



केन्द्रीय विद्यालय लेह जम्मू एवं कश्मीर १९४१०१

KENDRIYA VIDYALAYA, LEH-LADAKH (Jammu & Kashmir) -194101

(अधीनस्थ मानव संसाधन विकास मंत्रालय, भारत सरकार / Under Ministry of H.R.D, Govt. of India)

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संदर्भ संख्या एफ 77/केविल /2018-19/

दिनांक :- 24 /11/2018

TENDER DOCUMENT

To

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Subject : Inviting Bid for engaging Service Provider Firm/Agency for providing Manpower through service contract for House Keeping Work, Security Services, Gardening Work: regarding

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act 1860. The Sangathan administer all Kendriya Vidyalaya's set up for imparting education to the children of transferable Central Govt. Employees among others.

1. Sealed Competitive Bids are invited by Kendriya Vidyalaya Leh from the reputed/registered Service provider firm for providing man power through service contract for housekeeping work, security services and gardening work initially for one year w.e.f. 01.01.2019.

HOUSE KEEPING

- Area of premises: Whole Vidyalaya Campus which includes School Building, Play fields, Roads within campus Staff Quarters and surroundings outside Vidyalaya Campus.
- Address/Location of Vidyalaya: Kendriya Vidyalaya Leh, Choglamsar Road, Leh-Manali NH, Leh – Ladakh, J & K, Pin- 194101
- Man Power Required (Not required in winter vacations)

SL.No	Category of Manpower	Minimum qualification	Number of Personnel required in the shifts	As per following shifts
1	Sweeper/workers for cleanliness	Middle Standard	03	8 hours duty

- Total 03 Manpower per day considering 08 hours duty per day/per man/per day for approx. 26 days in a month.
- An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

SL.No	Category of Manpower	Outline of Work
1	House Keeping Work	Housekeeping work of entire building which includes sweeping, wiping, cleaning of Classrooms, Office, Labs, corridors and toilets on daily basis and other areas

		within the premises of the Vidyalaya and outside surroundings on alternate or rotation basis.
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SECURITY SERVICES

- a) Area of premises: Whole Vidyalaya Campus which includes School Building, Play fields, Roads within campus Staff Quarters and surroundings outside Vidyalaya Campus.
- b) Address/Location of Vidyalaya: Kendriya Vidyalaya Leh, Choglamsar Road, Leh-Manali NH, Leh – Ladakh, J & K, Pin- 194101
- c) Man Power Required

SL.No	Category of Manpower	Minimum qualification	Number of Personnel required in the shifts	As per following shifts
1	Security Guard- without arms (Unskilled Labour)	Middle Standard	03	8 hours

- d) Total 3 Manpower per day considering 08 hours duty per day/per man/per day full month.
- e) An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

SL.No	Category of Manpower	Outline of Work
1	Security Guard (Unskilled Labour)	Round the clock Security Services on rotation (per Guard/08 hours duty/per day)

GARDENING (Required only during summer season April – November in a year)

- a) Area of premises: Whole Vidyalaya Campus which includes School Building, Play fields, Roads within campus Staff Quarters and surroundings outside Vidyalaya Campus.
- b) Address/Location of Vidyalaya: Kendriya Vidyalaya Leh, Choglamsar Road, Leh-Manali NH, Leh – Ladakh, J & K, Pin- 194101
- c) Man Power Required

SL.No	Category of Manpower	Minimum qualification	Number of Personnel required in the shifts	As per following shifts
1	Gardener (Unskilled Labour)	Middle Standard	01	08 hours

- d) Total 01 Manpower per day considering 08 hours duty per day/per man/per day for approx. 26 days in a month.
- e) An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

SL.No	Category of Manpower	Outline of Work

1	Gardener (Unskilled Labour)	Daily Maintenance of existing gardens, including cleaning, pruning, cutting, planting, adding manure, watering plants, replacing of damage plants, arranging plants on the direction to develop new garden/lawn creation and maintenance of Vermi-compost pits and other similar nature of work as and when directed by the Vidyalaya Administration
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2. Quoted / Bid Price

- a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration, EPF, ESI and other statutory costs and service charges (Including profit and administrative charges) in format of quotation only attached as (Annexure –A, B,C,D) in separate well sealed envelope.
- 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 /30*8)
- 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 Rs. 10000/- (Rs. Ten Thousand only) in the form of Demand Draft/Pay Order/RTGS/NEFT/Bank Transfer in favour of “ VIDYALAYA VIKAS NIDHI A/c., Kendriya Vidyalaya Leh” Payable at Leh as Earnest Money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the Contract. (VIDYALAYA VIKAS NIDHI Account No.10942164792 IFSC Code SBIN0001365 , State Bank of India, Leh , Main Market Leh) The Proof of submitting the EMD in the bank through RTGS/NEFT/Bank Transfer must be attached with quotation/tender.
- g) The selected firm has to furnish performance security in the form of Bank Gurantee/DD for an amount of 10% of Annual Charges 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.
- h) Telex or Facsimile Bids are not acceptable.

3. Each Bidder must submit only one Bid.

4. Validity of Bid:

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

5. Terms and Conditions:

- a) The remuneration to firm shall be disbursed through RTGS/NEFT/Bank transfer in favour of the firm engaged for the purpose at Vidyalaya’s premises.
- b) The contracting agency will ensure payment by the 5th of every succeeding month to their employees provided to this vidyalaya as per the monthly remuneration and OTA charges quoted without any deduction only through RTGS/NEFT/Bank transfer (Not Cash & Cheques) and the proof of same has to be submitted along with the bill.
- c) The contracting will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the office of KV Leh supported with following documents
 - a) Details of disbursement made to the staff furnishing RTGS/NEFT/Bank transfer details of each payment:
 - b) Proof of payment of statutory obligation such EPF, ESI (with certified copy of list submitted to respective department of deployed manpower against whom the amount is deposited), service tax and any other applicable tax.
 - c) Payment to the contracting agency will be released with in 15 working days from the date of receipt of invoice/bill positively.

- d) The contracting agency will provide identity card to all the employees deputed as per the format suggested by the indenting office, valid for the period of contract.

The contracting agency shall comply will all statutory obligations. Minor variations as per actual calculation will be borne by the indenter/client.

FOR HOUSEKEEPING

- f) The normal office hours of KV Leh is from 08:30 am to 4:30 pm six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. KV Leh 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 this Vidyalaya as per the rate quoted. However, overtime hours in a month will not exceed 54 hours.

FOR GARDENING:-

- g) The normal office hours of KV Leh is from 08:30 am to 4:30 pm six days from Monday to Saturday. However, the Contracting Agency will provide gardening services according to the duty timing shown at pre pages/above. KV Leh 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 this Vidyalaya as per the rate quoted. However, overtime hours in a month will not exceed 54 hours.

FOR HOUSEKEEPING

- h) The contracting agency shall maintain records of works and materials related with housekeeping work with proper check on the same as per the instructions given from time to time by this Vidyalaya.
- i) The contracting Agency shall provide to their personnel with impressive summer uniform as well as winter uniform with insignia. The incidentals such as belt, shoes, socks, caps etc shall be borne /supplied by the Agency at its cost.

6. Evaluation of Bid:

The intenders will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions in the following manner:-

- a) The bid will be treated as non-responsive , if following documents are not attached:-
- i. Copy of proof of registration of the agency with Labour Department of State/Central Govt.
 - ii. Brief profile of the company and evidence to establish that the bidder has minimum experience of one year in cleaning/sweeping.
 - iii. Brief profile of the company and evidence to establish that the bidder has minimum experience of one year in Security Services.
 - iv. Copy of proof showing that the Agency has average Annual Function Turnover of Rs. 10 Lakhs during the last three years ending March 2018.
 - v. The agency should have 20 personnel including supervisors on their regular rolls, a proof of which is required to be produced.
 - vi. Audited balance sheet & profit loss account for last year.
 - vii. List of clients during last 03 years along with cost of assignment.
 - viii. PAN No. and current IT clearance certificate
 - ix. Attested copy of proof of EFF registration.
 - x. Attested copy of proof of ESI registration.
 - xi. Necessary license/authorization/permission in respect of providing manpower for housekeeping work, security guard and gardening work as prescribed by the state /district administration as well as by the Govt of India.
 - xii. A current wage rate circular issued by the competent authority may be attached along with bid.

महत्वपूर्ण नोट :- उक्त सभी शर्तों को पूरण करना आवश्यक है | उक्त सभी/कुछ शर्तों को विद्यालय के प्राचार्य /कमेटी के सदस्य द्वारा छूट प्रदान की जा सकती है |

- b) Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services, where both Central and State Government has fixed the minimum rates of wages.(The rate of wages whichever is higher will be applicable) shall render the bid disqualified for evaluation.
- c) The evaluation will be done including profit etc. Indenting office will award the contract to the lowest evaluated responsive bidder but mere lowest price will not confer any right for awarding 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.

7. Award of Contract:

- a) The Vidyalaya (Indenters) 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 6 but mere lowest price will not confer any right for awarding the contract.
- b) The intender reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 1.
- c) The intender, 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) The contract can be terminated by the 1st Party (KV LEH) at any time without assigning any reason. The 2nd party(contractor), if so desires, may terminate the contract by giving one month's notice.
- e) किसी भी कर्मचारी को बदलने/लगाने से पूर्वप्राचार्य की अनुमति लेना अनिवार्य है | प्राचार्य की अनुमति के उपरांत बदलने/लगाने जाने वाले कर्मचारी का बायोडाटा, पुलिस सत्यापन, आधार कार्ड और पहचान पत्र प्राचार्य को तुरंत उपलब्ध करायें |

9. Last date and time of Bids:-

You are requested to submit the sealed bids through Registered/Speed Post/Courier or by hand super scribed on the envelope as “Bids for providing manpower for Housekeeping Service, Security Service, Gardening” on or before 24.12.2018, Please note that the Technical bid and Financial bid should be placed in separate envelopes clearly identifiable by scribing as “Technical Bid” / “Financial Bid”.

The tenders will be opened on 26.12.2018 at 11:00 AM in the presence of bidders. 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 is unchanged. No tender shall be accepted after stipulated date and time.

This Vidyalaya looks forward to receive the Bids in the format of Bid attached only and appreciate the interest of service provider in the KVS.

Enclosure : As stated above.


(P. Wangial)
Principal / प्राचार्य
Koneriya Vidyalaya
केन्द्रीय विद्यालय
Leh-Ladakh - 194101 (J&K)
लेह-लद्दाख-194101(जंम्मु और कश्मीर)