



# Kendriya Vidyalaya No 2 Saltlake

I.C Block, Sector III, Kolkata 700106  
Phone No.033-23358486, Fax : 033-2335-7453

## TENDER DOCUMENT

Ref.No .F2-15/01/2013-14/KVSL-III/

Date:

To

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Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract For Security Service, gardening & Conservancy/House keeping of the vidyalaya for the year 2013-14.

Sir/Madam,

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 Saltlake, IC Block, Sector III, Kolkata - 700106 from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

A. Area of the Building Approximately 65 rooms and 19 toilets, 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 No 2 Saltlake  
I.C.Block, Sector III,  
Opposite Nicco Park,  
Kolkata - 700106

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Guards	VIII th Pass & Experience in the field/ Ex- Serviceman	02 (Two))	Shift I –from 6.00AM to 2.00 PM
2.	Security Guards		01 One)	Shift II –from 2.00PM to 10.00PM
3.	Security Guards		02 (Two)	Shift III –from 10.00PM to 6.00AM
4.	Workers for cleanliness - Gents	Primary standard	03 (Three)	7.00 AM to 3.00 PM( 26 Days) 40 Minutes Lunch time between this period
5	Workers for cleanliness -	Primary Standard	02(Two)	7.00 AM to 3.00 PM( 26 days) 40 Minutes Lunch time between

	Ladies			this period
6	Gardener	Expert in gardening	01(One)	8.00 AM to 4.00 PM( 26 days) 40 Minutes Lunch time between this period

Total five Security guard, five conservancy staff and one gardener.

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

S.No.	Category of Manpower	Responsibilities
1	Security Guards (Round the clock)	To provide security staff as per instruction of KV

C. Materials for cleanliness to be used. As per Annexure B

D. 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 KV..
- ii) Cleaning of the Class rooms, all departments, office, 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, stair etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the class rooms, all departments, office and principals room 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 and again in the afternoon.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the kv'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 school i.e. 7.00 A.M.
- vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals.
- 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) 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.

#### 3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI &

other statutory costs and Service Charges in the format of quotation only attached (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.

In case of change in rate due to statutory provisions only such changes will be accepted and not any additional liability i.e % age of profit /service charges etc. As such the bidder while submitting the bid should specifically quote the rate etc. in this regard.

(d) **The Bidder shall deposit Rs.25,000/- in the form of DD to be drawn in favour of Kendriya Vidyalaya No 2 Salt Lake VVN A/c, payable at Saltlake as earnest money alongwith the Bid.** The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.10% of total contract value 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.

(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:**

(a) The remuneration shall be disbursed at KV No 2 saltlake premises in the presence of representative of the of the vidyalaya.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided toKV office/premises as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KV's office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing 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.

(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) The normal office hours of KV 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. KV 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.
- (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 KV. 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 KV. 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.
- (i) The contracting Agency will be required to sign a contract with the KV 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 KV 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 service personnel who are 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 Aid or any other infectious disease before deployment for work.
- (m) The KV shall provide a small guard room/space 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.

#### 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 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 copy of last assessment order / copy of IT return.
- (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) The Bidder shall deposit Rs.25000/- in the form of DD/Pay Order drawn in favour of Kendriya Vidyalaya No 2 Saltlake VVN A/c, payable at Saltlake as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(ii) **Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department 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 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 2 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 superscribed on the envelope as "**Bids for providing Security Services in KV No 2 Saltlake on service charge basis**" on or before 27.11.2013 by 2.00 p.m. The tenders will be opened at 3.00 PM on 28.11.2013. If the last date of depositing and opening of tenders happens to be declared Holiday then the tenders will be deposited/ opened on the next working day, other terms and conditions and the time schedule remaining unchanged. **An earnest money of Rs.25,000/- (Rupees twenty five thousand only) is to be deposited along with tender document.**

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 KV No 2 Saltlake.

Yours faithfully,

( Snigdha Deb)  
Principal

(All figures in Rs.)

FORMAT OF BID

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Rate (Col.4+5+6+7)	Unit	Total monthly cost (Col.8X3)
			4	5	6	7	8		9
1	2	3							

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

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 \_\_\_\_\_

(Bidder)  
 Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_

## Annexure – B

Sl No	Name of items	Brand
01	Phynile, White	Bengal chemical
02	Phynile Black	Bengal chemical
03	Acid	
04	Odonil	
05	Naphthalene Ball	
06	Surf	
07	Lifebuy soap and liquid	
08	Herpick	
09	Anti insects liquid	
10	Coconut stick made broom	
11	Phool Jharu	
12	Wet cleaning broom	
13	Toilet cleaning brush	
14	Cloth Duster	
15	Colin	
16	Bleaching powder	
17	Long Broom for wall and ceiling cleaning	
18	Anti white ant liquid	