



केन्द्रीय विद्यालय, अण्णानगर, चेन्नै - 600 040

KENDRIYA VIDYALAYA, ANNA NAGAR

GPRA CAMPUS, THIRUMANGALAM, CHENNAI 600 040

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F. 89-1/KV-AN/2020-21/

Date: 29.03.2021

M/S.....
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TENDER DOCUMENT

Sub : Inviting Bid for engaging Service Provider Firm for providing Manpower 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 amount others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya, Anna Nagar, Chennai, from the reputed/registered consultant / service provide Firm for providing Manpower through service contract initially for a period of (01) one year w.e.f. 01.6.2019 which may likely to be extended for 11 more months.

An out line of tasks to be carried out by different category of manpower provided as under:

Sl. No.	Category of Manpower	No. of labour	Responsibilities.
01	House Keeping	07	Cleaning & Maintenance of Vidyalaya Building, Staff quarters, Campus and toilets, etc.
02	Security Services	03	24 hrs Security services to Vidyalaya Building & Campus.
03	Gardening	01	Maintenance of Gardening in and around the Vidyalaya Building.

3. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Services Charges. (including profit and administrative charges) in the format of quotation only attached (Annexure-A).

(b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately (No GST applicable for Educational Institutions)

(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.

(e) Correction if any shall be made by crossing out, initialing, dating and rewriting.

(f) The Bidder shall deposit 10000/- in the form DD / Pay order drawn in favour of " VVN A/c, Kendriya Vidyalaya, Anna Nagar' payable at Anna Nagar as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract without interest.

(g) The selected firm has to furnish performance security in the form of DD for 10% of the contract amount (one year) 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 by Demand Draft only. The earnest money shall be returned only after the Performance Security is submitted by the Contracting Agency.

(h) 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 to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff through RTGS/NEFT, after obtaining authorization from engaged staff.

(b) The Contracting Agency will ensure payment by 5th of every succeeding month to their employees provided to 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 provided to the Vidyalaya, supported with the following documents.

- i) Details of disbursement made to the staff furnishing RTGS/NEFT details for each payment.
- ii) Copy of Electronic challan Receipt (ECR) as a e-challan as proof of payment of statutory obligations such as EPF, ESI, GST 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.

- (d) The Contracting Agency will provide Identity card with mention of EPF/ UAN and ESI Numbers 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) It is mandatory for the Contracting agency to submit the attested copy of license obtained from the State Police Department for running the business of the private security agencies operating in Tamilnadu, failing which the bid will be treated as disqualified / non-responsive.
- (g) The normal office hours of KV is from 08.00 to 5.00 pm five/ six days from Monday to Saturday. However, the contracting agency will provide the security services round the clock all the days in a month.
- (h) 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 = Monthly remuneration x Nos. of day of absence / Nos. of days in the month.

- (i). The Candidates / Manpower provided by the Contracting Agency shall be accepted only after the scrutiny of KV. Therefore minimum three- four bio-date shall made available against each slot in each category. The candidate may be invited for personal discussion and no conveyance or any other charges will be paid by the Vidyalyaya. 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 sign a contract with the Vidyalyaya 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/ shortage caused by /attributable to the personnel deployed, the KV reserves the right to claim and recover damages from the Contracting Agency.
- (l) The Antecedents of all the workers will be got verified from the police by the Contracting agency and submitted to K.V. Anna Nagar, before deployment of work.
- (m) The contracting agency will deploy the trained/ professional security guards, preferably ex-servicemen, who are below the age of 50 years as well as physically and medically fit.
- (n) The KV shall provide a small guard room/space for the Security guards deployed by the agency. No name plate of agency shall be allowed on the room and no body will be allowed to stay in the office except the staff on Contracting Agency on duty.

- (o) The Contracting agency shall provide to their security personnel with impressive summer uniform as well as uniform with insignia.
- (p) The Contracting agency will get allotted with activated UAN (Universal Account Number) for all staff duly linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

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 and conditions in the following manners:

