



## KENDRIYA VIDYALAYA TARAKESWAR

(Under Min. of HRD, Govt. of India)

MUNICIPALITY GUEST HOUSE, TARAKESWAR, HOOGLY,

W. BENGAL 712410 Estd : 2010

Web: [www.kvtarakeswar.org](http://www.kvtarakeswar.org) Mail: [principalkvtarakeswar@yahoo.co.in](mailto:principalkvtarakeswar@yahoo.co.in)

Phone : (03212) 276706 Fax : 276706

School No. 56101. CBSE AFFN No. 2400055

### KENDRIYA VIDYALAYA TARAKESWAR Municipality Guest House

Dist. Hooghly- 712410 Ph: 03212- 276706 website: [www.kvtarakeswar.org.in](http://www.kvtarakeswar.org.in)

#### Tender Notice

Sealed Tenders are invited from reputed agencies for awarding contract for out-sourcing- Security Services, Housekeeping & Gardening Services in KV Tarakeswar. The tender form/document can be downloaded from the school website. Last date of submission of tender: 26.01.2019. Tentative date of opening the tender: 31/01/2019 at 1:15 PM

**PRINCIPAL**

## 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 society's 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 Kendriya Vidyalaya Tarakeswar from the reputed/registered consultant /Service provider firm for providing manpower through service contract initially for a period of 01(one) year ,which may likely to be Extended ,as indicated below:

### **A. Address/ Location of the building:-**

KENDRIYA VIDYALAYA TARAKESWAR  
MUNICIPALTY GUEST HOUSE, TARAKESWAR,  
HOOGHLY, WEST BENGAL-712410.

### **B. Manpower required:-**

S.No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Security Guard	03	Class X
2.	Workers for cleanliness1Gents + 1 Ladies	02	Middle Standard
3.	Workers for maintenance of Gardens	0	Middle Standard

### **A Brief outline of tasks to be carried out by different category of manpower provided is as under:-**

S.No.	Category of manpower	Responsibilities
1.	Security Guard	To provide round the clock security services.
2.	Workers for cleanliness1Gents + 1 Ladies	Sweeping/Cleaning the entire area of the school building and its surroundings, toilets and such other related work as per the instruction of the Principal.
3.	Workers for maintenance of Gardens	Maintenance and upkeep of gardens, play-fields, and compound of the Vidyalaya.

### 3. Quoted Price:-

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charge) in the format of quotation only attached (Annexure -A).
- (b) The Service tax and any other such tax liable to be paid by the client shall be quoted by the Bidder Separately.
- (c) Hourly rate OTA should not exceed monthly Remuneration  
30 X 8
- (d) 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 **Rs 50,000/-** in the form of bank guarantee valid for 135 days after the date of submission of bids or DD /pay order drawn in favour of **Kendriya Vidyalaya Tarakeswar**, payable at **Tarakeswar** as earnest money along with the bid . The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of bank Guarantee/DD for an amount of **Rs 80,000/-**-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.
- (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 shall be disbursed through cheque at KV Tarakeswar premises in the presence of representative of KV Tarakeswar or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV Tarakeswar as per the monthly remuneration and OTA charges quoted without any deduction.

(c) The Contracting Agency will submit the invoice alongwith the proof of disbursement in triplicate after making the payment to the employees provided to the KV Tarakeswar 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 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.
- (d) The Contracting Agency will provide identity Card to all his 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** Tarakeswar are from 7.50 am to 3.00 pm six days from Monday to Saturday. However, Kendriya Vidyalaya Tarakeswar reserves the right to request the services on holidays/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 =  $\frac{\text{Monthly Remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by K V Tarakeswar. 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 KV Tarakeswar. 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 Tarakeswar shall be made within 24 hours .
- (i) The Contracting Agency will be required to sign a contract with KV Tarakeswar 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 /attributable to the personnel deployed, KV Tarakeswar 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 last bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
  - (b) Audited Balance sheet & Profit and Loss Account.
  - (c) List of clientele during last 3 years along with cost of assignment.
  - (d) PAN No. and Current IT clearance certificate.
  - (e) Attested Copy of proof of EPF registration.
  - (f) Attested Copy of proof of ESI registration.

- (g) Attested Copy of proof of Service Tax registration.
- (h) The bidder shall deposit **Rs 50,000/-** in the form of the Bank Guarantee valid for 135 Days after the date of submission of bids or DD /Pay order drawn in favour of Kendriya Vidyalaya Tarakeswar, payable at Tarakeswar as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (i) Remuneration of staff, quoted below minimum wages of the Central / State Government whichever is higher applicable for Clerical and non-technical supervisory staff, shall render the Bid disqualified for evaluation.
- (i) 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 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 or decrease the requirement of manpower indicated in para 1 above.
- (c) The indenter 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 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 contract.

**9. Last date and time of receipt of Bids**

You are requested to submit the sealed bids superscribed on the envelopes as “Bids for providing Security Services and manpower for House-keeping and Gardening Services on service charge basis” by 26/01/2019.

The indenter looks forward to receive the bid in the format of bid attached only and appreciates the interest of the service provider in the KVS.

Yours Faithfully,

Signature.....

Name.....

Designation: .....

For and on behalf of Kendriya Vidyalaya Sangathan