



केन्द्रीय विद्यालय एन ए डी

आलुवा

Kendriya Vidyalaya NAD, Aluva

एच एम टी कोलनी पोस्ट, कलमशेरि -

683503

H.M.T.COLONY P.O, KALAMASSERY - 683503

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F.Quotation/KVNAD/2014-2015

Date: 14.08.2014

To

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Sub : Quotation for Watchman for 24 hrs., Campus maintainer, cleaning staff and Data entry operator.

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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees **among** others.

1. Sealed competitive Bids are invited by the Principal, Kendriya Vidyalaya, NAD, Aluva from the reputed/registered Consultant/Service Provider Firm for providing Manpower including through service contract initially for a period of 01 (one) year w.e.f. 01.09.2015 which may be extended by another one year, as indicated below:-

A. Address/Location of the Building: Kendriya Vidyalaya, NAD Aluva, HMT Colony PO, Ernakulam, 683503

B. Man power required:-

Sl.No.	Category of Manpower	Minimum qualifications or/ and experience	Number of workers required	In the following way/ timing
1.	Security Guard	Middle standard	03	@8 hrs for 24 hrs.

2.	Worker for cleanliness - Lady	Primary standard	05	8.00 AM to 4.00 PM
3.	Campus maintainer Gent	Primary standard	01	8.00 AM to 4.00 PM
4.	Data Entry Operator	Graduation, MS Office	01	8.30 AM to 4.00 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.	Security Guard	To provide security/ Guard of the School. (Round the clock)
2.	Workers for cleanliness	To clean the school building, toilets and campus.
3.	Campus maintainer	To clean the water coolers, clean & fill the water dispenser and maintain the garden and school campus (4.25 acres).
4.	Data Entry Operator	Office Work

C. Work for cleaning staff 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 disposal of the same as per instructions of the KVS.
- 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 from mosquitoes, flies, termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums within the boundary of the Vidyalayas wall surroundings to this building.
- v) 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 every day before opening of the office i.e. 8.30 A.M.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.

- iii) 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.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc.including removal of cobwebs.

2. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration of not less than latest minimum wages of state govt., 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.
- (d) Each Bidder will submit an EMD for Rs 5000/- and the selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 10% of the quoted amount 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. (f) Telex or Facsimile **Bids are not acceptable**.

3. Each Bidder must submit only one Bid.

4. Each Bidder must submit Pre Contract Integrity pact. (Enclosed with the call letter).

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 Kendriya Vidyalaya, NAD Aluva.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV NAD Aluva 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 KV NAD Aluva 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 its 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 Indentor/Client.

(f) The Contracting Agency will deploy their workers and provide the services of cleanliness/filling of water in water dispenser for six days in a week from Monday to Saturday according to the duty timing shown at pre-pages/above. KVS also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

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

Total Monthly Remuneration = Monthly remuneration-A,

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

Nos. of days in the month

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Principal. 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. 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 shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the Principal, Kendriya Vidyalaya, NAD Aluva. 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 reserve the right to claim and recover damages from Contracting Agency.

k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.

(m) The KVS(HQ) 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.

(n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform.

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 terms & 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 five years in cleaning/sweeping.

(c) PAN No. and Current IT clearance certificate.

(d) Attested copy of proof of EPF registration.

(e) Attested copy of proof of ESI registration.

(f) Attested copy of proof of Service Tax Registration.

(ii) 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 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 time prior to the award of the contract.

9. Credential, building capability, quality control systems, past performance, after-service, financial background, proof of registration of IT,/TAN/VAT etc. should be mentioned in the bid

10. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids through Registered post/ Speed post by super scribing the envelope as "Bids for providing Services for Security, cleaning/sweeping and Campus maintainer and data entry operator in Kendriya Vidyalaya, NAD Aluva Kalamassery on service charge basis" latest by 1.00 PM of 04.09.2014. The sealed bids/tenders will be opened at 3.00 PM at Kendriya Vidyalaya, NAD Aluva in the presence of bidders on last date of submission of tenders i.e. 04.09.2014

The Indenter 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,

DR.CICY ROY MATHEW
PRINCIPAL