

**निविदा दस्तावेज**

# TENDER DOCUMENT

एक नजर में निविदा के महतवपूर्ण बिंदु **/Important points of the tender at a glance:**

|  |  |
| --- | --- |
| निविदा का शीर्षक/Title of the Tender: | Out-sourcing of the Gardening Services (Mali) and Manpower (Electrician & Plumber) |
| निविदा का प्रकार /Type of the tender | Open and advertised. |
| निविदा की कोटि/Tender Category | Services |
| निविदा प्रकाशन की तिथि /Date of publication of tender | 30/12/2019 (The Hindu & Rastriya Sahara) |
| निविदा दस्तावेज डाउनलोड/Tender Document Download | 30/12/2019 |
| निविदा प्रपत्र जमा करने की आरम्भिक तिथि /  Bid submission start date | 01/01/2020 (9.00 A.M. – 1.00 P.M.) |
| निविदा जमा करने की अंतिम तिथि एव समय  Last date and time of submission of tender | Date: 21/01/2020 up to: 1300 Hrs. |
| निविदा प्रक्रिया /Bidding System | Technical and Financial Bid |
| निविदा दस्तावेज का मूल्य /Price of Tender document | NIL |
| वायदा राशी /Earnest Money Deposit (Bid Security) | Rs.10,000/-(Rupees Ten Thousand Only) refundable without interest. |
| निविदा जमा करने का माध्यम/Mode of deposit of tender documents | Registered Post/By Hand/Courier/E.Mail or deposited in drop box kept at school for this purpose Only. |
| निविदा जमा करने का पता /Address for deposit of tender documents | THE PRINCIPAL  KENDRIYA VIDYALAYA,A-7 SECTOR-24,NOIDA DISTRICT- GAUTAM BUDH NAGAR UTTAR PRADESH-201301 |
| वायदा राशी को जमा करने का माध्यम /Mode of deposit of EMD. | DEMAND DRAFT(DD) for EMD in Favour of Kendriya Vidyalaya Noida 1st Shift Vidyalaya Vikas Nidhi and payable at Noida. |
| निविदा खोलने की तिथि एव समय /Date & Time of opening tender | 21/01/2020 at 1500 Hrs. |

निविदा दस्तावेज /TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower (Mali),

Electrician & Plumber through service contract.”

Sir/Madam,

The Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budu Nagar, Uttar Pradesh, Pin-201301, is a Society registered under Societies’ Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

1. Sealed competitive Bid invited by The Principal, Kendriya Vidyalaya A-7, Sector -24, Noida, District–Gautam Budh Nagar, Uttar Pradesh, Pin-201301 from the reputed/registered Consultant/Service Provider Firm for providing Manpower 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 the Building | Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, Pin-201301 is having three blocks viz. Primary block, Secondary& Sr. Secondary Block and Main entrance block. There is an assembly ground inside the campus,  Between each block there are open space and separate courtyards in each blocks. Parties are advised to see the location before quoting. |
| Address/Location of the Building | Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, Pin-201301 |

1. Manpower required:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.  No. | Category of Manpower | Number of personnel required in the shifts | As per the following shifts | Remarks |
| 1. | Gardener (Semi Skilled) | 02 (Two) | Gardening of our Lawns & Garden of Vidyalaya. |  |
| 2. | Electrician(Semi Skilled) | 01 (one) | As per requirement |  |
| 3. | Plumber(Semi Skilled) | 01(one) | As per requirement |  |

**Quoted Price**:

* 1. The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher) **For Sl. No. 01 (ONE) Semi Skilled (In exercise of the powers conferred by Central Govt vide Notification No. S.O.186(E) dated 19th January 2017 Order No. dated 23.09.2019 of the Ministry of Labour and Employment employees employed in Agriculture w.e.f. 01.10.2019 and Sl 2,3 as per latest notification of Govt. of India Minimum wages,** EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.
  2. If service charges less than TDS quoted such bid would be summery rejected.
  3. 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.

# Terms and Conditions:

* 1. The remuneration to the employees shall be disbursed through electronic mode to their bank account NEFT/RTGS or Cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.
  2. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
  3. The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents :-
     1. Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.
     2. Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.
     3. It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
     4. Master roll for the month.
  4. 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.
  5. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter /Client.
  6. The normal office hours of Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, and Pin-201301 is from 7.00 am to 6.00 pm six days from Monday to Saturday.. Vidyalaya 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.
  7. 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 = Monthly remuneration X Nos. of days of absence Nos. of days in the month

* 1. The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.
  2. In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, Pin-201301 reserves the right to claim and recover damages from Contracting Agency.
  3. The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
  4. The Contracting Agency will deploy the trained/professional employee as per requirement who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their employee.
  5. The indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (**B**) above
  6. 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.