- i) **The bid will be treated as non-responsive if following documents are not attached.**
- a) Attested copy of License under Private Security Agency Regulation Act. Obtained from Home Department.
 - b) 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 years.
 - c) Audited Balance sheet & Profit and Loss Account(for previous years)
 - d) List of clienteles during last 3 years along with cost of assignment.
 - e) PAN No. and current IT clearance Certificate.
 - f) Attested copy of proof of EPF registration.
 - g) Attested copy of proof of ESI registration.
 - h) Attested copy of proof of GST Registration.
 - i) The Bidder shall deposit Rs. 10000/- in the form of DD/ Pay order drawn in favour of the VVN A/c., K.V. Anna Nagar, payable at Anna Nagar / Chennai as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - j) Undertaking by the Agency.
 - k) A Self declaration stating that, their agency is not block listed by any Govt. bodies.
- ii) **Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, Clerical and non-technical supervisory staff in Tamil Nadu shall render the Bid disqualification for evaluation. The State or Central Minimum wages, whichever more will be considered. Also the rates for Service charge / profit are quoted as NIL or in Fraction in paise, the bid will be treated as unresponsive. The fraction of paise in any form to be rounded off. Further, the service charge quoted as very low will not be compensated at stage and will not be allowed to take from the minimum wages of the staff engaged. Remittance proof (NEFT/RTGS) of salary, EPF remittance (staff-wise) & ESI receipt to be submitted along with bill, failing which payment will be stopped till the submission of the documents. No cash payment to be made to staff members. The materials cost to be as per prevailing Market rate.**
- 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) In case of same amount quoted, by more than one firm, it will be decided by the VMC, on the basis of merit.

8. Award of Contract:

- a) The Indenter will award the contract to the bidder whose Bid has been determined to the 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.
- c) The indenter prior to the expiration of the Bid validity 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 superscribed on the envelope as "Bids for providing House keeping/ Gardening / Security Services on service charge basis" due on **15.04.2021 latest by 2.00 pm** by Regd./Speed post only. **Tenders "by Hand" will not be accepted.**

The indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provided in the KVS.

S.  29/3/21
PRINCIPAL

प्राचार्य / PRINCIPAL

केन्द्रीय विद्यालय अण्णानगर

KENDRIYA VIDYALAYA ANNA NAGAR

चेन्नै / CHENNAI-600040

FORMAT OF BID

S. No.	Category of Man Power	Number	Unit Monthly remuneration	EPF Rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)
1	2	3	4	5	6	7	8
01	Security	3					
02	House Keeping	7					
03	Gardening	1					
	Service charge (for all services)						
	Total						
04	Material Cost						
	Grand Total						

Note: 1. No Service Tax applicable for Education institutions.

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. 2% TDS will be deducted on Bill amount.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. 10000/- (Rupees Ten thousand only) is furnished herewith vide DD No.....

DT:.....

SIGN AND SEAL OF BIDDER

**MATERIAL REQUIRED FOR HOUSE KEEPING OF
KENDRIYA VIDYALAYA, ANNA NAGAR, CHENNAI.**

Sl. No.	Material	Quantity/Unit	Rate	Rs.
01	Phenoyl	150 Ltrs		
02	Soap oil	10 Ltrs		
03	Acid	10 Ltrs.		
04	Bleaching Powder	10 kg		
05	Soft Broom	07 Nos		
06	Coconut Broom	07 Nos		
07	Napthaline Ball	1 kg		
08	Room Refreshner	02 Nos.		
09	Handwash Liquid	03 Nos.		
10	Scrubber	04 Nos.		
11	Towel	06 Nos.		
12	Duster	03 No.		
Total (Rs.)				

*Item wise rate to be quoted.

Date:

Name:

Signature of the Proprietor

(LETTER HEAD OF AGENCY)

UNDER TAKING

I / We the authorized person(s) of the M/s.....
(Name of the Agency) is hereby undertake the following, on behalf of the Agency.

- a. All labourers will be engaged are free from any disease and followed COVID'19 guidelines strictly.
- b. The Agency will engage labourers as per the requirement of the Vidyalaya, in case of contract awarded to us.
- c. The labourers so engaged in your Vidyalaya will be paid as per the rate of Minimum wages quoted in the tender form.
- d. The EPF/ ESI contribution will be made as per the rate quoted by the Agency to the statutory bodies. Less payment if any will be recovered in next month bill.
- e. The monthly remuneration to the employees will be made through RTGS/NEFT only and no cash payment will be made.
- f. The proof of all the remittance along with the attendance sheet will be enclosed for payment of bill. If fails, it is accepted that, the next payment will be stopped till providing the required documents and no case labour payment will be stopped by the agency and it will be made by 5th of every month.
- g. The EMD/ Bid Security will be remitted as per the tender form.
- h. In case any loss / theft due to negligence of the staff of the agency will be compensated the item lost or stolen either of same brand or replace with of its kind.
- i. All the staff member's police verification / Bio data / Adhar card copy will be submitted to the Vidyalaya with in 10 days of award of contact.

Date:

SIGNATURE:

NAME OF THE AUTHORITY

DESIGNATION
(WITH OFFICE SEAL)