

केन्द्रीय विद्यालय गेल  
विजयपुर, गुना-473112

दूरभाष एवं फ़ैक्स क्रमांक 07544-274265

वेब साइट:- [www.kvgailvijayapur.kvs.ac.in](http://www.kvgailvijayapur.kvs.ac.in)

ई-मेल :- [ppl.vijayapurgail@kvs.gov.in](mailto:ppl.vijayapurgail@kvs.gov.in)



KENDRIYA VIDYALAYA GAIL

VIJAIPUR GUNA -473112

Phone & Fax:- 07544-274265

Web-site:-[www.kvgailvijayapur.kvs.ac.in](http://www.kvgailvijayapur.kvs.ac.in)

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### TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya GAIL Vijaipur (M.P.), a project 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.

Sealed competitive Bids are invited by the Kendriya Vidyalaya GAIL Vijaipur (M.P.) from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of 01 (one) year which may be extended, as indicated below:-

**A. Area of the Building**

Approximately 3.04 Acre, rooms, toilets, corridors, areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the

KENDRIYA VIDYALAYA GAIL VIJAIPUR, GUNA  
Post -GAIL Vijaipur, Distt.-Guna (M.P.)-473112  
Phone -07544-274265  
Email : [kvgailguna@rediffmail.com](mailto:kvgailguna@rediffmail.com)  
Web-site:-[www.kvgailvijayapur.org](http://www.kvgailvijayapur.org)

**B. Man power required:-**

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required	In the following way/ timing
1.	Security Guards (Male)	VIII PASS	03 (Three)	24'Hours Clock-wise duty (8 hours Shift)
2.	Workers for Cleanliness (Male/Female)	Primary Class Standard	02 (Two)	8 hours/ As per Vidyalaya requirements
3.	Gardener (Male)	Middle Class Standard	01 (One)	8 hours/ As per Vidyalaya requirements

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 Guards	To provide security/guard/ Ex-Serviceman the KV wherever he is deputed and to look after overall security in the Kendriya Vidyalaya GAIL Vijaipur, Guna (M.P.)
2.	Workers for cleanliness	To clean the all KV building, Office, Class rooms, Corridors, toilets, garden & main road inside of vidyalaya wherever he/she is deputed and any other work assigned by the supervisor for cleaning/dusting etc.
3.	Worker for Garden maintain	To maintain & clean the garden & all tree surrounding boundaries wall and any other work assigned by principal.

**C. 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 KV.
- ii) 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 especially 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 or as may be specified by the principal.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Vidyalaya's wall surroundings to this building.

- v) Regular dusting/cleaning of office/Class room furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors, windows and carpets and durries etc. including removal of cobwebs every day before opening of the office i.e. 6.30 a.m.
- vi) 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.
- vii) List of items/cleaning material required is attached vide Annexure-B.
- 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.
- x) In case of shortage of water or non availability of water, bringing water from outside for cleaning.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK**

- 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 brass (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.

**D. Requirement from the Staff of the Agency: their Duties; Behavior etc.**

- (1) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (2) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises & use of radio/mobile is prohibited.
- (3) The contractor's workers shall be polite, courteous, well behaved and honest.
- (4) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (5) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- (6) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- (7) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit/Bills in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- (8) The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central rate/State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the central/State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
- (9) Insurance and accident risks of the workers will be the responsibility of the Contractor,
- (10) All the workers of the Contractor shall be free from infectious diseases.

- (11) The Contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.
- (12) The Contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- (13) The Contractor shall employ required number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
- (14) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya If his presence at any time is felt undesirable.
- (15) Material for cleanliness to be used as per attached Annexure –B. The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure -A :-

**E. General Condition:**

- (1) Agreement: For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the Contractor.
- (2) Terms of Payment: The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily". In case of the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.
- (3) Room Facility: The Kendriya Vidyalaya shall provide a small room/space if available for the supervisor and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after school hours.

**F. Notice of Termination of Contract**

The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.

**G. Stock and Supplies**

The contractor shall maintain sufficient stocks of various items such as towels, dusters, soaps, phenyl, detergent, Odonil, naphthalene balls etc, so as to meet normal requirement. The contractor shall not be permitted to stop supplying any items for any reason.

**H. Supervision**

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other officer of the Kendriya Vidyalaya so authorised as and when he is required to do so by the Kendriya Vidyalaya.

**I. Rates**

Rates must be fixed on per monthly/week basis or the whole unit (covered area, open area, surroundings, stalls, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period, less than a week because of closure of the school etc. rates would be calculated for a day and payment made accordingly.

**J. Arbitration**

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940.

**K. Jurisdiction**

The courts at the station will have jurisdiction over all legal disputes under this agreement.