* 1. Notwithstanding the above, the indentor reserves the right to accept or reject all Bid and

to cancel the biding process and reject all Bid at any Time prior to the award of the

contract.

* 1. Committee, preference will be given however in case of unsatisfactory report firm will not be considered

.

# 

# BIDDING PROCEDURE:

1. The bidder should submit the Technical & Financial Bid as per **Annexure-I-IV** in a separate sealed cover, superscribed with the words “BID” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA A-7, SECTOR-24, NOIDA, DISTRICT, GAUTAM BUDH NAGAR, UTTAR PRADESH PIN-201301**, **along with covering letter for submission of financial bid given at Annexure-IV.**  EMD or not fulfilling the prescribed conditions, will be summarily rejected at any level and decision of The Principal, KV, Noida in this regard shall be final and binding. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open bid on 21/01/2020 at 03.00p.m.

# 5. Evaluation of Bid:

The indenter will evaluate and compare the Bid determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner:

1. The bid will be treated as non-responsive if following documents are not attached :-
   1. 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.
   2. Audited Balance Sheet & Profit and Loss Account.
   3. List of clients during last 5 years along with cost of assignment.
   4. PAN No. and copy of last assessment order / copy of IT return.
   5. Attested copy of proof of EPF registration.
   6. Attested copy of proof of ESI registration.
   7. Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
   8. Attested copy of Labour registration certificate.
   9. Attested copy of valid Labour License.
   10. Copy of current labour rate issued from the Competent Authority.
   11. Attested copy of Registration of (MSME) Provide UAN No.

The evaluation will be done for all the items put together. Indenting Office will award

the contract after evaluation of above documents to the lowest evaluated responsive

bidder. If the bidder will not submitted the above said documents along with financial

bid summarily rejected by the tender opening committee

6. **Award of Contract:**

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 3.In case of tie between two or more than two technical and financial bid bidders, following criteria of assessment would be followed:

1. If the performance of Existing firm is found satisfactory by the company having Experience in working in KV’s /Educational Institutions/Govt Sector will be Preferred.
2. The experience of the firm will be given priority.
3. The indentor reserves the right at the time of award of contract to increase or decrease the

requirement of manpower indicated in para 2 (**B**) above.

1. 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.
2. Notwithstanding the above, the indentor reserves the right to accept or reject all Bid and to cancel the biding process and reject all Bid at any Time prior to the award of the contract.
3. Committee, preference will be given however in case of unsatisfactory report firm will not be considered

.

1. **Last date and time of receipt of Bid**:

You are requested to submit the sealed Bid superscripted on the Envelope as Bid for Providing Gardening and Manpower Services in KV, Sector 24 Noida Distt Gautam Budh Nagar Uttar Pradesh Pin-201301 on **or before 21/01/2020 by 1.00 P.M. The tenders w**ill be **opened on 21.01.2020 at 03.00 P.M**. at KV Noida Gautam Budh Nagar UP in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative. If the last date of depositing and opening of tenders happens to be declared holiday. Then the Tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule Remaining unchanged. The indentor look forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

Yours faithfully,

PRINCIPAL

KENDRIYA VIDYALAYA,

SEC-24 NOIDA UP

**Letter head of the bidding firm**

# COVERING LETTER OF TENDER FORM

**Annexure-I**

**Part-(i)**

Date

Ref. No.

To,

The Principal

Kendriya Vidyalaya, A-7, sector-24 Noida Distt Gautam Budh Nagar

Uttar Pradesh

Pin-201301

Ref. Your Tender Document No. Dated .

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Gardening (Mali) staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
3. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
4. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
5. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

# (Signature with date) (Name and designation) Duly authorized to sign tender for and on behalf of

**(Name of Tenderer)**

* 1. : The above tender form, duly signed and sealed by the authorized signatory of the company, should be enclosed with Tender.

**Letter head of the firm**

# Declaration

**Annexure-I**

**Part-(ii)**

* + 1. I, …………………… son/daughter of Shri…………………………, proprietor/partner/director/authorized signatory of M/s ……………………..........................................................................., am competent to sign this declaration and execute this tender document.
    2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
    3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person (Name, designation and seal)

Date: Place:

N.B: The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Tender.

# Annexure-I Part-(iii)

**PROFORMA FOR TECHNICAL SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Particulars** | **To be filled by the tenderer** |
| 1. | Name of the Agency |  |
| 2. | Date of establishment of the agency |  |
| 3. | Establishment ID |  |
| 4. | Detailed office address of the Agency with Office Telephone  Number, Mobile Number and Name of the contact person |  |
| 5. | Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970.  (Copies of all certificates of registration to be enclosed) |  |
| 6. | PAN/TAN Number (copy to be enclosed) |  |
| 7. | Labour License Number (copy to be enclosed) |  |
| 8. | Service Tax/GST Registration Number (copy to be enclosed) |  |
| 9. | EPF Registration Number (copy to be enclosed) |  |
| 10. | ESI Registration Number (copy to be enclosed) |  |
| 11. | Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this  regard) |  |
| 12. | Whether all the pages of tender document are duly signed by authorized signatory, in token of acceptance of the same, is  Attached. |  |
| 13. | Whether agency profile is attached? |  |
| 14. | Length of experience in the field. |  |
| 15. | Current status of No’s of staff/supervisor registered with ESI/EPF and their details (Documentary proof ) |  |
| 16. | (MSME) Registration UAN No Provide (Copy to be enclosed) |  |
| 17. | Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of April  2016 to March 2019 in **Annexure-III** along with documentary proof. |  |

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

# ANNEXURE-II

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Documents to be submitted** | **Submitted / Not Submitted** | **Remarks** |
| 1) | Covering letter for Bid: **Annexure: I [Part-(i)]** |  |  |
| 2) | Declaration by the firm: **Annexure: I [Part-(ii)]** |  |  |
| 3) | Copy of proforma for Technical Specification:  **Annexure: I [Part-(iii)]** |  |  |
| 4) | Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of  Tender. |  |  |
| 5) | Copy of Registration certificate of EPF |  |  |
| 6) | Copy of Registration Certificate of ESI |  |  |
| 7) | Copy of Labour license |  |  |
| 8) | Copy of Income Tax Return for last 5 years |  |  |
| 9) | Copy of Service Tax Registration & GST Registration |  |  |
| 10) | Copy of ISO-9001-2008 Certificate |  |  |
| 11) | Copy of PAN/TAN Card |  |  |
| (13) | Rs.10,000/- EMD DD drawn in favour of Kendriya Vidyalaya Noida 1st Shift VVN ACCOUNT payable at Noida |  |  |
| (14) | List of clients indicating quantum of work executed with  Them [**Last 3 Years**]— attach **Annexure-III** and documentary proof. |  |  |
| (15) | Rate quoted complied with the Minimum Wages Act of  Government of India (Central Govt.) with all other statutory provisions. **Annexure-IV** |  |  |

Signature of Bidder, Seal of Establishment Full Name of Bidder with address and date

................................................................................................................................................................................

**N.B:** The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Tender along with documentary proof.

# ‘ANNEXURE-III’

Name of Govt/Semi Govt agencies,PSU to whom the bidder has extended similar services during last five years [ **April** 2016**-March** 2019]

Name of the Agency and address: - …………………………………………………………………………………………………………………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No | Financial  Year | Name of the Govt/Semi Govt agencies,PSU | Period of contract  (From………………To……………..……) | Total number of employee engaged  altogether |
| 1. | 2016-17 | i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
| 2. | 2017-18 | i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
| 3. | 2018-19 | i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |

# (Signature with date) (Name and designation) Duly authorized to sign tender for and on behalf of (Name of Tenderer)

**N.B:** The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Tender along with certified & reliable documentary proof.

**FORMAT OF BID ANNEXURE-‘IV’**

Name of bidding Firm:………………………………………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Category of Manpower (as per requirement) | Number | **All figures in Rupees** | | | **Fixed Service charges in whole Rupees** |
| Unit monthly Remuneration | EPF Rate (in % percentage) | ESI Rate(in % percentage) |
| **1** | 2 | 3 | 4 | 5 | 6 | 7. |
| 01 | **Gardening (Semi Skilled)** | 01 |  |  |  |  |
| 02 | **Electrician(Semi Skilled)** | 01 |  |  |  |  |
| 03 | **Plumber(Semi Skilled)** | 01 |  |  |  |  |

NOTE:

1. **Rate to be filled for Sl. No. 01 (ONE) Semi Skilled (In exercise of the powers conferred by Central Govt vide Notification No. S.O.186(E)**

**dated 19th January 2017 Order No. dated 23.09.2019 of the Ministry of Labour and Employment employees employed in Agriculture only**

**w.e.f. 01.10.2019 and Sl 2,3 as per latest notification of Govt. of India Minimum wages,**

1. Conversion of daily rates of wages into monthly rates of wages shall be worked out by multiplying the daily the monthly rates i.e.26 days.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

# Filling up of Col.No.4 to 7 is mandatory.

1. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.**
2. **Rates will be revised as per Govt Notification from time to time.**
3. **Service Charges should be quoted will be fixed.**
4. **If Service Charge less than TDS quoted such bid would be summarily rejected.**

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. Earnest Money Deposit of Rs. (Rupees ) is furnished herewith vide Bank Draft No. Dated drawn on

(Bidder)

Bidders seal Signature of the authorized signatory:

Name: