



केन्द्रीय विद्यालय, ओ.एन.जी.सी. अगरतला  
ओ.एन.जी.सी. बेस कॉम्प्लेक्स, बदरघाट पिन -799014  
**KENDRIYA VIDYALAYA,ONGC, AGARTALA**  
(Autonomous body under Education Ministry, Govt. of India  
ONGC Base Complex, Badharghat-799014  
Phone No. 0381-2370063/2378988/ Email: kvongcagt@rediffmail.com  
Website: <https://ongcagartala.kvs.ac.in/>

Ref.No.F.1855-20/KV-ONGC/AGT/2021-22/

Date: 5.06.2021

## TENDER DOCUMENT

To,

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**Subject: - 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 society's 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 Kendriya Vidyalaya ONGC Agartala from the reputed/registered Service provider firm for providing manpower through service contract initially for a period of 02 (Two) years w.e.f. 01.07.2021 ,which may likely to be extended for one year.

**A. Address/ Location of the building:-**

KENDRIYA VIDYALAYA  
ONGC,NO.II Agartala  
North Colony, Badharghat.

<b>B. Manpower required:- S.No.</b>	<b>Category of Manpower</b>	<b>Nos.</b>	<b>Minimum qualifications or /and experience</b>
1	Security Guard	03 Gents	Middle Standard
2	Workers for cleanliness	05( 03 Men & 02 Ladies )	Primary/Middle Standard
3	Workers for maintenance of Gardens	01( Men)	Experience in Gardening

**A Brief outline of tasks to be carried out by different category of manpower provided is as under:- S.No.**

<b>S.No.</b>	<b>Category of manpower</b>	<b>Responsibilities</b>
1	Security Guard	To provide round the clock security services.
2	Workers for cleanliness	Sweeping/Cleaning the entire area of the school building and its surroundings, toilets and such other related work as per the instruction of the Principal.
3	Workers for maintenance	Maintenance and upkeep

of Gardens

of gardens, play-fields,  
and compound of the  
Vidyalaya.

**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 agency should be reputed one and should confirm to the standards prescribed by the Government and **should have at least 5 years of experience in providing service.**

2. The agency shall provide complete security arrangements round the clock for the entire premises of Kendriya Vidyalaya ONGC Agartala.

3. The agency would undertake to engage employees and provide the requisite number of trained guards (men), Housekeeping personal and gardener also would be responsible for their punctuality, discipline, integrity, quality of work and payment of their emoluments.

4. The agency should mention clearly the rates for engaging an Ex-serviceman or Civilian.

**5. The rates quoted should not be less than the minimum rates of wages and cost of living allowance payable under Minimum Wages Act, 1948 as amended by CENTRAL Govt. for the state of Tripura from time to time**

6. The agency only is responsible for taking security measures of the entire building annexes of KV ONGC Agartala. KV ONGC Agartala shall not be liable to pay anything for the security lapses.

7. The agency will be responsible for any loss of property or damage for negligence of the persons employed by it.

8. The agency shall provide complete and continuous security services throughout 24 hours in a day and the entire month by changing personnel in shifts on rotation/replacement.

9. Housekeeping 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 Principal, KV ONGC, Agartala.

ii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.

iii) Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the campus of KV ONGC Agartala

iv) Regular dusting/cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 7.30 a.m.

10. The period of agreement will be for Two year. Initially the agreement shall be entered on experimental basis for a period of one month. If the services are found satisfactory, the same shall be continued for the rest of the year, i.e for the next 23 months.

11. The Kendriya Vidyalaya, ONGC Agartala on its part shall not be liable to pay any charges/dues or compensation under any of the industrial laws or other laws applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such Personnel.

12. Any dispute arising out of /or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Chairman, VMC, KV ONGC Agartala and shall be at Agartala and proceedings shall be governed by Indian Arbitration Act 1940.

13. Not with standing to anything contained in the terms and conditions mentioned here, if the agency fails to provide the requisite personnel to the satisfaction of this office, this office shall exercise the right to terminate the contract forthwith without assigning any reason whatsoever.

14. The agency shall deposit an amount of Rs.40000/- (Forty thousand only) to this office towards **PERFORMANCE SECURITY** which shall be refunded to the agency only at the time of termination of the contract.

15. The charges for providing services of a civilian security guard and an ex-serviceman security guard, rate per 8 hours and duty hours may be mentioned separately.

16. Any other added advantage/benefit which may be catered by the agency may be mentioned clearly.

17. Quotations sent by registered agencies only will be accepted.

18. The quotations to be sent should invariably confirm to the terms and conditions mentioned above.

19. The quotation should be legible, neat and clear. There should not be any corrections or over-writings in the quotations.

20. The quotations should be sealed in an envelope and should be sent only by POST.

21. This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole or part.

22. Terms and conditions of payment:

(a) The remuneration shall be disbursed through Cheque at KV ONGC Agartala premises in the presence of representative of the KV ONGC Agartala or its constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV ONGC Agartala as per the monthly remuneration and OTA charges quoted without any deduction.

(c) The Contracting Agency will submit the invoice along with the proof of disbursement in triplicate after making the payment to the employees provided to the KV ONGC Agartala 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, 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 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) The normal office hours of **Kendriya Vidyalaya ONGC Agartala** is from 7.30 am to 3.30pm six days from Monday to Saturday. However, Kendriya Vidyalaya ONGC Agartala reserves the right to request the services on Holiday / beyond office hours. The contracting agency will be compensated by the indenting agency as per the rate quoted for OTA for working on 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 -A1

Where A1 = Monthly Remuneration X Nos. of days of absence Nos. of days in the month

(h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya **ONGC Agartala**. 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 **ONGC Agartala**. 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 **ONGC Agartala** shall be made within 24 hours .

(i) The Contracting Agency will be required to sign a contract with KV **ONGC Agartala** as per the model contract/annexures I, II & III 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 /attributable to the personnel deployed, KV ONGC Agartala reserves the right to claim and recover damages from contracting Agency.

## **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:-

(a) **Brief profile of the company and evidence to establish that the last bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.**

(b) Trade License for Security as well as manpower supply, validity as on date.

(c) Labor License , valid as on date

(d) PSARA License Certificate.

(e) ISO Registration Certificate.

(f) **Audited Balance sheet & Profit and Loss Account along with turnover certificate.**

(g) **List of clientele during last 3 years along with cost of assignment for similar nature of work such as educational institute.**

(h) PAN No. and Current IT clearance certificate.

(i) Attested Copy of proof of EPF registration.

(j) Attested Copy of proof of ESI registration.

(k) Attested Copy of proof of Service Tax registration.

(l) The bidder shall deposit Rs. 5,000/- in the form of the Bank Guarantee valid for 135 Days after the date of submission of bids or DD /Pay order drawn in favour of KV ONGC Agartala payable at Agartala as earnest money along with the bid.

(m) Remuneration of staff, quoted below minimum wages applicable for Clerical and nontechnical supervisory staff, in the state of Tripura shall render the Bid disqualified for evaluation.

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

(O) The minimum service charge should not be less than 2%.

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

(a) The inventor 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 inventor reserves the right at the time of award of contract to increase or decrease their requirement of manpower indicated in para 1 above.

(c) The inventor prior to the expiration of the bid validity period will notify the bidder whose bid accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(d) Notwithstanding the above, the inventor 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 contract.

#### **9. Last date and time of receipt of Bids**

You are requested to submit the sealed bids superscripted on the envelopes as "Bids for providing Security, House-keeping and Gardening Services on service charge basis" by **22 th June 2021**. The indenter looks forward to receiving the bid in the format of bid attached only and appreciates the interest of the service provider in the KVS.

**The Sealed Bids received will be opened in the afternoon on 22.06. 2021.**

**Note: Incomplete Tender forms shall not be considered.**

Yours faithfully

Signature.....

Name.....

Designation:.....

For and on behalf of Kendriya Vidyalaya ONGC AGT.



**FORAMT OF BID****All figures in Rs.**

S. No	Category of manpower	Number	Unit monthly remuneration	EPF Rate	ESI rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit rate (Col. 4+5+6+7+8)	Total monthly cost
1	2	3	4	5	6	7	8	9
1	Security	3						
2	Cleaner Conservancy	5						
3	Gardener	1						

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

2. The number of persons required might vary as per requirement.

We agree to provide the above service of security & manpower without material and to abide by the terms & conditions contained in the Quotation and also agree to enter into the agreement in the format enclosed.

(Bidder)

Signature: