

TENDER DOCUMENT

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

1. Wax sealed competitive Bids are invited by the **Kendriya Vidyalaya, Rail Wheel Plant Bela (Saran)** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract for a period of **01 (one) year** from **date of contract**.

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.	Security Guards - (Unskilled-including Sundays)	Providing round the clock security services to Vidyalaya and its campus and to take care of all movable & immovable fittings & fixtures of the Vidyalaya to check pilferage, theft & wilful damage to School property & vehicles of students during school hours.
2.	Safai Karamchari- (Unskilled-excluding Sundays)	Classroom, verandah, labs, office, staffroom, staircase brooming & cleaning of Vidyalaya building. Disposal of sweepings, waste material, garbage etc. Cleaning of all toilets at least thrice daily with brush & phenyl. (Material to be provided by the school.) Regular dusting, cleaning of all furniture and working for development of garden of Vidyalaya.

2. Terms and Conditions:

(a) The wages shall be disbursed through RTGS in the agency account on 7th day of every month then agency shall disburse salary to all the employee through RTGS and submit the Bank statement for Salary, EPF & ESI Subscription etc in the school office in every month.

(b) The Contracting Agency will provide two sets of Uniform with badge of agency, raincoat and winter coat, Identity Card, LED torch, whistle to all its employees deputed for security for entire period of contract.

(c) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter / Client.

(d) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.

(e) The contracting agency has to submit Police verification report of all its employees engaged in school within one month after getting the contract.

(f) As per notification available the agencies should consider that **Bela** lies in Zone “C” for Central Govt. minimum wage list.

(g) The Agencies has to submit recent minimum wage list circulated by State and Central Govt. along with their documents for clarification of minimum wage permissible.

(h) The Agency has to mention name of source for concerned documents like Zone/minimum wages rate list for verification by KV RWP Bela through available websites.

(i) While quoting the rate for personnel agencies have charge prescribed current rate of EPF & ESI w.e.f. 01-07-2019 and requested to attach concerned paper from related department.

(j) Agencies are instructed to charge service charge @ minimum rate of 1% otherwise financial bid will be treated as unresponsive.

(k) Rounding off of the quoted rate should be done in sum total not at every step and finally convert any fraction of rupee to next whole digit.

(l) Agencies are instructed to submit only those information or rate which are asked by Client because no weightage will be given to any extra facilities/manpower supplied by agency free of cost for awarding contract.

3. 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.

The bid will be treated as non-responsive if following documents are not attached.

- i. 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.)
- ii. PAN & GST No. and current IT clearance certificate.
- iii. Attested copy of proof of EPF registration & current rate of EPF Subscription letter.
- iv. Attested copy of proof of ESI registration & current rate of ESI Subscription letter.
- v. A Copy of the rate chart of Central Labour / State Govt. minimum wages.
- vi. DD/Multicity Cheque for Rs.5000/- as EMD drawn in favour of "KV RWP Bela VVN A/c", payable at "Hajipur" which is refundable after completion of tendering process for selection of L1.
- vii. The Bid is to be submitted in the format as given in "Annexure A".

4. Award of Contract:

- i. 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.
- ii. The indenter reserves the right to increase or decrease the requirement of manpower at the time of award of contract.
- iii. In case if same rate is quoted by two or more agencies which comes as L1 then contract will be offered to that agency which will have good credentials in field same service considering previous three years record. (Attached relevant document for your support)
- iv. If at time of comparison it is found that there is tie between two or more agencies on basis of same rate and credentials then L1 will be selected by mode of draw of lots in presence of draw of lots committee and representatives of concerned agencies.
- v. The Successful Bidder shall deposit **Rs. 35,000/-** in the form of Bank Guarantee as security Deposit at time of award of service contract.
- vi. Notwithstanding the above, the indenter/client 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 without assigning any reason to concerned agencies.

5. Last date and time of receipt of Bids:

The Bids are to be submitted to Principal, KV RWP Bela in wax sealed envelope superscripted by "**Bids for Providing Security & Conservancy services**" from 21-07-2019 to 27-07-2019 up to 02.00 p.m. either through speed post/dropping the same in drop box placed in Principal office after downloading the tender document from school website www.kvrwpbela.com from 16-07-2019 to 20-07-2019.

FORMAT OF BID

Sl.No	Category of Manpower	Rate per person for a month including EPF/ESI/ Service Charges				
		Rate	EPF @.....	ESI @	Service Charge @	Total (Rs.)
1	Security Guard (Unskilled) for one month i.e. 30 days					
2	Safai Karmachari (Unskilled) for one month i.e. 26 days					

Note: Requirement of Vidyalaya

1. Security Guard : 3 Persons
2. Safai Karamchari : 1 Persons

Terms and Conditions:

1. The wages should not be less than the Central Labour / State Govt. Minimum Wages whichever is higher as per recent notification available on concerned website.
2. The rate should include EPF, ESI and Service Charges including profit.
3. In case of doubt "Rate per person for a month" shall prevail.
4. If Safai Karmachari services are utilized during summer vacation or on Sundays then their payment will be done on pro-rata basis.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the bid document. An EMD of Rs.5000/- (Rupees Five Thousand Only) is furnished herewith vide DD/Cheque no. _____ dated _____ drawn on _____ payable at "Hajipur".

Bidder's Signature:

Name:

Date & Time: