

KENDRIYA VIDYALAYA GUNTAKAL
TENDER NOTICE

Sealed tenders are invited from the interested and qualified Contractors for supply of Security Staff & Housekeeping Personnel. The Firm should have been registered with the Government of A.P. The firm must provide the facilities of EPF, ESI for the personnel, they engage for the school. The tender forms can be downloaded from Vidyalaya website (www.kvguntakal.edu.in). The duly filled in tender forms should reach the Vidyalaya on or before **05-06-2019**.

PRINCIPAL



केन्द्रीय विद्यालय: प्रभात नगर : गुंतकल 515 801
KENDRIYA VIDYALAYA: PRABHAT NAGAR: GUNTAKAL 515 801

(A Central Govt. Institution under the Ministry of HRD)
(C.B.S.E. Affln. No. 100024)

Ph. 08552-226747 (O) 226558 (R) Fax: - 08552-226747

Email: kvguntakal@gmail.com Website:-www.kvguntakal.edu.in

फ.सं/F.No.1505 / 1-18 /के०वि०गुंतकल/2019-20/

दिनांक/Dated: 15-05-2019

TENDER DOCUMENT

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a society registered under society's 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 Kendriya Vidyalaya, Guntakal from the reputed/registered Service provider firm for providing manpower through service contract initially for a period of 01(one)year w.e.f July, 2019 which may likely to be extended, as indicated below: The firm should have a minimum **02** years of experience in the field.
3. The received Tender will be opened duly constituted committee by the VMC. The bidders/firm's representatives are also allowed to be present at the time of opening tenders. The bid envelope should be super scribed as "**TENDER FOR SECURITY, HOUSEKEEPING & GARDNER**" the tender received after stipulated date and time shall not be considered and liable to be rejected summarily. Address/Location of the building:

KENDRIYA VIDYALYA
PRABHAT NAGAR, RAILWAY COLONY
GUNTAKAL – 515801

A) Manpower Required:

S.NO	CATEGORY MANPOWER	Nos.
1	Security Guard without arms	03 Gents
2	Workers for Housekeeping	03 Ladies
3	Worker for maintenance of Gardens	01 Gent

C) Duties and responsibilities

S.NO	Category of manpower	Responsibilities
1	Security Guards	To provide round the clock security services for school building located in 16.46 acres campus and Principal's residence located within the campus.
2	Workers for cleanliness	Sweeping & Cleaning the entire area of the school building having rooms and toilets, open area and its surroundings, and such other related work in the Vidyalaya Campus as per the instruction of the Principal . Parties are advised to see the location. (Excluding Activities prohibited under the employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993.
3	Workers for maintenance of Gardens	Maintenance and upkeep of gardens, play-fields, and compound the Vidyalaya.

4. Quoted Price:-

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA Rate, EPF, ESI and Service Charges (including profit and administrative charge) in the format of quotation only (Financial Bid)
- (b) Hourly rate OTA should not exceed monthly Remuneration: i.e. remuneration for 30 days/8hrs
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provision, if amended.
- (d) The Bidder shall deposit Rs 5,000/- in the form of Demand Draft/pay order drawn on in favour of VVN A/c, Kendriya Vidyalaya, Guntakal payable at Guntakal as Bid Security also known as earnest money along with the bid. The earnest money shall be returned **without any interest** to the unsuccessful bidders after the expiry of the final bid validity and latest on or before the 30th day 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 of 5% of value of the contract 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 is not acceptable.

(g) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.

The rates quoted shall be as per the payment of Minimum wages Act as per Government rules applicable of Un-skilled, Semi-skilled, Clerical and Non-technical supervisory staff, in Andhra Pradesh State and the rates mentioned in the tender documents shall be payable to workers.

(i) 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:-

- 1) The agency should be reputed one and should confirm to the standards prescribed by the government of India.
- 2) The agency shall provide complete security arrangements round the clock for the entire premises of Kendriya Vidyalaya Guntakal.
- 3) The agency would undertake to engage employees and provide the requisite number of trained guards (men), Housekeeping personal and gardener also would be responsible for their punctuality, discipline, integrity, quality of work and payment of their emoluments.
- 4) The agency should mention clearly the rates of engaging an Ex-serviceman of Civilian.
- 5) The rates quoted should not be less than the minimum rates of wages and cost of living allowances payable under Minimum Wages Act, 1948 as amended by State Govt. of Andhra Pradesh/Govt. of India from time to time (copy of the order should be enclosed).
- 6) The agency only is responsible for taking security measures of the entire building annexes of KV Guntakal. KV Guntakal shall not be liable to pay anything for the security lapses.
- 7) The agency will be responsible for any loss of property or damage for negligence of persons employed by it.

- 8) The agency shall provide complete and continuous security services throughout 24 hours in a day and the entire month by changing personnel in shifts on rotation/replacement.
- 9) Housekeeping Work will have to be got done in the following way:-
- i. Sweeping of entire area of the building and surroundings of buildings and collection of all waste material and disposal of the same as per instructions of the Principal KV Guntakal.
 - ii. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
 - iii. Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the campus of KV Guntakal
 - iv. Regular dusting/cleaning of office furniture (table and chair) and equipment's telephones, book cases, filing cabinets Almira's and doors and windows including removal of cobwebs every day before opening of the office i.e. 8.00a.m.
- 10) The period of agreement will be for one year. Initially the agreement shall be entered on experimental basis for a period of one month. If the services are found satisfactory, the same shall be continued for the rest of the year, i.e. for the next 11 months.
- 11) The Vidyalaya on its part shall not be liable to pay any charges/dues or compensation under any of the industrial laws or other laws applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such personnel.
- 12) Any dispute arising out of / or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the **Chairman, VMC, KV Guntakal** and shall be at Guntakal and proceedings shall be governed by Indian Arbitration Act 1940.
- 13) Notwithstanding to anything contained in the terms and conditions mentioned here, if the agency fails to provide the requisite personnel to the satisfaction of this office, this office shall exercise the right to terminate the contract forthwith without assigning any reason whatsoever.**

- 14) The Contracting agency shall deposit 5% value of contract of this office towards PERFORMANCE SECURITY which shall be refunded to the agency only at the time of termination of the contract.
- 15) The charges for providing services of a civilian security guard and ex-serviceman security guard, rate per 8 hours and duty hours may be mentioned separately.
- 16) Any other added advantage /benefit which may be catered by the agency may be mentioned clearly in the bid format.
- 17) Quotations sent by registered agencies only will be accepted.
- 18) The quotations to be sent should invariably confirm to the terms and conditions mentioned above.
- 19) The quotations should be legible, neat and clear. There should not be any corrections or over – writings in the quotations. If any corrections or overwritings are found in quotations, it deemed to fit for disqualification.
- 20) The quotations should be sealed in an envelope and should be sent only by REGISTERED POST.
- 21) This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole.
- 22) Terms and conditions of payment.
 - a) The remuneration shall be disbursed through **Cheque at KV Guntakal** premises in the presence of representative of **KV Guntakal** or its constituent.
 - b) The contracting agency will ensure payment by the 5th of every succeeding month of their employees provided to the KV Guntakal as per the monthly remuneration and OTA charges quoted without any deduction.

- c) The Contracting agency will submit the invoice along with the proof of disbursement in triplicate after making the payment to the employees provided to the KV Guntakal supported with the 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 PPF, ESI 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 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 Kendriya Vidyalaya Guntakal is from 8.00 am to 4.00 pm six days from Monday to Saturday. However, Kendriya Vidyalaya Guntakal reserves the right to request the services on Holiday/beyond office hours. The contracting agency will be compensated by the indenting agency as per the rate quoted for OTA for working on Holiday/beyond office hours. However overtime hours in a month will not exceed 54 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 – A1

Where A1 = Average Day Remuneration X No. of days of absence

- h) The Candidates/Manpower provided by the contacting agency shall be accepted only after scrutiny by Kendriya Vidyalaya Guntakal. Therefore, minimum three-found 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 KV Guntakal. 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 KV Guntakal shall be made within 24 hours.

- i) The Contracting agency will be required to sign a contract with KV Guntakal as per the model contract. 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 attributable to the personnel deployed, KV Guntakal 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.

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 last bidder has successfully executed contracts of similar nature and magnitude in the last 2 (TWO) years.
- b) List of clientele during last 2 years along with cost of assignment.
- c) PAN no. and Current IT clearance certificate.
- d) Attested copy of proof of EPF registration. (Proofs required)
- e) Attested copy of proof of ESI registration. (Profs required)
- f) Attested copy of proof of Service Tax registration.
- g) 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 Vidyalaya will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest Price and as per minimum wage Act.
- b) The Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 1 above.

- c) The Vidyalaya prior to the expiration of the bid validity period will notify the bidder whose bid accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

- d) Notwithstanding the above, the Vidyalaya 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 contract.

9. Last date and time of receipt of Bids

The Bidders are requested to send the sealed bids by Registered Post super scribed on the envelopes as “Quotation for security, House-keeping and Gardening Services” Address to **THE PRINCIPAL, KENDRIYA VIDYALYA, PRABHAT NAGAR, RAILWAY COLONY, GUNTAKAL – 515801. The Bid by post should reach on or before 05-06-2019 delay in post is not the responsibility of the Vidyalaya and receiving after due date will be summarily rejected.** The indenter looks award to receiving the bid in the format of bid attached only, duly signed with office seal and copies of required documents and appreciates the interest of the service provider in the KVS.

The Sealed Bids received will be open with Chairman VMC directions.

VMC KV Guntakal reserves all the rights for placing the order any reliable contractor at the L 1 rates quoted by any other bidder. If deemed fit, in the interest of the Vidyalaya.

Note: Incomplete tender forms shall not be considered.

I /we _____ have understood the terms & conditions of the tender and abide by the terms & conditions mentioned in the tender document.

Date:

Signature & Seal of the Bidder