



विद्यालय सरस्वती पुरम, राजमपेट , कडपा(जिला) आँ.प्र

KENDRIYA VIDYALAYA,

SARASWATHIPURAM: RAJAMPET: 516115

(KV Code: 2318; Station Code: 806; Region Code: 11)

email:kvrajampet@gmail.com

https://rajampet.kvs.ac.in

फ.सं/F.No.2318375/के०वि०RJMP/2020-21/

दिनांक Dated: 24-01-2020

## **TENDER DOCUMENT**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Inviting Bid for engaging Service Provider firm for providing manpower through service contract.**

Sir/Madam,

### **SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

**Scope of work:** The following manpower's are required on monthly basis which may increase/decrease as per need of Kendriya Vidyalaya Rajampet, Saraswatipuram Distt. Kadapa, Pin- 516115 (A.P.)

<b>S.No.</b>	<b>Name of the Post/Requirement</b>	<b>Number</b>
1	Security Guards (without Arms)	03 Male (on rotation basis for round the clock security services)
2	Unskilled worker [Cleaning & Sweeping Services]	02 Male/Female
3	Sub-staff for office work	01 Male/Female

1. Kendriya Vidyalaya Rajampet requires the services of reputed, well established and financially Sound Manpower Service Provider having experience in providing services of **Security Staff** and unskilled workers on contract basis for their engagement in **Kendriya Vidyalaya Rajampet**.

2. The contract for providing the aforesaid manpower is for a period of **ONE YEAR** from the date of effectiveness of the contract i.e. the date of agreement between the firm and Kendriya Vidyalaya Rajampet. The **Kendriya Vidyalaya Rajampet** however, reserves the right to terminate the initial contract at any time after giving on week's notice without assigning any reason to the selected Service Provider.
3. The interested "Service Providers" may submit the tender document complete in all respects along with **Bid Security** i.e. Earnest Money Deposit (EMD) of **Rs.10000/-** (Rupees Ten Thousand Only) in the form of **Demand Draft/Pay Order** drawn in favour of **Vidyalaya Vikas Nidhi account Kendriya Vidyalaya Rajampet** and other requisite documents latest by 13/02/2020 in the Office of **Kendriya Vidyalaya Rajampet** through courier/speed post/Registered Post only. **Hand delivery will not be accepted.** This EMD should be attached with **technical bid**.
4. E-mail/Fax Bids/Facsimile Bids/**Late bid** and without Demand Draft of **Rs. 100/-** as the **amount of Tender Document** will be summarily **rejected**. **Demand Draft** in favour of **“.Vidyalaya Vikas Nidhi account Kendriya Vidyalaya Rajampet”**
5. The tender is invited under **two bid system** i.e. **Technical Bid** and **Financial Bid**. The interested Service Provider is advised to submit two separate **sealed envelopes** super scribing **“Technical Bid** for Providing Manpower Services to **Kendriya Vidyalaya Rajampet** and **“Financial Bid** for Providing Manpower Services to **Kendriya Vidyalaya Rajampet”**. Both sealed envelopes should be kept in a sealed envelope scribing **“Tender for Providing Manpower for Security, Cleaning & Sweeping and Sub-staff Services to Kendriya Vidyalaya Rajampet”**.
6. The Earnest Money Deposit (EMD) is **refundable** (without interest), **should accompany the Technical Bid** failing which the tender application shall be summarily **rejected**.

## 7. Address for Correspondence:

Principal, Kendriya Vidyalaya Rajampet  
Near Govt. Jr. College Saraswathipuram  
Rajampet (Andhra Pradesh) PIN- 516115

8. The successful tenderer will have to deposit a **Performance Security Deposit of 10% amount** of the contract value in the form of Account payee Demand Draft in favour of **Vidyalaya Vikas Nidhi account Kendriya Vidyalaya Rajampet** payable at **Rajampet** within **seven days** from the date of signing of the agreement. It should be valid for **fourteen months**. In case, the contract is further extended beyond the initial period, the Bank Guarantee shall be accordingly renewed by the tenderer. **Performance Security Deposit is refundable**. The earnest money shall be returned only after the performance security is submitted by the contracting Agency.

