



F. /KVONGC/CBY/2019-20/

Date: / /2020

To

M/s _____

TENDER DOCUMENT FOR "GARDENERS"

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

Sir/Madam,

1. 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 ONGC Cambay - 388630 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. 01-02-2020** which may be extended by another one year. Details are indicated below:-

Area of the building -2500 sqmts. (Aprox.) having 40 rooms and 07 sets of 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 ONGC Cambay, P.O. Kansari , Khambhat 388630

Man power required:-

SI No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required	In the following way/timing
1.	Gardeners	Primary standard	01	7.00 AM to 3.00 PM

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

Sl. No.	Category of Manpower	Responsibilities
1.	Gardner	Development of gardens and Maintenance & upkeep of gardens, play fields & compound of the whole Vidyalaya campus.

Terms and Conditions for Providing Services of Gardening in the Vidyalaya.

1. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
2. That the entire responsibility for developing gardens, taking maintenance measures of the gardens, play-fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
3. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.

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**).

The firm has to quote the service charges, cost of uniform per month, in column No.8 of **Annexure 'A'**. As the staff are entitled for Bonus as per the payment of Bonus Act, the proportionate share of Bonus per month also should be mentioned in the column No.8 of **Annexure 'A'** Failure to furnish the above information will be treated as incomplete bid.

- (b) Any other 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 change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (d) 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/Pay order drawn in favour of **KV CAMBAY VIDYALAYA VIKAS NIDHI** payable at **CAMBAY** 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/DD for an amount of **Rs. 10% of value of contract** 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 135 days after the deadline fixed for submission of Bids.

6. Terms and Conditions :

(a) The remuneration shall be disbursed through cheque at Kendriya Vidyalaya ONGC Cambay premises in the presence of representative of the Kendriya Vidyalaya ONGC Cambay or its constituent.

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

(c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya ONGC Cambay 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.

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 indenter/client.

(f) It is mandatory for the contracting Agency to submit the attested copy of license obtained from the Govt. of Gujarat for running the business of Private security agencies operating in the Surat district, failing which the bid will be treated as disqualified/nonresponsive.

(g) The normal office hours of Kendriya Vidyalaya ONGC Cambay is from 07:00 am to 03:00 pm six days from Monday to Saturday.

(h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula.

$$\text{Total Monthly Remuneration} = \frac{\text{Monthly Remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in month}} - AI$$

Where $AI = \frac{\text{Monthly Remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in month}}$

(i) The Candidates/Manpower provided by the contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya ONGC Cambay. 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 ONGC Cambay. 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 Kendriya Vidyalaya ONGC Cambay shall be made within 24 hours.

(j) The Contracting agency will be required to sign a contract with the Kendriya Vidyalaya ONGC Cambay 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/attribution to the personnel deployed, the Kendriya Vidyalaya ONGC Cambay 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.

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 and conditions in the following manner.

1. The bid will be treated as non-responsive if following terms and conditions are not fulfilled and related documents are not attached. :-
 - a. Copy of proof of registration of the agency with Labour department of state/central govt.
 - b. Brief profile of the company and evidence to establish that the bidder has minimum experience of 03 years in cleaning/sweeping.
 - c. Audited balance sheet profit and loss account.
 - 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. 5,000** in the form of bank guarantee valid for 135 days after the date of submission of bids or DD/Pay order Drawn in favour of **KV CAMBAY VIDYALAYA VIKAS NIDHI AT CAMBAY** as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

2. Remuneration of staff, quoted below minimum wages applicable for unskilled, semi skilled and skilled shall render the bid disqualified for evaluation.

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

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.
- 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 point of 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 Gardening on service charge basis” latest by 03:00 pm on 18-01-2020 by registered/speed post only. Quotation will be opened on 20-01-2020 at 11:00 am.

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 KVS.

Yours faithfully

Signature :

Name :

Designation :

for and on behalf of the
Kendriya Vidyalaya ONGC Cambay

FORMAT OF BID**ANNEXURE-'A'**

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate with %	ESI Rate with %	Service charges etc. including overhead and profit	Monthly Unit Rate (Col.4 to 7)	Total monthly cost (Col. 8 X 02 persons)
1	2	3	4	5	6	7	8	9
01	Gardeners (26 days)	01						

NOTE: -

1. IMP: - If a bidder quotes "Zero percent up to 0.9999 and thereof" charges over and above minimum wages, his bid will be Null & void without consideration.

2. Service Tax Exempted for Kendriya Vidyalaya, hence rate should be quoted without Service Tax.

3. In case of discrepancy between unit price and total price, the unit price shall prevail.

4. All the submitted documents must be clear and legible

5. This FORMAT OF QUOTATION/BID should submit with signature and Rubber Stamp of the

Firm alongwith Forwarding letter of the Firm and relevant enclosures as per Sl. No. 07.

We agree to provide the above service of manpower without 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. _____ is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

Date: _____

Signature:

(with Seal)

Name: