

केन्द्रीय विद्यालय सैनिक विहार दिल्ली-34	 केन्द्रीय विद्यालय संगठन	KENDRIYA VIDYALAYA SAINIK VIHAR, DELHI-34 TELEPHONE: 27025480 FAX: 27022979
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F. No.38/KVSV/2021-22/

दिनांक: 09.08.2021

Bid security (EMD): Rs 20,000/- (Twenty thousand only)

Sale Price of Tender document: Rs.500/-

Security deposit: Rs 40,000/- (Forty Thousand only)

Last date to submit by speed post 25.08.2021 by 12.00 Noon

Issued from 09.08.2021 to 25.08.2021

To

TENDER DOCUMENT

1. **Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower (Mali/ Gardner) including material 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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Sainik Vihar, Delhi from the reputed/registered Consultant/Service Provider Firm for providing Manpower(Mali) including material through service contract initially for a period of 01 (one) year w.e.f the date of agreement (which may be extended for another one year), as indicated below:-

- | | | |
|----|---|--|
| A. | Area of School | 8.5 Acre |
| B. | Address/Location of the Building | Kendriya Vidyalaya, Sainik Vihar
Delhi .-110034 |

C. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1.	Unskilled Gardener	Primary standard	02

Total two male gardener per day for complete month, except for Sunday, gazette holidays, restricted holidays, vacations and breaks. Except for Sunday, gazette holidays and restricted holidays, only one male gardener will be required in summer vacation, autumn and winter breaks. Arrival timing will be flexible as per Vidyalaya timing as intimated by order from time to time. Total working hour will be 08 hour per day.

An outline of tasks to be carried out by manpower provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1.	Unskilled Gardener	Entire responsibility of maintaining of gardens, hedges, plants, trees, potted plants, herbs, shrubs within the school premise along with the bougainvillea plants on the front boundary wall, entire watering and manuring/cutting/pruning of the above mentioned vegetation as and when required for maintenance, cleaning of the entire dry/ died leaves, straws, branches, flowers and waste plant's part from the gardens, lawns, playground and removal of the same from the school premise for neat and tidy look of the school premises.

3. Quoted price

- The bidder shall quote unit rate which shall comprise of services charges (including profit & administrative charges) in the format of quotation only attached (Annexure 'A'). The minimum wages which will not be less than the maximum of the two minimum wages – 1. Central govt. Labour commissioner rate 2. Collector rate for Distt. North West as declared time to time will be payable. EPF, ESI will be paid at the rate applicable. Any other tax liable to be paid by the client shall be quoted by the bidder separately in Annexure 'A'.
- Service tax is not applicable for services provided to educational institutions.
- Hourly rate of OTA should not exceed monthly remuneration. 30x8
- 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 changes will be accepted and not any additional liability i.e. % of profit/service charge's etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- Correction if any shall be made by crossing out, imitating dating and rewriting.
- The bidder shall deposit Rs 20,000/- in the form of bank guarantee valid for 135 days after the date of submission of bids or account payee DD/pay order drawn in favor of "VVN

A/C KENDRIYA VIDYALAYA SAINIK VIHAR, DELHI” payable at New Delhi as **earnest money** along with the duly filled and properly signed bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- g. The selected firm has to furnish **performance security** in the form of bank guarantee / account payee DD for an amount of Rs.40,000/- valid for fourteen months from the date of award of the contract. The performance security shall be submitted within ten 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.
- h. Telex or facsimile bids are not acceptable. Each page of tender document must be compulsorily and properly signed by the bidder in ink.
- i. The bidder shall quote service charges including overhead and profit in column 7 of Annexure ‘A’ in Indian rupees only and this should not be zero or derivative of zero.

4. **Each bidder must submit only one bid in original format downloaded from Vidyalaya web site <http://www.sainikvihar.kvs.ac.in> along with price of Tender document Rs.500/-** in the form of DD drawn in favor of “**VVN A/C KENDRIYA VIDYALAYA SAINIK VIHAR**” payable at New Delhi (Technical bid in one sealed envelope and Commercial bid in another sealed envelope, both together sealed in a single sealed envelope superscripted as “**Bids for providing gardener/Mali in KV SAINIK VIHAR**”).

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 account payee cheque provided at the premises of Kendriya Vidyalaya Sainik Vihar in the presence of representative of the Kendriya Vidyalaya Sainik Vihar /its constituent or through pay advice to bank by RTGS/NEFT in the account of his deployed employees along with submission of copy of bank passbook statement of his employees as proof of payment of salary. The Contractor shall be directly responsible for the payment of wages, will include such other benefits as applicable to its employees under the relevant Acts and Regulations. The Kendriya Vidyalaya Sainik Vihar, shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- b. The contracting agency will ensure payment by the 5th of every succeeding month to their employees through account payee cheque provided in the office/premises of Kendriya Vidyalaya Sainik Vihar or through pay advice to bank for RTGS/NEFT in the account of his deployed employees along with submission of copy of bank passbook statement, as per the monthly remuneration of contract i.e. minimum wages which should not be less than the maximum of the two minimum wages – 1. Central govt. labour commissioner rate 2. Collector rate for Distt. North West, Delhi, as declared time to time **without any deduction** except the statutory provisions.

c. The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate upto 10th of every month after making the payment to the employees provided to the KV Sainik Vihar Delhi office/premises supported with the following documents :-

- I. Details of monthly disbursement made to the staff furnishing account payee cheque details/ pay advice to bank for RTGS/NEFT in the account of his deployed employees along with copy of up-to-date bank passbook statement for each payment.
- II. Daily wages register properly signed by deployed employees and countersigned by representative of contractor.
- III. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax. Verification of payment of EPF, ESI will be done through web-sites of EPF & ESI along with messages received on mobile phone of deployed employees before releasing payment of these statutory obligations.

Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice duly completed in all respect.

- 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 valid registrations/license obtained from the authorized/competent department of Delhi/Central govt. failing which the bid will be treated as disqualified/non-responsive.**
- g. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

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

Over time rate will be in proportionate with the normal duty time hour rate as per daily wages rates.

- h. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Sainik Vihar, Delhi. Therefore, minimum 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 the vidyalaya. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours.
- i. The replacement of a Candidate on account of absence /unsuitability for KV Sainik Vihar shall be made within 24 hours. Contracting agency will be penalized by Rs.100 (Rs. Hundred only) per day per manpower in case of absence of more than one manpower on a

particular day or continuous absence for more than one day by any one manpower without replacement for absence and this amount will be adjusted by the security deposit.

- j. The contracting agency will be required to sign a contract with the Kendriya Vidyalaya Sainik Vihar, Delhi in Rs. 100/- Non Judicial Stamp Paper as per the model contract enclosed (**Annexure-B**) 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 KV Sainik Vihar reserves the right to claim and recover damages from Contracting Agency.
 - l. The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
 - m. The Contracting Agency will deploy the trained workers who are below the age of 50 years and above the age of 18 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.
 - n. Kendriya Vidyalaya Sainik Vihar, Delhi shall provide a small room for goods and gardening tools. No name plate of agency shall be allowed on the room and nobody from contracting agency side will be allowed to stay in the Vidyalaya campus except the staff of contracting agency **on duty**.
 - o. The contracting agency shall provide its conservancy workers with impressive summer uniform as well as winter uniform with insignia.
 - p. TDS will be deducted from monthly payment to contractor as per rules.
7. 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.

8. Evaluation of bid:-

Every bidder needs to submit "**Technical bid**" in one sealed envelope and "**Commercial bid**" in another sealed envelope, **both together sealed** in a single sealed envelope superscripted as "**Bids for providing gardener/Mali in KV Sainik Vihar, Delhi**" with following details :-

8(A). Technical bid:

The bids will be treated as responsive if the following documents are attached and properly signed & submitted in the sealed envelope for bid and confirms to the terms and condition in the following manner –

- I. Tender document in original format downloaded from Vidyalaya web site <http://www.sainikvihar.kvs.ac.in> along with price of Tender document Rs.500/- in the form of DD drawn in favor of "**VVN A/C KENDRIYA VIDYALAYA SAINIK VIHAR**" payable at Delhi. Each page of tender document must be compulsorily and properly signed by the bidder in ink.

- II. Deposit of Rupees 20,000/- in the form of bank guaranty valid for 135 days after the date of submission of bids or account payee DD/pay order drawn in favor of “**KENDRIYA VIDYALAYA SAINIK VIHAR VVN A/C**” payable at SAINIK VIHAR, DELHI as earnest money along with the bid.
- III. Self attested live Establishment Registration certificates.
- IV. Self attested Latest copy of proof of EPF Registration.
- V. Self attested Latest copy of proof of ESI Registration.
- VI. Self attested Live Pan No. along with photocopy and currant Income tax clearance certificate.
- VII. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years (**Priorities will be decided on this basis if all other conditions are same**).
- VIII. List of clientele during last 3 years along with cost of assignment and attested copy of Experience certificates.
- IX. Self attested Copy of any other documents which supports the good performance of the firm.

8(B).Commercial bid:-

The commercial bid will be examined only for those bidders who are technically satisfied by the Vidyalaya committee through their technical bid. The evaluation and comparison of properly signed substantially responsive bids will be done on the following basis-

- I. The amounts to be quoted for providing the service(s) under various heads as per Annexure-“A”. However, the cost of materials, if any, should be shown separately / specifically for every bid.
- II. **Each column of Annexure-“A” should be compulsorily filled.Reasonable service charges should be filled compulsory in column No. 7 of Annexure A.**The remuneration to the unit manpower will not be less than the maximum of the two minimum wages– 1. Central govt. labour commissioner rate 2. Collector rates for DELHI [as declared time to time, applicable for Unskilled Manpower whichever is applicable as per rule.
- III. ***As per rule, for Kendriya Vidyalayas the rate applicible is the higher of the two minimum rates declared by Govt. of India Labour commissioner / Collector rate for North West, DELHI.***
- IV. The evaluation will be done for all the items put together for annexure “A”. Indenter office will award the contract to the lowest evaluated responsive bidder.
- V. Properly signed annexure “A” and Annexure-III, in ink.

9. Award of Contract:

- a. 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 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 time prior to the award of the contract.
- e. If two bidders have quoted the same lowest price then selection of bid will be done on the basis of quality of past services provided by them/experience or any other valid ground.

10. Last date and time of receipt of Bids

You are requested to submit the sealed bids by **Speed Post/ Registered Post** (Technical bid in one sealed envelope and Commercial bid in another sealed envelope, both together sealed in a single sealed envelope) in a single sealed envelope superscripted as “***Bids for providing gardener/Mali in KV SAINIK VIHAR, DELHI***” due on date **25-08-2021** latest by 12:00 Noon to the Kendriya Vidyalaya Sainik Vihar, Delhi

11. **Opening of bid:** - The bids will be opened by the Vidyalaya tender committee notified for this purpose in presence of bidders/authorized representatives of the bidders, if present, on **25.08.2021** at **01.00 PM** in the Principal Chamber of KV Sainik Vihar, Delhi.

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 KV Sainik Vihar, Delhi.

Yours faithfully-
Signature -
Name:-Leena Singh
Designation: - Principal

Gardening Services

1. NAME OF COMPANY/FIRM : _____

2. ADDRESS (With Address Proof) : _____

3. CONTACT PERSON'S NAME :- _____

TEL. LAND LINE: _____ MOBILE _____

E-MAIL ID :- _____

4. PAN NO. :- _____

(Please enclosed attested photo copy and attach copy of IT clearance certificate)

5. EPF REGISTRATION NO. : _____ Valid up to date- _____

(Please enclose attested photocopy)

6. ESI REGISTRATION NO. : _____ Valid up to date _____

(Please enclose attested photocopy)

7. ANNUAL TURNOVER FOR THE LAST 3 YEARS

(Please enclose copy of documents)

2018-19:- _____

2019-20:- _____

2020-21:- _____

8. .Experience of work during the last three years along with yearly cost of assignment-

(Please enclose copy of documents)

i)

ii)

iii)

SIGNATURE OF TENDERER

KENDRIYA VIDYALAYA SAINIK VIHAR NEW DELHI -34

ANNEXURE-'A'

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF	ESI	Service charges	Monthly Unit Rate (Col.4+5+6+7)
1	2	3	4	5	6	7	8
	Un-Skilled Mali (Man)	1					

NOTE:

1. 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: _____