



केन्द्रीय विद्यालय  
KENDRIYA  
VIDYALAYA  
ओट्टप्पालम OTTAPALAM

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पालपुरम, Palappuram,  
ओट्टप्पालम Ottapalam  
पालक्काड जिला, Palakkad Dt.  
केरल, Kerala-679 103

Ref: फ/के वि ओट/2020-21/

दिनांक:09.06.2020

**TENDER DOCUMENT**

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

Sir/Madam,

1. 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 Ottapalam from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. which may be extended by another one year, as indicated below:

A. Address/Location of the building

KENDRIYA VIDYALAYA OTTAPALAM  
PALAPPURAM  
OTTAPALAM - 679103

B. Man power required:

| S.No | Category of Manpower required | Minimum Qualification or experience                      | Nos              |
|------|-------------------------------|--|------------------|
| 1    | Workers for cleanliness       | Should have worked as cleaning staff for at least 1 year | 05 + 01 Gardener |
| 2    | Data Entry Operator           | Class Xth & Computer Knowledge                           | 01               |

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

| SI No | Category of manpower    | Responsibilities   |
|-------|-------------------------|--|
| 1     | Workers for cleanliness | Sweeping & cleaning the entire area of the school building having rooms and toilets, open area and its surroundings, Gardening and such other related work as per the instruction of the Principal |

**Quoted Price:**

3. (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. 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.  
© Hourly rate OTA should not exceed monthly Remuneration: i.e. Remuneration/ One month/8 hrs

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 2 to 5% total amount in the form of DD/ Pay Order drawn in favour of Kendriya Vidyalaya Ottapalam VVN Account , payable at Ottapalam 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 30<sup>th</sup> day after the award of the contract.

g) The selected firm has to furnish performance security in the form of DD/bank guarantee for an amount of Rs. 5 – 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.

(f) 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.

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:-**

1. The agency should be reputed one and should confirm to the standards prescribed by the Government of India.
2. The agency would undertake to engage employees and provide the requisite number of trained guards (men), Housekeeping personal and gardener also would be responsible for their punctuality, discipline, integrity, quality of work and payment of their emoluments.
3. The agency should mention clearly the rates for engaging an Ex-serviceman or Civilian.
4. The rates quoted should not be less than the minimum rates of wages and cost of living allowance payable under Minimum Wages Act, .
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 Ottapalam.
  - ii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
  - iii) Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the campus of KV Ottapalam.
  - iv) 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 every day before opening of the office i.e. 8.30 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 Ottapalam and shall be at Ottapalam 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. Any other added advantage/benefit which may be catered by the agency may be mentioned clearly in the bid format.
13. . The quotations to be sent should invariably confirm to the terms and conditions mentioned above.
- 14.. The quotation should be legible, neat and clear. There should not be any corrections or over-writings in the quotations.
15. This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole or part.
22. Terms and conditions of payment:
  - (a) The remuneration shall be disbursed through Cheque at KV Ottapalam premises in the presence of representative of the KV Ottapalam or its constituent.
  - b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Ottapalam 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 Ottapalam 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 within 15 days from the date of the receipt of the invoice /bill.
  - (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** Ottapalam is from 8.30 am to 3.30 pm six days from Monday to Saturday. However, Kendriya Vidyalaya Ottapalam 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 will be regulated as per the following formula. Total Monthly Remuneration= Monthly Remuneration -A1

Where A1 = Monthly Remuneration X Nos. of days of absence  
Nos. of days in the month

- (h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Ottapalam. 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 Ottapalam. 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 Ottapalam shall be made within 24 hours .
- (i) The Contracting Agency will be required to sign a contract with KV Ottapalam 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 Ottapalam reserves the right to claim and recover damages from contracting Agency.

### **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 last 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.
- (h) The bidder shall deposit 2 – 5 % of the total amount in the form DD in favour of Kendriya Vidyalaya Ottapalam, VVN A/cOttapalam, payable at Ottapalam as bid security alongwith bid. The bid security shall be refunded to unsuccessful bidder after the award of the contract
- (i) Remuneration of staff, quoted below minimum wages applicable for Clerical and non-technical supervisory staff, in the state of Kerala shall render the Bid disqualified for evaluation.
- (i) 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 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 contract.

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

You are requested to submit the sealed bids super scribed on the envelopes as “Bids for providing Data Entry Operator and Gardening Services on service charge basis” by 26.06.2020 Latest by 2.00 pm. The quotations shall be opened at **KV Ottapalam** on the same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

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.

Note: Incomplete Tender forms shall not be considered.

भवदीय

(राजेन्द्रन के )

प्राचार्य

**SUPPLY OF MAN POWER**

Annexure A

| 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) | Unit OTA rate per hour | Total monthly cost (Col 8X 3) |
|-----|--|------------------|---------------------------|----------|----------|---|----------------------------------|------------------------|-------------------------------|
| 1   | 2  | 3                | 4                         | 5        | 6        | 7   | 8                                |                        | 9                             |
| 1   | Workers for Cleanliness (without material) | 05 + 01 Gardener |                           |          |          |   |                                  |                        |                               |
| 2   | Data Entry Operator                        | 01               |                           |          |          |   |                                  |                        |                               |

**Note:-1.** 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 \_\_\_\_\_

(Bidder)

Signature:.....

Name:.....

Date & Time:.....