**L. 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) Hourly rate of OTA should not exceed monthly remuneration 30x8
- (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) No correction or overwriting is allowed.
- (f) The Bidder shall deposit Rs 10000/- (each quotation) 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 PRINCIPAL, Kendriya Vidyalaya GAIL Vijaipur, Guna (M.P.), payable at STATE BANK OF INDIA, GAIL VIJAIPUR, GUNA (M.P.) as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The service charge quoted should not be less than 1% of unit monthly minimum wage(Basic) remuneration.
- (h) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 10% of total amount valid for twelve 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.
- (i) निविदाकर्ता प्रत्येक निविदा के साथ रु. 200/-निविदा शुल्क विद्यालय के खाता क्र. 10574953761 आई एफ सी कोड SBIN0006635 बैंक का नाम State Bank of India में डिजिटल मोड/आन लाइन मोड से जमा कराये एवं जमा की रसीद/पावती टेण्डर की तकनीकी बिड के साथ अवश्य संलग्न करें इसके अभाव में फर्म की निविदा खोली नहीं जायेगी ।
- (j) Telex or Facsimile Bids are not acceptable.
- (j) Each Bidder must submit only one Bid.

**M. Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

## **N. Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya, GAIL Vijaipur, Guna (M.P.), premises in the presence of representative of the Kendriya Vidyalaya, GAIL Vijaipur (M.P.), 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 Kendriya Vidyalaya GAIL Vijaipur, Guna (M.P.), office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya, GAIL Vijaipur, Guna (M.P.), 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 Indenter/Client.
- (f) The normal office hours of Kengriya Vidyalaya, GAIL Vijaipur, Guna (M.P.), is from **7:30 AM to 4:00 PM** six days from **Monday to Saturday**. However, KVS 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 -A<sub>1</sub> ...**

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

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 Kendriya Vidyalaya. 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, GAIL Vijaipur, Guna (M.P.), 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 KV 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 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 Aid or any other infectious disease before deployment for work.
- (m) The Contracting Agency shall provide to their personnel deployed for Security & cleanliness with impressive summer uniform as well as winter uniform with insignia.

**O. 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 or Turnover of the Firm.
  - (c) List of clientele 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 valid GST Registration number . . . . .
  - (h) Attested copy of Labour Licence issued from Govt.
- (i) The Bidder shall deposit Rs. 10000/- (each quotation) 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 **Principal, Kendriya Vidyalaya GAIL Vijaipur, Guna (M.P.)** payable at **State Bank of India, GAIL Vijaipur, Guna (M.P.)** as earnest money alongwith 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 in the Govt. of M.P./Central govt. 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.

**P. 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-L.

- (b) The Indenter 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 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) Rates may be quoted exactly as per percentage of EPF, ESI etc.

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

आपसे अनुरोध है कि प्रत्येक सेवाओं के लिए अलग-अलग सीलबंद लिफाफा प्राचार्य केन्द्रीय विद्यालय गेल विजयपुर फेस-1 जिला गुना (म.प्र.) पिन न0 473112 को द्वारा स्पीड पोस्ट/पंजीकृत डाक/कुरियर (स्वयं उपस्थित होकर निविदा जमा नहीं की जाएगी) दिनांक 08 मई 2021 दोपहर 02:00 बजे तक भिजवा सकते हैं । प्राप्त निविदाएँ दिनांक 10 मई को प्रातः 11:00 बजे अध्यक्ष/नामित अध्यक्ष विद्यालय प्रबन्धन समिति के समक्ष खोली जायेगी । कोरोना महामारी को ध्यान में रखते हुए फर्मों या उनके प्रतिनिधियों को निविदा खुलते समय उपस्थित होने की अनुमति नहीं है ।

*Principal*  
Principal  
प्राचार्य  
Principal  
केन्द्रीय विद्यालय गेल, विजयपुर (गुना)  
Kendriya Vidyalaya, GAIL, Vijaipur (Guna)



## KENDRIYA VIDYALAYA, GAIL VIJAIPUR, GUNA (M.P.)

ANNEXURE-'A'

### FORMAT OF BID FOR GARDENING/MALI

(All figures in Rs.)

SL NO	NAME OF SERVICE	NO OF WORKERS	UNIT DAILY WAGES	UNIT MONTHLY WAGES (FOR 26 DAYS)	EPFMONTHLY (AMOUNT) (As per current rate applicable)	ESIMONTHLY (AMOUNT) (As per current rate applicable)	TOTAL MONTHLY RATE (5+6+7)	SERVICE CHARGES (AMT) OF FIRM	GROSS MONTHLY RATE (8+9)
1	2	3	4	5	6	7	8	9	10
1	HORTICULTURE SERVICES	1 (One)							

We agree to provide the above service of manpower including material 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 \_\_\_\_\_

(Bidder)

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

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

Detail of Bank account of Firm	
Name of Firm	
Account No.	
IFSC	
Name of Bank	
Address of Bank	