



केन्द्रीय विद्यालय, रायबरेली (प्रथम पाली)
KENDRIYA VIDYALAYA, RAEBARELI (FIRST SHIFT)
सिविल लाइन्स, गोरा बाज़ार , रायबरेली-229001
CIVIL LINES, GORA BAZAR, RAEBARELI-229001
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F.MAN POWER SUPPLY SERVICES/KVRAEBARELI/2018-19

Date: 25 SEP 2018

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 quotations from the Registered Firms are invited by the Vidyalaya 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 Nov. 2018 to One year which may likely to be extended, as indicated below :

विद्यालय द्वारा पंजीकृत प्रतिष्ठित / पंजीकृत परामर्शदाता / सेवा प्रदाता फर्म से दिनांक 1 नवम्बर 2018 से 01 (एक) वर्ष की अवधि के लिए (जो कि विस्तारित होने की संभावना है) सेवा अनुबंध के माध्यम से सेवाएँ प्रदान करने के लिए नीचे बताए गए अनुसार मुहरबंद प्रतिस्पर्धी कोटेशन आमंत्रित किए जाते हैं।

A-Services are required at:

1-Kendriya Vidyalaya Raebareli Gora Bazar campus

2-Kendriya Vidyalaya Raebareli ITI Campus

Building and campus surrounding area: Service provider firms are advised to see the location.

Address for correspondence: Principal

Kendriya Vidyalaya,
Civil Lines, Gora Bazar, Raebareli-229001.

B-

S.No.	Category of Manpower	Remarks
1	Watch & Ward (without arms)	Well Trained & experienced
2	Sweeping and Cleaning	Experienced person preferred
3	Unskilled Agriculture worker	Experienced person preferred
4	Semi-skilled Agriculture worker/Attendant	Experienced person preferred
5	Skilled/Clerical	Experienced person preferred
6	Highly skilled agriculture worker	Experienced person preferred

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	Watch & Ward (without arms)	Round the clock safety & security of all movable & immovable property of the Vidyalaya
2	Sweeping and Cleaning	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
3	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.
4	Semi-skilled Agriculture worker/Attendant	As per instruction
5	Skilled/Clerical	As per instruction
6	Highly 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 (including profit and administrative 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. Shall be made by Correction if any crossing out initialling dating and rewriting.

E. The bidder shall deposit Rs.25000/- 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.

F. The Earnest Money shall be returned to the unsuccessful bidder after the award of the contract.

G. The Earnest Money of Successful bidder retain as performance security till the contract period. It may be club with performance security which is 10% of the contract value. Balance amount. of performance security will be deposited by the contracting agency before the First payment of Manpower.

H. Telex or Facsimile Bids are not acceptable.

I. If a firm quotes 'NIL' charges/consideration over and above the minimum wages the bid shall be treated as unresponsive and will not be considered.

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.

C.The Contracting agency will submit the invoice along with 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) Attested Copy of Proof of Private Security Agency Regulation Act Certificate or Equivalent Certificate.
- (g) DD/Pay order of Rs. 25000/- drawn in favour of K.V.Raebareli VVN A/c payable at RAEBARELI as earnest money alongwith the bid.

- (i) The earnest money shall be returned to the unsuccessful bidders after the award of the Contract.
- (ii) The Earnest Money of Successful bidder retain as performance security till the contract period. It may be club with performance security which is 10% of the contract value. Balance amount of performance security will be deposited by the contracting agency before the First payment of Manpower
- (iii)Remuneration of staff, quoted should not be less than as per Central Govt Rate.
- (iv) 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 super scribed on the envelope as "Bids for providing Manpower" due on 12-10-2018 latest by 4.00p.m. The bid 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

For and on behalf of the

Kendriya Vidyalaya Sangathan

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 in %age on the rate of Col.3	EPF Amt	ESI Rate in %age on the rate of Col.3	ESI Amt	Remarks
1	2	3	4	5	6	7	8	8	9
1	Watch & Ward (without arms)								
2	Sweeping and Cleaning								
3	Unskilled Agriculture worker								
4	Semi-skilled Agriculture worker/Attendant								
5	Skilled/Clerical								
6	Highly 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: