

केंद्रीय विद्यालय

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KENDRIYA VIDYALAYA

OCF AVADI

Chennai - 600 054

Web: avadiocf.kvs.ac.in

E-Mail: kvocf_avadi@yahoo.co.in

KV Code: 1772

F.No.110331/KV.OCF/2022-23/
To

Dated: 10-04-2023

TENDER DOCUMENT

Sub: "Inviting Two Bid for engaging Service Provider Firm for providing Manpower through service contract for Housekeeping & gardening Service (Conservancy service)- GEM

Sir/Madam,

The Kendriya Vidyalaya **OCF AVADI**, 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. Bids are invited through Gem Portal by the **KV, OCF, AVADI, CHENNAI-54** from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year w.e.f 01-05-2023** which may be extended, as indicated below:-

A. **Area of the Building** 15 Acres having
Approximately **50** rooms and **35**
toilets, meeting room, 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,
OCF, AVADI
CHENNAI-54.

B. Man power required: -

S. No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Workers for cleanliness	05	Primary standard 5 housekeeping person (one male compulsory for cleaning)
2	Gardener	01	Primary Standard (male compulsory)

Total six workers for cleanliness & one workers for Gardening. As per requirement the number of personnel called will change.

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.	Workers for cleanliness	Keeping clean of all Class Rooms, Laboratories, Toilets, Store rooms, Staff rooms, Corridors, footsteps of the Vidyalaya Buildings, Principal's Chamber and the Vidyalaya Office as per the direction given below in the scope of work. Keeping clean of the Vidyalaya Campus and its stretches of all the directions.
2	Gardening Service	Regular Maintenance of gardens, watering, removing bushes, removal of weeds near garden etc as per the direction given below in the scope of work. Facilitate set up of new gardens Keeping the playground clean and neat. Regular cutting of grass in the garden area, Playground & around the Vidyalaya premises. The Gardener should be able to operate grass cutting machine

B (1) Material for 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**

C. **Scope of work for Cleaning:** -

- 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 KV OCF AVADI.
- 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 twice in the morning and again twice in the afternoon.
- iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- v) Regular dusting/cleaning of office furniture (table and chair) and equipment, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 08.00 A.M.
- vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- vii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- viii) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

Scope of work for Gardening

1. That the agency would engage, employ and provide two trained gardeners for the purpose and also be responsible for payment of their emoluments and dues.
2. That the entire responsibility for taking the development and maintenance measures of the gardens at prescribed new locations, play fields and compound of the Vidyalaya. The Vidyalaya will provide saplings, pots, fertilizers, manures, insecticides, pesticides and other required consumables and equipment as and when required/ demanded.
3. The agency will be responsible for any loss of plants and property etc arising out of the negligence of the persons employed by it.
4. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the plants in rotation or replacement if necessary.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person after introduction of the contract.
6. That the tenure of the service agreement shall be initially for a period of one year with effect from the date of contract. It may be extended for one more year on Performance Assessment till either side intends to terminate giving two months' notice in advance to the other side.
7. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation etc under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employee of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Kendriya Vidyalaya, Chennai as per the Indian Arbitration Act, 1996. The seat of the arbitration shall be at Chennai and the proceedings shall be governed by the Indian Arbitration Act, 1996

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) Cleaning of water storage tanks, water coolers, desert coolers.

- vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
 - vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, panelling etc. including removal of cobwebs.
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). Minimum wages as prescribed by the Central Government as on date.**
 - (b) The firm has to quote the service charges, cost of uniform per month in the column No.7 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 column No.7 of Annexure 'A'. Failure to furnish the above information will be treated as incomplete bid.
 - (c) The concerned agency has to clearly mention the details of cleaning material quantity of materials and cost of the materials per month clearly in the Annexure 'A' column No.10. Failure to mention the above particulars will lead to rejection of the tender.
 - (d) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
 - (e) Hourly rate of OTA should not exceed monthly remuneration. 30 x 8.
 - (f) The rates should be as per latest minimum wages act of Labour Department of Central/State Government whichever is higher. The rate quoted will be revised as and when revised by Labour Department i.e. Minimum Wages Act of the Central/State Government whichever is higher. But profit/service charge will remain same for the duration of the contract and should be mentioned in Lump Sum amount (not in paisa) and not in %age.
 - (g) Correction if any shall be made by crossing out, initialling, dating and rewriting.
 - (h) The Bidder shall deposit **5% of their quoted price for one year** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD drawn in favour of **VVN A/c KV, OCF, AVADI payable at Chennai** as earnest money shall be returned to the unsuccessful bidders after the award of the contract / RTGS to A/c No. 547802050000008 IFS Code **UBIN0810142 (VVN A/c KV OCF Avadi)** as earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (i) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
 - (j) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for **10% of the annual total value of the 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.
 - (k) 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 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at the Vidyalaya premises in the presence of representative of the **KV OCF AVADI** or through RTGS/NEFT or its constituent.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **KV OCF AVADI** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **KV OCF AVADI** office/premises supported with the following documents: -
 - (i) Details of disbursement made to the staff furnishing cheque/bank 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 normal office hours of **KV OCF AVADI CHENNAI-54** is from 8.00 am to 5.00 pm five/six days from Monday to Friday/Saturday. **KV OCF AVADI CHENNAI-54** reserves the right to request for the services on Saturday/Holiday/beyond office hours. The monthly remuneration will be calculated for 26days. The Contracting agency will be compensated, 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 -A₁

where A₁ = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the authorities of **KV OCF AVADI CHENNAI-54**. 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 **KV OCF AVADI CHENNAI-54** 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 KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the **KV OCF AVADI CHENNAI-54** 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.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, **KV OCF AVADI CHENNAI-54** reserves 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 **KV OCF AVADI CHENNAI-54** 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.
- (m) The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive uniform with insignia.
- (n) Furnishing of rate should be strictly as per the prescribed proforma, any error in totalling/ calculation will be lead the firm to ineligible for bidding.
- (o) The Contracting Agency shall provide one vacuum cleaner

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 documents are not attached: -
 - (a) 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.
 - (b) The Agency should possess valid ISO 9001 certification for cleaning / sweeping (conservancy) / housekeeping a copy of proof is required to be produced.
 - (c) Audited Balance Sheet & Profit and Loss Account.
 - (d) List of clientele during last 3 years along with cost of assignment.
 - (e) PAN No. and Current IT clearance certificate.
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested copy of proof of ESI registration.
 - (h) Attested copy of proof of Service Tax Registration and GST certificate.
 - (i) The Bidder shall deposit **5% of their quoted price for one year** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD drawn in favour of **VVN A/c KV, OCF, AVADI**, payable at **CHENNAI** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (j) Proof of registration with the Labour Dept of Central Govt/ concerned state govt.
 - (k) Firm should have registered office in Chennai/Tiruvallur.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the **CENTRAL GOVERNMENT** (name of the state/UT) shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- (iv) In case two or more firms have quoted the same rate, the selection will be based on validity of documents/ validity of the licence / draw of lot (based on executive committee decision).
- (v) The agency should submit a declaration for not being blacklisted by any Government or other organizations.
- (vi) Declaration on Twenty rupee (Rs.20) Non-Judicial Stamp Paper that all information given in tender are authentic and absolutely true. (As given below)

DECLARATION

It is certified that I/We Shall be responsible for correct deposit of EPF & ESI as per Rules and submit the same with monthly bills. The details

submitted for tender is absolutely correct and authentic as per labour law. I/ We will be responsible for incorrect information & discrepancies in future.

Signature _____

Name of the Firm _____

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 or afterwards 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. Last date and time of receipt of Bids

As per GEM portal terms and conditions

Yours faithfully,



PRINCIPAL

प्राचार्य/PRINCIPAL

केन्द्रीय विद्यालय/KENDRIYA VIDYALAYA

आ.व.नि. आवडि, चेन्नै- 54./OCF AVADI, CHENNAI - 54

FORMAT OF BID (HOUSEKEEPING WITH MATERIAL & GARDENING)

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/ charges of uniforms/bonus etc. including overhead profit	Monthly Rate (Col.4+5+6+7)	Unit	Total monthly cost (Col.8X6)	Cost of material per month (Materials should be supplied as per KVS Norms)
1	2	3	4	5	6	7	8		9	10
1	Housekeeping									
2	Gardening								Total monthly cost (Col.8X1)	N/A

NOTE:

1. Service Tax shall be quoted separately, if applicable.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. **Service charges/charges of uniforms/bonus etc. including overhead profit should be mentioned**

We agree to provide the above service of manpower 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)

Date:

Signature: _____

Name: _____

Seal

HOUSEKEEPING SERVICES & GARDENING SERVICES

1. NAME OF COMPANY: _____
Whether Govt/Semi Govt/Private: _____
Proprietor/Partnership/ _____

2. ADDRESS: _____

3. CONTACT PERSON'S:
NAME: _____

TEL.LANDLINE _____ MOBILE _____

Email ID _____

4. PAN NO _____
(Please enclose attested photocopy and attach copy of IT clearance certificate)

5. SERVICE TAX No. _____
(Please enclose attested photocopy)

6. EPF REGISTRATION No. _____
(Please enclose attested photocopy)

7. ESI REGISTRATION No. _____
(Please enclose attested photocopy)

8. Details of Bank
Name of Bank _____
Name of Branch _____
Account No. _____
IFSC Code No. _____

9. ANNUAL TURNOVER FOR THE LAST 3 YEARS (please enclose copy of documents)

2018-19: _____
2019-20: _____
2020-21: _____

10. Please enclose photocopies of attested balance sheet and P&L A/c.

11. Experience of work during the last three years along with cost of assignment (please enclose copy of documents).

12. GST NO: _____
(please enclose attested copy)

13. Labour License No (LIN): _____
(please enclose attested copy)

Signature of Tenderer

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRE FOR SAFAI ETC.

ANNEXURE-B

- 1 Hand sanitizer
- 2 Cleanse Sanitizer
- 3 Pixol Sanitizer
- 4 Odonil
- 5 Liquid Soap (Homocol)
- 6 Soap Cakes (Life Buoy)
- 7 Vim Powder
- 8 Nirma
- 9 Surf
- 10 Acid
- 11 Phenyl (Liquid)
- 12 Duster White
- 13 Floor Duster (Mops)
- 14 Room Freshener
- 15 Nep Balls
- 16 Teepol
- 17 Thinner
- 18 Scasso (Polish)
- 19 Mansion Floor Polish
- 20 Flit with Flit Pump\Chemical for anti-termite treatment/rodent control
- 21 Homocol Cake
- 22 Hariyali Jhadoo
- 23 Phool Jhadoo
- 24 Bandco Jhadoo
- 25 Rehdi for collection of Kuda
- 26 Dustbin with Lid
- 27 Buckets
- 28 Plastic Jugs
- 29 Plastic Mugs
- 30 Cob Web's Remover
- 31 Sweeping Brush
- 32 Sling Brush
- 33 Commando Brush

34 Scrubbing Brushes of various sizes

35 Marlin Cloth

36 Plastic PVC Water Pipes with Jet/Nozzle - required to fill water in desert coolers and for cleaning/sweeping work etc.

37 Cleaning Powder

38 Yellow Dusters

39 Plastic Drums

40. Kerosene Oil

41. Tat

42. Floor Wiper