

केन्द्रीय विद्यालय न०१, अरक्कोनम  
(मानव संसाधन विकास मंत्रालय के तहत भारत सरकार)  
आई एन एस राजाली, अरक्कोनम 631 006  
वेल्लोर जिला तमिलनाडु



Kendriya Vidyalaya No.1, Arakkonam  
(Under Ministry of HRD, Govt of India)  
INS Rajali, Arakkonam-631 006  
Vellore District Tamilnadu

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F.No.17029/KVAKM/2018-19/

Date: 12-03-2019

## TENDER DOCUMENT

### **Sub: Inviting bid for engaging service provider firm for providing Manpower through service contract.**

The Kendriya Vidyalaya No.1 Arakkonam under KVS which is a Autonomous body is a Society registered under Societies Registration Act, 1860. The Kendriya Vidyalaya No.1 Arakkonam is set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive bids are invited by Kendriya Vidyalaya, No.1 Arakkonam, from the reputed Agencies/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. **01.04.2019**, as indicated below:

- A. Area of the building** : **Building having approximately 60 Rooms with corridors, open areas, Assembly areas & Toilets.**
- Address of the Location** : Kendriya Vidyalaya, No.1  
INS Rajali, Arakkonam – 631006  
(Vellore District)
- Period of contract** : **01.04.2019 to 31.03.2020**

**B. Man power required (for all 30 days of the month):**

S.No	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required	Timings
1	House Keeping Ladies	Middle standard	04	7.30 am to 4.30 pm
2	Security (without arms)	Middle standard	03	1No's x 8hrs x 3shifts (365 days round the Clock including Holidays & Sundays)
3	Gardener (Mali)	Middle standard	01	7.30 am to 4.30 pm

**C. Work will have to be got done in the following way:-Daily(Every Day)**

- a) Sweeping of entire area of the building and surroundings of building and collection of all waste materials and disposal of the same as per instructions of the KV.
- b) Cleaning the floor area with wet floor dusters and detergent disinfectants etc once in the morning before opening the School and there after every two hours specially 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.
- c) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon and also before leaving the Vidyalaya - 3times daily.
- d) Sweeping and cleaning of open areas, roads, passage, lawns, etc within the boundary of KV No.1 Arakkonam wall surrounding to this building.
- e) Regular dusting/cleaning of office furniture (table and chair) and equipment, telephone, book cases, filing cabinets almirahs and doors and windows including removal of cobwebs every day before opening of the School i.e 7.30 am.
- f) The chocking of sanitary installations e.g. water closet, traps, bottle traps, gully traps are to be cleared by the Contracting Agency within 24 hrs of noticing the complaint. All complaints of leakages in the GI & CI, PVC pipes etc are also to be attended within 24 hours.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK**

- a) Washing and scrubbing of floor area with detergents and dirt removing agents.
- b) Acid cleaning of sanitary wares, without damaging their shines
- c) 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.
- d) Cleaning of filled surfaces in the corridors and staircases.
- e) Cleaning of water storage tanks
- f) Polishing of name plates and number plates with brasso and cleaning of all other name plates/boards
- g) 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, ESI & other statutory costs and service charges in the format of quotation attached (Annexure-A) only.
- (b) GST / 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 selected firm has to furnish performance security in the form of Demand Draft for an amount of one month's total remuneration drawn in favour of "VVN Account, KV Arakkonam payable at Arakkonam. The same will be refunded to the Contracting Agency without any interest after completing the contract but not later than 60 days of completion of the contract.
- (e) Telex/Facsimile Bids are not acceptable.

### 4. Each bidder shall submit only one Bid.

### 5. Validity of Bid:

The Bid shall remain valid for a period of not less than 90 days after the deadline fixed for submission of bids.

### 6. Terms and Conditions:

- (a) Remuneration shall be disbursed through cheque by KV No.1 Arakkonam
- (b) The Contracting Agency will ensure payment by 5<sup>th</sup> of every succeeding month to their employees provided to the KV as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the KV No.1 Arakkonam supported with 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.Payment to the Contracting Agency will be released within 15 days from the date of receipt of the invoice/bill.
- (d) The Contracting Agency will provide Identity Cards to all the employees valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the client.

- (f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home/ Labour Dept, failing which the bid will be treated as disqualified/non-responsive.
- (g) The normal office hours of the School is from 7.30am to 4.30pm six days from Monday to Saturday However, the Contracting Agency will provide the Cleaning services on all working days in a month according to the duty timings shown at pre-pages/above. KV also 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) Remuneration will not be paid for the period of absence.
- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **KV No.1 Arakkonam**. Therefore, minimum three-four bio-data shall be made available against each slot. The candidates may be invited for personal discussion also. NO Conveyance or any other charges will be paid by KV. In case none is found suitable then additional bio-data shall be made available by the Contracting Agency promptly within 24 hours. The replacement of a candidate on account of absence/unsuitability for KV shall be made within 24 hours.
- (j) The contracting Agency will be required to execute a contract with the KV. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
- (k) In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya reserves the right to claim and recover damages from Contracting Agency.
- (l) The character and 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 workers, **who are below the age of 50 years as well as physically fit and mentally alert**. The agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment of work.
- (n) The KV No.1 Arakkonam shall provide space for the workers/staff deployed by the Contracting Agency. No name place of the Agency shall be allowed on the room and nobody will be allowed to stay in the School except the Staff of Contracting Agency on duty.
- (o) The Contracting Agency shall provide to their personnel with impressive uniform with insignia.

## 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and confirm to the terms & conditions in the following manner.

(i)The bid will be treated as non-responsive if following documents are not attached:-

- a) Demand draft of Earnest Money Deposit (EMD), i.e, Bid security deposit of Rs. 10,000 drawn in favour of VVN Account, Kendriya Vidyalaya, Arakkonam

- b) Attested copy of license obtained from the Home/Labour Department for running business of private house keeping services/security/gardening/typist services agencies in Chennai.
- c) 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.
- d) Audited Balance sheet and Profit and Loss Account.
- e) List of clientele during the last three years along with cost of assignment
- f) PAN No and current IT clearance certificate
- g) Attested copy of proof of EPF registration
- h) Attested copy of proof of ESI registration
- i) Attested copy of proof of Service Tax registration
- j) Attested copy of proof of GST registration
- k) Remuneration of staff quoted below minimum wages applicable for un-skilled, Semi-Skilled and Non-technical supervisory staff by the **Central Govt.** shall render the Bid disqualified for evaluation.
  - l) The evaluation will be done for all the items put together. Indenting school 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/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 by Speed Post/Courier super scribed on the envelope as “Bids for providing **Housekeeping/ Gardening/Security Services**” so as to reach the office of this Vidyalaya latest by 2.00 pm on 25.03.2019 along with an EMD of Rs.10000/- (Rupees Ten thousand only) in the form of Demand Draft drawn in favour of “VVN Account, KV No.1,Arakkonam” payable at Arakkonam taken in any Nationalized Bank on or after 12.03.2019. The Sealed bids/tenders will be opened on 25.03.2019 at 3:00 pm in the presence of bidders and the Committee members in the Vidyalaya premises. The EMD of unsuccessful Bidder will be returned within 30 days after the opening of Tender.

The indenter looks forward to receiving the Bid in the format of bid attached only and appreciate the interest of the Service Provider in the KV No.1, Arakkonam.

PRINCIPAL

Encl: Annexure-A