



കേന്ദ്രീയ വിദ്യാലയം, എ.എ.എസ് ആക്കുളം തിരുവനന്തപുരം 29

केन्द्रीय विद्यालय ए. एफ. एरा. आककुलम त्रीवेन्द्रम-29

KENDRIYA VIDYALAYA AFS AKKULAM TRIVANDRUM-29

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CBSE Affl.No: 900025, School Code: 07287

F.17-89 /KVAFS/2018-19/

Date: 05.12.2018

To,  
M/s .....

**Sub:- "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.**

Sir/Madam,

Kendriya Vidyalaya AFS Akkulam, Trivandrum, one of the Vidyalaya under the Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body is a society registered under Societies Registration Act 1860. The Sangathan administers the schemes of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the Kendriya Vidyalaya AFS Akkulam from the reputed/ registered consultant/Service provider firm/ Agencies for providing Manpower through service contract initially for a period of 01 (one) year which may likely to be extended as indicated below.

**A. Area of the Building:**

Approximately 40 rooms and 16 Toilets, corridors, stairs and open areas as well as surrounding areas on the ground floor. Parties are advised to see the location.

Address/ Location of the building:

Kendriya Vidyalaya AFS Akkulam  
Poonthy Road

**B. Manpower required:-**

SNO	Category of manpower	Nos	Minimum Qualification or/ and experience	Service required by changing person in rotation
1.	Conservancy Services	04	04 lady staff	7.30 am to 5.00 pm with break of 90 minutes on rotation basis.
2.	Security Services	03	Should be trained Ex-Service man below the age of 55yrs.	24 Hrs. by changing three persons on rotation of 8 Hrs.
3.	Gardener	01	An Experienced Gardner (Certificate for previous experience to be produced).	7.00 AM-3.00 PM
4.	Data Entry Operator	01	Degree with PGDCA/DCA Desirable knowledge in	8.30 am to 4.00 pm

1. Sufficient number of supervisors should be provided for supervising workers.
2. All the labours should be provided with proper uniform.

An outline of tasks to be carried out by different categories of manpower provided details as under.

Sno	Category of manpower	Responsibilities
1.	Workers for Cleanliness	Clean the Vidyalaya Campus wherever He/She is deputed.
2.	Security services of Ex-Service man	24 hrs security to the Vidyalaya building.
3.	Gardener	To maintain the Vidyalaya gardens and lawns and the premises comprising 12 acres as part of beautification of the campus. Work includes cutting pruning, manuring, mowing, and watering of the gardens, lawns and trees.
4.	Data Entry Operator	Data entry work of the school( 8.30 am to 4.00 pm)

- C. Materials for Cleanliness will be provided by the Vidyalaya as per attached annexure B. The cost of material, however, will be charged extra by the contracting agencies by showing rate of the same in attached annexure A.
- D. Work will have to be got done in the following way:-
- i) Sweeping of entire area of the building and surroundings of the building and collection of all waste materials and disposal of the same as per instruction of the KV.
  - ii) Cleaning of the floor area with wet floor dusters and detergent dis-infectants etc. once in the morning before opening the office and there after every 2 hrs especially in the area like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment and rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes and flies termite/pests/rats etc.
  - iii) Cleaning and washing of toilets and urinal using deodorants, detergents and disinfectants once in the morning, after lunch and after school hours.
  - 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, passages, lawns, auditoriums, meeting halls, etc.
  - vi) Regular dusting/cleaning of Office furniture (table & chair ) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows, fans , Tube lights including removal of cobwebs every day before opening of the Office i.e., 8.30 am.
  - vii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hrs of noticing the complaint.
  - viii) All complaints of leakage in the GI & CI Pipes etc. are also to be attended within 24 hrs.

**ITEMS OF WORK TO BE DONE ONCE IN 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 detergents as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning or filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Cleaning of door handles and number plates with brasso (one each floor) and cleaning

- vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemicals/agents and cleaning of partition, paneling etc. including removal of cobwebs.

**viii) Providing security services to the Vidyalaya (For Security services only)**

**3. Quoted Prize:**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF,ESI, and other statutory costs and Services charges in the format of quotation attached only (Annexure-A)
- b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately. ( GST exemption for educational institutions)
- 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.5000/-** of quoted price for the year in the form of Demand Draft drawn in favour of Principal Kendriya Vidyalaya AFS Akkulam, payable at Trivandrum as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- e) The selected firm has to furnish performance security in the form of DD for an amount of 10% of quoted price for the year. 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 of security is submitted by the Contracting Agency.
- f) Telexes of Facsimile Bids are not accepted.

**4. Each bidder must submit only one Bid.**

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 04 months after the deadline fixed for submission of Bid.

**6. Terms and Condition:**

- a) The remuneration shall be disbursed through account transfer to employee's accounts by the contracting agency.
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV AFS Akkulam as per the monthly remuneration quoted.
- 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 AFS Akkulam 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, GST and any other applicable tax.  
Payment to the Contracting Agency will released within 15 days from the date of the receipt of the invoice or bill.
- d) The contracting agency will be provided with 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 borne by the indenter or client.



the services of cleanliness according to the duty timing shown at pre-page/ above. KVS 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 days the monthly remuneration will be regulated as per the following formula:

***Total Monthly Remuneration = Monthly remuneration-A1***

**Where A1=  $\frac{\text{Monthly Remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$**

- h) The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by KV. Therefore, minimum 3-4 bio data shall be made available against each slot in each category. **All such candidates to produce police verification certificates and psychometric evaluation from competent authority.** 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 ie; within 24 Hrs. The replacement of a candidate on account of absence / unsuitability for KV shall be made within 24 Hrs.
- 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 KVS 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 be deploy the trained and sufficient SC/ST workers. The contracting agency will also ensure that the workers/staffs deployed are free from AIDS or any other infectious disease before deployment for work.

#### **7. Evaluation of Bid:**

The indenter will evaluate and compare the bids determined to be substantially responsive, ie. Which are properly signed, and conform to the terms and 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 bidder has successfully executed contracts of similar nature and magnitude in the last three years.
  - Audited Balance Sheet and Profit and Loss Account.
  - List of clientele during last three 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.
  - The bidder shall deposit Rs. 5000/- in the form of DD drawn in favor of Principal Kendriya Vidyalaya, AFS Akkulam, Payable at AFS Akkulam 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 staffs quoted below minimum wages applicable for Un-Skilled, Semi-Skilled, Skilled, Clerical and Non- Technical Supervisory staff in the Govt. of Puducherry/Govt, of India shall render the bid disqualified for evaluation. \

## 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 man power 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 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
- e) Bidder has to submit the Integrity pact duly signed along with tenders.

## 9. Last date and time of receipt of Bids

You are requested to submit the sealed bids superscribed on the envelopes as " Bids for providing Services for Cleaning/ Sweeping, Security on service charge basis". Latest by 2:00 pm on 19.12.2018. The tenders will be opened at 2.30 pm on the same day at KV AFS Akkulam in the presence of Bidders on the last date of submission of tenders. 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 5000/- is to be deposited along with tender document.

Yours faithfully,

Signature  
Principal  
For and on behalf of the  
Kendriya Vidyalaya AFS Akkulam

## Supply of Man Power

Ref: News paper Advt. Dated : \_\_\_\_\_, Tender No \_\_\_\_\_

### Format of Quotation

(All figures in Rs.)

Sno	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service Charge/charges of uniforms/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	Workers for Cleanliness ( without material)	04				Service Charge		
						Bonus		
						Uniforms and identity card		
						Any other		
						<b>Total</b>		
2	Security Services ( Ex-service man)	03				Service Charge		
						Bonus		
						Uniforms and identity card		
						Any other		
						<b>Total</b>		
3.	Gardener(skilled and trained)	01				Service Charge		
						Bonus		
						Uniforms and identity card		
						Any other		
						<b>Total</b>		
4.	Data Entry operator	01				Service Charge		
						Bonus		
						Uniforms and identity card		
						Any other		
						<b>Total</b>		

**Note:-\*** 1. Service Tax shall be quoted separately.

2. In case of any discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower to abide by the terms and 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 \_\_\_\_\_ ( Bank Name)

(Bidder)

Signature: \_\_\_\_\_

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

(Seal)