



केंद्रीय विद्यालय एन ए डी आलुवा

Kendriya Vidyalaya NAD, Aluva

एच एम टी कोलनी पोस्ट, कलमशेरि 683503-

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

Tel:0484-2532860 Fax: 0484-2558660

Email: kvnadAluva@gmail.com, website: www.kvnadaluva.gov.in

F.Quotation/KVNAD/2017-2018

Date: 12.12.17

Sub : Quotation for cleaning/sweeping staff and Data entry operator (Clerical) –reg.

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 which may be extended by another one year, as indicated below:-

A. Area of Vidyalaya : 11.28 acres

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	Worker for cleanliness - Lady	Primary standard	07	8.00 AM to 4.00 PM
2	Data Entry Operator	Graduation, MS Office,Tally	01	8.30 AM to 4 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.	Workers for cleanliness	To clean the school building, toilets and campus.
2.	Data Entry Operator	Office Work

C. Material for the cleanliness to be used as per attached Annexure –B. The cost of material, however will be charged extra by the contracting agency by showing rate of the same in attached Annexure – A ;-

The concerned agency has to clearly mention the details of cleaning material quantity of material and the cost of material per month clearly in the Annexure A failure to mention the above particulars will lead to rejection of the tender

D. 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 central/state govt., 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 column 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 Col. of Annexure A. Failure to furnish the above information will be treated as incomplete bid.

(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 ie %age of profit/ service charges etc. As such , the bidder while submitting the bid should specifically , quote the rate etc in this regard.

(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.

(E) 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 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 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 Aids 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.

(g) The agency should possess valid ISO 9001 certification for cleaning/sweeping a copy of proof is required to be produced

(h) Last 3 years Balance sheet & profit and loss account

(i) Poof registration with the labour Dept of NCT

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.

(e) 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/tender box by superscribing the envelope as "Bids for providing Services for cleaning/sweeping and data entry operator (clerical) in Kendriya Vidyalaya, NAD Aluva Kalamassery on service charge basis" latest by 1.00 PM of 15.01.2018. 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. 15.01.2018.

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,

PRINCIPAL

ANNEXURE A

FORMAT OF BID

S. No	Component of Rate	Sweeping & Cleaning staff	Data entry operator (Clerical)
1	* Unit monthly remuneration (Basic Pay + VDA)		
	EPF (Employee) as per applicable rate		
	ESI (Employee) as per applicable rate		
	Total		
2	EPF (Employer) as per applicable rate		
3	ESI (Employer)as per applicable rate		
4	Bonus		
5	Cleanliness material charges		
6	Charges of uniforms		
7	Service charges, etc		
8	Monthly Unit Rate (Col 1+2+3+4+5+6+7)		

- NOTE:
1. *If the rate minimum wages quoted by the firm is less than fixed by the Govt will not be entertained
 2. In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to provide the above service of manpower including 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. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature:

Name & Address:

Place:

Date:

Seal of the firm

INSTRUCTIONS FOR EXECUTION OF THIS INTEGRITY PACT

- 1.0 As per ITB Clause 9_3, Section-N, Conditions of Contract, Volume -I of the Bidding Documents, the accompanying 'Integrity Pact' is to be executed in two (02) originals.
- 2.0 Indian Bidder shall submit the Integrity Pact on a non-judicial stamp paper of ₹100/- duly signed by the person(s) signing the bid. Foreign Bidder may submit the Integrity Pact on its company's Letter Head, duly signed by the person(s) signing the bid.
- 2.1 The non-judicial stamp papers are to be purchased in the name of the Bidder or **EMPLOYER** and the date of purchase should not be earlier than six months of date of execution. The same is to be attached with this bound volume mentioning the following on the stamp paper:

"

**This _____
stamp paper is an integral part of the Integrity Pact executed by us for**

[Insert the name of the package]
_____ Package and Specification Number _____
[Insert Specification Number: package]

[Sample is given overleaf]

- 2.2 In case of a foreign bidder, the Letter Head is to be attached with this bound volume mentioning the following on the Letter Head:

"The Integrity Pact executed by us for _____
[Insert the name of the package]
_____ Package and Specification Number _____
[Insert Specification Number of the package]

is enclosed herewith" [Sample is given overleaf]

