

TENDER DOCUMENT
FOR
MANPOWER SERVICE PROVIDER

OFFICE OF THE PRINCIPAL

KENDRIYA VIDYALAYA NO.1 AIR FORCE STATION
Air Force Colony, Nanda Nagar, Gorakhpur, Uttar Pradesh 273002
TEL- 0551- 2980444;2980333
WEBSITE: <https://no1gorakhpur.kvs.ac.in>

Price: ₹ 500/-

(Those who download the tender document from website should enclosed demand draft for ₹ 500/-
Towards cost of tender in favour of Vidyalaya Vikas Nidhi KV NO.1 AFS GORAKHPUR)



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KENDRIYA VIDYALAYA, NO1 AFS GORAKHPUR.

TENDER DOCUMENT

Sub: Inviting Bid for engaging service Provider Firm for providing Man power for Housekeeping, Security, Gardening through Service Contract.

The KENDRIYA VIDYALAYA, NO1 AFS GORAKHPUR, is an Autonomous Organization under Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Principal Kendriya Vidyalaya No1 AFS Gorakhpur from the reputed service provider Firm for providing manpower for Housekeeping, Security, Gardening through service contract initially for a period of One year w.e.f. 01.07.2020 to 30.06.2021 w.e.f the date of effectiveness of the agreement, unless extended by another one year on mutual agreement.

3. **(A) Area of the Building:** School premise is spread in area having approximately 9 acres. Parties are advised to see the location before submitting the tender.

(B) Man power required

The following Man power (for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be available as per the time schedule.

Sr. No	Category of Man power	Minimum Qualification	Number of Man power required	Duration of work
1	Housekeeping	Vth standard	06	7.00.am to 3.00pm
4	Gardner	Semi-skilled	02	7.30am to 3.30 pm
5	Security services (Un-armed)	Vth standard	03	Round the clock service on Shift basis (8 hrs X 3)

Materials for Housekeeping services will be provided by Vidyalaya.



The required Man power may vary depending upon the need in any/all the services

C.(a) Sweeping & Cleaning 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 materials and disposal of the same as per instruction of the Vidyalaya authorities.

(ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. Once in the morning after lunch break before opening of school and thereafter after Lunch Break and after closing the school

(iii) Cleaning washing of toilets and urinals using deodorants, detergent and disinfectants twice in the morning, afternoon and once in the evening and also whenever required.

(iv) Sweeping and cleaning of open areas, roads passage, lawns, auditorium and area within the boundary of the Vidyalaya surroundings to the building.

(v) Regular dusting /cleaning of the class room furniture/ Office furniture doors and windows including removal of cobwebs every day.

(vi) Provision 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 C.(b) Gardening work will have to be got done in the following way.

(i) Maintenance and upkeep of gardens, playfields and compound of the Vidyalaya etc. C

(c) Security of Vidyalaya's entire campus will have to be made round the clock (24 hours)

4. 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 charges) in the format of quotation only. attached. (Annexure 'A') without changing/modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted. The firm has to quote the service charges in column No. 7 of Annexure 'A'

(b) The service Tax and any other tax liable to be paid by the client shall be quoted by the bidder separately. However, KVS being an Education Institution has been exempted from payment of GSTN.

(c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except to 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. As such the bidder while submitting the bid should specifically quote the rate etc. in this regard.



- (d) The bidder shall deposit Rs. 150000/- (Rs. one lac fifty thousand only) in the form of DD drawn in favor of VIDYALAYA VIKAS NIDHI KV NO1 AFS Gorakhpur payable at Gorakhpur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of /DD in favour of VIDYALAYA VIKAS NIDHI KV NO1 AFS Gorakhpur payable at Gorakhpur for an amount of 10% OF THE CONTRACT VALUE 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. Performance security will be returned within 02 months of expiry of contract period.
- (f) Telex or facsimile bids is not acceptable.
- (h) No payment of supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (i) Remuneration of staff quoted below minimum wages fixed by central and state government rates whichever is higher applicable in Gorakhpur shall render the bid disqualified for evaluation.
- (j) If a firm quotes NIL/ZERO service charges the bid shall be treated unresponsive and will not be considered. Service Charge less than 2% will be considered unresponsive.

5. Each Bidder must submit only one Bid.

6. Validity of Bid:

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

7. Terms and Conditions

- a) The remuneration of the staff employed shall be disbursed through RTGS/NEFT in the account of the concerned persons employed by service provider.
- b) The contracting Agency will ensure payment by the 7th of every succeeding month to their employees deployed to KV AFS GORAKHPUR as per the monthly remuneration quoted.



c) The contracting Agency will submit the invoice/bill along with proof of disbursement after making payment to the employees deployed to KV AFS GORAKHPUR supported with the following documents.

- (i) Details of disbursement made to the staff furnishing cheque details for each payment along with list of NEFT made by service provider.
- (ii) Proof of payment of statutory obligations such as EPF, ESI, Service tax, and any other applicable tax as per the latest Govt. of India rules

Payment to the contracting agency will be released within a week from the date of the receipt of the invoice/bill.

d) The contracting Agency will provide Identity Card to all his employees deputed for the period of contract.

e) Contracting agency must submit police verification of staff employed by him to Air Force Security so that entry pass may be issued by Air Force security Office.

(f) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter /Client.

g) The Vidyalaya also reserves the right to request for the services of additional /extra manpower. The Agency will be compensated for the extra Man power provided as per the rate quoted.

(h) The normal office hours of KV AFS GORAKHPUR is from 07:30 AM to 5.00 PM (Sundays and National Holidays are weekend holidays) however the contracting agency will provide the security services round the clock for all the days in a month.

(i) 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

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

j) The replacement of a staff on account of absence /unsuitability for KVS shall be made within 24 hours and should be intimated to the Vidyalaya Authorities.

k) The contracting agency will be required to sign a contract with the Vidyalaya as per the model contract enclose for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the contract.



- l) In case of any loss, theft/ sabotage caused by/attribution to the personnel/deployed, KV AFS GORAKHPUR reserves the right to claim and recover damages from Contracting Agency as per the Model Agreement.
- m) The antecedents of all the workers will be got verified from the police by the contracting agency before deployment for work and the verification certificate should be submitted.
- n) The agency will also ensure that the workers /staff deployed are free from any other infectious disease before deployment for work. The workers employed by agency are not expected to be in an intoxicated state while on duty.
- o) The contractor has to ensure that the various jobs assigned to him under this contract self-carried out under his proper direction, control and supervision.
- p) The contractor will prepare a daily attendance and progress report specifically mentioned the quantum of work performance in respect of the jobs done.
- q) The contractor must visit the site so as to have a thorough idea of the work to be done before submitting the quotation.
- r) Sub-contracts are not allowed.
- s) The contractor is required to quote the rate in the enclosed prescribed format only. Otherwise tender is liable to be rejected.
- t) Income-tax will be deducted from the contractors' bill at the rate specified the Income-tax rules applicable from time to time.
- u) The contractor will be required to obtain separate Provident Fund Code No. for his employee and submit the same wherever applicable. The contractor will deposit the employer's and employee's contribution regularly and shall submit a copy of PF challans of payments to the office of the undersigned. No extra payment will be made to the contractor for EPF.
- v) The contractor shall make it clear to all the persons employed by him that he (the contractor) is their employer. It will be his responsibility to ensure that none of the personnel engaged by him shall have any right/claim whatsoever for direct recruitment of permanent employees in the Vidyalaya. The contractor is also advised to keep an employee for weekly reliving (in respect of security guards services). In case the need for



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payment of OTA arises Vidyalaya shall not be liable to pay the OTA. If extra man power required by Vidyalaya for special purposes, the payment for the same may be made by Vidyalaya. The contractor may consider such things while filling financial bids.

8. Evaluation of Bid.

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

Eligibility of Bidders.

- (i) The bid will be treated as non-responsive if any of the conditions as per Technical Bids are not satisfied.
- (ii) The bid will be treated as non-responsive if following documents are not attached: -
 - (a) It is mandatory for the contracting Agency to submit the attested copy of License obtained from the competent authority for running the business of private security agencies operating in Gorakhpur District. (PSARA)
 - (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 (three) years in Govt Dept/PSU. (Attach self-attested copy for proof).
 - (c) Black listed firms will not qualify for bid.
 - (d) Firm will submit affidavit from notary that firm is not blacklisted/debarred by any Govt. Organization.
 - (e) If the matter is subjudice then firm cannot apply till final decision from court.
 - (f) Audited Balance Sheet & Profit and Loss Account must be submitted.
 - (g) List of clientele during last 3 years along with cost of assignment.
 - (h) Income tax return for last three years.
 - (i) GSTN
 - (j) Attested copy of proof of EPF registration.
 - (k) Attested copy of proof of ESI registration.
 - (l) Attested copy of proof of GST Registration.
 - (m) PAN and ADHAR card copy.
- (iii) Remuneration of staff quoted below minimum wages applicable for Housekeeping/Security/Gardner, in the Union Govt. shall render the Bid disqualified for evaluation.



- (iv) If a firm quote "NIL service charges / consideration" the bid shall be treated unresponsive & will not be considered.
- (v) The evaluation will be done for all the services separately by a committee constituted at Vidyalaya level comprising employees of KV AFS GORAKHPUR. The Vidyalaya will award the contract to the lowest evaluated responsive bidder. For evaluation, the Minimum Wages Act rates of Central Govt. will be considered as base as per KVS Rules.
- (vi) Technical and financial bid should be submitted in sealed envelope separately.

9.Award of contract.

(a) The committee will evaluate the bid on basis of the following criteria:

Sl. No.	Areas of Evaluation	Maximum Marks	Marks Awarded
1.	Financial Turnover supported by Bank Statement/Balance Sheet during last 3 years (i) Below 50 lakhs – 0 Marks (ii) 50 lakhs to 1 crore- 3 Marks each year (iii) 1 crore & above-5 Marks each year	15	
2.	ITR last three years (attach proof)- 08 Marks each year	24	
3.	Number of Clients served (attach proof) per year for last 3 years in :- (i) Govt./PSU/KVs-2 marks per year per client (ii) Private-1Marks per year per Client	26	
4.	Fulfillment of statutory provision as per Govt. Norms (viz EPF, ESI etc.)	25	
5	Licensed(PSARA) issued by competent authority Govt. of UP under regulation act 2005- Private Security Agencies & Under State Gov. 2009 Model guidelines 2009 (Copy of License / PSARA Registration must be attached).	10	
	TOTAL	100	

(b) the firm getting a minimum of 50 or more marks will be eligible for competing in next round that is Financial Bid. Fulfillment of statutory provision as per Govt. norms is



mandatory failing which tender will be rejected in spite of firm getting more 50 marks in above evaluation tool

- (c) 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 in Financial Bid. If two or more firms are equal in Financial Bid, the firm who get more marks in the evaluation tool will be awarded the contract.
- (d) The Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower as and when required.
- (e) 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 the contract without assigning any reasons.

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

Sealed Bids may be submitted super scribing on the envelope as Bids for providing outsourcing man power services in KV, AFS Gorakhpur. The duly completed Bid along with enclosures can be submitted between **09/06/2020 to 24/06/2020** till 3.00 PM only in tender box kept in Vidyalaya . Bid received through mode other than this will be rejected by vidyalaya. The tenders will be opened at 2.00 PM on 25/06/2020 in the office of the undersigned in the presence of Chairman Vidyalaya Management Committee or his representative.

11. The cost of tender form Rs.500/- (five hundred Only) non-refundable in the form of Demand Draft.

Draft only in favor of **VIDYALAYA VIKAS NIDHI KV NO1 AFS Gorakhpur** payable at Gorakhpur must be submitted with tender documents else tender will be rejected.

12. Filling of Annexure II & Annexure A is Mandatory/ Compulsory for the service providers. The tenders are at liberty to be present or authorize a representative to be present at the time of opening of the tenders.

13. Kendriya Vidyalaya No.1 AFS Gorakhpur reserves right to Cancel tender without assigning any reason.

Note: Incomplete tender forms shall not be considered.

PRINCIPAL



ANNEXURE- I

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The Service Provider should fulfil the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm Limited Company, corporate body legally constituted.
2. **There should be no case pending with the police against the proprietor/ Firm/ 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 regard.**
3. The service provider should be duly registered with the Service Tax Authorities and having valid Registration license with appropriate Govt. body.
4. The service provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
5. The service provider should have its own Bank Account.
6. The Registered Office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office.
7. Tenders of service provider firms will not be considered if any one of the conditions, as per Technical Bids, is not satisfied.

PRINCIPAL



ANNEXURE II**Sealed in a separate Envelop****TECHNICAL BID -APPLICATION FORM (For providing services to
KV AFS Gorakhpur)**

S.No.	Particulars	
1	Name of the Organization Address, email: Telephone No.	
2	Name of the contact person: Telephone: Email ID :	
3	Type of the Organization (Public Sector/ Limited/Private limited/Partnership, Proprietary/Society/Any other):	
4	Labour License Registration details: (enclose certificate)	
5	PAN No (enclose certificate):	
6	EPF Registration No. (Attach Copy)	
7	ESI Registration No. (Attach Copy)	
8	License(PSARA No.) (Attach Copy)	
9	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract)	



10	Total No. of Employees: Technical Staff Non-Technical Staff	
11	Details of EMD Enclosed	
12	Banker of the service provider, Bank Account No.	
13	Any other information the applicant wants to furnish	

Declaration

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place

Date

Signature with Name & Seal



ANNEXURE A (Central Govt. Rate)

Sealed in a separate Envelop

**FINANCIAL BID FOR HOUSE KEEPING/SCURITY SERVICES
(For providing services to KV AFS Gorakhpur)**

Sr. No	Category of Man power service	No. of days (in a month)	Unit Monthly wages (26 Days)	EPF Rate as per Rule	ESI Rate as per Rule	Service/ A dmn. Charges (% of Col. 4)	Total Monthly Unit Rate	Remarks
1	2	3	4	5	6	7		8
1	Housekeeping	26				_____% =Rs_____		
2	Gardner	26				_____% =Rs_____		
3	Security services	30				_____% =Rs_____		

NOTE- Latest copies of minimum wages order of State and Central Government may also be attached

1. Earnest Money of Rs.150000/- (one Lac fifty thousand Only) enclosed vide DD/ No..... dated.....
2. Tender cost of RS. 500/- enclosed vide DD No. Dated:
3. Note:
 1. In case EMD money & Tender cost not deposited & rates quoted below the statutory provisions (MWA, EPF/ESI Rates), Tender will be rejected.

Signature of the Bidder:
With name and Seal of the Firm

Date: /06/2020

Place:



Note: - It should be on the letter head of the firm/tenderer duly signed and stamped authorized signatory

(To be furnished on non judicial stamp paper duly attested by the Notary).

AFFIDAVIT

I/We/M/s _____ is/are
registered as Manufacturer/Distributor/Supplier of _____ as per
GST Registration Certificate No. issued by _____ having
registered office at _____ and manufacturing/
Supply base at _____ do hereby declare and
solemnly affirm that I/We have not been Black-Listed, nor mine/our Tenders or Supply Orders
have ever been cancelled by any State/UT/Central Government or any partner or shareholder
either directly or indirectly connected with or has any subsisting interest in the business of
my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever
been levied due to delay of non-completion of supply order by any State/UT/Central
Government or by any authority.

DEPONENT

Place: _____

Dated: _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT

