

KENDRIYA VIDYALAYA NO. 1, PATIALA

Ref: - KV-1/PAT/2018-19/

Dated: /11/2018

To
M/s-----

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing CLEANING/SWEEPING SERVICES.

Sir/Madam,

1. 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 are invited by the Kendriya Vidyalaya No. 1, Patiala from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract. Initially for a period of one year from the date of execution of contract which may be extended for another year with the consent of both the parties and outstanding performance of work done during the last year by the contractor.

A. Area of Vidyalaya: whole Vidyalaya campus including whole Vidyalaya building and open spaces. The Vidyalaya has approximately 34 class rooms, 7 Labs, 3 staff rooms, other departments, library, Conference Hall, toilets. The parties are advised to see the location. Total area of school campus is approximately 10 acres.

Address/Location of the
K.V.

Kendriya Vidyalaya No. 1
Sangrur Road, Patiala Cantt. Pin 147001

Signature with Seal of the Firm

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/ and experience	Man power Required	In the following way/ Timings
1.	Conservancy (Safaiwala)	Trained in sweeping and cleaning work	Gents-1 Ladies-3	7.00AM to 12.00noon, 1:30 p.m. to 4:00 p.m. or as may be decided by the Vidyalaya.

SCOPE OF WORK

A. Daily Work (from 7 a.m. to 12.00 noon and 1.30 P.M to 4 PM or as may be decided by the Vidyalaya)

1. The material of cleaning and sweeping purposes will be provided by the Vidyalaya.
2. Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal.
3. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of Kendriya Vidyalaya No. 1 Patiala and thereafter every 2 hours specially in the areas like corridors stairs and reception etc. Spray of _____ etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
4. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
5. Cleaning of carpets, Durries etc.
6. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
7. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary and outside gates of the Kendriya Vidyalaya.
8. Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, cabinets, almirahs and doors and windows in class-rooms and other spaces of the School every day before opening of the School.

Signature with Seal of the Firm

B. Items of work to be done generally Once in a Week

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wades, without damaging their shines.
3. Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.
6. Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
7. Removal of cobwebs in all rooms and other spaces of the school.

C. Requirements from the Staff of the Agency: their Duties: Behaviour etc.

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers are engaged by it.
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make of noise in the school premises.
3. The contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other misbehavior deed done by its workers.
5. The antecedents of all workers will be got verified from police by the agency before deployment of work.
6. The contractor's workers shall not enter into any unlawful activity within the KV Premises and have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct amounts from its security deposit in case the Kendriya Vidyalaya is put to any Financial loss directly indirectly by and act of omission or commission on the part of the contractors' workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than minimum wages prescribed by the govt. and will include such other benefits as may be available to employees under the relevant acts and regulations applicable in State. The Kendriya Vidyalaya not entertain any such claim of the person employed by the contractor and shall not be liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the contractor.
10. All the workers of the contractors shall be free from infections diseases.
11. The contractor will ensure that proper license /permission from the concerned authorities, wherever applicable are obtained promptly.
12. The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person with out prior permission from the Kendriya Vidyalaya in writing.
13. The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya.
14. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

Signature with Seal of the Firm

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

16. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya No. 1, Patiala as per the Indian Arbitration Act. The seat of the arbitration shall be at Patiala and the proceedings shall be governed by the Indian Arbitration Act, 1940.

17. The courts at Patiala only will have jurisdiction or all legal disputes under this agreement |

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**).

The firm has to quote the service charges, cost of uniform per month, in column no.07 as per rules. Failure to furnish the above information will be treated as incomplete bid.

- (b) The GST exempted to educational institutes and if 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 changes 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 Bidder shall deposit Rs. 5000/- in the form of Bank Draft in favor of VVN A/c, KV No. 1, Patiala Cantt. payable at Patiala as Earnest Money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

Signature with Seal of the Firm

- (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 20,000/- 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.
 - (f) 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 Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV No. 1, Patiala.
- (b) The Contracting Agency will make payment to the employees engaged by it through e-transfer (RTGS/NEFT) in bank account of concerned employee or as directed by the Vidyalaya.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV No. 1, Patiala office/premises supported with the following documents :-
 - (i) Details of disbursement made to the staff for each payment in triplicate.
 - (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/bill in respect of the month ended for which the invoice bill belongs and

- (i) Proof of details of disbursement made to the staff in triplicate in respect of the month for which the invoice/ bill belongs
 - (ii) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax in respect of the month proceeding to the month for which bill/invoice belongs. If proof of (i) and (ii) are not attached, payment will not be released.
- (d) The Payment of Contracting Agency will be paid through e-transfer (RTGS/NEFT) direct into Bank account of Agency
 - (e) The Contracting Agency will provide Identity Cards to all its employees deputed as per the format suggested by the Indenting Office valid for the period of contract.

Signature with Seal of the Firm

- (f) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (g) The normal School/office hour of KV No. 1, Patiala is from 7.00 a.m. to 2.40 p.m. for summer and 8.00 a.m. to 3.30 p.m. for winter six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and provide the services of cleanliness for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. KV also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
- (i) ***Total Monthly Remuneration = Monthly remuneration -A₁***
- Where A₁ =
$$\frac{\text{Monthly remuneration} \times \text{Nos. of days of Absence}}{\text{Nos. of days in the month}}$$
- (j) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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. 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 shall be made within 24 hours.
- (k) The contracting Agency will be required to sign a contract with the KV No. 1, Patiala 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.
- (l) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (m) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (n) The Contracting Agency will deploy the trained persons who are below the age of 60 years as well as physically fit and mentally alert.

Signature with Seal of the Firm

- (o) The KV shall provide a small room/space for the workers/staff deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (p) The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive summer uniform as well as winter uniform with insignia.
- (q) **The principal reserve the right to reject your quotation/ Rates/contract without any reasons at any time.**
- (r) **If the rates are found less than the minimum wages Act applicable in the State of Punjab/Central then quotation will not be accepted .**
- (s) The said contractor shall during the currency of the agreement provide such labor as is required for carrying out the services.
- (t) The said contractor shall execute the said services under this direct personal supervision and shall not on any account whatsoever, employ a sub-contractor expect with the prior written consent of the Vidyalaya , which the Vidyalaya may in its absolute discretion withhold without assigning any reason.
- (u) The Vidyalaya shall not be liable to pay any sum of money to the contractor or any one else claiming under this contract over and above what is payable under this contract to the contractor.
- (v) All moneys which the said contractor shall be liable to pay to the Vidyalaya on account of the breach of this agreement /contract or any other account shall be deducted by the Vidyalaya from and set off against any money or moneys which may be due to the said contractor on account of the carrying out the services of the contractor or security money.
- (w) The contractor shall remain liable to and shall indemnify the Vidyalaya in respect of all causes of action, Claims, damages, compensation or costs, charges and expenses arising out of any accident or injury sustained by the students or employees of the Vidyalaya or anyone else in the Vidyalaya , caused directly or indirectly by anyone in the employment of the contractor etc. While in or upon the services being rendered out of any act, default or negligence, error in judgment on this part.
- (x) The Vidyalaya shall be entitled to terminate this agreement/contact and discharge the contractor without prejudice to other rights and remedies available to it, if the contractor shall become insolvent or fails and/or neglects to carry out instructions on its behalf or to complete the services or suspend the same delay the progress thereof without any reasonable cause. It is made clear that the essence of this contract is the satisfaction of the Vidyalaya regarding the performance and proper execution of the services.

Signature with Seal of the Firm

- (y) In case of termination of this agreement or contract and/or discharge of this contractor as here-in-before stipulated the Vidyalaya shall be entitled to appoint a new contractor or contractors to continue according to Vidyalaya's specifications and authorize the contractor /contractors to use any plant, materials and the property of the contractor left upon and contractor shall , in such case lost and forfeit all the interest whatsoever under this Agreement or contract, except his claim for money unpaid on settlement of account between parties and security of all his bills.
- (z) The contractor shall, at all point of time, during the currency of the Agreement/Contract follow the laws applicable for the purpose of carrying out the service for the Vidyalaya.
- (aa) The contractor shall carry out any work that may arise directly or indirectly for executing the services which may be incidental for the purpose of rendering the said services.

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 GST Number.
 - (h) Attested copy of license for providing Man power issued by Labour department
- (ii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder. If adequate amount is not quoted towards service charges/charges of uniforms/Bonus, overhead profit etc may render the bid disqualified for evaluation.

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 10.
- (b) The Inventor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.

Signature with Seal of the Firm

- (c) 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 quotation and to cancel the rates process and reject all quotation at any time prior to the award of the contract.
- (e) If in case the rates of firms who have filled lowest (after calculation of every thing is same) then the contract will awarded to the firm on the basis of having more no. of customers, no. of experience and on the basis of Balance Sheet/

9. Last date and time of receipt of Bids

You are requested to submit the sealed quotation super scribed on the envelope as "quotation for providing cleaning/sweeping Services" through speed post or may be dropped in tender box fixed in Vidyalaya permissison. (Bidder should preferred speed post as sufficient time given for submitting bids and due to cantonment area courier service is not allowed)) If the last date of opening of Quotation happens to be declared Holiday, then the quotation will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs. 5000/- is to be deposited along with tender document through DD/multicity cheque in favour of VVN A/C, KV No.01, Patiala Cantt. The last date of receipt of quotation is 20.11.2018 upto 11:00 AM & the same will be opened on 20.11.2018 at 12:00 noon i.e in the Principal's room of Vidyalaya in presence of committee members and firms representatives present.

