



ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ, ನಂ.೧, ಎ. ಎಫ್.ಎಸ್., ಸಾಂಬ್ರ, ಬೆಳಗಾವಿ
ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ಕ್ರ 1, ವಾಯುಸೇನಾ ಸ್ಥಳ ಸಾಂಬ್ರ, ಬೆಲಗಾವಿ-591124
KENDRIYA VIDYALAYA NO.1 AFS SAMBRA, BELAGAVI 591124
KARNATAKA, Ph: 0831-2562316/Fax: 2562316 CBSE Aff.Code:800010
School Code: 49014, Website: <https://sambraafs.kvs.ac.in>,
Email: kvsambra@gmail.com

F.No.6-3/KVAFS/2020-21/

Dated: 30.01.2021

To

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower – (SWEEPING & CLEANING and GARDENING SERVICES) through service contract.

Sir/Madam,

The Kendriya Vidyalaya, NO1 AFS Sambra - Belagavi is functioning under Kendriya Vidyalaya Sangathan, New Delhi. Kendriya Vidyalaya Sangathan is 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.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya NO.1 AFS SAMBRA - BELAGAVI, District: BELAGAVI - 591124,(K.A) from the reputed/ registered Consultant / Service Provider Firm for providing Manpower - SWEEPING & CLEANING AND GARDENING through service contract initially for a period of 01 (one) year w.e.f 01.03.2021, which may likely to be extended, as indicated below:

A. **Area of the Building: Total School Building and Campus:**

Total 7.5 Acres having approximately 34 Class Rooms,
20 other Rooms & 16 Toilets in Ground & First floor of the
Vidyalaya Building, corridors, stairs, Playground, Assembly stages,
open areas on the ground floor and campus. Parties are advised to see
the location.

Address/Location of the Building:

Kendriya Vidyalaya NO.1 AFS, Sambra Belagavi,
District: Belagavi - 591124 (K.A).

B. Man Power required:

| S.No. | Category of Manpower | No. of persons required. | Minimum Qualification s or/and Experience | Responsibilities |
|-------|--|--------------------------|---|---|
| 1. | SWEEPER & CLEANING (SAFAI KARMACHARI) Female-04+Male- 03 | 07 | Primary Standard | Keeping clean of all the Class Rooms, Laboratories, departments, Toilets, Store Rooms, Corridors, Footsteps of the Vidyalaya Building, Principal's Chamber and the Vidyalaya Office, other rooms and sweeping of Open area removing of grass/weeds etc and keeping of the Vidyalaya campus as a whole and its stretches in all directions neat & clean. |
| 2. | GARDENER (Male) | 01 | Primary Standard | WATERING TO PLANTS, Plantation, DEVELOPMENT OF GARDEN and maintenance of gardens, Trimming, REMOVEING GROSS / BUSHES, Sweeping of Open Area etc. in Vidyalaya Campus. |

Note: The requirement of man power may increase or decrease as per requirement of the Vidyalaya / as per KVS rules or availability of funds.

C. Materials for cleanliness will be supplied by the Vidyalaya.

D. Work will have to be got done daily 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 Vidyalaya.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school 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, after lunch and again in the afternoon.
- iv) Cleaning of carpets of the officers' room with vacuum cleaner.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- vi) Regular dusting/cleaning of school / office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the school/ office.
- vii) 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.
- viii) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- 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) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.
- vii) Polishing of name plates and cleaning of all other name plates/boards.

3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration(26DAYS), EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A) without changing/ modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted. The rates applicable are as per to cities classified in recent gazette notification given by Ministry of Labour Govt. of India.
- (b) Taxes if any 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.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall submit a "**Signed Bid Security Declaration**" accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of **three years** in favour of **PRINCIPAL, Kendriya Vidyalaya No. 1 AFS Sambra - Belagavi- 591124** along with the Bid.
- (f) The selected firm has to furnish performance security in the form of Demand Draft /Bankers Cheque for an amount of **Rs. 3%** 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 Bid security money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (g) Telex or Facsimile Bids are not acceptable.
- (h) Telex or Facsimile Bids are not acceptable.
- (i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (i) **Remuneration of staff, quoted below minimum wages fixed by Central/State Government rates whichever is higher applicable (sweeping/cleaning in case of central/Pvt. safai karmachari in case of state and for gardener unskilled central industrial worker rate/ for state ULB/PRIs gardener rate) for Un-skilled, Semi-skilled, Skilled, in the BELAGAVI CITY, Karnataka State shall render the Bid disqualified for evaluation.**

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period not less than 01 year after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through Account Payee cheque to the manpower employed at Vidyalaya premises in the presence of representative of the **Kendriya Vidyalaya, NO.1 AFS SAMBRA**

BELAGAVI - 591124 Or it's constituent

- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya NO.1 AFS SAMBRA - BELAGAVI-591124** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Kendriya Vidyalaya NO.1 AFS SAMBRA-BELAGAVI - 591124**, supported with the following documents :-
- (i) Details of disbursement made to the staff furnishing cheque details for each payment along with a copy of Bank passbook entry of an individual account.
- (ii) Proof of payment of statutory obligation such as EPF, ESI 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.
- (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) It is mandatory for the contracting Agency to submit the attested copy of license obtained from the competent authority and concerned local authorities of Belagavi District for Providing these services in Belagavi District, Karnataka.
- (g) The normal Office hours of **Kendriya Vidyalaya NO.1 AFS SAMBRA BELAGAVI -591124** is from **7.30 am to 4.30 pm. This includes ½ hour for breakfast and ½ hour lunch break.** six days from Monday to Saturday. However, **Kendriya Vidyalaya NO.1 AFS SAMBRA BELAGAVI-591124** reserves the right to request the services on Sunday/Holiday/beyond office hours. The Contracting agency will be compensated 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 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya NO.1 AFS SAMBRA BELAGAVI-591124**. 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 NO.1 AFS SAMBRA BELAGAVI-591124**. 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 KV shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya NO.1 AFS SAMBRA BELAGAVI-591124**, 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.
- (k) **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.**
- (l) The antecedents of all the workers will be got verified from the Police by the Contracting Agency before deployment for work.

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 :-**

1. As per the Govt. rule the firms which quotes less than the Govt. minimum Wages and quotes without any service charges /Zero profit basis will be disqualified after deducting Income tax 2%. After deducting applicable Income

tax and other taxes if any on total amount the service charge/ profit should be in rupees not in decimals.

2. (a) Attested copy of license obtained from the competent authority and Concerned local authorities of Belagavi District for running the business of private security agencies operating in Belagavi Dist.
 - (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 /Certified Balance Sheet & Profit and Loss Account for last 3 years.
 - (d) List of clientele during last 3 years along with cost of assignment.
 - (e) PAN No. and Current IT clearance certificate /copy of IT Return filed last 3 years and form-16.
 - (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.
 - (j) The Bidder shall submit a "Signed Bid Security Declaration" accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of three years in favour of PRINCIPAL, Kendriya Vidyalaya No. 1 AFS Sambre - Belagavi-591124 along with the Bid.
- (ii) Remuneration of staff, quoted below minimum wages fixed by Central/State Government rates whichever is higher applicable (copy of latest Govt. Order to be enclosed) (sweeping/cleaning in case of central/ Pvt. safai karmachari in case of state and for gardener unskilled central industrial worker rate/ for state ULB/PRIs gardener rate) for Un-skilled, Semi-skilled, Skilled, in the BELAGAVI City of BELAGAVI District, Karnataka State 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 Committee will evaluate the Bid on basis of the following criteria:-

