



# Kendriya Vidyalaya Sangathan

## KENDRIYA VIDYALAYA KADUTHURUTHY

HNL Premises, Newsprint Nagar  
KOTTAYAM DIST. PIN- 686 616

Tel: [04829-256200](tel:04829-256200)

e-mail: [kvkaduthuruthy@gmail.com](mailto:kvkaduthuruthy@gmail.com)

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Ref:F.89/KDT/2018-19/

02/06/2018

### TENDER DOCUMENT

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower excluding material 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 Bids are invited by the **Kendriya Vidyalaya Kaduthuruthy** from the reputed/registered Consultant / Service Provider Firm for providing Manpower excluding material through service contract initially for a period of **01 (one) year w.e.f 01-07-2018**, which may likely to be extended, as indicated below:

A. Area of school building	Covering entire area of school building & premises
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Address /location of the building : Kendriya Vidyalaya, Kaduthuruthy  
HNL Premises, Newsprint Nagar  
KOTTAYAM DIST. PIN- 686 616

Man power required

Sl. No.	Category of manpower	Minimum qualification /experience	In the following way/ timing
1	Workers for cleanliness- Ladies	Primary standard	7.30 am to 4.30 pm

### 3. 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) The service tax and any other such 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
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit **10% of amount quoted** along with bids by RTGS Mode/NEFT/DD Pay Order drawn in favour of **VVN Account (Bank UBI Piravom Branch, A/c.60790205000015, IFC Code-UBIN0560791)**, payable at **Piravom** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **10% of the total cost** 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.

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 remuneration shall be disbursed through RTGS Mode/NEFT/DD/cheque at **KV Kaduthruthy** premises in the presence of representative of the Bidder or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **KV Kaduthuruthy** 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, Service Tax 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 Indentor/Client.
- (f) The normal office hours of KV is from 7.30 am to 4.30 pm five/six days from Monday to Friday/Saturday. However, the contracting agency will deploy their workers and provide their services of cleanliness/filling of water in desert coolers for 6 days in a week from Monday to Friday/Saturday according to the duty timing shown at pre-pages/above KVs also reserves the right to request for the services of additional /extra manpower. The contract agency will be compensated for the extra manpower provided
- (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 - A<sub>1</sub>***

where  $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) 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 Kaduthuruthy** 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 KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the **Principal, Kendriya Vidyalaya Kaduthuruthy, Kerala** 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.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.

- (k) The antecedents of all the workers will be got verified from the police by the contracting agency before deployed for work
- (l) The contracting agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting agency will also ensure that the workers/staff deployed are free from any infectious disease before deployment for work

## 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:

- (h) 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 Service Tax Registration.
- (ii) **Remuneration of staff, quoted below minimum wages applicable as per rules in Kerala (name the state/UT) or Central Govt. (whichever is higher) shall render the Bid disqualified for evaluation.**
- (iii) 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 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 para 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (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 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 Conservancy Services on service charge basis" due on latest by **12.30 pm 20-06-2018 and will be opened at 1.30 pm on 20-06-2018**

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours faithfully,

**Signature**

**Name: ASHA O.V.**

**Designation: Principal I/C**

**For and on behalf of the  
Kendriya Vidyalaya Sangathan**

## FORMAT OF BID

S.No	Category of Manpower	Number	Unit Monthly Remuneration	EPF Rate	ESI Rate	Service Charges/ Charges of Uniform/ bonus etc including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total Monthly Cost (Col.8 x 3)
1	2	3	4	5	6	7	8	9
1	<b>Conservancy/ Cleaning staff</b>	1 ( <i>rate to be quoted for one person</i> )						

- NOTE: 1. Service Tax shall be quoted separately.  
2. In case of discrepancy between unit price and total price the unit Price shall prevail.

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.

(Bidder)

Signature:  
Name: