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केन्द्रीय विद्यालय, मंड्या - ५७१४०२

**KENDRIYA VIDYALAYA MANDYA, B. HOSUR COLONY - 571402**

E-mail: [kvmandya@gmail.com](mailto:kvmandya@gmail.com) Website: <https://mandya.kvs.ac.in> : 08232-275663

**KV CODE: 2300**  
**Zone : South**

**Station Code: 788**  
**CBSE Affiliation Number: 800046**

**Region Code: 02**

**Zone Code : 5**  
**DISE Code: 29220801904**

F. Gen89 (4)/KVM/2021-22/

Date: 01.10.2021

### TENDER FORM

**Sub: Inviting Sealed Quotation for engaging Service Provider Firm for providing Manpower through service contract for a period of 01 (ONE) YEAR.**

1. The **Kendriya Vidyalaya, Mandya** is functioning under Kendriya Vidyalaya Sangathan, Bangalore Region. **KV Mandya** is 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. The **KV, Mandya, B. Hosur Colony, Mandya** invites sealed competitive Bids from the reputed/registered Consultant/Service Provider Firm for providing Manpower for the following services:

Name of Services	<b>HOUSEKEEPING &amp; SECURITY (Without Arms) through service contract</b>
Period of Services	Initially for a period of <b>01 (ONE) YEAR</b> (w.e.f. the date that will be decided after completion of tender process) which may likely to be <b>EXTENDED FOR ONE MORE YEAR</b> in case the services provided by the firm are found to be satisfactory.

3. **Area of the building:**

02 Blocks	Approximately 10 class rooms, 02 toilets, 01 Music room, 01 Sports room, 01 Library, corridors, stairs and open areas as well as enclosed surrounding areas in the campus of KV, Mandya, B. Hosur Colony, Keragodu Hobli, Mandya. Parties are advised to see the location before submitting the quotation.
Address/Location of the building	Kendriya Vidyalaya, Mandya, B. Hosur Colony, Keragodu Hobli, Mandya - 571402

#### 4. Tender Schedule:

Closing date and time for submission of Tender (Technical Bid + Financial Bid)	<b>16.10.2021/ 15:30 hours</b>
Opening date and time for Technical Bid	<b>18.10.2021 / 11:30 hours</b>
Opening date and time for Financial Bid	<b>21.10.2021 / 11:30 hours</b>
Place of Tender Opening	Kendriya Vidyalaya, Mandya, B. Hosur Colony, Keragodu Hobli, Mandya - 571402
Instructions for submission of Technical Bid + Financial Bid	Bids should be sent under sealed cover (Technical Bid + Financial Bid are to be kept in separate covers and sealed in a single cover) by <b>Speed Post or Regd. Post only</b> marked as ' <b>Bids for providing Housekeeping &amp; Security Services</b> '. <b><u>Bids sent by any other Mode i.e., by Courier or in Person will not be accepted at our end.</u></b>
Opening of Technical Bid + Financial Bid	<b>The Technical Bids shall be opened on the date, time and at the venue as mentioned above.</b>  <b>The Financial Bids will be opened, only if minimum 03 (Three) successful Agencies/Firms which are technically qualified and accepted as per our terms &amp; conditions.</b>  These Bids shall be opened in the presence of Constituted Committee Members of the Vidyalaya and the bidders or their representatives who choose to be present at the time of opening of quotations.  In case of non-participation by the bidders if any, the result of their qualified position in Technical Bid and Financial Bid, shall be intimated initially over phone and later by post.

#### 5. Manpower required for Housekeeping & Security Services:

Sl. No.	Category of Manpower	Numbers	Minimum qualifications or / and experience
1.	Housekeeping Helpers (Unskilled)	02	Minimum Middle Standard
2.	Security Guards (Without Arms)	03	Minimum Middle Standard

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

Sl. No.	Category of Manpower	Responsibilities
1.	Housekeeping Helpers (Unskilled)	<ul style="list-style-type: none"> <li>a. Sweeping of entire area of the school buildings and surroundings of building and collection of all waste material and disposal of the same.</li> <li>b. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc.</li> <li>c. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants.</li> <li>d. Cleaning of carpets, durries, curtains etc. including washing, dusting etc.</li> <li>e. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.</li> <li>f. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Vidyalaya and keeping them free from litter of all kinds at all times.</li> <li>g. Regular dusting/cleaning of furniture and fixtures, etc in class-rooms, all other rooms and other spaces of the school every day before opening of the school.</li> <li>h. Maintenance and up keep of gardens, play fields, etc in the campus of the Vidyalaya.</li> <li>i. Any other duty as specified by the Principal or the Representative of the Principal from time to time.</li> </ul>
2.	Security Guards (Without Arms)	To provide Round the Clock (24 Hours) security <u>on shift basis</u> to the Vidyalaya and Campus on all the days (including holidays).

- a. **Working Hours for Housekeeping is from 07.30 a.m. to 03.30 p.m. (including lunch hours).**
- b. All the days of the month except Sundays and Gazetted Holidays, unless otherwise required on written requisition.
- c. Additional charges for housekeeping service on Sundays/Holidays, whenever required, will be paid on pro-rata basis.
- d. The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents.

**6. Materials for cleanliness will be supplied by the Vidyalaya as per the requirement.**

7. **Quoted Price:**

a. The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and service charges (including profit and administrative charges) in the **format of quotation only attached (Annexure - A, B & C) without changing/ modifying the Columns given in the Tender document failing which the quotation will be outrightly rejected.**

b. **The Service Tax is exempted for Educational Institutions.**

c. The rates quoted shall be as per the payment of Minimum Wages Act as per Ministry of Labour & Employment, Government of India rules and the rates mentioned in the tender documents shall be payable to workers.

d. The hourly rate of OTA should not exceed monthly remuneration  
30 x 8

e. The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except for the **Revised rate of VDA** as notified by Central Government and the **statutory provisions**, if amended, will be paid **subject to the production of revised rate order/circular by the firm/agency.** **However, service charges or any other charges will remain unchanged.**

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

g. Telex or Facsimile Bids are not acceptable.

h. **The Bidder shall deposit Rs.10,000/- each for Housekeeping & Security Services, Total amounting to Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DEMAND DRAFT drawn in favor of KV, Mandya VVN Account, payable at Mandya as Earnest Money along with the Bid.** The earnest money shall be returned to the unsuccessful bidders after the award of the contract without any interest.

i. The bidders who are registered with SSI/MSME/NSIC, for the specific services as per tender enquiry specifications, at the time of submission of the Tender, are exempted from EMD. These bidders must submit the attested copy of their valid registration certificate issued by Govt. of India.

j. The selected firm has to furnish performance security in the form of DEMAND DRAFT/or BANK GUARANTEE @ 10% on twelve months' remuneration (i.e., the gross amount) of the workers to be employed by the firm 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 adjusted with the performance security that is submitted by the Contracting Agency.

8. Each Bidder must submit only one Bid.

9. **Validity of Bid:**

The Bid shall remain valid for a period not less than **ONE YEAR** after the schedule is fixed for submission of Bids.

10. **Terms and Conditions:**

- a. The Contracting Agency shall open the bank account individually in the name of their employees and submit the front-page copy of bank passbook as a proof to the school record.
- b. The Contracting Agency shall disburse the remuneration through RTGS/NEFT Mode to the individual accounts of their employees by the 5<sup>th</sup> of every succeeding month as per the monthly remuneration and OTA charges quoted after deducting PF, ESI, Etc.
- c. The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the **KV, Mandya** supported with the following documents:
  - (i) Statement of bank accounts for having disbursed the remuneration to the individual staff through the bank.
  - (ii) Wage Roll showing the details of payments and deductions made in r/o each employee.
  - (iii) Attendance Sheet of all the employees for the month.
  - (iv) Proof of documents for having made the payment of statutory obligation viz., EPF, ESI and any other applicable tax.
- e. Payment to the Contracting agency will be released **within 15 days** from the date of the receipt of the invoice/bill.
- f. The Contracting Agency will provide **Identity Card bearing EPF, ESI and UAN Numbers** to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- g. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

h. The normal office hours of **KV, Mandya** is from **09.00 a.m. to 04.00 p.m. six days from Monday to Saturday, except for Second Saturday.** But the Contracting agency should deploy their workers for Housekeeping and Gardening Services as per the prescribed timings shown under **Para 5.a of this Tender.**

- i. However, the KV reserves the right to request for the services of additional/extra manpower on Sunday/Holiday/beyond office hours. But the overtime hours in a month will not exceed 54 hours. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- j. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

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

$$\text{Where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{No. of days of absence}$$

- k. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **KV, Mandya**. 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, Mandya**. 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, Mandya** shall be made within 24 hours.
- l. The contracting Agency will be required to sign a contract with the **Principal, KV, Mandya** as per the terms and conditions specified therein. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- m. The Contracting Agency shall provide to their workers with impressive uniform having insignia and ID Cards.
- n. In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the **KV, Mandya** reserves the right to claim and recover damages from Contracting Agency.

**11. Evaluation of Bid:**

**The indenter will evaluate and compare the Bids determined to be substantially responsive i.e., which are properly signed, attested and conform to the terms & conditions in the following manner:**

- (i) **The Technical Bid will be treated as non-responsive if following attested documents are not attached:**
  - a. Brief Profile of the company (To be furnished in the letter head of the firm/agency)
  - b. Copy of proof of Registration Certificate of Establishment issued by Labour Department
  - c. Copy of proof of Registration Certificate issued by Police Department
  - d. Copy of proof of EPF Registration
  - e. Copy of proof of ESI Registration
  - f. Copy of proof of GST Registration
  - g. Copy of contracts of similar nature and magnitude that the bidder has successfully executed in the last 03 (three) years with the details of clients, total no. of workers employed and the Annual Turn Over for the last 03 (three) years (i.e., @ 25 lacs x 3 years = 75 lacs).
  - h. Copy of proof of experience certificates with minimum of 03 (three) years in Housekeeping and Security Services.
  - i. Copy of Audited Balance Sheet and Profit & Loss Account (certified by CA) for the last 03 (three) years.
  - j. PAN Number and IT Clearance certificates for the last 03 (three) years.

k. Certificate from the Firm/Agency in their letter head regarding the firm is neither blacklisted by any Government Department/Autonomous Body/PSU or any criminal case is registered against the firm, **to be certified by Notary.**

l. The list of Employees showing Name, EPF Number, ESI Number etc, with TRRN Details.

m. **The Bidder shall deposit Rs. 20,000/- (Rupees Twenty Thousand only) in the form of DEMAND DRAFT drawn in favour of KV, Mandya VVN Account, payable at Mandya as Earnest Money along with the Bid.** The earnest money shall be returned to the unsuccessful bidders after the award of the contract without any interest.

n. The bidders who are registered with SSI/MSME/NSIC, for the specific services as per tender enquiry specifications, at the time of submission of the Tender, are exempted from EMD. These bidders must submit the attested copy of their valid registration certificate issued by Govt. of India.

**It is to reiterate that the firm/agency, before submitting their Tender, should ensure that they have attached all the required attested documents as specified above, failing which their Technical Bid will be outrightly rejected and their Financial Bid will not be considered for evaluation. It is important to note that they should sign all the documents and serially number them in RED INK i.e., from the first page (covering letter) to the last page and mention total no. of pages in figures without fail. Further, they should not attach any additional document other than the documents asked as above.**

(ii) Remuneration of staff, quoted below minimum wages applicable for skilled, semi-skilled, unskilled, clerical and non-technical supervisory staff in the Ministry of Labour & Employment, Govt. of India shall render the **Financial Bid** disqualified for evaluation.

(iii) The KV, Mandya, B. Hosur Colony has adopted the **Minimum Wages of Central Government** as applicable from time to time.

(iv) It may be noted that the **Income Tax as applicable at the prevailing rate** will be deducted at source on the **total amount of Invoice/Bill** submitted by the Contracting Agency.

(vi) If the firm/agency quotes 'NIL' **Service Charges**, the **Financial Bid** shall be treated as '**unresponsive**' and hence, will not be considered.

(vii) If the firm/agency quoting **Service Charges less than ONE PERCENT (01%) on the existing rate of minimum wage + VDA** as prescribed by Govt. of India, will not be considered as valid quotation/tender and hence, will be rejected out-rightly.

(viii) **The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.**

- (ix) **The Technical Bid will be opened first followed by Financial Bid which will be opened later on the scheduled date and time as specified in Para 4 above and considered for comparison of rates, only on receipt of Technical Bid consist of all the prescribed documents from the minimum 03 (Three) successful Bidders as specified in Para 11 above.**
- (x) If all the rates quoted by the firms/agencies are equal i.e. Minimum Wages, EPF, ESI, Services Charges, etc., then, the firm/agency shall be selected by on **the basis of Technical Bid Evaluation as shown below.**
1. Total Turnover Value for the last three years
  2. Total no. of years of experience
  3. Total no. of clients
  4. Total no. of workers employed by the agency

## **12. 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 of this Tender.**
- b. The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in **Para 5 of this Tender.**
- 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.
- e. The Bidder should submit the **Police Verification Report** of all the employees deployed **within one month from the date of awarding of contract.**
- f. The Bidder should submit **EPF, ESI & UAN (Universal Account Number) individual numbers** of all the employees deployed **within one month from the date of awarding of contract.**
- g. The Bidder should ensure that all his employees' mobile numbers are linked with UAN so that they will get **SMS alerts about the credit of EPF in their accounts every month.**
- h. The Bidder should make necessary arrangement to provide his employees **e-pass books from EPFO Website** without fail.
- i. The Bidder should also ensure that all his employees' mobile numbers are linked with their respective bank accounts so that they will get **SMS alerts about the credit of Wages in their accounts every month.**
- j. The Bidder should ensure that all his employees are issued with individual pay slips every month without fail.



**k. Tender will be given to only that firm which will apply and qualify for both the services (House Keeping & Security Services)**

13. If the closing date of receipt of sealed bids/tenders and opening date of sealed bids/tenders happens to be declared Holiday/or if the school is closed for any other reasons, then the sealed bids/tenders will be received/opened on the next working day. However, other terms and conditions and the time schedule will remain unchanged.

**14. Downloading of Tender Document & other formats:**

The following documents are available for download in the website of KV, Mandya viz., <https://mandya.kvs.ac.in>

- a. Tender Form
- b. Financial Bid Formats: Annexure - A & B
- c. Tender documents<>Check list + Annexures I to IV (**Brief Profile & Annexures are to be furnished in the letter head of the firm, failing which the technical bid will be outrightly rejected**)
- d. Format of Agreement

**Note:** The Bidder need to download the above documents from our website and submit the same duly completing and signing in all respects along with other required documents and demand draft on or before the due date as specified above.

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

Yours faithfully,  
Sd/-

**D L Mahto**  
**PRINCIPAL I/C**

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