केन्द्रीय विद्यालय न.2,  **KENDRIYA VIDYALAYA NO. 2**

**अंगुल, रेल्वे कॉलोनी, रानीगुड़ा,** Angul, Railway Colony, Raniguda, **पोस्ट- तुरंग, अंगुल, उड़ीसा**, **759123** Post-Turang, Angul, Odisha, 759123

**Web:** no2angul.kvs.ac.in **E-mail:** [kvangul2@gmail.com](mailto:kvangul2@gmail.com) **Phone:** 9437364968

F:150225Tender/2020-21/2362/ Dated 05.08.2020

To

The Editor

The Samaja

Angul

Sub : Publication of notification.

Sir,

Kindly arrange to publish the following text of notification in your esteemed daily by availing minimum space preferably on 06.08.2020 at DAVP rate and submit bill in duplicate for early release of payment.

Yours faithfully,

[Susmita Pradhan]

Principal

केन्द्रिय विद्यालय न॰2, अंगुल / **Kendriya Vidyalaya No.2, Angul**

**निविदा सूचना / Tender Notice**

1 सितम्बर 2020 से 31 अगस्त 2021 की अवधि हेतु के.वि. न॰2, अंगुल में सुरक्षा और साफ-सफाई की सेवाएं प्रदान करने के लिये पात्र कंपानियों से सील बंद निविदाएँ आमन्त्रित की जाती है । निविदा पत्र और अन्य विवरण हमारी वैबसाइट [www.no2angul.kvs.ac.in](http://www.no2angul.kvs.ac.in) के Tender Notice कॉलम से डाउनलोड़ किए जा सकते है । निविदा फार्म के साथ रु 300/- विद्यालय विकास निधि खाता केन्द्रिय विद्यालय न॰2, अंगुल के पक्ष मे (अप्रतिदेय) डिमांड ड्राफ्ट जमा करना होगा । निविदा भेजने कि अन्तिम तिथि 25.08.2020 है ।

Sealed tenders are invited for awarding contracgs of outsourcing of Security Guards and Conservancy Services. The tender form is available on our website [www.no2angul.kvs.ac.in](http://www.no2angul.kvs.ac.in) and can be downloaded from there. DD of Rs.300 (three hundred only) in favour of VIDYALAYA VIKASH NIDHI A/C, KV II, ANGUL payable at Angul, to be attached along with tender paper. Last date to submit the tender is 25th August, 2020 (12:00PM).

प्राचार्या

केन्द्रीय विद्यालय न.2,  **KENDRIYA VIDYALAYA NO. 2**

**अंगुल, रेल्वे कॉलोनी, रानीगुड़ा,** Angul, Railway Colony, Raniguda, **पोस्ट- तुरंग, अंगुल, उड़ीसा**, **759123** Post-Turang, Angul, Odisha, 759123

**Web:** no2angul.kvs.ac.in **E-mail:** [kvangul2@gmail.com](mailto:kvangul2@gmail.com) **Phone:** 9437364968

Qk- 150225/2362/2020-21/ fnukad \_\_.08.2020

To

M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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 No.2, Angul from the eligible firms for providing manpower through service contract initially for a period of 01 (one) year w.e.f. **01-09-2020** which may be extended for agreed period or terminated in case of not satisfactory services before the period of one year, as indicated below:-

A. Area of the Building 0.5Acres area of land having approximately 17 rooms

and 05 toilets, corridors, stairs and open areas as well

as enclosed surrounding areas on the ground floor/upstair.

Parties are advised to see the location.

Address/Location of the Kendriya Vidyalaya,No.2 Angul,

Building Railway Colony,

Angul – 759 123 (Odisha).

B. Man power required: - The required man power with an outline of tasks to be carried out by them is detailed as under: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Category of Manpower | Minimum qualifications | Total no. of personnel required | Brief description of Responsibilities |
| 1. | Security Guards without Arms  (Watch & Ward) | Middle | 03 (Three) | Providing round the clock (24x7) security services for the safety & security of the School Building and all assets within the Vidyalaya premises. 01 security guard for each shift-  1st shift (6 am to 2 pm),  2nd shift (2pm to 10 pm) &  3rd shift (10 pm to 6 am)  The weekly rest to the workers should be ensured by the firm as per statutory provisions. |
| 2. | Unskilled workers (for Sweeping & Cleaning) | Literate | 02 (Two) | 02 workers (at least 01 female) for Sweeping & cleaning of entire area of the School Building and its surrounding, Collection of waste materials & garbage and disposal of the same. |

3. Quoted Price:

1. The Bidder shall quote unit rate, which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the given format only (Annexure - A).
2. **Service charge must be quoted in Rupee and not in fraction**. Minimum value of service charge should be such that after deducting TDS as applicable & statutory liabilities (like EPF, ESI etc.) the rate should not go below the minimum wages. **The Service Tax need not be quoted by the bidder because Security or cleaning or housekeeping services performed in educational institutions are exempted from service tax vide Govt. of India . Notification No.06/2014- service tax dated 11.07.2014.**
3. **Service charges less than 1% like 0.90%,0.99%..etc will be counted as NIL and such bids would be summerly rejected.**
4. 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.
5. The Bidder shall deposit Rs**. 5,000/-** in the form of DD / Pay Order drawn in favour of **VIDYALAYA VIKASH NIDHI A/C, KV II, Angul, payable at Angul** as earnest money along with the Bid. The earnest money (without any interest) shall be returned to the unsuccessful bidders after the award of the contract.
6. The selected firm has to furnish performance security in the form of a DD for an amount of Rs.10,000/- (Rupees Ten thousand only). 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:**

1. The remuneration shall be disbursed **directly to the bank account of the firm** preferably through digital mode.
2. The Contracting Agency will ensure payment by the 5th of every succeeding month to the workers as per the agreed monthly remuneration **without any deduction except statutory provisions**.
3. The Contracting Agency will submit the invoice/bill after making the payment to the employees provided to the Vidyalaya supported with the following documents: -
4. Proof of disbursement made to the staff furnishing the 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.

1. 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.
2. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
3. The normal office hours of the Vidyalaya are from 7.00 A.M. to 3.00 P.M. 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. Vidyalaya 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.
4. 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 = Monthly remuneration X Nos. of days of absence

Nos. of days in the month

The actual number of days in a month shall be considered for the payment.

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Vidyalaya. Therefore, sufficient 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 the Vidyalaya. 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 shall be made within 24 hours.

(i) The Contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the tender document and accepted bid will also form the part of the Service Agreement.

(j) In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Vidyalaya 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/professional security guards, who are 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.

(m) The Vidyalaya shall provide a small guard room for Security Guards 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 as well as winter uniform with insignia.

(o). Material for cleanliness to be used as per supplied by the office.

(p) Work will have to be got done in the following way:-

1. 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.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and there after every 2 hours specially 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.
3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
4. Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the vidyalaya’s wall surroundings to this building.
5. Regular dusting/cleaning of class rooms, class/office furniture (desk, table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the office i.e. 7.30 A.M.
6. 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.
7. 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

1. Washing and Scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wares, without damaging their shines.
3. 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.

1. Cleaning of filled surfaces in the corridors and staircases.
2. Cleaning of water storage tanks, water coolers, desert coolers.
3. Polishing of name plates and number plates with brasso (on each floor)

and cleaning of all other name plates/Boards.

v) Dusting and cleaning of fans, electrical fittings, window panes with

glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

(o) Any liability regarding payments of wages to the ‘persons’ arising due to noncompliance with any of provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.

(p) The workers shall not be entitles for any financial benefits that are admissible to regular employees of the Vidyalaya. However, the contractor is required to pay wages to the persons engaged strictly as per the minimum wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of the State/Centre and ministry of Labour & Employment. The wages to the persons would be dynamic. The weekly rest etc. should also be allowed to persons as per statutory provisions. Except the Administrative service Charges quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject.

(q) The Administrative service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract. The contractor should quote their Service Charge for providing services of persons for this Office over and above the statutory payments (including TDS as applicable) to be made to each worker, so deployed.

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 (duly self attested) are not attached: -

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

(b) Copy of the Labour License/Registration under the Contract Labour (Regulation & Abolition) Act 1970.

(c) Copy of license obtained from the Home Department, Odisha to engage in the business of private security agency.

(d) Copy of PAN card, latest IT clearance certificate

(e) Audited Balance Sheet & Profit and Loss Account.

(f) Copies of EPF and ESI registration.

(g) Copy of GST Registration certificate issued by the competent authority.

(h) List of clients (Govt. Departments/PSUs) during last 3 years along with approximate cost of assignment.

(I) DD / Pay Order (Rs. 5,000/-) drawn in favour of **VIDYALAYA VIKASH NIDHI A/C, KV II, Angul, payable at Angul** for earnest money.

(ii) Remuneration of staff, quoted below minimum wages applicable for the specified category, in the Labour Department of the government of Odisha/ India, shall render the Bid disqualified for evaluation. Rate decided by the government of Odisha or the Central government whichever is higher shall be applicable to decide the minimum wage for a particular category of manpower.

(iii) Indenting Office will award the contract to the lowest evaluated responsive bidder. However, it would not be binding upon the authority to accept the lowest tender. The authority reserves the right to accept the tender in whole or in parts, as may be decided.

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 biding 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 superscribed on the envelope as **"Bids for providing Security & Conservancy in the Vidyalaya on service charge basis"** on or before 25th August, 2020 (12.00 pm). The tenders will be opened in the Principal Office of the Vidyalaya at 2.00 pm on 25th August, 2020 in the presence of bidders if any.

Signature

Name: Mrs. SUSMITA PRADHAN

Designation:- Principal

For and on behalf of the

Kendriya Vidyalaya No2, Angul

## ANNEXURE-‘A’

### FORMAT OF BID

**(All figures in Rs.)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SL. No. | Category of  Manpower | No of Workers | Unit Monthly Remuneration  **(Per worker per month)** | EPF | ESI | Service charges/ charges of uniforms/bonus etc. including overhead profit | Monthly Unit Rate (Col.4+5+6+7) | Total Monthly cost (Col.8 x 3) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 01 | Security Guards  Without Arms | 03 |  |  |  |  |  |  |
| 02 | Conservancy  (Unskilled workers for Sweeping & Cleaning) | 02 |  |  |  |  |  |  |

NOTE: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

2. EPF Rate (in percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , ESI Rate (in percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

1. *I, the undersigned as Proprietor/Director of the Firm/Company am competent to sign this declaration and execute this tender.*
2. *I have carefully read and understood all the terms and conditions mentioned in the tender documents and in model service agreement and undertake to abide 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 am well aware of the fact that furnishing of any false information / document would lead to rejection of my tender besides liabilities for prosecution under appropriate law.*

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is furnished herewith vide Bank Draft No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_drawn on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_ (Bidder)

Signature & Stamp: Name:

(Seal of Office)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_