

केन्द्रीय विद्यालय विरमगाम
सहयोग होटल के सामने
हांसलपुर चौराहा के पास
विरमगाम
जिला- अहमदाबाद
गुजरात- ३८२१५०
ई-मेल-principalvgm@yahoo.com
दूरभाष- ०२७१५२३३०७२
के.वि. कोड १०४२
के. वि. स्टेशन कोड ०२५
स्टेशन संभाग कोड ०१



KENDRIYA VIDYALAYA VIRAMGAM
OPP. SAHAYOG HOTEL,
NR. HANSALPUR CHOKDI
VIRAMGAM
DISTT. AHMEDABAD
GUJRAT- 382150
Email- principalvgm@yahoo.com
Phone- 02715233072
K.V. Code 1042
K.V. Station Code 025
K.V. Region Code 01

F.No. 11092/KV VGM/2019-20/

Date: 23.12.2019

TENDER DOCUMENT (2019-20)

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

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 and **Kendriya Vidyalaya Viramgam of Kendriya Vidyalaya Sangathan was established in 1987.**

Details of school building and premise –

The Vidyalaya is having approximately 36 rooms which consist 12 class rooms, labs and different department, toilets (Boys, Girls, Staff & Principal) corridors, assembly ground, parking area, stairs and open areas (Sports ground, entrance gate to Vidyalaya premises paces as well as enclosed surrounding areas on the ground ground floor & first floor.

Scope of work: The following manpower and materials are required on monthly basis which may increase/decrease in any/ all the categories as per need of Kendriya Vidyalaya Viramgam.

S. No.	Name of the Post/Requirement	Number
1	Unskilled worker [Cleaning & Sweeping Services]	02 Male and 1 Female
2	Unskilled worker[Gardening]	01
3	Security Guards (without Arms)	03 on rotation basis for round the clock security services

- Material for cleanliness to be used as per attached Annexure-C. The cost of material however will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure-B.
- The concerned Agency has to clearly mention the details of cleaning material quantity of material and the cost of material per month clearly in the Annexure-B. Failure to mention the above particulars will lead to rejection of the tender.

General Instructions:

1.Kendriya Vidyalaya Viramgam requires the services of reputed, well established and financially Sound Manpower Service Provider having experience in providing services of Security Staff and unskilled workers on contract basis for their engagement in Kendriya Vidyalaya Viramgam.

2.The contract for providing the aforesaid manpower is for a period **ONE** year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. (Extendable for one more year for exemplary services). The Kendriya Vidyalaya Viramgam however, reserves right to terminate this initial contract at any time after giving one month's notice if services are not found satisfactory by the tenderer to the selected Service Provider.

3.The interested "Service Providers" may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.10000/- (Rupees Ten Thousand Only) and other requisite documents latest by 13/01/2020 at the address of Kendriya Vidyalaya Viramgam through speed post/Registered Post. Manual submission /E-mail/Fax bids at the office will be rejected for the tender bid.

5.The tender is invited under two bid system i.e. Technical Bid and Financial Bid. The interested Service Provider is advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to Kendriya Vidyalaya Viramgam and "Financial Bid for Providing Manpower Services to Kendriya Vidyalaya Viramgam". Both sealed envelopes should be kept in a sealed envelope scribing "**Tender for Providing Manpower for Security, Cleaning & Sweeping and Gardening Services to Kendriya Vidyalaya Viramgam**".

6.The Earnest Money Deposit (EMD), refundable (without interest), should be in the shape of Demand Draft drawn in favour of " Vidyalaya Vikas Nidhi Fund K V Viramgam" payable at Viramgam **should accompany the Technical Bid** failing which the tender application shall be rejected summarily.

7. Address for Correspondence:

Principal
Kendriya Vidyalaya Viramgam
Near Hansalpur Chokdi, Opposite Sahyog Hotel
Viramgam (Gujarat) PIN- 382050

8. The successful tenderer will have to deposit a Performance Security Deposit of 10% of Gross Amount in the form of DD in favour of "Vidyalaya Vikas Nidhi Fund K V Viramgam" payable at Viramgam covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee shall be accordingly renewed by the tendere.