| S.No | Areas of Evaluation | Maximum Marks | Marks Awarded |
|------|---|---------------|---------------|
| 1. | Financial Turnover supported by Bank statement/Balance Sheet during last 3 years (i) 10 lakhs to 50 lakhs - 1Marks (ii) 50 lakhs to 1 Crore - 2 Marks each year (iii) 1 Crore to 1.5 Crore - 3 Marks Each year (iv) Above 1.5 Crore - 5 Marks each years | 15 | |
| 2. | ITR last three years supported by form 16- 10 Marks each year | 30 | |
| 3. | No of Clients Served per year for last 3 years in (i) Govt/PSU/KVs awarded similar single contract of value 5000000(fifty lakhs) or more in a financial year – 5 marks per year per client per contract (ii) Govt/PSU/KVs awarded similar single contract of value 1000000(ten lakhs) but less than 5000000 (fifty lakhs) or more in a financial year – 5 marks per year per client per contract in a financial year – 3 Marks per year per client per contract. Private company awarded similar single contract of value more than 1000000 – 1 Marks per year per client | 35 | |
| 4. | Fulfillment fo Statutory provision as per Govt Norms as given in Technical Bid. | 20 | |
| | Total | 100 | |

(b) The firm getting a minimum of 50 or more marks will be eligible for competing in next round that is Financial Bid. Fulfillment of statutory provision as per Govt norms is mandatory failing which tender will be rejected, in spite of firm getting more than 50 marks in above evaluation.

(c) 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 in Financial Bid. If two or more firms are equal in Financial Bid, the firm who get more marks in the evaluation awarded.

- (d) 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.

- (e) 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.
- (f) 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 providing MANPOWER (Sweeping & Cleaning and Gardening services) on service charge basis**" due on **22.02.2021 latest by 02.00 pm.**

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 **Kendriya Vidyalaya NO.1 AFS SAMBRA BELAGAVI-591124, KARNATAKA.** Rates quoted other than in format Annexure-A will be rejected.

The Sealed Bids received will be opened at 11.00 a.m on 23.02.2021.

Note: Incomplete Tender forms shall not be considered.

Yours faithfully

Signature:

Name: Ch. VIJAYA RATNAM

Designation: Principal

For and on behalf of the

**Kendriya Vidyalaya NO.1 AFS
SAMBRA BELAGAVI-591124.**

TO BE TYPED ON THE LETTER HEAD OF THE AGENCY)

To

The Principal
Kendriya Vidyalaya No.1,
AFS, Sambra,
Belagavi.

Sub: (1) "Inviting Bid for engaging Service Provider Firm for providing Manpower –
(SECURITY SERVICE Watch and Ward)- through service contract.

(2) "Inviting Bid for engaging Service Provider Firm for providing Manpower –
(SWEEPING & CLEANING and GARDENING SERVICES through service contract.

Ref: Tender Notification No.F.1058/F6-3/KVAFS/2020-21/___ dated 21.12.2020.

Sir,

I/We have gone through the terms and conditions appended to the Tender Form in detail and submitting my/our Tender with Bio-Date, Terms and conditions, Annexures 'A to C' duly signed with the seal.

Yours faithfully

PLACE:

Date:

For Proprietor/Partner/Director.

Signature of the tenderer
with seal & full address.

FORMAT OF BID-2021

(All figures in Rs.)

| Sl. No. | Category of Manpower | No. of persons required | Monthly (26days) remuneration per labour as per Minimum wages Act of Central/ State Govt. rates whichever is higher (Rs.) | EPF Rate per labour (Rs.) | ESI Rate per labour (Rs.) | Service charges and other charges including overhead profit per labour (Rs.) | Monthly Unit Rate (per labour) (Col.4+5+6+7) (Rs.) | Total Monthly Cost (8x3) (Rs.) |
|---------|--------------------------------|-------------------------|---|---------------------------|---------------------------|--|--|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. | Sweeping and Cleaning services | 07 | | | | | | |
| 2 | Gardener | 01 | | | | | | |

NOTE:

- The Firm/Bidder should quote the rates not less than the approved rates of Minimum wages Act of Central /state Government rates whichever is higher existing at present in the BELAGAVI City of BELAGAVI Dist. Karnataka. (Sweeping/ cleaning in case of central/ Pvt.safai karmachari in case of state and for gardener unskilled central industrial worker rate/ for state ULB/PRI's gardener rate). The rates applicable are as per the cities classified in recent gazette notification given by Ministry of Labour Govt. of India.EPF and ESI SHOULD AS PER PRESENT PREVAILING RATES. Service Charges should be higher than the TDS to be deducted @2% on total amount and should be in rupees not in decimals.
Taxes if any shall be quoted separately. **Service Tax not applicable as per rules.**
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- In case of not quoting any rate, the reasons and justification (with proof) should be given.
- Monthly Wages means as per state govt. the rate fixed for one month and for Central minimum wages.
- It is 26 days X per day rate fixed.

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. The Bidder shall submit a **"Signed Bid Security Declaration"** accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of **three years** in favour of **PRINCIPAL, Kendriya Vidyalaya No. 1 AFS Samba - Belagavi- 591124** along with the Bid.

(Bidder)

Date: _____

 Signature: _____
 Name: _____
 (Agency Seal)

BIO-DATA OF THE TENDERER - 2021

01. Office name & full postal Address of the tenderer :
02. Branch office if any with Address :
03. (1) Telephone/telex/fax no.
(a) Office :
(b) Residence :
(c) Mobile no. :
04. Whether the tenderer is a Regular security agent doing Similar work to govt.dept/ Undertakings. If so three years details to be furnished with Certificates :
05. E.M.D. details
D.D.NO.Bank's name & date for Rs...../- :
06. E.S.I.NO.
(a copy of the certificate shall be enclosed) :
07. P.F.NO.
(A copy of the certificate shall be enclosed) :
08. Agency Registration No. & Authority as per labour laws , with validity (A copy of the certificate of Registration)
09. I.T. PAN NO. :
(A copy of the certificate shall be enclosed)
10. Service Tax Registration Number :
(A copy of the certificate shall be enclosed)
11. Confirmation of the tenderer about his willingness on the Right of K.V. BELAGAVI.to terminate the contract and to forfeit the Security deposit for violation of terms & conditions of contract. :

12. Name, address & telephone nos. of authorized attorney :
13. Name & address of partners :
14. Residential address and phone Nos. & mobile no. Of partner(s)/ Proprietor. :
15. Name, address & telephone nos. and attested signatures of Authorized representative (in 4 sets) :
16. One set of photos of the Partner(s)/proprietor & their Authorized representative would be furnished after acceptance of tender. :
17. Bank name, address & a/c no. of agency should be furnished. :

Signature of the tenderer
with seal & full address.

ENCLOSURE CHECKLIST

ATTESTED COPIES OF THE FOLLOWING DOCUMENTS TO BE ENCLOSED AT THE TIME OF SUBMISSION OF TENDER.

| Sl. No. | Particulars | Enclosed / Not enclosed | Page Nos. |
|---------|---|-------------------------|-----------|
| 1) | E.M.D. Payment | | |
| 2) | E.S.I. Registration Certificate copy | | |
| 3) | Copies of P.F. Registration Certificate & Service Tax Registration Certificate. | | |
| 4) | Agency Registration Certificate copy. | | |
| 5) | I.T. Pan Certificate copy | | |
| 6) | I.T. returns clearance certificate of last 3 years along with form-16. | | |
| 7) | Audit Report copies for the last 3 years. | | |
| 8) | Previous Three years experience certificate & Work Orders copy. | | |
| 9) | Satisfactory Service certificate from 3 organisations. | | |
| 10) | List of clientele during last 3 years along with cost of assignment. | | |
| 11) | The security agency should produce the copy of registered document with police department along with the tender documents | | |

Signature of the tenderer
with Seal & full address.