the evidence for the same should be provided alongwith invoice.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees deputed in the **Vidyalaya** as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along-with proof of disbursement in triplicate after making the payment to the employees deputed in the **Vidyalaya** supported with the following documents :-
- (i) Details of disbursement made to the staff furnishing cheque details for each payment the remuneration may be deposited in their accounts through RTGS/NEFT mode and the evidence for the same should be provided alongwith invoice.
- (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.
- (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 KVS is from 7.00 am to 3.00 pm six days from Monday to Saturday. However, KVS reserves the right to request the services on Sunday/Holiday/beyond office hours.
- (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> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 KVS 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 KVS reserves the right to claim and recover damages from Contracting Agency.

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) List of clientele during last 3 years along with cost of assignment.
- (c) PAN No. and Current IT clearance certificate.
- (d) Attested copy of proof of EPF registration.
- (e) Attested copy of proof of ESI registration.
- (f) Attested copy of proof of Service Tax Registration.



