



F. No.17090/HK/2019/KVS(ChER)

Date: 25.01.2019

### TENDER DOCUMENT

**Sub:** "Inviting Bid for engaging service provider firm for providing manpower for housekeeping through service contract".

Sir/Madam,

The Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Sangathan, Regional Office, IIT Campus, and Chennai from the reputed / registered/consultant/Service Provider Firm for providing Manpower through service contract initially for a period of one (01) year which may be extended by another one year, as indicated below:

A.	Area of the Building approximately	23 rooms and 7 toilets for staff, corridors, stairs and open areas as well as enclosed surrounding area on the ground floor.  Parties are advised to see the location
	Address/Location of the building	<b>Kendriya Vidyalaya Sangathan, Regional Office, IIT Campus, Chennai - 600 036</b>

#### B. Manpower required:

The following manpower (for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be available up to 5.00 pm.

S.NO.	Category of Manpower	Minimum Qualifications or/and experience	Number of workers required
1	Workers for cleanliness (gents)	Middle standard	1
2	Workers for cleanliness (Ladies)	Middle standard	1

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	Workers for cleanliness	To clean the office wherever he/she is deputed, any other work assigned by the authorizes, etc.



**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 KVS.
- 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 specially in the areas like student toilets, 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.
- iv. Cleaning of carpets with vacuum cleaner to be provided by the contractor.
- v. Sweeping and cleaning of open areas, roads, passage, lawns auditoriums/meeting halls, etc. within the boundary of KVS, RO, Chennai's wall surroundings to this buildings.
- vi. Regular dusting/cleaning of furniture (tables and chairs) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the Office i.e. 9.00 AM.
- vii. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- viii. The chocking of the sanitary installations is to be cleared within 24 hours of noticing the complaint.

**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, RO systems, water coolers, etc.
- vi. Polishing of name plates and number plates (on each floor)
- vii. 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).
- b. GST is applicable as per rules.



- 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 bidder shall deposit Rs.20,000/- in the form of DD drawn in favour of **K V SANGATHAN ACCOUNT** payable at IIT Campus, Chennai 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 selected firm has to furnish performance security in the form of DD for an amount 10% of annual bill amount 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.

- f. 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 90 days after the deadline fixed for submission of Bids.

#### 6. Terms and Conditions:

- (a). The remuneration shall be disbursed through cheque at KVS RO Chennai premises in the presence of representative of the Screening Committee or its constituent.

- (b). The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees deployed to KVS RO Chennai/premises as per the monthly remuneration quoted.

- (c). The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees deployed to KVS RO Chennai/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 Indentor/Client.



(f). Normal office hours of KVS is from 8.00 am to 4.00 pm six days from Monday to Saturday. However, KVS RO Chennai 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.

(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 =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

(h). The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS RO Chennai. 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 this Office. 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 Kendriya Vidyalaya Sangathan, Regional Office, Chennai 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/attribution to the personnel deployed, the KVS, RO, Chennai 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 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 KVS RO Chennai shall provide a small room/space for the workers/staff deployed by the contracting agency. Nobody will be allowed to stay in the Vidyalaya except the staff of contracting agency on duty.

(n). The contracting Agency shall provide to their personnel deployed for cleanliness with impressive uniform.

