

KENDRIYA VIDYALAYA, RAMGARH CANTT. PIN - 829 131

GEM BID NOTICE

E-Tenders are invited from eligible Manpower Supplying agencies having experience of handling the Gardener/ Housekeeping Services in reputed organizations preferably in Government or Public Sector for at least three years and providing Certificate of Satisfactory Performance from such clients to be enclosed.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids –all duly signed on the GEM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the website of Kendriya Vidyalaya, Ramgarh Cantt. i.e. <https://ramgarhcantt.kvs.ac.in>

E- TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Gardener/ Housekeeping Services

Sir/Madam,

The Kendriya Vidyalaya, Ramgarh Cantt. is a Constituent Unit of Kendriya Vidyalaya Sangathan, New Delhi, a centrally funded Autonomous Body and a Society registered under Societies' Registration Act, 1860. The Kendriya Vidyalaya Jamtara implements the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees, among others.

Sealed competitive Bids are invited by the Kendriya Vidyalaya, **RAMGARH CANTT.** from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of **01 (ONE)** year w.e.f. **01-01-2023** which may be extended by another one year, as indicated below:-

A. Area of Building: 30000 Sq. Mtr. Having approximately. 60 rooms and 10 Toilets, meeting room, auditorium, canteen, corridors, stairs, and open areas as well as enclosed surrounding areas on the ground floor. Advised to visit the location.

Address / location of the Vidyalaya building:

B. **Manpower required:** The following manpower (for six days in a week from Monday to Saturday during the whole month Maximum 26 days for Gardener/ Housekeeping) is to be deployed in such a way that the workers may be available up to 03:00 PM

S.No.	No. of sections	Gardener/ Housekeeping	
		No. of Persons	Qualifications
1	Three Sections	02	PRIMARY STANDARD

C Responsibilities: Scope of work – Gardener/ Housekeeping Services

a **Daily work (from 7 AM to 3 PM) or as may be decided by the Kendriya Vidyalaya Ramgarh Cantt.**

1. Gardening of entire area of the Institute and surrounding of Building including residential complex and disposal of the same as per the instructions of the Principal.
2. Cleaning of the Garden once in the morning before opening the Institute and thereafter every 02 hours planting and their maintenance etc.
3. Teaming of the Plants and watering to all the plants Three Times a day or as may be specified by the teacher in-charge or Principal.
4. Shaping of hedge and surrounding.
5. In case of shortage of water or non-availability of water, bringing water from outside for Watering of flowers.
6. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute & residential area and the area adjacent to main gate.
7. Regular dusting /cleaning of furniture (table & Chair) and equipment, telephones, books cases, filing cabinets, almirahs and doors and windows of rooms and other spaces of the Institute before opening of the Institute.

b. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

1. Washing and scrubbing of flowers and dirt removing agent of the entire Vidyalaya plant.
2. Cutting of unshaped tree without damaging their shine.
3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of flower pot in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.
8. Removal of cobwebs in the rooms and other spaces of the Institute.
9. Any other work assigned by the Authority.

D.REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.

1. The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.
2. The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.
3. The contractor's worker shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the contractor along with their Profiles & photos should be submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Principal. If under unavoidable circumstances, any replacement is to be made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/replacement.
6. The contractor's workers shall not enter into any unlawful activity within the KENDRIYA VIDYALAYA premises and shall have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through e-payment (NEFT/RTGS) on 5th of every month.

9. Insurance and accident risks of the workers will be the responsibility of the Contractor.
10. The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
11. The contractor shall employ required number of workers to ensure that the work is done in time to the satisfaction of the Institute. Required number of workers will be employed for discharging the responsibility with supervisors to supervise the work.
12. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his/ her presence at any time is felt undesirable.
13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc. to the concerned authorities.
14. Kendriya Vidyalaya being a “No Tobacco Zone”, the contractor shall ensure that employees engaged by the firm don’t take tobacco or alcohol in any form in the office premises.

E 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-E and F }.
- b. The GST 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 i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- d. The selected firm must furnish **Performance Security** in the form of an Account Payee Demand Draft, OR, Banker’s Cheque or Bank Guarantee for an amount of **₹30,000/- (Rupees Thirty thousand only)** valid for 60 days beyond the date of completion of all contractual obligations from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award of the Contract. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- e. Each Bidder must submit only one Bid.
- f. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.
- g. **Terms and Conditions:**
 - a. The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directly through cheque/RTGS/NEFT, after obtaining authorization from engaged staff.
 - b. The Contracting Agency will ensure payment by the 5 (fifth) of every succeeding month to their employees provided to the **KENDRIYA VIDYALAYA, RAMGARH CANTT.** 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 **KENDRIYA VIDYALAYA, RAMGARH CANTT.** office/premises supported with the following documents: -
 - i. Details of disbursement made to the staff furnishing cheque RTGS /NEFT details for each payment.

- ii. Copy of Electronic Challan Receipt (ECR) as a e-challan for **KENDRIYA VIDYALAYA, RAMGARH CANTT.** Proof of payment of statutory obligations in such as EPF, ESI. Service Tax and any other applicable tax.
- iii. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfilment of required documentation.
- d. The Contracting Agency will provide Identity Cards with mention of EPF/ UAN and ESI numbers, 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 Inventor/Client.
- f. The normal office hours of **8 hrs.** is from **9 am to 4 pm** Six days from Monday to Saturday. However, the Contracting Agency will provide the Gardener/ Housekeeping round the clock all the days in a month according to the duty timing shown at pre-pages/above. **KENDRIYA VIDYALAYA, RAMGARH CANTT.** 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.
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

$$\text{Where } A_1 = \frac{\text{Monthly remuneration} \times \text{No. of days of absence}}{\text{No. of days in the month}}$$

- h. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **KENDRIYA VIDYALAYA, RAMGARH CANTT.**. Therefore, minimum three-four biodata 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 **KENDRIYA VIDYALAYA, RAMGARH CANTT.**. In case, none is found suitable then additional biodata 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 **KENDRIYA VIDYALAYA** shall be made within 24 hours.
- i. The contracting Agency will be required to sign a contract with the **KENDRIYA VIDYALAYA, RAMGARH CANTT.** as per the Model Contract is available & can be seen at **KENDRIYA VIDYALAYA, RAMGARH CANTT.**. 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 Theft or Any Loss/ Sabotage caused by or attributable to the personnel deployed, the **KENDRIYA VIDYALAYA, RAMGARH CANTT.** 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 and submitted to **KENDRIYA VIDYALAYA, RAMGARH CANTT.** before deployment for work.
- l. The Contracting Agency will deploy the trained and sufficient SC/ST workers who are upto the age of 60 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from any infectious disease before deployment for work
- m. The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.
- n. The **KENDRIYA VIDYALAYA** shall provide a small room/space for the workers 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.
- o. The Contracting Agency shall provide to their manpower with impressive summer uniform as well as winter uniform with insignia.

I. 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:
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 minimum experience of 3 years
2. The agency should possess valid ISO 9001 certification for Manpower Supply, a copy of the same is to be produced.
3. Audited Balance Sheet & Profit and Loss Account for last 3 years.
4. PAN No. and Current IT clearance certificate.
5. Proof of registration with the Labour Dept. of Govt./ State Govt. / Copy of the Labour License / Registration under the Contract Labour (Regulation &
6. Attested copy of proof of valid EPF registration.
7. Attested copy of proof of valid ESI registration.
8. Attested copy of proof of valid GST/ Service Tax registration.
9. Rates of Remuneration for staff quoted below minimum wages applicable, as per Central Govt. Labour Dept. notification, shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and agency must submit the copy of the notification with request to revise the wages from the effective date. Any delay on the part of the agency, will be borne by the agency. **Also, if the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.**
10. The evaluation will be done based on total for all the items listed at 8 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.
In Case of Tie in the L1 Vendor/ Service provider the decision of Kendriya Vidyalaya , RAMGARH CANTT. Management Committee will be binding. Preference may be given to the Firms working in Kendriya Vidyalayas.

J. 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 I.
- b. The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para B 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 or 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.

K. Last date and time of receipt of Bids: - **02.12.2022**

The bids will be opened at **12:00 Noon on 02.12.2022**, at **KENDRIYA VIDYALAYA, RAMGARH CANTT.** before a duly constituted committee and in the presence of present bidders, if attend the opening of bids. 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.

PERFORMA FOR TECHNICAL BID – GARDENER/ HOUSEKEEPING SERVICES		
1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last three years from 2019-20 to 2021-22) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (attach attested copy of the Registration)	
7	GST Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (three years) with KVS/ government bodies	

10	Self- certificate for non-blacklisting and declaration	
11	Total No's of employees in the Agency	
12	Annual Turnover 2019-20	₹
	2020-21	₹
	2021-22	₹
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2019-20	₹
	2020-21	₹
	2021-22	₹
15	License No. obtained from Govt. of Jharkhand under PSARA Act to run private security agency (attach a copy	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

DETAILS OF CONTRACTS FOR PAST THREE YEARS

DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING **GARDENER/ HOUSEKEEPING SERVICES** DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				

(If the space provided is insufficient, a **separate** sheet may be attached)

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

Ref: F. No.....

DATE:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....

.....

(name & address of Agency/firm) is neither blacklisted by any Government Department/
Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date:

Place.....

Signature of Proprietor/authorized

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

DECLARACTION BY THE TENDERERS:

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed. (Latest EPF/ESI statement attached)

Date:.....

Place.....

Signature of Proprietor/authorized

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

Name of the Bidder: _____

TABLE-A

Manpower charges GARDENER/ HOUSEKEEPING (Un-skilled) per month Area (C):

DESCRIPTION	DESCRIPTION OF WAGES & ALLOWANCES		Amount per person per month	Total Amount per Month (Total amount at Sl.No.4 of Col.3x1 Nos.)
1	2		3	4
GARDENER/ HOUSEKEEPING	1	Minimum wages (BasicWages+VDA) 26 days		
	2	ESI @ 3.25%(on Sl.No.1)		
	3	EPF @ 13% (on Sl.No.1)		
	4	Total cost for 26 days (Sl.No.1+2+3)		

SERVICE CHARGE

DESCRIPTION (5)	SERVICE CHARGE IN TERM OF (%) (6)	Service Charge in terms of Amount in Rs. (7)	Total Amount (Inclusive of Service Charge) (8)
Service Charge On Grand Total of (Colum No.4 of Table A)			

Note:

1. The selection of the vendor will be decided on the basis of Service Charge quoted by the bidder alongwith other parameter like minimum wages, ESI Contribution, EPF Contribution (Employer Share), GST etc. are as per statutory provision.

2The minimum wages shall be as per the structure issued from time to time by the office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Govt. of India.

Date :

Place :

Signature of Owner/Managing Partner/Director

Full Name :

Company's Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

CHECK LIST OF DOCUMENTS TO BE UPLOADED

Sl.No	Document	Uploaded/Not Uploaded
1	Tender document signed and stamped (Terms & Conditions and Other Instructions etc.)	
2	Audited Account Statement (2019-20, 2020-21 & 2021-22)	
3	Registration / Incorporation Certificate	
4	Labour License under the Contract Labour Act (1970)	
5	ESIC Registration with latest paid challan	
6	EPFO Registration with latest paid challan	
7	GST Registration	
8	PAN Number	
9	Declaration Form	
10	Technical Bid	
11	Financial Bid	
12	Satisfactory Performance Certificate from the previous Employer	

Scope of work – Gardener/Housekeeping Services

Responsibilities: Scope of work – Gardener/Housekeeping Services

Daily work (from 7 AM to 3 PM) or as may be decided by the Kendriya Vidyalaya, Ramgarh Cantt.

1. Gardening of entire area of the Institute and surrounding of Building including residential complex and disposal of the same as per the instructions of the Principal.
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4. Shaping of hedge and surrounding.
5. In case of shortage of water or non-availability of water, bringing water from outside for Watering of flowers.
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2. Cutting of unshaped tree without damaging their shine.
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