9. No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.

10. **Each Bidder must submit only one Bid.**

11. **Validity of Bid:-** The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

12. The tendering service Providers is required to enclose photocopies of the following documents (**duly self attested**) ALONG WITH THE **Technical Bid**, failing which their bids shall be summarily rejected and will not be considered any further.

(a) Copy of PAN/GIR card and current IT clearance certificate.

(b) Copies of EPF and ESIC registration certificates.

(c) Copies of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970.

(d) Certified extracts of the Bank Account containing transactions during last three consecutive years.

(e) Experience certificate of providing manpower services to Government Department/PSU etc.

(f) Copy of the terms and conditions in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.

(g) Copy of GST Registration Number.

13. All conditional bids shall not be considered and liable to be out rightly rejected.

14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in **words** and in case of any discrepancy, the amounts stated in words shall prevail. **No overwriting or cutting** is permitted in the **Financial Bid Form**. In such cases, the tender shall be summarily **rejected**. However, the cuttings, if any in the **Technical Bid Application** must be initialized by the same person who is authorized to sign the tender bids.

15. **The technical bids would first be taken into consideration** by a Committee. The Technical bids shall be opened on the schedule date and time in the presence of the **authorized representative of the Service Providers**, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender.

16. **The Financial Bid of only those tenders will be opened whose Technical bids are found to be in order.** The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified Service Providers, if any, who wish to be considered. In case the lowest

bidder (L-1) is disqualified after selection for any reason then the negotiation will be made with second lowest (L-2) bidder to work as L-1 rate.

17. The Principal of the Kendriya Vidyalaya Rajampet reserves the right to cancel one or all bids without assigning any reason.

18. While quoting the rates, **the bidders are to note that:**

**WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE.**

The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Principal; Kendriya Vidyalaya Rajmpet shall not be liable to pay dues for availing the services of the personnel. The **Performance Security Deposit and the monthly bills** will not be released until the service provider produces the proof of up to date **payment of monthly WAGES, EPF & ESI contribution.**

19. All documents submitted shall be consecutively numbered having signature of the authorized-signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is not signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.

20. The Kendriya Vidyalaya Rajampet reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

### **Technical requirements for the Tendering Service Provider**

The tendering Service Provider should fulfill the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.

2. The Service Provider should have at least **three years'** experience in providing manpower to Government Department/Public Sector Companies/Banks ets.
3. The bidder organization should be a profit making one in the preceding two financial years.
4. There should be no case pending with the police against the proprietor /Firms/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regards.
5. The Service Provider should have valid labour Registration license under Contract Labour (Regulation & Control) Act.1970.
6. The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- 7. The Service Provider should have its own Bank Accounts.**

**Technical requirements for Kendriya Vidyalaya Rajampet**

<b>S.No.</b>	<b>Designation of the Employee</b>	<b>Age</b>	<b>Qualification</b>
1	Unskilled Worker (for cleaning & sweeping)	He/She should be above 18 years of age	He must be physically fit and mentally sound and should be fit work even in odd hours.
2	Security Guards (without Arms) for round the clock Security Service	He should be above 18 years of age	He must be physically fit and mentally sound and should be fit to work even in odd hours.
3	Sub-staff for office work	He should be above 18 years of age	Class 12 <sup>th</sup> or Equivalent.

## TERMS & CONDITIONS

### GENERAL

1. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed.
2. The Kendriya Vidyalaya Rajampet shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider.
3. In case of **termination** of the **Agreement** on its expiry or otherwise, The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
4. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a **copy of the registration** should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act, 1970 if any, at his own part and cost.
5. In the event of any engaged personnel being on leave/absent, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.  
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=  $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absent}$

6. The persons deployed by the Service Provider should have good character and good police records and **no criminal** case should be pending against them.

7. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the **Kendriya Vidyalaya Rajampet**. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

8. The remuneration to the persons deployed by the agency shall be disbursed through **RTGS/NEFT .TDS** will be deducted as per rules from the billed amount.

9. The Contracting Agency will ensure payment by the **5<sup>th</sup> of ever** succeeding month to their employees deployed at **Kendriya Vidyalaya Rajampet** as per the monthly remuneration quoted without and deduction.

10. The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the **Kendriya Vidyalaya Rajampet** supported with the following documents:-

(i) Details of disbursement made to the staff furnishing details for each payment (provide **bank statement**).

(ii) Proof of payment of statutory obligation such as **EPF, ESI, Service Tax** and any other applicable tax.

(iii) Payment to the contracting agency will be released **within 15 days** from the date of the receipt of the invoice/bill.

11. The contracting Agency will provide **uniform to Security Guards** and **identity card** to all his employees deputed as per the format suggested by the indenting office valid for the **period of contract**.

12. The normal office hours of **Kendriya Vidyalaya Rajampet** are from **8.15 am to 4.30 pm six days** from Monday to Saturday (except 2<sup>nd</sup> Saturday



and holidays). 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.

13. **Kendriya Vidyalaya Rajampet** 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.

14. In case of absence on any working day, the monthly remuneration will be regulated as per day basis.

15. In case of any loss, theft or damage caused by attributable to the personnel deployed, the **Kendriya Vidyalaya Rajampet** reserves the right to claim and recover damages from Contracting Agency.

16. The antecedents of all the workers will be got verified from the **police by the Contracting Agency.**

17. The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-Serviceman, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the ex-servicemen. The contracting Agency will also ensure that the security guards/security supervisors are free from Aids or any other infectious disease before deployment for work.

18. The contracting agency shall provide to their security with impressive **summer uniform** as well as **winter uniform** with Insignia. Uniform for the Cleaning & Sweeping staff will be compulsory.

**19. Validity of Bid:**

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

## LEGAL

1. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the **Kendriya Vidyalaya Rajampet**
2. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result there of, the **Kendriya Vidyalaya Rajampet** is put to any loss/obligation, monetary or otherwise, the **Kendriya Vidyalaya Rajampet** will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
3. The Service Provider shall be held responsible for any loss/damage to the equipments and instrument of the **Kendriya Vidyalaya Rajampet** provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the **Kendriya Vidyalaya Rajampet**
4. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The **Kendriya Vidyalaya Rajampet** will have no liability towards non-payment of remuneration of the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned of **Kendriya Vidyalaya Rajampet** by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
5. The decision of **Kendriya Vidyalaya Rajampet** in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

6. Any dispute arising in relation to the agreement shall be referred to a sole arbitrator to be appointed by the Hon'ble Chairman VMC, **Kendriya Vidyalaya Rajampet** and shall be at Rajampet.

### **FINANCIAL**

1. The Technical Bid should be accompanied with an **Earnest Money Deposit** (EMD) of (Rs.10000/-, refundable without interest, in the form of Demand Draft/Pay Order drawn in favour of **Vidyalaya Vikas Nidhi (VVN) Account Kendriya Vidyalaya Rajampet**. failing which the tender shall be **rejected out rightly**.

2. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

3. The successful Tenderer will have to deposit a Performance Security of 10% value of the contract amount in the form of DD in favour of “**Vidyalaya Vikas Nidhi (VVN) Account Kendriya Vidyalaya Rajampet.**” covering the period of contract within **seven days** from the date of signing of the agreement. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.

4. In case of breach of any terms and conditions attached to this agreement, the **Performance Security Deposit** of the Service Provider shall be liable to be **forfeited** besides annulment of the Agreement.

5. Penalty will be levied and recovered @ **Rs.500/- per day per candidate** for delay in providing the manpower either on initial deployment or as replacement subsequently.

6. The successful bidder will enter into an agreement with **Kendriya Vidyalaya Rajampet** for supply of suitable and qualified manpower, materials etc. as per requirement on the above terms and conditions.

**7. DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

(i) List of Manpower shortlisted by service provider for deployment in **Kendriya Vidyalaya Rajampet** containing full details i.e. date of birth, marital status, address, educational qualification, photo Identity Card provided by the security service provider etc.

(ii). Bio-data of all persons.

(iii) . Any other document considered relevant.

**Note:** These terms and conditions are part of the contract/Agreement as indicated in the Agreement between **Kendriya Vidyalaya Rajampet** and **the Service Provider**. Any non-compliance shall be deemed as breach of the contract/Agreement.

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature with date of Tenderer with seal)

Name: .....

Address:

Phone/Mb. No (0):

Seal:

**APPLICATION: TECHNICAL BID (Should be sealed separately)**

(For-Providing Manpower Services to Kendriya Vidyalaya Rajampet)

1. Name of Tendering Service Provider: \_\_\_\_\_

2. Status (Proprietor/Partner/Director): \_\_\_\_\_

3. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_

Of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_

4. Full Address of Registered Office \_\_\_\_\_

Telephone/Mobile No: \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Full address of Operating/ Branch Office: \_\_\_\_\_

Telephone/Mobile No : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Name & telephone no. of Authorized: \_\_\_\_\_

Officer/person to liaise with Field Office(s) \_\_\_\_\_

7. Banker of the Service Provider: \_\_\_\_\_

(Attach certificate copy of statement of \_\_\_\_\_

A/c. for the last 3 consecutive years)

Telephone Number of Banker: \_\_\_\_\_

8. PAN/GIR No. (Attach attested copy): \_\_\_\_\_

9. GST Registration No: \_\_\_\_\_

(Attach attested copy)

10. E.P.F.Registration No: \_\_\_\_\_

(Attach attested copy)

11. E.S.I. Registration No: \_\_\_\_\_

(Attach attested copy)

12. Labour License/Registration under: \_\_\_\_\_  
The Contract Labour (Regulation & Control) Act, 1970.

13. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2016-17		
2017-18		
2018-19		

14. Additional information if any:

(Attach separate sheet if space provided is insufficient)

15. Give details of minimum 3 such contracts/housekeeping/outsourcing (both work) in Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last three consecutive years in the following format.

(if the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of client address, telephone & Fax no.	Manpower service provider		Amount of contract (Rs. Lakhs)	Duration Contract		Remarks
		Type of manpower provided	No.		From	To	

16. Certificate of work satisfactory completed in above mentioned contracts

17. Additional information, if any (Attach separate sheet, if required)

Date: \_\_\_\_\_ Signature & Seal of the authorized person

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

\_\_\_\_\_

## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Director/Authorized  
Signatory of the Service Provider, mentioned above, is competent to sign this  
declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to a bid by them;
3. The information/documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I /we, am I well  
aware of the fact that furnishing of any false information I fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Date: \_\_\_\_\_

Signature of authorized person

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Seal:



**APPLICATION: FINANCIAL BID (Should be sealed separately)**

**KENDRIYA VIDYALAYA RAJAMPET**

**Name of the work:** Contract for providing Security, Conservancy (Cleaning & Sweeping) & Sub-staff to Kendriya Vidyalaya Rajampet

1. Name of tendering Company/Firm/Agency\_\_\_\_\_

2. Day basis immediate requirement/ as per required per person per day (8 hours)

S.No.	Description of wages/Statutory Components	For Security Guard (Duty 8 hrs./ shift)	For Cleaning & Sweeping (Duty 8 hrs duty)	Sub-staff (office duty for office hrs.)
		A	B	C
1	No. of persons	3	2	1
2	Basic Rate of Wages per day, per head			
3	VDA per day, per head			
4	Total for 30 days per month, per head for Security Services & 26 days for Conservancy and Sub staff Service			
5	E.P.F @13.15% of Sl.No.3 per month			
6	ESI @4.75% of Sl.No.3 per month			
7	Admit/Service Charge per month in Rs. (per head) [to be paid by the Vidyalaya]			
8	Total for Col. No. [4+5+6+7] (To be paid by the Vidyalaya)			
9	Grand total [Col. No.8 x Col. No. 1]			

Note: 1. while quoting the rates, **the bidders are to note that:**

**WHERE BOTH CENTRAL AND ANDHRA PRADESH GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE.**

2. 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.

**3. Duly filled in format should be typed in the letter head of the firm.**

Signature of authorized person:

Full Name: .....

Date: - Office Address:

Seal:.....