

केन्द्रीय विद्यालय मऊ  
मा.स.वि.मंत्रालय,  
स्कूलशिक्षाऔरसाक्षरताविभाग,  
भारतसरकार  
पत्रालय:डुमरांव  
मऊ -275101(उत्तरप्रदेश)  
**SCHOOL NO – 74106**  
**KV CODE-1834**



**KENDRIYA VIDYALAYA MAU**  
**MINISTRY OF HRD, DEPTT OF SCHOOL**  
**EDUCATION & LITERACY, GOVT OF INDIA**  
**P.O- DUMRAON**  
**MAU-275101 (UTTAR PRADESH)**  
**Ph:0547-2860556(O,R),2860163**

Ref. 43029/के.वि. मऊ/2020-21/  
31.07.2020

दिनांक :

To,

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**TENDER DOCUMENT**

**SUBJECT : INVITING BID FOR ENGAGING SERVICE PROVIDER FIRM FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT : REG.**

SIR/MADAM,

The Kendriya Vidyalaya, Mau, U.P. This is a unit of Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, which is a Society registered under Societies Registration Act, 1860. The Vidyalaya runs under the close supervision of the Kendriya Vidyalaya Management Committee duly constituted as per KVS norms. The aim of the Vidyalaya is to provide quality education to the enrolled students, following orders of KVS and guidelines of CBSE, issued time to time.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya, Mau, U.P from the reputed/registered consultant/Service Provider Firm for Providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another on 01 year, as indicated below-

A. **Area of the Building :** .....

**Address/Location :** .....

B. Manpower required :

S. No.	Category of Manpower	Remarks
1.	Security Guards	Round-o-clock duty with 8 hours duty per guard per day daily
2.	Gun Man	With arms
3.	Gardener (mali)	
4.	Worker for cleanliness	Gents & Lady
5.	Casual Labour (Skilled/Semiskilled/Unskilled)	As per requirement of the Vidyalaya time to time

An outline of tasks to be carried out by different categories of manpower provided is detailed as under –

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards (Without arms) And Gunman (With arms)	To provide security/guard to the Vidyalaya wherever he is deputed.

- C. Material for cleanliness to be used as per supplied by the office.
- D. Work will have to get done in the following way-
- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Principal.
  - ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies termite/pets/rate etc.
  - iii) Cleaning and washing of toilets & urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon and as per directions of the Principal.
  - iv) Cleaning of carpets of the officers room with vacuum cleaner to be provided by the contractor.
  - v) Sweeping and Cleaning of open areas, roads passage, lawns, staff rooms, class rooms, laboratories, Activity room/other rooms of the vidyalaya etc. within the boundary of the vidyalaya's wall surroundings to this building.
  - vi) Regular dusting/cleaning of office furniture (table and chair) and other equipment, telephone, book cases, filling cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the vidyalaya daily or as per decision of the Principal.
  - vii) Provisions 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.
  - viii) The choking of the sanitary installations e.g.w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
  - ix) All Complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

- i) Washing and Scrubbing of prayer ground/floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines .
- iii) Removing stain from floors, door and partition by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of field surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water cooler, desert cooler .
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc, including removal of cobwebs.

**3. Quoted Price:**

- i) The Bidder shall quote unit CLC rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (TDS 2.04% + profit) in the format of quotation only attached (Annexure-A).
- ii) The Service tax and any other such tax to be paid by the client shall be quoted by the bidder separately.
- iii) 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.
- iv) The Bidder shall deposit Rs. 25,000/- in the form of bank Guarantee valid for 135 days after the rate of submission of bids or DD in Favour of VVN A/c Kendirya Vidyalaya, Mau, payable at Mau as earnest money alongwith the Bid. The earnest money shall be returned to be unsuccessful bidders after award of the contract.
- v) The Selected firm has to furnish performance security in the form of Demand Draft/Cheque/RTGS/FDR for an amount of **150000/- (One Lakh Fifty thousand only)** valid for fourteen months from the date of award of the contract. The performance security shall be submitted within 15 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.

- vi) Telex of Facsimile/Email Bids are not acceptable.
- 4. Each Bidder must submit only one bid in original.
- 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 :**
  - i) The remuneration shall be disbursed through Bank Account of their employees.
  - ii) The Contracting Agency will ensure payment by the 5<sup>th</sup> of succeeding month to their employees provided to this Vidyalaya as per the monthly remuneration quoted without any deduction.
  - iii) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment of the Employees provided to the KV's office/premises supported with the following documents-
    - (a) Details of disbursement made to the staff furnishing cheque details, Bank advice and Bank statement for payment.
    - (b) Proof of payment of statutory obligation such as EPF, ESI, Service tax and other applicable Tax.
  - iv) Payment for the Contracting Agency will be released within 15 days from the date of the receipt of the Invoice/bill.
  - v) 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.
  - vi) The Contracting Agency shall comply with all statutory obligations Minor variations as per actual calculation will be borne by Indentor/Client.
  - vii) The normal office hours of the Vidyalaya is from 7:30AM to 3: 00 PM six days (Except Second Saturday) from Monday to Saturday. However, the Contracting Agency will provide the Security Services round the clock all the days in a month according to the duty timing shown at pre-pages/above. The Vidyalaya 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.
  - viii) In case of absence on any working days the monthly remuneration will be regulated as per the following formula –
$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$
Where  $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
  - ix) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Vidyalaya. Therefore, minimum THREE-Four bid-data shall be made available against each slot in each category. The candidate may be invite 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 the Vidyalaya shall be made within 24 hours.
  - x) The Contracting Agency must sign a contract with the Vidyalaya before the Contract is awarded.
  - xi) In case of any loss, theft/sabotage caused by/attribution to the personal deployed the vidyalaya reserves the right to claim and recover damages from the Contracting Agency.
  - xii) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work. The proof in this regard must be submitted at the time of deployed of manpower.
  - xiii) The Contracting Agency will deploy personal who are below the age of 60 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from AIDS of any other infectious disease before deployment for work.
  - xiv) The Vidyalaya shall provide as small guard room/space for security Guards 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.

xv) The Contracting Agency shall provide to their security personal with impressive summer uniform as well as winter uniform with insignia, torch, battery, stick etc.

7. **Evaluation of Bid :**

The indenter will evaluate and compare the Bids determined to 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 Firm registration under Societies Registration Act, 1860/ Company Registration Act, 1932 with evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 2 year should be completed on 31.07.2020.
  - (b) Audited Balance sheet & Profit and Loss Account of last 2 Year should be completed on 31.07.2020..
  - (c) List of Clientele during last 2 years along with cost of assignment should be completed on 31.07.2020..
  - (d) GST No, Pan No and copy of last assignment order/copy of IT return.
  - (e) Attested copy of Proof of EPF Registration in last 2 years should be completed on 31.07.2020.
  - (f) Attested copy of proof of ESI Registration in last 2 years should be completed on 31.07.2020..
  - (g) License to Provide security guard/manpower form Govt. of India/State (PASRA-06) in last 2 years should be completed on 31.07.2020..
  - (h) Attested copy of proof of Service Tax Registration.
  - (i) The Bidder shall deposit Rs. 25,000/- in the form of Bank Guarantee valid 135 days after the date of submission of bids or DD/Pay order in favour of VVN A/c Kendriya Vidyalaya, Mau payable at Mau as earnest money alongwith the Bid. The earnest money shall be returned to be unsuccessful bidders after award of the contract. Those firms which have already deposited Rs. 25,000/- shall be exempted.
- (ii) **Remuneration of staff, quoted wages applicable for un-skilled, semi-skilled, skilled, clerical and Non-technical supervisory staff, by the Govt. of the India/State Govt. (Whichever is higher), Labour Department, Shall render the Bid disqualified for evaluation.**
- (iii) The evaluation will be done for all items put together, indenting office will award the contract of the responsive bidder, as per KVS rules, after approval of the competent authority.
- (iv) In financial Bids, bidder shall provide service charge on including 2.04% TDS deduction.

8. **Award of Contract.**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- (c) The Indentor prior to the expiry 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 submit the sealed Bids super scribed on the envelope as "Bids for Providing Security/Conservancy/Gardener/Labour Services in Kendriya Vidyalaya, Mau (U.P) on Service charge basis" on or before 17.08.2020. By registered Post/Speed Post/ Courier Hand Bids received through E-mail (Scanned Copy) will not be accepted. Order will be placed after completing all formalities laid down by Kendriya Vidyalaya Sangthan, 18 Institutional Area Shaheedjeet Singh Marg, New Delhi and after approval of the competent authority. An earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) is to be deposited alongwith tender document.

The Bids will be opened on 20.08.2020 at 11.00 AM in the Vidyalaya.

The Indentor looks forward to receive the Bid in the format of Bid (Annexure-A) attached only and appreciate the interest of the service provider in the Vidyalaya.

Yours faithfully  
**PRINCIPAL**

**KENDRIYA VIDYALAYA, MAU**  
**FORMAT OF BID (All figures in Rs.)**

S.NO.	Category of Manpower	No.	Unit monthly Remuneration	EPF Rate	ESI Rate	Service charge/charge of uniforms/bonus etc. Including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8×3)
1	2	3	4	5	6	7	8	9
1	Security Guard without arms	1						
2	Security Guard (Gun Man) with arms	1						
3	Gardener (Mali)	1						
4	Sweeper (Gents/Lady)	1						

- NOTE: 1. Service tax shall be quoted separately.  
2. In case of discrepancy between unit price and total price, the unit price shall prevail.  
3. For any other condition/facility separate sheet should be enclosed.

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 bid competition in the format enclosed. Bid earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) is furnished herewith through DD No. ....dated.....drawn on.....in favour of **VVN A/c VIDYALAYA VIKASH, Mau** payable at Mau in the form of DD only.

Date:  
Place:  
Address of the bidder:  
Phone number:  
Email:

Signature of the bidder:  
Name of the bidder:  
Rubber Stamp:  
Name of the Agency with complete address:  
Website: