

केन्द्रीय विद्यालय,

वायु सेना स्थल, चाबुआ

डिब्रूगढ़, 786102 (असम)

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**KENDRIYA VIDYALAYA,**

Air Force Station, Chabua

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F.77/KVCHB/2018-19/

Dated 10/05/2018

## **TENDER DOCUMENT**

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 Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

1. Reputed and registered service providers (licensed to run private security agency by the Home Department. (Govt. of Assam) are invited for providing manpower through service contract initially for a period of 01 (one) year w.e.f. 01.06.2018. The rates for providing security services, conservancy services and gardening services for KV AFS Chabua to be quoted separately. The agency should quote rate shall comprise of (i) monthly remuneration of the staffs employed by them as per the minimum wages guidelines issued by the Govt. of Assam/Govt. of India (whichever is higher), (ii) EPF (iii) ESI & other statutory costs and (iv) Service charges, service tax, administrative charges, profit and TDS of Income Tax) along with photocopies of trade license, security clearance certificate, ST registration certificate and PAN and other related documents as mentioned in Evaluation of BID. The above service will be entirely on contract basis as per the KVS norms. The agency has to submit a copy of salary, bill, along with Bank transfer details there staff on or before 10<sup>th</sup> of the next month and also render a certificate on quarterly basis stating that minimum wages are being paid to the employees per the rates in vogue and EPF & ESI subscription in respect of all the employees employed at the KV AFS Chabua have been deposited to the concerned office for the quarter.
2. The firms are requested to quote rates after survey of the campus.
3. The firms are requested to quote rates for cleaning services with material and without material in the separate column.

**A. Area of the building** : As per the existing building  
**Address/Location of the Location** : Kendriya Vidyalaya, AFS, Chabua, Dibrugarh, Assam-786102  
**Man power required:-**

Sl. No	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required in shift	Shift timings
1	Security Guards	Middle Standard	01(One)	<u>Shift-I</u> 6.30 am to 2.30 pm
2	Security Guards	Middle standard	01(One)	<u>Shift-II</u> 2.30 pm to 10.30 pm
3	Security Guards	Middle Standard	01(One)	<u>Shift-III</u> 10.30 pm to 6.30 am
4	Worker for cleanliness	Primary Std	02 (Two)	7.00 am to 4.00 pm
5	Gardener	Sound knowledge of Gardening	01 (One)	7.00 am to 4.00 pm
6	Labour on daily wages	NA	As per actual needs	Day to day

**Total 03 (Three) workers for cleanliness & Gardening.**  
**Total 03 (Three) Security Guards for watch & ward service**

**B. 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 the rate of the same in attached Annexure-A. (Optional).

**C. Work will have to be got done in the following way:-**

- a) Sweeping of entire area of the building and surroundings of building and collection of all waste materials and disposal of the same as per instructions of the KV.
- b) Cleaning the floor area with wet floor dusters and detergent disinfectants etc once in the morning before opening the office and there after every two 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.
- c) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants thrice- once in the morning and again in the afternoon and also before leaving the Vidyalaya.
- d) Cleaning of carpets of the offices/office room.
- e) Sweeping and cleaning of open areas, roads, passage, lawns, play ground etc. within the boundary of Vidyalaya wall surrounding to this building.

- f) Regular dusting/cleaning of office furniture (table and chair) and equipment, telephone, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e 7.00 am.
- g) Provision of soap and liquid soap of good quality in the office/ toilets and placing sufficient quantity of naphthalene balls /cakes, odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- h) List of items/cleaning materials are attached in Annexure-B
- i) The chocking of sanitary installations e.g water closet, taps, bottle traps, gully traps are to be cleared by the Contracting Agency within 24 hrs of noticing the complaint. All complaints of leakages in the GI & CI, PVC pipes etc are also to be reported within 24 hours.

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

- a) Washing and scrubbing of floor area with detergents and dirt removing agents.
- b) Acid cleaning of sanitary wares, without damaging their shines
- c) 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.
- d) Cleaning of filled surfaces in the corridors.
- e) Cleaning of water storage tanks
- f) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/boards
- g) Dusting and cleaning of fans, electrical fittings, window panes, with glass cleaning chemical/agents and cleaning of partition, paneling, etc including removal of cobwebs.

### **3. 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) **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. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc in this regard.**
- (d) **The selected firm has to furnish performance security deposit 10% of total cost of one year through Demand Draft/Multicity Cheque in favour of “Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya, AFS Chabua” payable at AFS Chabua. The same will be refunded to the Contracting Agency without any interest after completion of the contract but not later than 60 days of completion of the contract.**

(e) Telex/Facsimile Bids are not acceptable.

4. Each bidder shall submit only one Bid.

5. Validity of Bid:

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

6. Terms and Conditions:

- (a) Remuneration shall be disbursed through cheque by KV.
- (b) The Contracting Agency will ensure payment by 5<sup>th</sup> of every succeeding month to their employees provided to the KV as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the KV supported with 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 receipt of the invoice/bill.
- (d) The Contracting Agency will submit a police verification report along with address and Identity proof of the personnel appointed in the beginning as mandated by the KVS and will also provide Identity Cards to all the employees valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the client.
- (f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home/ Labour Dept, failing which the bid will be treated as disqualified/non-responsive.
- (g) The normal office hours of the Vidyalaya are from 08 am to 3:30 pm six days from Monday to Saturday. However, the Contracting Agency will provide the Cleaning services on all working days in a month according to the duty timings shown at pre-pages/above. KV 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.
- (h) 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 =  $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

- (i) 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. The candidates 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 within 24 hours. The replacement of a candidate on account of absence/unsuitability for KV shall be made within 24 hours.
- (j) The contracting Agency will be required to execute a contract with the KV. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
- (k) In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (l) The character and antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (m) The Contracting Agency will deploy the trained and sufficient manpower who are below the age of 50 years as well as physically fit and mentally alert. The agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment of work.
- (n) No name plate of the Agency shall be allowed to be put up anywhere and nobody will be allowed to stay in the office except the Staff of Contracting Agency on duty.
- (o) The Contracting Agency shall provide to their personnel with impressive uniform with insignia.

## **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) Attested copy of license obtained from the Home/Labour Department for running business of private housekeeping services agencies in Assam.

- b) 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.
- c) Audited Balance sheet and Profit and Loss Account.
- d) List of clientele during the last three years along with cost of assignment
- e) PAN No and current IT clearance certificate
- f) Attested copy of proof of EPF registration
- g) Attested copy of proof of ESI registration
- h) Attested copy of proof of Service Tax registration

- (ii) Remuneration of staff quoted below minimum wages applicable for un-skilled, Semi-Skilled and Non-technical supervisory staff by the State/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.

#### **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/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.

#### **9. Last Date and time of receipt of Bids.**

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for service providing Housekeeping Services (watch and ward), Cleaning Persons & Gardener latest by 3.00 pm on 19/05/2018. The Sealed bids/tenders will be opened at 10.00 am on 21/05/2018.

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 KV.

Yours faithfully,

(KRISHAN KUMAR VERMA)  
PRINCIPAL

Encl: Annexure-A &B

Please also quote the rate of the following with supporting documents

1. MINIMUM WAGES AS PER (AS PER STATE/CENRAL GAZETTE) :
2. RATE OF ESIC :
3. RATE OF EPF :
4. RATE OF SERVICE CHARGE :
5. TOTAL AMOUNT :
6. SHARE OF EPF BY FIRM :
7. SHARE OF EPF BY WORKER :
8. ROSTER DUTY FOR WEEKLY OF :
9. RATE OF OTA PAYMENT & PURPOSE :

**FORMAT OF BID**

S. No	Category of Manpower	Number	Unit Monthly Remunerati on	EPF Rate	ESI Rate	Cost of material	Charges of Uniform/ bonus etc including	Monthly Unit Rate (Col.4+5+6+7+8)	Total Monthly Cost (Col.9 x 3)
1	2	3	4	5	6	7	8	9	

NOTE: 1. Service Tax shall be quoted separately.

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

We agree to provide the above service of manpower including materials and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed.

(Bidder)

Signature:

Name:

Seal:



**Annexure-B**

**List of cleanliness materials required for cleaning etc.**

<b>1</b>	<b>Phenyl (Liquid)</b>
<b>2</b>	<b>Odonil</b>
<b>3</b>	<b>Liquid soap</b>
<b>4</b>	<b>Soap cakes(Life Buoy)</b>
<b>5</b>	<b>Vim Powder</b>
<b>6</b>	<b>Duster white</b>
<b>7</b>	<b>Floor duster Mops</b>
<b>8</b>	<b>Room Freshners</b>
<b>9</b>	<b>Naphthalene balls</b>
<b>10</b>	<b>Coconut brooms</b>
<b>11</b>	<b>Silk broom</b>
<b>12</b>	<b>Sweeping brush</b>
<b>13</b>	<b>Sling brush</b>
<b>14</b>	<b>Scrubbing brushes of various sizes</b>
<b>15</b>	<b>Cleaning powder</b>
<b>16</b>	<b>Bleaching powder</b>
<b>17</b>	<b>Glass cleaning liquid</b>
<b>18</b>	<b>Harpic</b>
<b>19</b>	<b>Dusting clothes</b>
<b>20</b>	<b>All other requirements</b>

Rate quoted should be F.O.R including all taxes.

PRINCIPAL