



F.No.17089-07/ KV2 / TBM / 2020-21/ 381

Date: 31.08.2020

TENDER DOCUMENT

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

Service contract (House Keeping and Gardening Service)

Sir/Madam,

The Kendriya Vidyalaya **No.2. AFS. Tambaram** 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.

2. Sealed competitive Bids are invited by the **K.V.NO.II.AFS.TAMBARAM, CHENNAI-73** 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. **01.10.2020** which may likely to be extended, as indicated below:

Rate quoted should be as per the rate fixed by The Central Government only

A. Area of the Building : 11 Acres Sq.Mtr.having Approximately **76** rooms and **60** toilets, meeting room, auditorium, canteen, 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. AFS.
Tambaram, Madambakkam Camp,
Selaiyur, Chennai-73.

Man Power Required:

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

S.no.	Category of Manpower	Nos.	Responsibilities
1	Workers for Cleanliness	08	Primary Standard- (Out of 08, one MALE worker can be engaged for taking care of garden in the Vidyalaya Campus)

Total Seven workers for cleanliness/for cleaning of coolers etc., and one male worker for taking care of garden in the Vidyalaya Campus.

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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	Unskilled Workers for cleanliness	Keeping clean of all the Class Rooms, Laboratories, Toilets, Store rooms, Staff rooms, Corridors, footsteps of the Vidyalaya Buildings, Principal's Chamber and the Vidyalaya Office.
		Keeping clean of the Vidyalaya Campus and its stretches of all the directions.

C. Materials for cleanliness to be used as per attached Annexure – B.

The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure – A:-

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 collection of all waste material and disposal of the same as per instructions of the K.V.No.2.AFS. Tambaram Chennai-73.
- 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 keeping the rooms/sections free mosquitoes, flies, termite/pests/rats etc.
- 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, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- iv) 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. 8.00 A.M.
- v) Provisions of soap and liquid soap of good quality in the toilets and place 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.
- vi) List of items/cleaning material required is attached vide Annexure-B
- 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 24hrs.
- ix) Filling of water in all desert coolers which are at present around 20 (Twenty).
- x) Putting of Kerosene Oil in Desert coolers on each Friday/last working day of the week during the Summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

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.

3. Quoted Price:

- b) 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).
- c) The service charge and any other such charge liable to be paid by the client shall be quoted by the bidder separately.
- d) Hourly rate of OTA if applicable only should not exceed monthly remuneration 30 x 8
- e) 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.
- f) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- g) The Bidder shall deposit Rs. 10,000/- (Ten Thousand only) in the form of DD and drawn in favour of VVN Account, K.V.NO.2.AFS. TAMBARAM, 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.
- h) The selected firm has to furnish performance security in the form of DD for an amount of 5% of value of the contract within 15 days from the date of award of contract which will be retained till the end of the contract. Bid security may be adjusted against performance security in case of successful bidder.
- i) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
- j) Materials charges should be mentioned separately.
- k) Telex or Facsimile Bids are not acceptable.
- l). Each Bidder must submit only one Bid.

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4. Validity of Bid:

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

5. Terms and Conditions:

- a) The remuneration shall be disbursed through cheque at the Vidyalaya premises in the presence of representative of the K.V NO.2 AFS TAMBARAM, or its constituent. Cost of the Material as mentioned in col.7 can only be reimbursed by producing suitable Bills/Vouchers
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the K.V NO.2 AFS TAMBARAM 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.NO.2.AFS. TAMBARAM's Office /premises supported with the following documents:-
 - i) Details of disbursement made to be 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.

Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice.

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.

- d) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor /Client.
- e) The normal office hours of Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73 is from 8.00 am to 4.30 pm five/six days from Monday to Friday /Saturday. However, Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73 reserves the right to request the services on Saturday/Holiday/beyond office hours. The contracting agency will be compensated by the indenting Agency as per the rate quoted.
- f) 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 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
- g) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73. 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 , No.2.AFS. Tambaram, Chennai-73 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.

- h) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73 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.
- i) 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.
- j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- k) The K.V NO.2 AFS TAMBARAM 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.
- l) 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.

6. 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.

- l) THE BID WILL BE TREATED AS NON- RESPONSIVE IF FOLLOWING DOCUMENTS ARE NOT ATTACHED :-
- 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
 - List of clientele during last 3 years along with cost of assignment.
 - PAN No. and Current IT clearance certificate.
 - Attested copy of proof of EPF registration.
 - Attested copy of proof of ESI registration
 - Attested copy proof of Service Tax Registration
 - D.D. for Rs 10000/= (Ten Thousand only)

7. Remuneration of staff, quoted below minimum wages as applicable for workers of same category in Central Govt Offices shall render the Bid disqualified for evaluation.

8. The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

9. Award of contract:

- 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.

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- 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 bidding process and reject all Bids at any time prior to the award of the contract.
- e) No House Keeping employee who has already served the school as a cleanliness worker for more than 2 years should be employed again.

9. Last date and time of receipt of Bids.

You are requested to send the Sealed Bids superscribed on the envelope as "Bids for providing Housekeeping/Gardening services on service charge basis" by Speed Post/ Courier on or before 16.09.2020.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya, No.2.AFS. Tambaram, Chennai - 600 073.

The Sealed Bids received will be opened at 14.00 hrs on 22.09.2020.



31. 08. 2020

Yours faithfully,

A.J. Rajendran

Signature:

A.J. RAJENDRAN, Name:

Designation:

For and on behalf of the
Kendriya Vidyalaya No.2.AFS.Tambaram, Chennai

प्रधानाचार्य / PRINCIPAL 1/c
केन्द्रीय विद्यालय सं. २
KENDRIYA VIDYALAYA No. 2
वायु सेना माडम्बाक्कम कैंम्प
AFS, Madambakkam Camp
सेलैयूर डाक, चेन्नी-800 073.
Selaiyur Post, Chennai-800 073.

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FORMAT OF BID

S.No.	Category of Man power	No.	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Total Monthly unit rate (Col.4+5+6+7)	Cost of the material per person for (7 workers only)	Total Amount cost (Col.8x3+9)
1	2	3	4	5	6	7	8	9	10
1.	Cleaning work	Unskilled	07						
2.	Garden worker	Unskilled	01						No material cost for garden worker

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Cost of the Materials will be reimbursed on producing bills/Vouchers only.

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:

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LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC

ANNEXURE - B

1. PHENYLE (LIQUID)
2. CLEANZE SANITIZER
3. PIXOL SANITIZER
4. ODONIL
5. LIQUID SOAD(HOMOCOL)
6. SOAP CAKES(LIFE BUOY)
7. VIM POWDER
8. NIRMA
9. SURF
10. ACID
11. TAT
12. DUSTER WHITE
13. FLOOR DUSTER (MOPS)
14. ROOM FRESHNER
15. NEP BALLS
16. TEEPOL
17. THINNER
18. SCASSO(POLISH)
19. MANSION FLOOR POLISH
20. FLIT WITH FLIT PUMP\CHEMICAL FOR ANTI-TERMITE
TRETMENT\RODENT CONTROL
21. HOMOCOL CAKE
22. HARIYALI JHADOO
23. PHOOL JHADOO
24. BANDCO JHADOO
25. REHDI FOR COLLECTION OF KUDA
26. DUSTBIN WITH LID
27. BUCKETS
28. PLASTIC JUGS
29. PLASTIC MUGS
30. COB WEB'S REMOVER
31. SWEEPING BRUSH
32. SLING BRUSH
33. COMANDO BRUSH
34. SCRUBBING BRUSHES OF VARIOUS SIZES
35. MARKIN CLOTH
36. PLASTIC PVC WATER PIPES WITH JET/NOZZEL - REQUIRED TO FILL
WATER IN DESERT COOLERS AND FOR CLEANIN/SWEEPING WORK
ETC.
37. CLEANING POWDER
38. YELLOW DUSTERS
39. PLASTIC DRUMS
40. KEROSENE OIL

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