

Kendriya Vidyalaya Raebareli, **Civil Lines Gora Bazar, Raebareli**

TENDER DOCUMENT

Dated:13-09-2017

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 among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Raebareli from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01(one) year from the date of contract or as required which may be likely to be extended for further one year.

A. Services are required at:

(1)Kendriya Vidyalaya Raebareli Gora Bazar Campus

(2)Kendriya Vidyalaya Raebareli ITI Campus

Building and campus surrounding area. (Parties are advised to see the location.

Address for Correspondence:

Principal,

Kendriya Vidyalaya, Civil Lines, Raebareli- 229001

B. Man power required

S.No.	Category of Manpower	Remarks
1	Security Guard(Watch & Ward(without arms)	Well Trained & experienced
2	Unskilled Agriculture worker	Experienced person preferred
3	Sweeper	Capacity to work as sweeper
4	Electrician Semi-Skilled	Experienced
5	Generator Set-cum-Water Pump Operator Semi-Skilled Other than worker employed in Agriculture	Experienced
6	Plumber Semi-Skilled Other than worker employed in Agriculture	Experienced
7	Attendant/Semi skilled agriculture worker	Experienced

Minimum duty hour of each person is 8 hrs a day. An outline of tasks to be carried out by different category of manpower to be provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1	Security Guard	safety & security of all movable & immovable property of the Vidyalaya
2	Unskilled Agriculture Worker	Maintenance of Lawn, hedge, trees, plants, plantation of new trees, greenery development within the Vidyalaya premises & all other work assigned by the Vidyalaya.
3	Sweeper	Cleaning and sweeping all bath-room, toilets, building floor, dusting, sweeping all road class room etc. and playground including all other work assigned by the Vidyalaya
4	Electrician Semi Skilled	As per instruction
5	Generator Set – cum-Water Pump Operator Semi Skilled other than employed in agriculture	As per instruction
6	Plumber Semi-skilled other than employed in agriculture	As per instruction
7	Attendant/Semi skilled agriculture worker	As per instruction

3. Quoted Price:

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

(B)Any other tax liable to be paid by the client shall be quoted by the bidder separately.

(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. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(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) Shall be made by Correction if any crossing out initialing dating and rewriting.

(F)The bidder shall deposit Rs.20000/- in the form of DD/Pay order drawn in favour of K.V.Raebareli VVN A/c payable at Raebareli as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidder after the award of the contract.

(G)Earnest Money deposited by the successful bidder shall be retain in form of Security Money till the period of contract.

(H)Telex or Facsimile Bids are not acceptable.

(I)The Bid will not be treated as responsive and will not be considered if the Firm quotes ‘NIL’ charges or impracticably low service charges over and above the minimum wages/remuneration.

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 & Condition:

(a) The remuneration shall be disbursed through cheques at Vidyalaya premises in the presence of representative of the Vidyalaya or its constituent.

(b)The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.

© The Contracting agency will submit the invoice alongwith proof of disbursement after making the payment to the employees provided to the Vidyalaya supported with the following documents:-

(i)Details of disbursement made to the staff.

(ii)Proof of payment of statutory obligation such as EPF, 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.

(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 indenter/Client.

(f)The normal office hours of Vidyalaya are six days from Monday to Saturday. However, Vidyalaya reserves the right to request the services on Holiday. The Contracting agency will be compensated by the indenting Agency as per the rate quoted.

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

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 Vidyalaya. 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 Vidyalaya shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract before the start of the work.

(j) In case of any loss, theft/sabotage caused by/attribution to be personnel deployed, the Vidyalaya reserve the right to claim and recover damage 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.

(b) List of clientele if any

(c) PAN No. (Photo copy of the PAN Card)

(d) Attested copy of proof of EPF registration.

(e) Attested Copy of proof of ESI registration.

(f) **DD/Pay order of Rs. 20000/- drawn in favour of K.V.Raebareli VVN A/c payable at RAEBARELI** as earnest money alongwith the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(ii) Remuneration of staff, quoted should not be less than as per Central Govt. (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 inventor 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 all the time of award of contract to increase or decrease the requirement of manpower.

© The indenter 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 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 by **Registered post/Speed** post super scribed on the envelope as "Bids for providing Manpower" due on **05-10-2017 latest by 2.00p.m.** **The quotations shall be opened at the Time & Date to be decided in consultation with the Chairman VMC KV.**

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

Sd-
Principal, KV, Raebareli

ANNEXURE- 'A'

FORMAT OF BID

(All figures in Rs.)

S. No	Category of Manpower	Monthly remuneration Per unit (for Full Month)	Agency Profit/Service Charges including overhead and profit	Monthly Unit rate(3+4)	EPF Rate	ESI Rate	Remarks
1	2	3	4	5	6	7	8
1	Security Guard						
2	Unskilled Agriculture worker						
3	Sweeper						
4	Electrician Semi Skilled						
5	Generator Set – cum-Water Pump Operator Semi Skilled other than employed in agriculture						
6	Plumber Semi Skilled other than employed in agriculture						
7	Attendant/Semi skilled agriculture worker						

Note: RATE MAY PLEASE BE QUOTED MONTHLY BASIS.

Name of the Firm: _____

Name of the Authorized person _____

Signature of Authorized person _____

Date: _____

List of Enclosure: