



केन्द्रीय विद्यालय , नया रायपुर

Kendriya Vidyalaya, Naya Raipur

रैन वसेरा राखी थाना के पास सेक्टर- 25 नया रायपुर (छ .ग.) 492015

Night Shelter Building, Village- Rakhi District - Raipur (C.G.) 492015

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Phone No: 0771-2970452

फा. 2357/के.वि.नया रायपुर/2018-19/

दिनांक: 15/09/2018

To,

M/s.....  
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**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.**

(For detail information please visit the website ([www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)))

Sir/Madam,

Kendriya Vidyalaya Naya Raipur is run by the Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, which 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 Principal, Kendriya Vidyalaya Naya Raipur 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. 01.11.2018 to 31.10.2019, which may likely to be extended, as indicated below:

S.No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Conservancy Services	(Minimum 3 person)	Middle Standard
2.	Security Services	(Minimum 3 person)	Middle Standard

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 Services	As mentioned in Annexure-I
2.	Security Services	As mentioned in Annexure-II

### 3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A) in the Central Govt. rate / State Govt. rate whichever is higher.
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed monthly remuneration 30X8
- (d) 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.
- (e) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (f) The Bidder shall deposit Rs. 100,000=00 (@ Rs. 50000/-for conservancy service and @) Rs. 50000/-for security service) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/ Pay order drawn in favor of the VVN A/c Kendriya Vidyalaya Naya Raipur, payable at Naya Raipur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of bank guarantee /DD for an amount of 10% of the total amount to be paid 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.
- (h) 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 through cheque at .....premises in the presence of representative of the ..... Or it's constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the satisfactory work/actual attendance of their employees 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 the satisfactory work/actual attendance of their employees 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.

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 Indenter/Client.
- (f) The normal office hours of KVS is from .....am to .....pm five/six days from Monday to Friday/Saturday. However, KVS 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 for OTA for working on Saturday/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:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

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

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 Indenting Office. 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 Naya Raipur shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Principal, Kendriya Vidyalaya Naya Raipur (who is Indenting Office) 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 KVS Naya Raipur 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 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 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. 50,000=00 (Rupees Fifty Thousand only) for each in total Rs. 100000=00 in the form of Bank Guarantee valid for 135 days after the submission of bids or DD drawn in favor of the VVN A/c Kendriya Vidyalaya Naya Raipur payable at Naya Raipur as earnest money along with the Bid. The earnest money shall be return to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff in the Central Govt. rate / Chhattisgarh Govt. rate 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 1 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 super scribed on the envelope as "Bids for providing Security/Conservancy" due on 28.09.2018 by 01.00 pm. By Speed Post/ Registered Post only.

Finally the instructions given in the KVS website will be followed.

Yours faithfully,

Encl: As above

(Pushpa Bara)  
Principal Gr. II  
KV Naya Raipur

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly Unit rate (Col. 4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10
1	Security Guard	03							
2.	Sweeper	03							

ANNEXURE – ‘A’

**FORMAT OF BID**

**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 Guarantee/ DD No. \_\_\_\_\_ dated \_\_\_\_\_  
drawn on \_\_\_\_\_.**

**(Bidder)**

**Signature: .....**

**Name : .....**

**Date & time : .....**

## Annexure - I

### TERM AND CONDITION FOR CLEANING/SWEEPING/JOBS ETC. FOR KENDRIYA VIDYALAYA

1. Name of the KV : Naya Raipur
2. Address/Location of the Building : Night Shelter Building Vill. – Rakhi,  
Near Rakhi Thana, Sector – 25, Naya  
Raipur (C.G.)
3. Area of the Building : 8200 (Sq. Ft.) School Building  
12 Toilets & 12 Bathrooms in 2 Blocks.
4. No. of days during the month for : All days except Sunday and Gazetted  
Holidays.  
The Services are not required in  
Holidays, unless otherwise required on  
written requisition.  
Additional charges for cleaning/sweeping  
etc. on holiday(s) whenever required will  
be payable.

#### SCOPE OF WORK

- A. Daily Work (from 7 AM. to 12.30 AM. and 1.30. PM. to 5.30 PM or as may be decided by the Vidyalaya).
  1. Sweeping of entire area of the school building and surrounding of building and collection of all waste material and disposal of the same as per the instructions of the Principal.
  2. Cleaning of the floor area with a wet floor dusters and detergent, disinfectants etc, once in the morning before opening of the Kendriya Vidyalaya and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. spray of flit etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
  3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal.
  4. Cleaning of carpets, Durries etc.
  5. In case of shortage of water or non-availability of water, brining water from outside for cleaning.
  6. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Kendriya Vidyalaya.
  7. Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirahs and doors and windows in class- rooms, all other rooms and other spaces of the school every day before opening of the school.
  8. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure

that the toiletries mentioned above are always available near each washbasin in the building.

9. The choking of the sanitary installations e.g. Traps Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
10. All complaints of leakage in the G I & C I pipes etc. are also to be attended within 24 hours.

**B. Items of work to be done generally once in a week**

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wades, without damaging their shines.
3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards
7. Dusting and cleaning of fans, electrical fittings, and window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
8. Removal of cobwebs in all rooms and other spaces of the school.

**C. Requirements from the staff of the Agency: their duties: Behavior etc.**

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
3. The contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work.
6. The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the state Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
9. Insurance and accident risks of the workers will be the responsibility of the contractor.
10. All the workers of the contractor shall be free from infectious diseases.
11. The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable, are obtained promptly.

12. The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
13. The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
14. The Kendriya Vidyalaya reserves the right to order any worker of the Contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

**D- General Conditions:**

1. ***Agreement:*** For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the contractor.
2. ***Terms of payment:*** the Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya "that the work has been done satisfactorily". In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.
3. ***Room facility:*** The Kendriya Vidyalaya shall provide a small room/space for the supervision and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after school hours.

**E. Notice of Termination of contract.**

- (1) The contract can be terminated without assigning any reasons by giving two month notice in writing by either side.

**F. Stock and Supplies:**

The contractor shall maintain sufficient stock of various items such as towels, dusters, soaps, phenyl, detergent, odonil, naphthalene balls etc. so as to meet normal requirement. The contractor shall not be permitted to stop supplying any items for any reason.

**G. Supervision:**

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya

**H. Rates:**

Rates must be fixed on per week basis for the whole unit (covered area, open



area, Surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a week because of closure of the school etc., rates would be calculated for a day and payment made accordingly.

I. **Arbitration:**

In case of any dispute between the contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940.

J. **Jurisdiction:**

The courts at the station will have jurisdiction over all legal disputes under this agreement.

(Pushpa Bara)  
Principal Gr. II  
KV Naya Raipur

**TERM AND CONDITION FOR SECURITY SERVICES**

1. **Name of the KV** : **Naya Raipur**
2. **Address/Location of the Building** : **Night Shelter Building Vill. – Rakhi,  
Near Rakhi Thana, Sector – 25, Naya  
Raipur (C.G.)**
3. **Area of the Land** : **Total Land Area 2 Acres**
4. **No. of days during the month:** **All the days including holiday and round the clock.**

**SCOPE OF WORK**

**Providing round the clock security service**

**Term and Condition to be executed between the Agency and Kendriya Vidyalaya providing of Security Services.**

1. That the agency shall provide security arrangements for Kendriya Vidyalaya Building/ premises located at NAYA RAIPUR with effect from 1<sup>st</sup> November 2018.
2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situations where Ex-Servicemen are not available others can be engaged for the purpose by the Agency.
3. That the entire responsibility for taking security measures of the said building/ premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.

6. **The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Dist. Solider Board or any other body of Ex-Servicemen, recognized for the purpose by the state Govt. as the case may be.**
7. **That the tenure of the service agreement shall be initially for a period of four months with effect from 1<sup>st</sup> November, 2018 and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.**
8. **That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.**
9. **Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya NAYA RAIPUR as per the Indian Arbitration Act. The seat of the arbitration shall be at NAYA RAIPUR and the proceedings shall be governed by the Indian arbitration Act. 1940.**

**(Pushpa Bara)**  
**Principal Gr. II**  
**KV Naya Raipur**