

केन्द्रीय विद्यालय  
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पी.ओ. कंसारी (गुजरात)  
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KENDRIYA VIDYALAYA  
O.N.G.C., Cambay  
P.O. Kansari (Gujarat)  
Pincode No. 388630  
Affiliation No. : 400016  
ongccambey@kvs.ac.in

F. /KVONGC/CBY/2019-20/

Date: / /2020

To

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub. – Inviting Bid for engaging service provider firm for providing Manpower without materials through service contract.**

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 Vidyalaya setup for imparting education to the children of transferable Central Govt. Employee among others.

Sealed competitive Bids are invited by the Kendriya Vidyalaya ONGC Cambay-388630 from the reputed/registered Consultant/Service Provider Firm for **Providing Manpower without material 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 as indicated below.

**Area of the building** -2500 sqmts. (Aprox.) having 40 rooms and 06 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**

**Manpower Required :-**

S.No.	Category of Manpower	of	Minimum qualification or experience	No. Of workers required	Particulars of timings
01	Workers for cleanliness	for	Primary Standard	02	07:00 am to 03:00pm

### **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 change will be accepted and not any additional liability i.e. %age of profit/service charge etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (d) The bidder shall deposit **Rs. 10,000/-** 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 KendriyaVidyalaya ONGC Cambay premises in the presence of representative of the KendriyaVidyalaya ONGC Cambay or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KendriyaVidyalaya 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 KendriyaVidyalaya 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 KendriyaVidyalaya 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.

***Total Monthly Remuneration Monthly Remuneration – AI***

***Where AI=Monthly Remuneration no.X Nos. of days of absence***

***Nos. of days in month***

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

(j) The Contracting agency will be required to sign a contract with the KendriyaVidyalaya 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 KendriyaVidyalaya ONGC Cambay reserves the right to claim and recover damages from contracting agency.

(1) 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. 10,000** in the form of bank guarantee valid for 135 days after the date of submission of bids or DD/Payorder Drawn in favour of **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.
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 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 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 Cleaning/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 3 persons)
1	2	3	4	5	6	7	8	9
01	Cleaning & Sweeping Jobs (26 DAYS)	03						

**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 SI. 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: .....