



केंद्रीय विद्यालय नं-१ कालिकट

KENDRIYA VIDYALAYA No.1 CALICUT

കേന്ദ്രീയ വിദ്യാലയം-നം.1കോഴിക്കോട്

ईस्टहिल, कालिकट-६७३००५/EAST HILL, CALICUT - 673 005

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F. 11/KVK-1/E.H/CLT/2019-2020/

Dated: 15.05.2019

TENDER DOCUMENT

"Inviting Bid for engaging Service Provider Firm for providing Manpower including material (for Security and Conservancy/Cleaning/ Campus Maintainer /DEO Services, etc.) through service contract – reg.

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan (KVS), 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. Kendriya Vidyalaya No.1, Calicut, West Hill PO is one of the Vidyalaya units of Kendriya Vidyalaya Sangathan situated at East Hill, West Hill PO, Calicut.
2. Sealed competitive Bids are invited by Kendriya Vidyalaya No.1 Calicut, East Hill, West Hill PO, Calicut-673005 from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of 01 (one) year w.e.f 01.06.2019 which may be extended.

A. Area of the Building:

4.9 acres having old Block, PTA block, M.P. Block, new building, seminar hall, library -new. Parties are advised to see the location.

Address/Location of the Institution:

Kendriya Vidyalaya No.1 Calicut,
West Hill PO,
East Hill,
Calicut-673005

Tender form : The tender form can be downloaded from the website
www.kvcalicutone.nic.in

B. Daily Man power requirement for Security, Cleanliness & Campus Maintainer:-

S. No.	Category of Manpower	Number of workers required	In the following way/ timing
1.	Conservancy/Housekeeping Sweeping and cleaning	09 (Nine) (Male & Female)	07-30 AM to 3.30 PM
2.	Security Guards (with out arms) - Male	02 (Two) for each shift (All male)	Suggested Shift Timings Shift I -from 6.00AM to 2.00 PM Shift II -from 2.00PM to 10.00PM Shift III -from 10.00PM to 6.00AM
3.	Campus Maintainer	01 No. (Female)	8.30 am to 4.30 pm
4.	Data Entry Operator (Pref. female)	03	8.30am to 4.30 pm

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.	Conservancy Workers for cleanliness	To keep clean the entire KV occupied buildings/rooms, toilets and other open areas within the Campus including wet and dry-cleaning whenever required. Any official work allotted by the Principal & office. (In case of any emergency service should be provided after the time limit also)
2.	Security Guards	To provide security/guard for the entire KV campus 24x7 basis
3.	Campus Maintainer	Maintenance and upkeep of gardens, potted plants, supply of saplings/manure for plants & planting new plants.
4.	Data Entry Operator	Data entry and computer operation in Windows & MS Office environment & Tally ERP-9.

C. Materials for cleanliness are to be used as per attached Annexure -B. The cost of material, however, will be charged extra by the Contracting Agency by showing the rate of the same in attached Annexure -A.

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

(i) The Cleanliness Work will have to be got done in the following way:- 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.

i) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter in the After Nooy especially 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.

- ii) Cleaning and washing of toilets and urinals using Acid deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iii) Cleaning of carpets of the officer's room with vacuum cleaner.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/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 every day before opening of the office i.e. 7.30 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. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- vii) List of items/cleaning material required is attached vide Annexure-B.
- viii) 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.
- ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- x) Filling of water in all water filters.

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

- 06 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 tiled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water filters.
- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
- vii) Dusting and cleaning of fans, electrical fittings, window panes with glass chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

(II) The Security Work:

The security staff should be present on time during all the three shifts without fail. They should meticulously maintain a Register to record the entry and exit of visitors with date and time & signature of the visitors. They should maintain round the clock vigil and ensure the complete safety and security of the campus and the property lying with in it. Necessary Provisions should be there. E.g. *Torch & Lati*.

(III) Data Entry Operator

Should be well conversant and with Computer, LAN and Data Entry Operations in Windows, Tally ERP.9 & MS Office environment and carry out such works assigned. May render assistance for other office works if required.

3. Quoted Price:

3

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF & other statutory costs (if any) and Service Charges

only in the format of quotation 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. (No service Tax for educational institutions).
- (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) The Bidder shall deposit Rs.5,000/- in the form of DD in favor of **Kendriya Vidyalaya 1 VVN Account**, payable at **UBI, West Hill, Kozhikode** or Bank Guarantee valid for 135 days after the date of submission of bids as earnest money along with 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/NEFT A/C No. 605402010004638 for an amount @5% of the annual contract amount 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.
- (g) The Tenderer shall submit the duly signed Integrity pact in the enclosed format along with the Tender documents.

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 to the workers of the contracting Agency through NEFT at KV premises in the presence of representative of the KV.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV's office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the bank statement/invoice/bill along with 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 cheque details for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
 - (iii) 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 and uniform 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 Kozhikode is from 8.30 am to 3.30 pm six days from Monday to Saturday (except 2nd Saturdays). However, the Contracting Agency will deploy their workers and provide the services of cleanliness/filling of water in filters for six days in a week from Monday to Saturday 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 - A₁

where $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Kozhikode. 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 No.1 Kozhikode. 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.
- 06 The contracting Agency will be required to sign a contract with the KV Kozhikode 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 No.1 Kozhikode 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 and sufficient SC/ST workers who are below the age of 65 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- (m) The KV No.1 Kozhikode may provide a small room/space (subject to availability) 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.