## **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:



### **Eligibility of Bidders:**

- (i) The bid will be treated as non-responsive if following documents are not attached :-
  - (a) Demand Draft of **Rs.500/-** drawn in favour of **K V Sangathan Account payable at IIT Campus, Chennai** in case the tender document is downloaded from [www.kvsrochennai.in](http://www.kvsrochennai.in) website.
  - (b) Demand Draft of Earnest Money Deposit (EMD) of **Rs.20,000/-** in favour of **K V SANGATHAN ACCOUNT payable at IIT Campus, Chennai.**
  - (c) Details of successfully executed similar work along with work order copies and amount.
  - (d) A copy of PAN/TAN, registration certificate with Income Tax, GST, ESI, PF and other statutory bodies as per the requirement of the contract.
  - (e) Complete copy of tender document duly signed/stamped on all pages
  - (f) Details of firm/company setup and establishment.
  - (g) List of current clients for whom similar works are executed citing the no. of employees employed by the contractor. (Attach documentary proof)
  - (h) Audited financial statement including profit and loss account and balance sheet for last successive three years ending March 2018.
  - (i) Income Tax Return for last successive three years ending March 2018.
  - (j) An undertaking that the bidder has not been black listed by any government organization during the last 3 years.
  - (k) Copy of Registration Certificate of PSARA Act/registration with the Regional Labour Commissioner (Labour Licence number).
- (ii). Remuneration of staff, quoted below minimum wages applicable for unskilled, semi-skilled, Skilled, clerical and non-technical supervisory staff, in the Tamil Nadu/Central Government shall render the Bid disqualified for evaluation.
- (iii). Adequate amount if not quoted towards service charges, overhead-profit, etc. may render the bid disqualified for evaluation.
- (iv). Indenting Office will award the contract to the lowest evaluated responsive bidder.

### **8. Award of Contract:**

- (a) The Indentor 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 Indentor 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 indentor 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 Indentor 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**

**Technical Bid and Financial Bid should be sealed in two separate envelopes and then placed together in a single envelope superscribing "Technical Bid", "Financial Bid" and "Quotation for House Keeping Services". Financial Bid will be opened only if Technical Bid is in order. Therefore, in no case both must be placed in a single envelope, failing which, the quotation will be summarily rejected.**

You are requested to submit the Sealed Bids by Speed post/by hand superscribed on the envelope as **"Technical Bid", "Financial Bid" and "Quotation for House Keeping Services"**. The duly completed bid along with enclosure can be submitted **till 4.00 pm on 14.02.2019**. The tenders will be opened **at 11.00 AM at KVS RO Chennai** in the presence of bidders on the **next working day**. An earnest money of Rs.20000/- (Rupees Twenty thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS RO Chennai.

Yours faithfully,

  
(C. Mani)  
Deputy Commissioner

## ANNEXURE

## FORMAT OF FINANCIAL BID (HOUSE KEEPING SERVICES WITH MATERIALS)

## WITH MATERIALS

(All Figures in Rupees Only)

S.No.	Category of Manpower	Number	Unit Monthly Remuneration (Rate Per Person) (As per Govt. of India, Office of the Chief Labour Commissioner(C) Order No.1/38(5)/2018-LS-II dt. 28.09.2018 for Minimum wages)	EPF Amount (13%) (in Rs.) (Based on the eligibility as per EPF Act)	ESI Amount (4.75%) (in Rs.) (Based on the eligibility as per ESI Act)	Service Tax/GST as applicable	Service Charges including overhead and profit (Rate per person)	Monthly Unit rate (Rate per person) (Col 4+5+6+7+8)	Total Monthly Cost towards wages (2XCol.9)	Cost of Materials as per the list attached	Total Monthly Cost (10+11)
1	2	3	4	5	6	7	8	9	10	11	12
1	House-keeping	1									

NOTE: 1. Rates shall be quoted as per the rates prescribed by the central govt. rates w.e.f. 01.10.2018.

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

3. Please enclose the list of employee-wise name, UAN No., EPF No. & ESI No., etc.

4. If a Firm quotes 'Nil Charges/Consideration', the bid shall be treated as unresponsive and will not be considered.

5. EPF will be paid as per the eligibility of the employee deployed with reference to EPF Act

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. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Bidder

Signature \_\_\_\_\_

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

Date &amp; Time: \_\_\_\_\_



## HOUSE KEEPING

### REQUIREMENT OF MATERIALS FOR ONE MONTH

1. PHENYL
2. SURF POWDER
3. WASHING SOAP SURF EXCEL
4. SCRUBBER
5. VIM BAR
6. FLOOR MOP
7. TOILET CLEANING BRUSH
8. TOILET CLEANER HARPIC
9. FLOOR CLEANER LIZOL
10. BROOM STICKS
11. WEB CLEANING STICK
12. BLEACHING POWDER
13. HAND WASH
14. ROOM FRESHNER
15. ROOM SPRAY
16. NAPTHELIN BALLS
17. DETTOL

**Note:** Required quantity of Materials must be supplied every month.