



CBSE Affiliation Number – 800007

U- DISE code – 29240309805

KV CODE - 1081

Phone No/Fax No.: 0824-2407337

Web:-<https://no1mangalore.kvs.ac.in>

E-Mail:- kv1mangaluru@gmail.com

ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ನಂ.೧. ಪನಂಬೂರು ಮಂಗಳೂರು, - ೫೭೫ ೦೧೦

केन्द्रीय विद्यालय सं . १. पनंबूर मंगलूर , - ५७५ ०१०

KENDRIYA VIDYALAYA NO.1 PANAMBUR MANGALURU-10

Ref.No: F.13- 350 /KVM/2020/

Date: 15.12.2020

TENDER NOTICE

Sealed Quotations are invited from registered agencies for the following services in Kendriya Vidyalaya No.1, Panambur, Mangaluru, in separate tender documents for each work.

1. Watch and ward round the clock Security services.
2. Cleaning / House Keeping Services
3. Gardening services.
4. Data Entry Operator

Detailed Advertisement is available in our website <https://no1mangalore.kvs.ac.in/> under the head **TENDER NOTICE**. Tender documents may be down loaded from our website or may be obtained from our office on payment of Rs.100/- (Rupees One Hundred Only). The EMD of Rs.10, 000/- in the name of

VVN A/C KENDRIYA VIDYALAYA No.1, MANGALORE to be enclosed along with the quotation. Sealed quotations should reach on or before **15/01/2021** by **3.00 PM** and will be opened on **16/01/2021** at **2.30 PM**.

PRINCIPAL

TENDER DOCUMENT

Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower 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 No.1 Mangaluru from the reputed / registered consultant / Service Provider Firm for providing Manpower through service contract for a period of 01 (one) year.

S.No.	Category of Manpower	No(s)	Minimum qualifications or/and experience
1.	Security Service	03 (Men)	VIII Class with experience(Preferably Ex- Service Men)
2.	House Keeping	Gents -02 Ladies -03	Nil
3.	Gardening	Gents - 01	Nil
4.	Data Entry Operator	Gents/ladies-01	Typing speed-40 Knowledge/experience of working with MS Office. Preferably graduate in commerce

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

S. No.	Category of Manpower	Responsibilities
1.	Security Service	To provide the security to school campus ,round the clock
2.	House keeping	Maintain the cleanliness of school building and its campus including washrooms / Toilets of the vidyalaya campus etc.
3.	Gardening	Maintenance and beautification of gardens, lawns, pots, compound hedges etc.
4.	DEO	Handling office work. SATS, UBI fees portal, CBSE etc

Note: AGENCY MAY VISIT THE SCHOOL TO SEE THE DETAILS OF WORKS ON WORKING DAYS

3. Quoted Price

- a. The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure – A).**
- b. A minimum of 2% service charge to be quoted by the bidder separately for each services category.**
- 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. The Bidders may mention their willingness in their bid / agreement to enhance the wages whenever there is revision in wages by the competitive authority/ concerned Govt. Department**
- d. The Bidder shall deposit Rs.10, 000/- in the form of DD drawn in favour of VVN A/C Kendriya Vidyalaya No.1, Mangalore payable at Mangaluru 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 successful bidder has to deposit performance security in Cheque/DD for an amount of 10% of the total yearly Contract value 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. If the successful bidder fails to deposit Performance security the contract may be awarded to next bidder.**
- f. Financial bids for security, Gardening and House Keeping are to be submitted in separate sealed covers apart from technical bid.**
- g. The firm who have deposited EMD in the earlier procedure need not pay EMD with their fresh tenders again.**
- 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 one year after the deadline fixed for Submission of Bids

6. Terms and Conditions:

- a. The remuneration shall be disbursed through RTGS/NEFT
- b. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the service as per the monthly remuneration 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 service .Supported with the following documents:-
 - (i) Details of disbursement made to the staff furnishing cheque details / Online Transfer details for each payment
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.
- 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 six days from Monday to Saturday. However, KV reserves the right to request the services on Saturday / Holiday / beyond office 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 = $\frac{\text{Monthly remuneration}}{\text{Total No. of days in the month}} \times \text{No. of days absence}$ No. of days in the month

Total No. of days in the month

- 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 K V shall be made within 24 hours.
- i. The contracting Agency will be required to sign a contract with the KV No.1 Mangaluru 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 attributable to the personnel deployed, the KVS 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 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 GST Registration.
- h) The Bidder shall deposit Rs 10,000/- in the form of Cheque/DD/ Pay Order drawn in favour of VVN A/C Kendriya Vidyalaya No.1, Mangalore payable at Mangaluru, 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 should have minimum wages applicable as per Govt.of India .

(iii) The evaluation will be done for all the items put together. Indenting Office will award the contract 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 in para 7. If more than one bidder is at L1 position, KV will award the contract on the basis of past performance, reputation and readiness to provide extra services of housekeeping.
- 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 envelopes as “Bids for providing SECURITY SERVICE / HOUSE KEEPING/GARDENING SERVICE (SEPARATELY FOR EACH) on service charge basis” due on 17/10/2020 latest by 3.00 Pm. 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

Principal

For and on behalf the

Kendriya VidyalayaNo.1 Panambur, Mangaluru

ANNEXURE-‘A’

FORMAT OF BID

S.No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (col. 8x3)
1	2	3	4	5	6	7	8	9
01	Security Personal	03 Men						

S.No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (col. 8x5)
1	2	3	4	5	6	7	8	9
01	House Keeping Personal Without materials required to keep school Campus clean	Gents - 02 Ladies - 03						

S.No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (col. 8x5)
1	2	3	4	5	6	7	8	9
	Gardening	01 [Men]						

S.No.	Personal Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (col. 8x5)
1	2	3	4	5	6	7	8	9
	Data Entry Operator	01 [Man/woman]						

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Without EPF and ESI number, do not claim the amount.
3. If Government changes the minimum wages, in the middle of the contract column 4,5,6 will change accordingly, column 7 remains same.

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.10000_(Rupees Ten thousand only_) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)

Signature:

Seal Name.....

Date & time:

Kendriya Vidyalaya No.1 Panambur,Mangaluru – 575010

Details of services to be provided:

1. Security service:

a) Security service to be provided to the Kendriya Vidyalaya No.1, Panambur, Mangalore-575010, round the clock.

b) There should be at least one personal in each shift.(Three Shift of eight hours each)

c) The personal engaged should have experience in the security service and he should have valid police verification.

d) Personal engaged for the service should have knowledge of both Kannada and English/Hindi.

e) The Agency bidding should have following documents.

(f) The bid will be treated as non-responsive if following documents are not attached:-

1. 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.

2. PAN/ TIN No. and Current IT clearance certificate.

3. Attested copy of proof of EPF registration.

4. Attested copy of proof of ESI registration.

5. Attested copy of proof of Service Tax Registration

2) HOUSE KEEPING & GARDENING

a) House Keeping to be provided to the Kendriya Vidyalaya No.1, Panambur, Mangaluru-575010, to maintain and keep the school building and the whole school campus neat and clean.

Work includes sweeping, mopping, Dusting, cleaning toilets to keep the School neat and clean. The materials for cleaning will be provided by the Vidyalaya.

b) There should be at least Five personal (02 Gents & 03 Ladies) on each working day.

(c) The Agency bidding should have following documents.

(d) 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) PAN/ TIN No. and Current IT clearance certificate.

c) Attested copy of proof of EPF registration

d) Attested copy of proof of ESI registration.

e) Attested copy of proof of Service Tax Registration

3) Data Entry Operator

a) minimum qualification is class 12 passed

b) desirable- graduate in commerce, diploma or certificate course in computer applications and typing speed of 40 wpm.

c) all other documents and conditions are same as point no 2 for Housekeeping and gardening.

Submit the following along with the tender document:

- 1) The Bidder shall deposit Rs. 10,000/- in the form of Cheque/ DD/ Pay Order drawn in favour of VVN A/C Kendriya Vidyalaya No.1, Mangalore payable at Mangaluru as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract
- 2) The agency to pay Rs 100/- (Rupees hundred only) through separate demand draft for Tender documents if downloaded from website.

PRINCIPAL