9. The tendering service Providers are required to enclose photocopies of the following documents (duly self attested) **ALONG WITH THE Technical Bid**, failing which their bids shall be summarily rejected and will not be considered any further.

(a) Attested Copy of PAN card and current IT clearance certificate.

(b) Attested Copies of EPF and ESIC registration certificates.

(c) Attested Copies of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970.

(d) Certified extracts of the Bank Account containing transactions during last three consecutive years/ Audited balance sheet and profit & loss account for last three years.

e) Experience certificate of providing manpower services to Government Department/PSU etc. of last Three years.

(f) Copy of the terms and conditions in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.

(g) **GST Registration No.**

10 .All conditional bids shall not be considered and liable to be out rightly rejected.

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevails. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initialized by the same person who is authorized to sign the tender bids.

12.The technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the schedule date and time in the presence of the authorized representative of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender.

13.The **Financial Bid** of only those tenders will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified Service Providers, if any, who wish to be considered.

14.The Principal of the Kendriya Vidyalaya Viramgam reserves the right to reject all bids without assigning any reason.

15. While Quoting the rates, **the bidders are to note that :**

WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE .

The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Principal, Kendriya Vidyalaya Viramgam shall not be liable to pay dues for availing the services of the personnel. The Performance Security Deposit and the monthly bills will not be released unit the service provider produces the proof of up to date payment of EPF & ESI contribution.

16.All documents submitted shall be consecutively numbered having signature of the authorized-signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is not signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.

17.The Kendriya Vidyalaya Viramgam reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfill the following specifications:

- 1.The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.
- 2.The Service Provider should have at least **three years'** experience in providing manpower to Government Department/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Gujarat during the preceding three years period.
3. The bidder firm should be a profit making one in the preceding two financial years.
- 4.There should be no case pending with the police against the proprietor / Firms/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regards.
- 5.The Service Provider should have valid labour Registration license under Contract Labour (Regulation & Control) Act,1970.
- 6.The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- 7.The Service Provider should have its own Bank Accounts.
8. **Each Bidder must submit only one Bid.**

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN KV VIRAMGAM

Sl.No	Designation of the Employee	Age	Qualification
1	Unskilled Worker (for cleaning & sweeping and Gardening work)	He should be above 18 years of age	He must be physically fit and mentally sound and should be fit for work even in odd hours. The person who will be deployed as Gardener should have knowledge about gardening
2	Security Guards (without Arms) for round the clock Security Service	He should be above 18 years of age	He must be physically fit and mentally sound and should be fit to work even in odd hours.

TERMS & CONDITIONS

GENERAL

- 1.The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
- 2.The effectiveness of the agreement commences w.e.f the date when the total manpower required is provided.
- 3.The Agreement shall be for a period of one year w.e.f. the date of its effectiveness unless extended further. It may be extended for another 01 year by the mutual consent of the Service Provider and the Authority.
- 4.The Agreement may be extended, on the same terms and conditions or with some addition/deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
- 5.The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of Kendriya Vidyalaya Viramgam.
6. The Service Provider will be bound by the details furnished by it to the competent authority of Kendriya Vidyalaya Viramgam while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
- 7.The competent authority of Kendriya Vidyalaya Viramgam reserves the right to accept or reject any or all bid without assigning any reasons thereof and also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to pay loss whatsoever it may caused to the bidder in the process.
- 8.The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Departments so that optimal services of the persons deployed could be availed without any disruption.
- 9.The entire financial liability in respect of manpower services deployed in the Kendriya Vidyalaya Viramgam concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid to the person deployed.
- 10.The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Kendriya Vidyalaya Viramgam shall, in no way, be responsible for settlement of such issues whatsoever.
- 11.The Kendriya Vidyalaya Viramgam shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the function/duties, or for payment towards any compensation.

12. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

13. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

14. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act, 1970 if any, at his own part and cost.

15. In the event of any engaged personnel being on leave/absent, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.

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 $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{No of days absent}$

16. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them. Also submit Police verification of all persons deployed for services, at the time of contract.

17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the Kendriya Vidyalaya Viramgam. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

18. The remuneration to the persons deployed by the agency shall be disbursed through RTGS/NEFT. TDS will be deducted as per rules from the billed amount.

19. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed at Kendriya Vidyalaya Viramgam as per the monthly remuneration quoted without and deduction.

20. 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 KV Viramgam supported with the following documents:-

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

(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.

21. The contracting Agency will provide identity card and Uniform to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.

22.The normal office hours of Kendriya Vidyalaya Viramgam are from 7.30 am to 3.30 pm six days from Monday to Saturday (except 2nd 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. Kendriya Vidyalaya Viramgam 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. The contracting agency will provide conservancy and gardening services throughout the month (as per requirement of the Vidyalaya) with one day weekly off to the persons deployed by them.

23.In case of absence on any working day, the monthly remuneration will be regulated as per day basis.

24.In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya Viramgam reserves the right to claim and recover damages from Contracting Agency.

25.The antecedents of all the workers will be got verified from the police by the Contracting Agency.

26.The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-Serviceman, who are below the age of 60 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 security guards/security supervisors are free from any communicable disease before deployment for work.

27.The contracting agency shall provide to their security with impressive summer uniform as well as winter uniform with Insignia. Uniform for the Cleaning & Sweeping staff and Gardener will be compulsory for all working days in the Vidyalaya.

28. The contracting agency must ensure in writing that how many times they will come to vidyalaya to supervise the services of contract in the vidyalaya.

Quoted Price

- a. The Bidder shall quote unit rate which shall comprise monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure-B).
 - I. The Service Tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
 - II. 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.
 - III. 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.
- b. The Earnest Money shall be returned to the unsuccessful bidders after the award of the contract.
- c. The Earnest Money shall be returned only after the Performance Security is submitted by the Contracting Agency.
- d. Bid with NIL service charges or less than 1% of total amount will be treated as unresponsive.
- e. Each Bidder must submit only one Bid. Telex or Facsimile Bids are not acceptable.

Validity of Bid:

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

LEGAL

1. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regards. The Bidder should produce the evidence in respect of having made payments to the manpower provided as when called for by the Kendriya Vidyalaya Viramgam.
2. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Kendriya Vidyalaya Viramgam is put to any loss/obligation, monetary or otherwise, the Kendriya Vidyalaya Viramgam will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
3. The Service Provider shall be held responsible for any loss/damage to the equipments and instrument of the Kendriya Vidyalaya Viramgam provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the Kendriya Vidyalaya Viramgam
4. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Kendriya Vidyalaya Viramgam will have no liability towards non-payment of remuneration of the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned of Kendriya Vidyalaya Viramgam by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
5. The decision of Kendriya Vidyalaya Viramgam in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (Rs.10000/-, refundable without interest, in the form of Demand Draft drawn in favour of .Vidyalaya Vikas Nidhi Fund K V Viramgam Account. **failing which the tender shall be rejected out rightly.**
2. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. The successful tenderer will have to deposit a Performance Security of 10% of Gross amount in the form of DD in favour of “Vidyalaya Vikas Nidhi Fund K V Viramgam Account.” covering the period of contract

within seven days from the date of signing of the agreement. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.

4. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.

5. The successful bidder will enter into an agreement with Kendriya Vidyalaya Viramgam for supply of suitable and qualified manpower and materials etc. as per requirement on the above terms and conditions.

Note: These terms and conditions are part of the contract/Agreement as indicated in the Agreement between Kendriya Vidyalaya Viramgam the Service Provider and any non-compliance shall be deemed as breach of the contract/Agreement.

NATURE OF WORK

A. FOR SECURITY OF KV, VIRAMGAM (24 HOURS)

- i) A minimum of THREE Security guards- One in each shift of 8 hrs shall be provided.
- ii) Provision of the Labour law shall be strictly adhered to regarding working hours of the security personnel.
- iii) As the service involves security, the manpower proposed shall be interviewed and valid identity proof examinee by KV, VIRAMGAM before approving deployment.
- iv) The contract agency/service provider shall provide identity cards to all his employees engaged for the security services at KV VIRAMGAM as per the format suggested by the officer in charge which shall be valid for the period of contract or till the engagement of the employee whichever is earlier.
- v) The Security shall maintain a register of visitors entering and exiting the premises as per the format provide by the Officer in charge. The register will be provided by KV VIRAMGAM.
- vi) The normal vidyalaya hours of KV VIRAMGAM is from 7:30 AM to 3:30 PM on Monday to Saturday. However, the contract agency/service provider shall provide security services on all days in a month without interruption.
- vii) The contract agency/service provider shall, at his own cost, provide to the security personnel deployed impressive summer and winter uniforms with insignia, Torch light, Whistle, Lathi and bicycle.
- viii) During the execution of the contract, if any security staff is found unsuitable on account of absenteeism, improper behaviour or ill health, such workers shall be withdrawn by the Contract agency/ Service Provider and suitable replacements shall be made within 24 hrs.

B. For House keeping

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 KV VIRAMGAM.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours especially in the areas like corridors, stairs, reception and washrooms etc. Spraying of flit treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/departments free from mosquitoes, flies 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 officer's room.

- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls etc. within the boundary of the KV VIRAMGAM.
- vi) Building wall surrounding the premises.
- vii) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors & windows including before opening of the KV VIRAMGAM i.e.7.30 AM.
- viii) Also cleaning of fans and tubelights, removal of cobwebs every week
- ix) 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.
- x) 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.
- xi) All complaints of leakage in the GI & CI pipes etc. are also to be informed to the office.
- xii) Filling of water bottles during training courses and workshops.

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

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Harpic cleaning of sanitary wares, without damaging their shines.
- iii) 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.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water coolers.
- vi) Cleaning of name plates and number plates (on each floor) and cleaning of all other name plates/Boards.
- vii) Dusting and cleaning of fans, electrical fittings, window panes with
- viii) Glass cleaning chemical/agents and cleaning of partition, paneling etc.

WORK TO BE DONE QUARTERLY IN A YEAR

1. Cleaning of water storage tank, water coolers, Desert Coolers etc. After cleaning, the date of cleaning is to be painted on water storage tank, water coolers & Desert coolers.

C. FOR GARDENER

The person who will be deployed as Gardener should have knowledge about gardening and he will work during school hours 7:30 AM to 3:30 PM. He may be assigned any other work during school time by the authority.

Evaluation of Bid :

Annexure A,B, and C have been attached with the notice and evaluation of bid will be done based on the filled proforma / information / attached documents provided by the firm.

- (i) The Tenderer will evaluate and compare the quotations Technical and Financial terms and conditions . Firms complying Technical terms and conditions will be only eligible for the evaluation of financial bids. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- (ii) **Remuneration of staff, quoted below minimum wages applicable for Watch & Ward without arm, conservancy staff and gardener for the Central Government offices issued by the Government of India, Ministry of Labour and Employment shall render the Bid disqualified for evaluation. Where both the Central and State Government has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.**

- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- (iv) The quotation/ bid will be treated as non-responsive under the following conditions and will be liable for rejection:
 - a) Not submitted in sealed and superscripted envelope.
 - b) Not received at K.V.VIRAMGAM before the due date and time.
 - c) Not duly signed.
 - d) EMD not enclosed.
 - e) Cost of tender documents not remitted.
 - f) Multiple quotations are submitted.
 - g) Required enclosures are not provided.
 - h) The tender format not filled up or partly filled up.
 - i) If sent through FAX/TELEX/Email.
 - j) Quotations with corrections, strikethroughs and overwriting not duly authenticated by signature/ seal.
 - k) If tender conditions are modified and/or new conditions are inserted (counter offers)
 - l) Brief profile of the bidder and evidence to establish that the bidder has executed contracts of similar nature and magnitude in the last three years is not furnished.
 - m) List of clientele during last 3 years alongwith costs of such assignment not furnished
 - n) PAN number and copy of last assessment order/ copy of IT return
 - o) Attested copy of proof of EPF registration not furnished.
 - p) Attested copy of proof of ESI registration not furnished.
 - q) Undertaking confirming adherence to minimum wages act at all times not furnished.
 - r) Any non-conformity to the instructions, job specifications, terms and conditions detailed above.

The evaluation will be done for conservancy on job contract basis and security guards separately. KV VIRAMGAM will award the contract to the lowest evaluated responsive bidder. However, KV VIRAMGAM reserves its right to reject the bids or partial award of contract as already brought in clauses mentioned in the "Instruction to Bidders" above.

KV Viramgam reserves the right to finalize the tender firm based on evaluation of bids.

AWARD OF CONTRACT :

- a) KV VIRAMGAM will award the contract to the bidder whose bid/quotation has been determined to be substantially responsive, in compliance with minimum wages act, with proper credentials and who has offered the lowest price.
- b) KV VIRAMGAM reserves the right to award the contract to the bidder who has fulfil the given terms and conditions of bid.
- c) KV VIRAMGAM reserves the right at the time of award of contract to increase or decrease the quantities of manpower requirement.
- d) KV VIRAMGAM prior to expiration of the bid/quotation validity period, will notify the bidder whose bid/quotation is accepted for award of the contract. The accepted terms and conditions shall be incorporated in the contract.
- e) Notwithstanding the above, KV VIRAMGAM reserves the right to accept or reject all bids/ quotations and to cancel the bidding process and reject all bids/ quotations at any time prior to the award of the contract.
- f) Successful bidder will have to submit Security deposit of 10% of Gross Amount in the form of DD in favour of "Vidyalaya Vikas Nidhi Fund K V Viramgam" payable at Viramgam covering the period of contract within seven days from the date of signing of the agreement.

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 Manpower through service contract (For Housekeeping/Security/Gardener Services on or before 12.01.2020, by 12.00 PM. The quotations shall be opened on 16/01/2020 at 11.00 AM or as per the availability of the committee members. In case of any change in date the information will be displayed on Vidyalaya Website. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

Yours faithfully,

(DR. MAMTA SINGH)
PRINCIPAL

APPLICATION- TECHNICAL BID Annexure : A

(For-Providing Manpower Services to Kendriya Vidyalaya Viramgam)

1.Name of Tendering Service Provider: _____

(Whether Govt./Semi Govt./Pvt.) _____

2.Status (Proprietor/Partner/Director): _____

3.Details of Earnest Money Deposit: DD No. _____ Date _____

of Rs. _____ drawn on Bank _____

4.Full Address of Registered Office _____

Telephone No. : _____

Fax No. : _____

E-Mail Address : _____

5.Full address of Operating/ Branch Office: _____

Telephone No. : _____

Fax No. : _____

E-Mail Address : _____

6.Name & telephone no. of Authorized: _____

Officer/person to liaise with Field Office(s) _____

7.Banker of the Service Provider: _____

(Attach certificate copy of statement of _____
A/c. for the last 3 consecutive years)

Telephone Number of Banker: _____

8.PAN/GIR No. (Attach attested copy): _____

9.GST Registration No: _____

(Attach attested copy)

10.E.P.F.Registration No: _____

(Attach attested copy)

11.E.S.I. Registration No: _____

(Attach attested copy)

12. License/Registration No.

12.1 Labour License/Registration under: _____

The Contract Labour (Regulation & Control) Act, 1970.

12.2 PSARA License/Registration No. _____

Private Security Agencies (Regulation) Act, 2005 (29 of 2005)

13. Service Tax number _____

(Attach attested copy)

14. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

(Provide attested copies)

Financial Year	Amount in Rs.	Remarks, if any
2016-17		
2017-18		
2018-19		

15. No. of visits of contractor / supervisor in vidyalaya to supervise the service of contract in a month. _____

16. Additional information if any:

(Attach separate sheet if space provided is insufficient)

17. Give details of minimum 3 such contracts/housekeeping/outsourcing (both work) in Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last three consecutive years in the following format.

(if the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of client address, telephone & Fax no.	Whether Govt./Semi Govt./Pvt.	Manpower service provider		Amount of contract (Rs.)	Duration Contract		Remarks
			Type of manpower provided	No.		From	To	

18. Certificate of work satisfactory completed in above mentioned contracts.

19. Additional information, if any (Attach separate sheet, if required)

Date: _____

Signature of the authorized person

Place _____

Name: _____

Seal:

DECLARATION FOR TECHNICAL BID

1. I, _____ Son/Daughter/Wife of Shri _____

_____ Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

2.I have carefully read and understood all the terms and conditions of the tender and undertake to a bid by them;

3.The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am/are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____

Signature of authorized person

Place: _____

Name: _____

Seal:

FINANCIAL BID**Annexure : B****KENDRIYA VIDYALAYA VIRAMGAM**

Name of the work: Contract for providing Security, Conservancy (Cleaning & Sweeping) & Gardening Services to Kendriya Vidyalaya Viramgam

1.Name of tendering Company/Firm/Agency _____

2.Day basis immediate requirement/ as per required per person per day (8 hours).

FORMAT OF BID

S.No.	Description of wages/Statutory Components	For Security Guard without arms Amount in Rs. (Figure & words)	For Cleaning & Sweeping Services Amount in Rs. (Figure & words)	Gardening Services Amount in Rs. (Figure & words)	Remarks
		A	B	C	
1.	Basic Rate of Wages per day, per head				
2.	VDA per day, per head				
3.	Total for 30 days per month, per head for Security Services & 26 days for Cleaning, Sweeping and Gardening Service				
4.	E.P.F charges if applicable (Pls. enclose the proof of rates of concerned authority)				
5.	ESI charges if applicable (Pls. enclose the proof of rates of concerned authority)				
6.	Service tax if applicable (Pls. enclose the proof of rates of concerned authority)	Exempted			
7.	Total monthly charges				
8.	Materials (Attach list of material required on monthly basis-separate sheet) Rate per month for whole school				
9.	Total monthly charges with materials	--		--	

Note:1. While quoting the rates, **the bidders are to note that:**

WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE .

2. 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.

3. Duly filled in format should be typed in the letter head of the firm.
4. In case of discrepancy between unit price and total price the unit price shall prevail.
5. **Each Bidder must submit only one Bid.**
6. I/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.

Bidders Signature:

Place:-

Full Name:

Date: -

Office Seal:.....

DECLARATION FOR FINANCIAL BID

1. I, _____ Son/Daughter/Wife of Shri _____

_____ Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

2.I have carefully read and understood all the terms and conditions of the tender and undertake to a bid by them;

3.The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am/are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____

Signature of authorized person

Place: _____

Name: _____

Seal:

LIST OF ITEMS
(CLEANLINESS MATERIAL REQUIRED FOR SAFAI, ETC.)

Annexure C

S No.	Name of Item	Quantity (provided per month Consumed)	Rate in Rs. (Per month consumed)
1	Phenyl (Liquid)		
2	Cleanse Sanitizer		
4	Odonil		
5	Liquid Soap		
6	Soap cake (Lifebuoy)		
9	Surf Powder		
10	Harpik/Toilet cleaner		
11	Duster		
12	Floor Duster (Mops)		
13	Room Freshener		
14	Naphthalene Balls		
15	Flit with Flit Pump/Chemical for anti-termite/rodent control		
16	Hariyali Jhadoo		
17	Phool Jhadoo		
18	Bandco Jhadoo		
19	Rehdi for collection of kuda		
20	Dustbin with lid		
21	Small Bucket (to keep in Toilets)		
22	Plastic Mug		
23	Cob Web's Remover		
24	Sweeping Brush		
25	Sling Brush		
26	Comode Brush		
27	Scrubbing Brushes of various sizes		
29	Plastic PVC Water pipe with Jet/Nozzel (to fill water in Water Drums & for cleaning floor)		
30	Wiper to wipe bathrooms and floor		
31	Yellow duster		
33	Liquid Hand Wash		
34	Any other items required for cleanliness/sweeping and cleaning, etc.		
	Grand Total		

Bidders Signature:

Place:-

Full Name:

Date: -

Office Seal:.....