Signature :

Name :

Designation:

For and on behalf of the

Kendriya Vidyalaya No.1, Patiala

**FORMAT OF BID
(For conservancy)**

Rate to be quoted as per minimum wages applicable in Punjab Government

S. No.	Category of Man Power	Number	Minimum Wages applicable from..... (Basic+DA)	EPF Rate	ESI Rate	Service charges/ charges of uniforms etc. including overhead profit	Total
1	2	3	4	5	6	7	8
1	Sweeper	1					

NOTE:-

1. The minimum wage (Basic & DA) as applicable on the date of filling the quotation are filled in column No.04.
2. All the rates i.e minimum wages,EPF,ESI etc will be revised as and when it revise by the Central Govt.
3. Approximate number required will be 2B of tender document.
4. The firm is requested to fill in both rates of State of Punjab and Centre separately. The rates whichever is higher will be applicable.
5. If the rates by different firms are filled applicable from different dates the Vidyalyaya will automatically consider the latest applicable rates and EPF/ESI rates.
6. The firms quoting **ZERO** service charges etc. in column no.7 will not be entertained (Zero percent includes all derivatives of Zero upto 0.9999 and thereof as per Ministry of Commerce & Industry letter No.31/14/1000-2014-GA dated 17/09/2014.

We agree to provide the above service of manpower and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)
Signature:- _____
Name:- _____
Seal of the firm

FORMAT OF BID
(For conservancy)**Rate to be quoted as per minimum wages applicable in Central Government**

S. No.	Category of Man Power	Number	Minimum Wages applicable from..... (Basic+DA)	EPF Rate	ESI Rate	Service charges/ charges of uniforms etc. including overhead profit	Total
1	2	3	4	5	6	7	8
1	Sweeper	1					

NOTE:

1. The minimum wage (Basic & DA) as applicable on the date of filling the quotation are filled in column No.04.
2. All the rates i.e minimum wages, EPF,ESI etc will be revised as and when it revise by the Punjab Govt.
3. Approximate number required will be 2B of tender document.
4. The firm is requested to fill in both rates of State of Punjab and Centre separately. The rates whichever is higher will be applicable.
5. If the rates by different firms are filled applicable from different dates the Vidyalaya will automatically consider the latest applicable rates and EPF/ESI rates.
6. The firms quoting **ZERO** service charges etc. in column no.7 will not be entertained (Zero percent includes all derivatives of Zero upto 0.9999 and thereof as per Ministry of Commerce & Industry letter No.31/14/1000-2014-GA dated 17/09/2014.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)
Signature: _____
Name: _____
Seal of the firm

FORMAT OF BID
(For Data Entry Operator)
Rate to be quoted as per minimum wages applicable in Central Government

S. No.	Category of Man Power	Number	Minimum Wages applicable from..... (Basic+DA)	EPF Rate	ESI Rate	Service charges/ charges of uniforms etc. including overhead profit	Total
1	2	3	4	5	6	7	8
1	Data Entry Operator	01					

NOTE:

1. The minimum wage (Basic & DA) as applicable on the date of filling the quotation are filled in column No.04.
2. All the rates i.e minimum wages, EPF,ESI etc will be revised as and when it revise by the Central Govt.
3. The firm is requested to fill in both rates of State of Punjab and Centre separately.
4. The rates which is ever is higher will be applicable.
5. If the rates by different firms are filled applicable from different dates the Vidyalaya will automatically consider the latest applicable rates and EPF/ESI rates.
6. The firms quoting **NIL** service charges etc. in column no.7 will not be entertained.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft. _____ dated _____ drawn on _____

(Bidder)
Signature: _____
Name: _____
Seal of the firm

ANNEXURE-
'B-1'

FORMAT OF BID

(For Data Entry Operator)

Rate to be quoted as per minimum wages applicable in Punjab Government

S. No.	Category of Man Power	Number	Minimum Wages applicable from	EPF Rate	ESI Rate	Service charges/ charges of uniforms including overhead profit etc.	Total
1	2	3	4	5	6	7	8
1	Data Entry Operator	01					

NOTE:

1. The minimum wage (Basic & DA) as applicable on the date of filling the quotation are filled in column No.04.
2. All the rates i.e minimum wages, EPF,ESI etc will be revised as and when it revise by the Punjab Govt.
3. The firm is requested to fill in both rates of State of Punjab and Centre separately.
4. The rates which is ever is higher will be applicable.
5. If the rates by different firms are filled applicable from different dates the Vidyalaya will automatically consider the latest applicable rates and EPF/ESI rates.
6. The firms quoting **NIL** service charges etc. in column no.7 will not be entertained.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Seal of the firm