



केन्द्रीय विद्यालय, दीव

**KENDRIYA VIDYALAYA-DIU**

(मानव संशाधन विकास मंत्रालय, भारत सरकार /Under MHRD, Govt. of India)

सरकारी उच्च माध्यमिक विद्यालय केम्पस , फुदम

GOVT. HIGHSCHOOL CAMPUS, FUDAM

दीव-३६२५२०- DIU – 362 520

[www.kvdiu.org](http://www.kvdiu.org), E-mail: [kv\\_diu@yahoo.co.in](mailto:kv_diu@yahoo.co.in), Phone: 02875-253348

CBSE Affiliation No: 3100001, School code: 07805

## TENDER DOCUMENT

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract for cleanliness/sweeper/peon.**

**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 Diu from the reputed/registered Consultant/Service Provider Firm (**Having license of Daman & Diu**) for providing Manpower through service contract initially for a period of **01 (one) year** which may be extended, Work as indicated below:-

- A. Area of the Building One Buildings having approximately 20 rooms and 04 toilets, corridors, Two shades and open areas as well as enclosed surrounding areas of school building. Parties are advised to see the location.
- B. Address/Location of the Building Kendriya Vidyalaya, Diu  
Village Fudam

### Quantity:-

- (A) Man power required :- 02 Person (TIMING : 7:00 am to 4:00 pm)  
(FOR CLEANLINESS/SWEEPING)
- (B) Man power required :- 01 Person (TIMING : 7:00 am to 4:00 pm) (FOR PEON)

### Annexure -A :-

Work will have to be got done in the following way:-

- 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 KV.
- 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/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
  - 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, auditoriums/meeting halls/canteen etc. within the boundary of the Vidyalaya wall surroundings to this building.
  - vi) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the Vidyalaya i.e. 7.00 A.M.
  - 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. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
  - 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 floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) 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.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- v) 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:**

- (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**).
- (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) The Bidder shall deposit Rs.10,000/-(Refundable) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of Kendriya Vidyalaya Diu payable at Diu as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) 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 cheque at KV's premises in the presence of representative of the KV or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV office/premises as per the monthly remuneration quoted without any deduction.
- (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 office/premises 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/bill.

- (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 Diu is from 7.00 am to 4:00 pm Six days from Monday to Saturday. the Contracting Agency will deploy their workers and provide the services of cleanliness/filling of water in desert coolers 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.
- (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. 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.
- (i) The contracting Agency will be required to sign a contract with the KV 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 KV Diu reserves 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 deployment for work.
- (l) The Contracting Agency will deploy the trained 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 infectious disease before deployment for work.
- (m) 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.
- (n) The Contracting Agency shall provide to personnel deployed for cleanliness and Security Services with impressive uniform with insignia.

## 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.
  - © Valid License of Daman & Diu
  - (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.**
  - (h) The Bidder shall deposit **Rs.10,000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of **Kendriya Vidyalaya VVN A/C payable at Diu** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, as per Government 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 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.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 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 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 superscripted on the envelope as "Bids for providing Services for cleaning/sweeping and Security in KV Diu on service charge basis" within 07 days of publication of this notice in daily newspapers and our school website. **The tenders will be opened at 2.20 PM at KV on 18/12/2017.** If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.10,000/- (Rupees Ten Thousand only) is to be deposited along with tender document.

The Indentor 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,

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

**(MR.ISHWAR SINGH)**  
**PRINCIPAL**  
**Kendriya Vidyalaya, Diu**

**ANNEXURE-‘A’****FORMAT OF BID**

(All figures in Rs.)

S. No.	Category of Manpower	Monthly remuneration per person(26days)	EPF Rate per person	ESI Rate per person	Service charges/ charges of uniforms/bonus etc. including overhead profit per person	Monthly Rate (Col.3+4+5+6)per person	Total monthly cost (Col.7X2)
1	2	3	4	5	6	7	8

NOTE: 1. Service Tax /GSTIN shall be quoted separately(If any)  
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 including material/without materials 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 \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

(Bidder) Signature with Seal

Name: \_\_\_\_\_

**ANNEXURE-B**

**LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC (FOR 1 MONTH).**

- 1 Phenyle (Liquid)- 5 Ltr.
- 2 Vim liquid- 1 kg
- 3 Nirma powder -1kg
- 4 Long broom -2
- 5 Harpik 250ml - 6
- 6 Floor duster (mopes)- 5
- 7 Odonil -10
- 8 Room freshner -5
- 9 nephathalene ball -250gm
- 10 Hariyali Jhadoo -5
- 11 Phool Jhadoo- 5
- 12 Dustpan -4
- 13 Phollin clothes -10
- 14 Dettol soap 75gm -10
- 15 Dettol Hand wash -3
- 16 Acid 6 bottle
- 17 Dust bin big -2
- 18 Matress -4
- 19 Dusting Clothes -10
- 20 Wiper - 2
- 21 Plastic broom - 4

Note:- All the materials should be ISI marked or as per specific brand except the materials which are not available with standards.

(Bidder) Signature with Seal

Name: \_\_\_\_\_