



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

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केन्द्रीय विद्यालय

बी. ई. एम. एल. नगर, के.जी.एफ. ५६३११५

KENDRIYAVIDYALAYA

B.E.M.L Nagar K.G.F- 563115.

Kolar (Dist), Bangarpet (Tq). Karnataka

(An Autonomous Body Under MHRD, Government of India)

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TO

31-08-2017

TENDER DOCUMENT

Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (GARDENING SERVICES).

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 among others.

2. Sealed competitive Bids are invited by the KVS (**Kendriya Vidyalaya, BEML Nagar, KGF**) from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of **01 (one) year w.e.f 01-10-2017**, which may likely to be extended, as indicated below:

| S.No. | Category of Manpower | Nos. | Minimum qualifications or/and experience |
|-------|----------------------|------|---|
| 1. | Gardening service | 01 | Class viii standard. One gardener and should be available in the vidyalaya campus with eight hours duty as per central labour rules. |

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

| S.No. | Category of Manpower | Responsibilities |
|-------|----------------------|---|
| 1. | Gardening service | One gardener should be available in the vidyalaya campu for Maintaince & beautification of Vidyalaya Garden |

3. Quoted Price :

- (a) The Bidder shall quoted unit rates which shall comprise of monthly remuneration OTA rate, EPF,ESI and other statutory costs and service charges(including profit and administrative charges) as per Central Govt Minimum Wages Act in the format of quotation only attached(Annexure-A)

(b) If a firm quotes service charges which is less than 2% will not be considered as valid quotation/tender. The Minimum wages shall be considered on the existing prevailing wages as per Minimum Wages Act notification issued by the concerned issuing authority time to time including statutory obligations like EPF, ESI etc.

(c) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

(d) Hourly rate of OTA should not exceed monthly remuneration/30x8

(e) 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.

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

(g) The Bidder shall deposit **Rs.5,000/-** 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 **VIDYALAYA VIKAS NIDHI ACCOUNT, KV-BEML Nagar** payable at **BEML Nagar** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(h) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **Rs. 10,000/-** 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.

(i) 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/RTGS at **KV BEML Nagar** premises in the presence of representative of the **KV BEML Nagar** or its constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **KV BEML Nagar** as per the monthly remuneration and OTA charges quoted without any deduction.

(c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the **KV BEML Nagar** 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.

- (d) The Contracting Agency will provide Identity Card 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 Indentor/Client.
- f) The normal office hours of KVS is from 7.30 am to 4pm five/six days from Monday to Friday/Saturday. However, KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/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:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{where } A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 BEML Nagar** 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 KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the **KV BEML NAGAR** 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/attribution to the personnel deployed, the KVS reserve 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 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.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the **GARDENING SERVICE** (name the state/UT) shall render the Bid disqualified for evaluation.
 - (iii) 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 Indentor 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 Indentor 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 indentor prior to the expiration of the Bid validity period 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 Indentor 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 quote the Sealed Bids superscribed on the envelope as "Bids for providing **GARDENING SERVICE** BY SPEED POST/REGISTER POST ONLY on service charge basis" due on **13-09-2017** latest by **2.00** pm and tender will open on **14.09.2017 at 11.00 A.m.**

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

Yours faithfully,

PRINCIPAL

For and on behalf of the Kendriya Vidyalaya Sangathan