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 of the last two years.
 - © List of clientele during last 3 years along with cost of assignment.
 - (c) PAN No. and Current IT clearance certificate.
 - (d) Attested copy of proof of EPF registration along with attested copies of challans for EPF payment for the year 2018-19.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) The Bidder shall deposit Rs.5,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/PayOrder drawn in favour of "Kendriya Vidyalaya 1 Kozhikode VVN A/c" payable at *UBI West Hill*, as earnest money along with 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 (prescribed by the Govt. of India or Government of Kerala whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, shall render the Bid disqualified for evaluation. (Furnish the attested copies of the relevant minimum wages Govt. order)
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the responsive bidder who has quoted the lowest rates / charges for all the items put together for a month.

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.
- © 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 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 Services for Security, cleaning/sweeping/Campus Maintainer/DEO etc. in KV No.1 Calicut" so as to reach the *Principal, Kendriya Vidyalaya No.1, West Hill PO, East Hill, Calicut-673005* by 10.00 Am on or before 29.05.2019 The tenders will be opened at 2.00 pm on 29.05.2019 at KV No.1 Calicut in the presence of bidders. An earnest money of *Rs.5,000/-* (Rupees Five thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in KV No.1 Kozhikode.

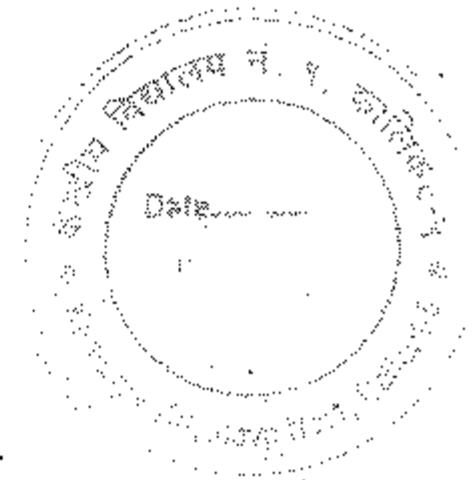
Yours faithfully,


Signature

Name: **P.K. Chandran**

Designation: **PRINCIPAL**

For and on behalf of the KV No.1 Kozhikode, West Hill PO, East Hill.



ANNEXURE-A: FORMAT OF BID

(All figures in Rs.)									
S. No.	Category of Manpower	Number	Unit monthly Remuneration (*Please see note 1 below)	EPF Rate (as per the latest order)	ESI Rate (as per the latest order)	Service Charges including bonus, charges of uniforms etc, and overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost for the number of person at Col. 3	
1	2	3	4	5	6	7	8	9	
1	Conservancy/Housekeeping Sweeping and cleaning	9 (Nine) (Female & Male)							
2	Security Guards (without arms) - Male	02 (Two) for each shift							
3	Campus Maintainer	01 Nos. (Female)							
4	Data Entry Operator (Pref. female)	03							
Total cost of wages									
Cost of Material for cleaning and conservancy									
Other charges/tax									
Total monthly cost									

Note: 1. Rates quoted in column 4 should not be less than minimum wages [Refer Para 7(ii)].

2. Quote the latest rate of Minimum Wages, EPF & ESI

We agree to provide the above service of manpower including material 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 _____

Signature: _____ Place: _____

(Bidder) Seal of the firm

Dated: _____ Name: _____

**LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR
HOUSEKEEPING, CONSERVANCY, CLEANING, Campus Maintainer
ETC.**

ANNEXURE-B

- 1 Phenyle (Liquid)
- 2 Lizol Sanitizer
- 3 Odonil
- 4 Liquid Soap
- 5 Toilet Soap Cakes
- 6 Scouring Powder
- 7 Washing Powder
- 8 Acid
- 9 Duster
- 10 Acid
- 11 Floor Duster (Mops)
- 12 Room Freshner
- 13 Napthalene Balls
- 14 Thinner
- 15 Nap Balls
- 16 Glass & Tiles Cleaner
- 17 Pump \ Chemical for anti-termite treatment/rodent control
- 18 Bins for carrying waste
- 19 Buckets, Mugs for cleaning
- 20 Small & Medium Brooms - Fibre
- 21 Brooms – Natural fibre/grass
- 22 Bamboo Broom for cleaning
- 27 Cob Web Remover
- 28 Sweeping Brush
- 29 Sling Brush
- 30 Scrubbing Brushes of various sizes
- 31 Plastic/PVC Water Pipes with Jet/Nozzle for filling water in desert coolers and for cleaning/sweeping work etc.
- 32 Cleaning Cloth
- 33 Wiping Cloth
- 34 Bleaching Powder
- 36 Plastic Drums etc.,
- 37 Kerosene Oil/Disinfectant
- 38 Any other items required for cleanliness/sweeping/housekeeping.

Secutiry

Lati & Torch

Campus Maintainer (Gardening):

Manure, tools of garden work.