



केन्द्रीय विद्यालय ,आइलैंड ग्राउंड्स , चेन्नई – ६००,००२
KENDRIYA VIDYALAYA ISLAND GROUNDS, CHENNAI –600002
☎- 044-25360191 E-Mail – kvigch2@yahoo.co.in
website: <http://www.islandgrounds.kvs.ac.in>

10/02/2021

Sealed Tenders are invited for awarding contract for out sourcing house Keeping(Cleaning) SERVICES in K.V.Islandgrounds. Sealed tender should reach this office by 04/03/2021 (2.00PM). The tender form/document may be obtained from the office of K.V. island grounds Chennai between 10.00 am and 1.00 pm on all working days till 04/03/2021(1.00PM). Forms may also be downloaded and used. For details visit our school website www.kvislandgrounds.ac.in or our office.

CHECK LIST

- 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.
- Audited Balance Sheet & Profit and Loss Account for the last three years
- PAN No. and Current IT clearance certificate.
- Attested copy proof of Service Tax/GST/any other tax applicable paid for the last quarter.
- Proof for EPF/ESI Contribution paid for the last quarter in the name of employees
- D.D. for Rs 25000/= (Twenty five Thousand only)
- A certificate stating that the company was not blacklisted earlier by Govt /PVT organization and no case is against the firm in the court of law currently.

NOTE :-

- Read the tender document carefully before filling the details in Annexure A
- Documents submitted after opening the Tender will not be accepted.
- Due care may be taken to enclose all required as per the check list. Any error whatsoever will not permitted to correct after opening the tender.
- Doubts if any may be clarified before submitting the Tender
- Attach a copy of latest minimum wages contract issued by Central Govt /Tamil Nadu State Govt whichever is higher.

M.VELLAICHAMY
Principal
K.V. Island grounds



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Date :-

To

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through Service contract. :-

Sir/Madam,

The Kendriya Vidyalaya Island ground Chennai, a unit of Kendriya Vidyalaya Sangathan NewDelhi is a centrally funded Autonomous Body, is a society registered under Societies' Registered 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.

Sealed competitive Bids are invited by the KV.island grounds Chennai from the reputed / registered consultant / service provider Firm for providing Manpower through service contract initially for a period of 01 (ONE) year w.e.f 01.04.2021 which may likely to be extended for one more year depending on the satisfying service of the service provider:

Area of the Building :- 6.9 acres of land with apprx. 50 rooms and 40 toilets, meeting room, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location

Address/Location of the Building: Kendriya Vidyalaya, Islandgrounds
Pallavan salai
Chennai-600002

I. Man power required:-

S.No.	Category of Manpower	Nos.	Minimum qualification or / and experience
1	Workers for cleanliness	07	Primary Standard- (No separate supervisor will be allowed).It is the duty of the service provider to supervise the work on his own)
S.no.	Category of Manpower	of	Responsibilities
1	Unskilled Workers for cleanliness		Keeping clean of all the Class Rooms, Laboratories, Toilets, Store rooms, Staff rooms, Corridors, Water tanks, footsteps of the Vidyalaya Buildings, Principal's Chamber and the Vidyalaya Office.
2			Keeping clean of the Vidyalaya Campus and its stretches of all the directions.

II. Materials for cleanliness :

Materials for cleaning will be supplied by the school.

III. 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 collection of all waste material and disposal of the same as per instructions of the K.V.Island grounds Chennai
- 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 corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for kidding the rooms/sections free 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) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/water tanks canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- v) Regular dusting/cleaning of office furniture(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.

vi 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.

vii) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24hrs.

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

- a) Washing and scrubbing of floor areas with detergents and dirt removing agent
- b) Acid cleaning of sanitary wares, without damaging their shines.
- c) 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.
- d) Cleaning of filled surfaces in the corridors and staircases
- e) Cleaning of water storage tanks, water coolers, desert coolers
- f) Polishing of name plates and number plates with brass (on each floor) and cleaning of all other name plates/Boards.
- g) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc including removal of cobwebs.

V. Quoted Price:-

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory cost, and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure -A). However statutory costs viz EPF/ESI..etc **will not be** counted to decide L1.
- b) Applicable 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.25,000/- (Twenty five Thousand only) in the form of DD and drawn in favour of THE PRINCIPAL, K.V. ISLAND GROUNDS CHENNAI payable at CHENNAI as bid security along with bids. Bid security shall be returned to the unsuccessful bidders after the award of the contract without any interest. CHEQUE WILL NOT BE ACCEPTED AT ANY COST.

- f) The selected firm has to furnish performance security of Rs. 100000/ (One lakh only) in the form of DD drawn in favour of VVN A/c Kendriya Vidyalaya Islandgrounds Chennai payable at Chennai. The Performance security shall be submitted within 15 days from the date of Notification of Award. The performance security shall be returned only after the contact period is over. Bid security will be adjusted against performance security in case of successful bidder.
- g) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
- h) Telex of Facsimile Bids are not acceptable.
- i) Each Bidder must submit only one Bid.

VI. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

VII. Terms and Conditions:

- a) The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directly through cheque/RTGS/NEFT, after obtaining authorization from engaged staff.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the K.V.ISLANDGROUNDS CHENNAI 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 K.V.ISLAND GRUND OFFICE /premises supported with the following documents:-
 - i) Details of disbursement made to be staff furnishing disbursement details for each Payment.
 - ii) Copy of Electronic Challan Receipt(ECR) as a e-challan for K.V.Island grounds Chennai, 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.
- 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) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority for running the business of private security agencies failing which the bid will be treated as disqualified/non-responsive
- g) The normal office hours is from 8.00 am to 4.00 pm for six days from Monday to Saturday. However, Kendriya Vidyalaya Island ground Chennai 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 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- i) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of Kendriya Vidyalaya , Island grounds 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 Kendriya Vidyalaya , Island grounds Chennai. 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.
- j) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya , Island grounds 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.
- k) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS 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.
- m) The K.V. Island grounds Chennai shall provide a small room/space for the workers/staff 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 personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform as well as winter uniform with insignia.

VIII. 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. Relaxation of any of the terms and conditions is the right of K.V.Islandgrounds, Chennai only :-

THE BID WILL BE TREATED AS NON- RESPONSIVE IF FOLLOWING DOCUMENTS ARE NOT ATTACHED :

It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority for running the business of private security agencies.

- 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.*
- 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 proof of Service Tax/GST/other applicable tax paid for the last quarter.*
- f) *Proof for EPF/ESI Contribution paid for the last quarter with name of employees as mentioned in Electronic Challan Receipt(ECR)*
- g) *D.D. for Rs 25000/= (Twenty five Thousand only)*

IX. Remuneration of staff, quoted below minimum wages as applicable for workers of same category in Tamil Nadu / Central Govt Offices shall render the Bid disqualified for evaluation. Also if the rates for service charges/profit are quoted as NIL, then the bid will be treated unresponsive.

X. In case of tie between two/more bidders in terms of rate, the evaluation will be done based on

- i) The number of years of service they have rendered in this field*
- ii) The number of orders/clientele (of similar works) the firm is serving currently*
- iii) The company/Agency should not have been blacklisted earlier by any Govt / Pvt organization and no any litigation presently in the court against the firm /agency and vice versa.*

XI. Award of contract:-

The evaluation will be done following the standard procedure.

- 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 above.*
- b. *The Indentor reserves the right at the time of award of contract to Increase or decrease the requirement of manpower indicated in para B 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 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.

XII. Last date and time of receipt of Bids:-

You are requested to drop the sealed Bids superscribed on the envelope as "Bids for providing House keeping services (cleaning) on service charge basis" due in the Quotation box kept in the Vidyalaya on or before 04/03/2021. latest by 2.00 pm."

The submission of bid must be made in one Large sealed cover packet having two separate small sealed cover packets inside it. 1st small sealed cover should bear " Envelope -I(Technical Bid).It should contain all details as given in Annexure -A1. Second small sealed cover packet should have marked "Envelope - II(Financial package duly filled up on the prescribed format)

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in Kendriya Vidyalaya, island grounds Chennai 600002

The Sealed Bids received will be opened at 10.00am on 05/03/2021

Yours faithfully,

Signature:

Name:

Designation:

For and on behalf of the

Kendriya Vidyalaya Islandgrounds Chennai

ANNEXURE: A

<u>Sl.No</u>	<u>Category of Man power</u>	<u>NUMBER</u>	<u>Unit Monthly Remuneration per person per Month in Rs.</u>	<u>Total Per Month In Rs.</u>	<u>REMARKS</u>
1.	Unskilled Workers for cleanliness	07			
2.	Service Charges/ Charges for Uniform/Bonus/Overhead/ profit..etc	07			
			Total		
3.	Statutory Charges EPF rate as per rule	07			
4	Statutory Charges ESI rate as per rule	07			
			Total		
			GST/ Any other applicable Tax		
			Grand Total		

NOTE :-

- 1.GST /Any other applicable Tax shall be quoted separately
- 2.In case of discrepancy between Unit price and Total price, Unit price shall prevail.
- 3.Please enclose list of employee- wise name EPF No , ESI No. .etc)
4. **Sl.No 1 & 2 alone will be considered to decide L1.** Statutory Charges and other applicable taxes will not be counted to finalize Lowest bidder.

We agree to provide the above service of manpower and to abide by the terms and 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 _____.

(Bidder)

Signature:

Name _____

Date & Time _____

Office seal :

DETAILS OF PARTICULARS OF FIRM BIDDING FOR MAN POWER SERVICES

S. No	PARTICULARS	
1	Name of the Agency	
2	Address with Phone No & e-MAIL ID	
3	Name of the Owner/Manager with Designation and Contact No.	
4	Shops & Establishments Registration No.	
5	Labour Department Registration No.	
7	EPFO Code No.	
8	ESIC No.	
9	Income Tax PAN No.	
10	Income Tax TAN No.	
11	GST Registration No.	
12	Details of agencies for which presently rendering HOUSE KEEPING Services	
13	Name & Address with Contact Person name & Phone No.	
14	Any other conditions/Remarks	

DECLARATION

It is certified that the above details are true and correct to the best of my knowledge and belief. I understand and agree that in case of any substantive information being found incorrect, this bid of mine may be treated as unresponsive.

Date:-**SIGNATURE WITH NAME OF
THE AGENCY & SEAL**