- 3.0 Bidders are required to clearly indicate the name of the package and its specification number on the stamp paper/covering letter and first page of the Integrity Pact.
- 4.0 All the pages of the integrity pact are to be signed by the Bidder. If the Bidder is a partnership or a consortium, the Integrity Pact shall be signed by all the partners or consortium members.
- 5.0 Bidders are required to clearly indicate the name and designation of the signatory (ies) as well as the name and address of the witnesses.
- 6.0 The Bidder shall not change the contents of the Integrity Pact.
- 7.0 Bidder may note that Bidder's failure to submit the Integrity Pact duly signed along with the Bid shall lead to outright rejection of the Bid.

Note: The word EMPLOYER has been used in place of PIA short name. The same may

be changed accordingly.

(These are instructions for execution and does not form part of the Integrity Pact)

100/- non-judicial stamp paper

INTEGRITY PACT

Between

Full Name of Employer“EMPLOYER”

hereinafter referred to as

" EMPLOYER",

and

(_____
_____)

hereinafter referred to as

"The Bidder/Contractor"

Preamble

EMPLOYER intends to award, under laid-down organisational procedures, contract(s) for _____ package. EMPLOYER values full compliance with all relevant laws and regulations, and the principles of economical use of resources, and of fairness and transparency in its relations with its Bidders/Contractors.

In order to achieve these goals, EMPLOYER and the above named Bidder/Contractor enter into this agreement called '**Integrity Pact**' which will form a part of the bid.

It is hereby agreed by and between the parties as under:

Section I - Commitments of EMPLOYER

- (1) EMPLOYER commits itself to take all measures necessary to prevent corruption and to observe the following principles :

- a) No employee of EMPLOYER, personally or through family members, will in connection with the tender, or the execution of the contract, demand, take a promise for or accept, for him/herself or third person, any material or other benefit which he/she is not legally entitled to.
 - b) EMPLOYER will, during the tender process treat all Bidder(s) with equity and fairness. EMPLOYER will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - (c) EMPLOYER will exclude from evaluation of Bids its such employee(s) who has any personnel interest in the Companies/Agencies participating in the Bidding/Tendering process
- (2) If Chairman and Managing Director obtains information on the conduct of any employee of EMPLOYER which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, he will inform its Chief Vigilance Officer and in addition can initiate disciplinary actions under its Rules.

Section II - Commitments of the Bidder/Contractor

- (1) The Bidder/Contractor commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution:
- a) The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to EMPLOYER, or to any of EMPLOYER's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange an advantage during the tender process or the execution of the contract.
 - b) The Bidder/Contractor will not enter into any illegal agreement or understanding, whether formal or informal with other Bidders/Contractors. This applies in particular to prices,

specifications, certifications, subsidiary contracts, submission or non-submission of bids or actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c) The Bidder/Contractor will not commit any criminal offence under the relevant Anti-corruption Laws of India; further, the Bidder/Contractor will not use for illegitimate purposes or for purposes of restrictive competition or personal gain, or pass on to others, any information provided by EMPLOYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder/Contractor of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, involved directly or indirectly in the Bidding. Similarly, the Bidder/Contractor of Indian Nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the Bidding.
 - e) The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, or committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and/or with the execution of the contract.
 - f) The Bidder/Contractor will not misrepresent facts or furnish false/forged documents/informations in order to influence the bidding process or the execution of the contract to the detriment of EMPLOYER.
- (2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section III- Disqualification from tender process and exclusion from future contracts

- (1) If the Bidder, before contract award, has committed a serious transgression through a violation of Section II or in any other form such as to put his reliability or credibility as Bidder into question, EMPLOYER may disqualify the Bidder from the tender process or terminate the contract, if already signed, for such reason.

- (2) If the Bidder/Contractor has committed a serious transgression through a violation of Section II such as to put his reliability or credibility into question, EMPLOYER may after following due procedures also exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder/ Contractor and the amount of the damage. The exclusion will be imposed for a minimum of 12 months and maximum of 3 years.
- (3) If the Bidder/Contractor can prove that he has restored/recouped the damage caused by him and has installed a suitable corruption prevention system, EMPLOYER may revoke the exclusion prematurely.

Section IV - Liability for violation of Integrity Pact

- (1) If EMPLOYER has disqualified the Bidder from the tender process prior to the award under Section III, EMPLOYER may forfeit the Bid Guarantee under the Bid.
- (2) If EMPLOYER has terminated the contract under Section III, EMPLOYER may forfeit the Contract Performance Guarantee of this contract besides resorting to other remedies under the contract.

Section V- Previous Transgression

- (1) The Bidder shall declare in his Bid that no previous transgressions occurred in the last 3 years with any other Public Sector Undertaking or Government Department that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section VI - Equal treatment to all Bidders/Contractors

- (1) EMPLOYER will enter into agreements with identical conditions as this one with all Bidders.
- (2) EMPLOYER will disqualify from the tender process any bidder who does not sign this Pact or violate its provisions.

Section VII - Punitive Action against violating Bidders/Contractors

If EMPLOYER obtains knowledge of conduct of a Bidder or a Contractor or his subcontractor or of an employee or a representative or an associate of a Bidder or Contractor or his Subcontractor which constitutes corruption, or if EMPLOYER has substantive suspicion in this regard, EMPLOYER will inform the Chief Vigilance Officer (CVO).

Section VIII - Independent External Monitor/Monitors

- (1) EMPLOYER has appointed a panel of Independent External Monitors (IEMs) for this Pact with the approval of Central Vigilance Commission (CVC), Government of India, out of which one of the IEMs has been indicated in the NIT/IFB.
- (2) The IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. He has right of access to all project documentation. The IEM may examine any complaint received by him and submit a report to Chairman-cum-Managing Director, EMPLOYER, at the earliest. He may also submit a report directly to the CVO and the CVC, in case of suspicion of serious irregularities attracting the provisions of the PC Act. However, for ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be referred to the full panel of IEMs, who would examine the records, conduct the investigations and submit report to Chairman-cum-Managing Director, EMPLOYER, giving joint findings.
- (2) The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman-cum-Managing Director, EMPLOYER.
- (3) The Bidder(s)/Contractor(s) accepts that the IEM has the right to access without restriction to all documentation of EMPLOYER related to this contract including that provided by the Contractor/Bidder. The Bidder/Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his documentation. The same is applicable to Subcontractors. The IEM is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.

- (4) EMPLOYER will provide to the IEM information as sought by him which could have an impact on the contractual relations between EMPLOYER and the Bidder/Contractor related to this contract.
- (5) As soon as the IEM notices, or believes to notice, a violation of this agreement, he will so inform the Chairman-cum-Managing Director, EMPLOYER and request the Chairman-cum-Managing Director, EMPLOYER to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the IEM shall give an opportunity to EMPLOYER and the Bidder/Contractor, as deemed fit, to present its case before making its recommendations to EMPLOYER.
- (6) The IEM will submit a written report to the Chairman-cum-Managing Director, EMPLOYER within 8 to 10 weeks from the date of reference or intimation to him by EMPLOYER and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the IEM has reported to the Chairman-cum-Managing Director, EMPLOYER, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairman-cum-Managing Director, EMPLOYER has not, within the reasonable time taken visible action to proceed against such offence or reported it to the CVO, the Monitor may also transmit this information directly to the CVC, Government of India.
- (8) The word 'IEM' would include both singular and plural.

Section IX - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor after the closure of the contract and for all other Bidder's six month after the contract has been awarded.

Section X - Other Provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the establishment of EMPLOYER. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
- (2) Changes and supplements as well as termination notices need to be made in writing.

- (3) If the Contractor is a partnership firm or a consortium or Joint Venture, this agreement must be signed by all partners, consortium members and Joint Venture partners.
- (4) Nothing in this agreement shall affect the rights of the parties available under the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).
- (5) Views expressed or suggestions/submissions made by the parties and the recommendations of the IEM in respect of the violation of this agreement, shall not be relied on or introduced as evidence in the arbitral or judicial proceedings (arising out of the arbitral proceedings) by the parties in connection with the disputes/differences arising out of the subject contract.
- (6) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

 (For & On behalf of EMPLOYER)
 (Office Seal)

 (For & On behalf of Bidder/Contractor)
 (Office Seal)

Place: _____

Witness 1 : _____

(Name & Address) _____

Date: _____

Witness 2 : _____

(Name & Address) _____

