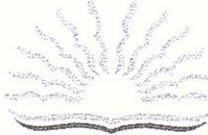


<p>केन्द्रीय विद्यालय, गुणुपुर बेल हॉस्टल कैंपस गुणुपुर, ओल्ड बैंक स्ट्रीट, जिला, रायगड़ा - ओड़ीशा - 761102 ई-मेल: kvgunupur@gmail.com स्कूल कोड : 2401, स्टेशन कोड : 874 दूरभाष : 06857 - 250111 Website: <a href="http://www.gunupur.kvs.ac.in">www.gunupur.kvs.ac.in</a></p>	<p><b>Estd: 2019</b></p>  <p>केन्द्रीय विद्यालय संगठन</p>	<p><b>KENDRIYA VIDYALAYA, GUNUPUR</b> Bell Hostel Campus, Old Bank Street, Gunupur, Rayagada, Odisha - 765022 E mail: kvgunupur@gmail.com School Code: 2401, Station Code: 874 Phone: 06857 - 250111 Website: <a href="http://www.gunupur.kvs.ac.in">www.gunupur.kvs.ac.in</a></p>
<p>भारत सरकार के शिक्षा मंत्रालय के तहत एक स्वायत्त निकाय- An Autonomous Body Under Ministry of Education, Government of India</p>		
<p>संदर्भ/Ref:15088/KVGNP/2401/2021-22/</p>		<p>तारीख/Date: /08/2021</p>

To

---



---



---

### TENDER DOCUMENT

**Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.**

Sir/Madam,

1. 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 Vidyalayas 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 Gunupur from the reputed/registered Consultant / Service provider firms for providing Manpower through service contract initially for a period of 01 (one) year w.e.f- 01-10-2021 which may likely to be extended as indicated below:

S No	Category of Manpower	Nos.	Minimum qualifications or/and experience	As per the following shifts	Remarks
01	Security	03	Literate	Duty will be in round O'clock in three shifts and one person available in each shifts	Suitable replacement required in case of absence of any staff.
02	Conservancy	01	Primary Standard	7:00 A.M to 3:00 P.M	An additional conservancy staff may be sought as per requirement

An outline of tasks to be carried out by different category of manpower provided is detailed as under:

S No	Category of Manpower	Responsibilities
01	Semiskilled(Security)	Round the Clock security of the Vidyalaya
02	Unskilled(Conservancy)	Cleaning of the toilet, class room, Vidyalaya premises etc.

1

  
 प्राचार्य / Principal  
 केन्द्रीय विद्यालय / Kendriya Vidyalaya  
 गुणुपुर / Gunupur

### 3. Quoted Price:

(a) The Bidder shall quote unit rate (per person) which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges that must be quoted in rupees) in the format of quotation attached as (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.

(d) Correction if any shall be made by crossing out, initialing, dating and rewriting.

(e) The Bidder shall deposit Rs. 10000/- (Ten thousand only) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of "VVN A/c Kendriya Vidyalaya Gunupur" payable at "Gunupur" as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 70000.00/- (Rupees Seventy Thousand Only) 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.

(g) Telex or Facsimile Bids are not acceptable.

4. Tender form/document can be obtained from KV Gunupur on all working days (between 10.00 AM to 0200 PM) against non refundable payment of Rs 100/- (Rupees hundred only). Downloaded tender form/document will be accepted along with DD of Rs 100/- payable to Kendriya Vidyalaya Gunupur, School Fund Account. 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.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya Gunupur 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 Gunupur 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.
- (iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the KVS.

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 inventor/Client.

(f) The normal office hours of KVS is from 7:00 am to 3:00 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. KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.

(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

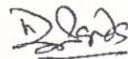
Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>

Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos.of days in the month}} \times \text{Nos. of days of absence}$

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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, conveyance or any other charges will NOT be paid by Kendriya Vidyalaya Gunupur. 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 24hours.

(i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Gunupur 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 reserves the right to claim and recover damages from Contracting Agency.



प्रधान (Principal)

केंद्रीय विद्यालय / Kendriya Vidyalaya

गुणपुर / Gunupur

(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 persons who agree below the age of 50 years as well as physically fit and mentally alert. The contracting agency will also ensure that the security guards are free from Aids or any other infectious disease before deployment for work.

(m) The Kendriya Vidyalaya, Gunupur will provide a small guard room/space for security guard deployed by the contracting agency. NO name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of contracting agency on duty.

(n) The Contracting agency shall provide to their security personnel with impressive summer uniform, winter uniform with insignia, torch, and whistle etc as required to perform duty.

(o) The Contracting agency shall provide to Uniform to their conservancy staff.

(p) The Contracting agency shall provide Covid-19 security kit (i.e face mask, hand gloves, etc) to their employee.

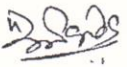
(q) Firm should have a valid license from Govt of Odisha for providing security services in district of Rayagada.

**7. Evaluation of Bid:** The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner:

(i) The bid will be treated as non-responsive if following documents are not attached:-

- (a) 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, along with Annexure A and annexure B.
- (b) Audited Balance Sheet & Profit and Loss Account.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) PAN No. and Current IT clearance certificate.
- (e) Attested copy of proof of EPF registration.
- (f) Attested copy of proof of ESI registration.
- (g) Attested copy of proof of Service Tax Registration.
- (h) Attested copy of proof of GST registration.
- (i) Valid license from Govt of Odisha for providing security services in district of Rayagada.

(ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the Central Government rates (Govt. of India), shall render the Bid disqualified for evaluation.

  
प्रधान / Principal  
केंद्रीय विद्यालय / Kendriya Vidyalaya  
गुणपुर / Gunupur

(iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

(iv) In case of tie of final quoted price of two or more bidder, L-1 bidder will be decided as per the following.

(a) Experience to work with Kendriya Vidyalays.

(b) Highest turnover for last financial year.

(v) Quotation with nil services charge shall be treated as unresponsive bid and will not be considered (it must be multiple of re.1)

(vi) Decision of the committee formed for the purpose of this tender will be final.

#### 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 or decrease the requirement of manpower indicated in Para 1 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 providing Watch & Ward, Conservancy on service charge basis" due on 15/09/2021 latest by 2.00PM through Registered/Speed post only. The Tender will be opened on 15/09/2021 at 03:00 PM in the presence of the bidder or his/her representatives and officials of the Vidyalaya.

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 KVS.

Yours faithfully,

Signature

Name:.....



Designation: .....

For and on behalf of the Kendriya Vidyalaya Sangathan

प्राचार्य / Principal

केंद्रीय विद्यालय / Kendriya Vidyalaya

गुणपुर / Gunupur

**FORMAT OF BID****Rates to be quoted - unit rate (per person)**

S.No.	Category of Manpower	Number	Unit monthly remuneration (for 30 days)	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Unit OTA rate per, hour	Total monthly cost (Col. 8 + 9)
			4	5	6	7	8	9	10
1	Security (Semi Skilled)	1							
2	Conservancy (Unskilled)	1							

NOTE:

1. Service Tax shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

I/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. Bid security / EMD of Rs. 10000/- (Rupees Ten Thousand Only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

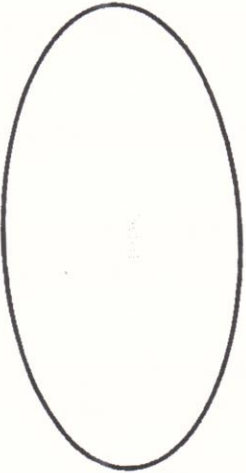
(Bidder)

Signature: \_\_\_\_\_

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

Date &amp; time: \_\_\_\_\_

Seal: \_\_\_\_\_



Name / Principal

Sri Ranga / Kandiya Vidyalyaya

Gangur / Gangur

## Company details / Profile

S No	Particulars	Description
1	Name of the firm	
2	Address	
3	Registration Certificate No. License No of the firm as applicable if any	
4	Registration / License No. from Labour department	
5	Details of bank account	
	Name of the bank	
	Address	
	Account No	
	Saving / Current	
	IFSC Code	
6	PAN Number	
7	TAN Number	
8	GST Tin	
9	EPF Registration No.	
10	ESI No.	
11	Details of DD for Earnest Money Deposit (EMD) Name of issuing bank DD No Date	
12	Detail of DD for purchase of Tender document worth Rs. 100/- DD No. with Date	

Signature with seal

**Note:**

Enclose xerox copies of all the relevant documents required to prove the truth of the above details from S. No. 01 to 12.

All the documents must be signed with seal impression by the proprietor.

प्रमुख / Principal  
केंद्रीय निदेशक / Kendriya Vidyalaya  
गुणपुर / Gunupur