



केन्द्रीय विद्यालय , खम्मम
KENDRIYA VIDYALAYA, KHAMMAM

गाँव: पोलेपल्ली, करुणागिरि के पास-५०७००३

Vill : Polepalli, Near Karunagiri, Khammam -507003

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Govt of India (Under Ministry of HRD)

F.No.SCG/ KVK/2019-20/

Date:11.06.2019

ANNEXURE - 'I'

TENDER DOCUMENT

To

Sub: - Inviting Bid for engaging Service Provider firm for providing manpower through service contract.

Sir/Madam,

1. The Kendriya Vidyalaya Khammam is running (under Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, Which is a society registered under society's 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 Kendriya Vidyalaya Khammam from the reputed & registered Service provider firm for providing manpower through service contract initially for a period of one(1) year w.e.f. july-2019 which may likely to be extended, as indicated below: the firm should have a minimum of two(2) years of experience in the field.
3. The received Tender will be opened duly constituted committee by the VMC. The bidders / firm's representatives are also allowed to be present at the time of opening tenders. The bid envelope should be super scribed as "**TENDER FOR SECURITY, HOUSEKEEPING & GARDENER**" the tender received after stipulated date and time shall not be considered and liable to be rejected summarily.

A. Address/ Location of the building:-

KENDRIYA VIDYALAYA KHAMMAM
POLEPALLI (VILL), NEAR KARUNAGIRI, KHAMMAM – 507003, TELANGANA.

B. Manpower required:-

S. No.	Category of Manpower	Requirement
1	Security Guard without arms	03 Males
2	Workers for cleanliness (Conservancy)	04 Females
3	Workers for maintenance of Gardens	02 Males

A Brief outline of tasks to be carried out by different category of manpower provided is as under:-

S.No.	Category of manpower	Responsibilities
1	Security Guards	To provide round the clock security services for school building located in 8.00 acres campus and open areas as well as enclosed surrounding and Principal's residence located with in the Campus.
2	Workers for cleanliness	Sweeping & Cleaning the entire area of the school building having rooms and toilets, open area and its surroundings, and such other related works in the Vidyalaya campus as per the instruction of the Principal. Parties are advised to see the location. (excluding Activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993.
3	Workers for maintenance of Gardens	Maintenance and up keep of gardens, play fields and Compound of the Vidyalaya.

4. 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 charge) in the format of quotation only attached (Annex -III).

(b) The Service tax and any other such tax liable to be paid by the client shall be quoted by the Bidder Separately. **However, Auxiliary Services provided up to Higher Secondary schools are exempted from Service Tax as per MoF Notification no.B1/14/2013 TRU dt.19.09.2013.**

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

(f) The Bidder shall deposit **Rs 10,000/-** in the form of Demand Draft /pay order drawn on in favour of **Vidyalaya Vikas Nidhi Fund (VVN Fund) Kendriya Vidyalaya Sangathan, Khammam**, payable at Khammam as Bid Security also known as earnest money along with the bid . The earnest money shall be returned to the unsuccessful bidders

After the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

(g) The selected firm has to furnish performance security in the form of bank Guarantee/DD for an amount of 10% of value of the contract 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.

(h) Telex or Facsimile Bids are not acceptable.

(i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.

The rates quoted shall be Latest as per the payment of Minimum Wages Act as per Government rules applicable for Security services, House keeping services and Gardeners applicable to Central Govt or in Telangana State Govt., whichever is higher and the rates mentioned in the tender documents shall be payable to workers. Bidder must attach copy/ copies of RATE LIST as per their tender rate.

5. Each Bidder must submit only one Bid.

6. Validity of Bid:-

The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

7. Terms and Conditions:-

1. The agency should be reputed one and should confirm to the standards prescribed by the Government of India.
2. The agency shall provide complete security arrangements round the clock for the entire premises of Kendriya Vidyalaya, Khammam, Near Karunagiri, Polepalli (Vill).
3. The agency would undertake to engage employees and provide the requisite number of guards (men), Housekeeping personal and Gardeners also would be responsible for their punctuality, discipline, integrity, quality of work and payment of their emoluments.
4. The agency only is responsible for taking security measures of the entire building annexes of KV Khammam. KV Khammam shall not be liable to pay anything for the security lapses.
5. The agency will be responsible for any loss of property or damage for negligence of persons employed by it.
6. The agency shall provide complete and continuous security services throughout 24 hours in a day and the entire month by changing personnel in shifts on rotation/replacement.
7. Housekeeping Work will have to be got 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, KV Khammam.
 - ii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, after recess and again in the afternoon and as per the direction of Principal.
 - iii) Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the campus of KV Khammam.
 - iv) Regular dusting/cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 8.00 a.m.
8. The period of agreement will be for one year. Initially the agreement shall be entered on experimental basis for a period of one month. If the services are found satisfactory, the same shall be continued for the rest of the year, i.e for the next 11 months.
9. The Vidyalaya on its part shall not be liable to pay any charges/dues or compensation under any of the industrial laws or other laws applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such Personnel.
10. Any dispute arising out of /or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Chairman, VMC, KV Khammam and shall be at Khammam and proceedings shall be governed by Indian Arbitration Act 1940.
11. **Notwithstanding to anything contained in the terms and conditions mentioned here, if the agency fails to provide the requisite personnel to the satisfaction of this office, this office shall exercise the right to terminate the contract forthwith without assigning any reason whatsoever.**
12. The contracting agency shall deposit **10%** of value of contract to this office towards **PERFORMANCE SECURITY** which shall be refunded to the agency only at the time of termination of the contract as per GFR 2005.
13. Any other added advantage/benefit which may be catered by the agency may be mentioned clearly in the bid format.
17. The quotations to be sent should invariably confirm to the terms and conditions mentioned above.
18. **The quotation should be legible, neat and clear. There should not be any corrections or over-writings in the quotations.**
19. The quotations should be sealed in an envelope and should be sent only by POST or Hand.

20. This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole or part.
21. Terms and conditions of payment:
- (a) The remuneration shall be disbursed through NEFT/RTGS/ Cheque at KV Khammam premises in the presence of representative of the KV Khammam or its constituent.
 - b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Khammam as per the monthly remuneration and OTA charges quoted without any deduction.
 - (c) The Contracting Agency will submit the invoice along with the proof of disbursement in triplicate after making the payment to the employees provided to the KV Khammam supported with the following documents:-
 - (i) Details of disbursement made to the staff furnishing Cheque details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax. Payment to the Contracting agency will be released Normally within 15 days from the date of the receipt of the invoice /bill some time it may delayed due to some valid reason.
 - (d) The Contracting Agency will provide identity Card to all its employees deputed as per 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 **Kendriya Vidyalaya Khammam** is from 8.00 am to 5.00 pm, six days from Monday to Saturday. However, Kendriya Vidyalaya Khammam reserves the right to request the services on Holiday /beyond office hours. The contracting agency will be compensated by the indenting agency as per the rate quoted for OTA for working on Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
 - (g) In case of absence on any working day, the monthly remuneration (No. of days in a month for calculation of monthly remuneration will be counted as per rules for housekeeping and security services) will be regulated as per the following formula. Total Monthly Remuneration= Monthly Remuneration -A1

$$\text{Where A1} = \frac{\text{Monthly Remuneration} \times \text{No. of days absent}}{\text{Nos. of days in the month}}$$

- (h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Khammam. 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 Khammam. 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 Khammam shall be made within 24 hours .
 - (i) The Contracting Agency will be required to sign a contract with KV Khammam as per the model contract/annexures I, II & III 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.
 - (j) In case of any loss, theft/ sabotage caused by /attributable to the personnel deployed, KV Khammam reserves the right to claim and recover damages from contracting Agency.
7. Contracting agency will submit the Police verification of the employees deployed to this Vidyalaya, within one Month of the appointment.

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:-
- Brief profile of the company and evidence to establish that the last bidder has successfully executed contracts of similar nature and magnitude in the last 2 (two) years.
 - Audited Balance sheet & Profit and Loss Account.
 - List of clientele during last 2 years along with cost of assignment.
 - PAN No. and Current IT clearance certificate.
 - Attested Copy of proof of EPF registration.
 - Attested Copy of proof of ESI registration.
 - Attested Copy of proof of Service Tax registration.
 - EMD of **Rs.10,000/-** in the form of the Bank Guarantee or DD /Pay order drawn in favour of **Vidyalaya Vikas Nidhi Fund (VVN Fund) Kendriya Vidyalaya Sangathan, Khammam.**
 - Remuneration of staff, quoted below the latest minimum wages applicable in the state of Telangana or Central Govt. Whichever is higher shall render the Bid disqualified for evaluation.
 - The evaluation will be done for all the items put together. Indenting office will award the contract to the lowest evaluated responsive bidder.
- (k) Bidder must quote consideration Charges over and above the minimum monthly wage, compulsorily.**

8. Award of Contract:-

- The indenter 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 minimum wage Act.
- The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated above.
- The indenter prior to the expiration of the bid validity period will notify the bidder whose bid accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- 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 contract.
- The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, and administrative/organizational matters as all are confidential /secret in nature.

9. Last date and time of receipt of Bids

You are requested to submit the sealed and negotiable bids super scribed on the envelopes as "Bids for providing Security, House-keeping Services and Gardeners on service charge basis" by The indenter looks forward **to receiving the bid in the format of bid attached only, duly signed with office seal and copies of required documents** and appreciates the interest of the service provider in the KVS.

Last date for submission of Sealed tenders: 19.06.2019 up to 04:00 PM at KV Khammam.

The Sealed Bids received will be opened **on 24-06-2019 at 3:00 p.m. TTDC, Khammam.**

VMC KV Khammam reserves all the rights for placing the order any reliable contractor at the L1 rates quoted by any other bidder. If deemed fit, in the interest of the Vidyalaya.

Note: Incomplete Tender forms shall not be considered.

Yours faithfully

Islam Khan
Principal

Kendriya Vidyalaya ,Khammam.

Encl: Bid Format (Annex-II & III)

ANNEXURE-II

FOR KENDRIYA VIDYALAYA KHAMMAM

Sl. No.	Particular	To be filled by the Tenderer
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No. (should be attached in original)	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	

7.	Service Tax Registration Number (Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
12.	Whether agency profile is attached	
13.	List of other clients.	

Note: Self attested Photocopy of supporting documents to be enclosed for Sl. No. 5 to 10 above.

Certified that the particulars given above are true.

Owner's Signature

(Seal of the firm)

ANNEXURE-III

FORMAT OF BID FOR KV KHAMMAM

1	2	3	4	5	6	7	8	9
S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7) <small>(*111+4*111 lam.)</small>	Total monthly cost (Col.8X3)
1	Security Guard without arms	3						
2	Sweeping and cleaning (Conservancy)	3						
3	Workers for Maintenance of Gardens	2						

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. The rates quoted shall be Latest as per the payment of Minimum Wages Act as per Government rules applicable for Security services and House keeping services, applicable to Central Govt or in Telangana State Govt., whichever is higher and the rates mentioned in the tender documents shall be payable to workers. Bidder must attach copy/ copies of RATE LIST as per their tender rate.
3. Bidder must quote consideration Charges over and above the minimum monthly wage , compulsorily .
4. Must specify percentage rate and total amount of EPF and ESI.

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:

Address with seal: