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Website: kvshaloh.org

F.33/KVSaloh/2018-19/

Dated: 04-10-2018

**Subject: Inviting Bid for engaging Service Provider Firm for providing Manpower 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.

Sealed competitive Bids are invited by the Kendriya Vidyalaya SALOH from the reputed/registered Service Provider Firm for providing Manpower through service contract initially for the period 01/11/2018 to 31/10/2019 i.e. One year. The award of contract, which may be extended for one year, as indicated below:

S No	Category of Manpower	No. of security guards required	Minimum qualifications or/ and experience
1.	Security Guards (Without Arms)	03	VIII Pass
2.	House Keeping	01	Trained & experienced in Sweeping of toilets and Classrooms/Building Campus

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.	Security (round the clock)	Whole School Building premises and Property (Moveable & immovable property)
2.	House Keeping	1. Sweeping of entire area of the Vidyalaya building and surrounding of building. 2. Cleaning of the floor area with wet floor dusters and detergent disinfectants. 3. Cleaning and washing of toilets and urinals 4. Sweeping and cleaning of open areas road passage and lawn etc. 5. Regular dusting/cleaning of furniture and other equipments, doors, windows, fans etc. 6. The choking of the sanitary installation is to be cleaned.

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04/10/18

3. **Quoted Price:**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached as (Annexure-A).

(b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately. **However, Kendriya Vidyalaya Sangathan being an educational institution is exempt from levy of GST.**

(c) 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 and not in %age.

(d) Correction if any shall be made by crossing out, initialing, dating and rewriting.

(e) The Bidder shall deposit Rs.10,000/-(Ten Thousand only) through Demand Draft drawn in favour of Kendriya Vidyalaya Saloh, payable at Una (H.P) as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(f) The selected firm has to furnish performance security through DD/Bank Guarantee for an amount equivalent to 10% of the total cost of award 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 and the agreement will be executed only after that. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

(h) **Telex or Facsimile/By hand Bids are not acceptable. Bids shall be accepted only through post.**

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

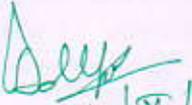
The Bid shall remain valid for a period of **One year** after the deadline fixed for submission of Bids which can be extended further for one year if both parties agree to do so on same terms and conditions.

6. **Terms and Conditions:**

(a) The remuneration shall be disbursed through Electronic transfer to the outsourced staff and a copy of bank transfer (Salary) should invariably be submitted to the Vidyalaya for payment of bill.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya as per the monthly remuneration quoted without any deduction.

Cont-3

  
04/8/18

(c) The Contracting Agency will submit the monthly invoice for payment alongwith **proof of disbursement in triplicate** after making the payment to the employees provided to the Kendriya Vidyalaya supported with the following documents: -

- i) Details of disbursement made to the staff furnishing 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 Kendriya Vidyalaya valid for the period of contract. The employees so deputed must be given proper Uniform by the contractor, expenses for which will be borne by the contractor.

(e) **The Contracting Agency shall comply with all statutory obligations including having valid PSRA certificate (should be valid for running the agency at the place of delivery i.e. whole of Una) and registration with other statutory bodies.**

(f) The normal office hours of Kendriya Vidyalaya, **SALOH** is from 7.00 am to 3.30 p.m. for six days from Monday to Saturday. However Kendriya Vidyalaya, **SALOH** reserves the right to request the services on Saturday/Holiday/beyond office hours.

(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

Where A1 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days i}}$  X Nos. of days of absence

n the month

(h) **The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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 Kendriya 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. The replacement of a Candidate on account of absence/unsuitability for KV shall be made within 24 hours. The onus of verification of Character verification will be on the contractor, a copy of character verification shall be submitted to the Vidyalaya for record.**

(i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya as per the Model Contract. 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 KV reserves the right to claim and recover damages from Contracting Agency.**

Cont-4

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04/8/18

(k) The firm should execute an integrity pact with Kendriya Vidyalaya Saloh, if the total cost of the service exceeds 3 lac per year.

l) The Contractor will indemnify the Vidyalaya against any suit filed in case of non compliance of Minimum Wage/EPF/ESI by the contractor. A clause to this effect shall also be incorporated in Model Agreement.

#### 7. Evaluation of Bid:

The Kendriya Vidyalaya 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) **Copy of License to run the business of Private Security Agency in Himachal Pradesh.**
  - (c) List of clientele during last 3 years alongwith cost of assignment.
  - (d) PAN No. and Current IT clearance certificate.
  - (e) Attested copy of proof of EPF registration.
  - (f) Attested copy of proof of ESI registration
  - (g) Attested copy of proof of Service Tax Registration
  - (h) **The Bidder shall deposit Rs.10,000/- through Demand Draft drawn in favour of Kendriya Vidyalaya, Saloh as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. Bid submitted without EMD and tender cost money will be summarily rejected.**
- (ii) Remuneration of staff, quoted below minimum wages approved by Central/State Government whichever is higher shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Kendriya Vidyalaya will award the contract to the lowest evaluated responsive bidder.

#### 8. Award of Contract:

- (a) The Kendriya Vidyalaya 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 Kendriya Vidyalaya 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 Kendriya Vidyalaya, 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 Kendriya Vidyalaya 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 without assigning any reason.

Cont-5

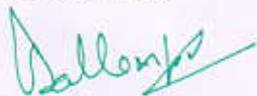
  
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#### 9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing Manpower on service charges basis" along with necessary enclosures/documents as per Para 7 latest by **24/10/2018** in the office of Kendriya Vidyalaya, Saloh . The sealed bids/tenders will be opened at **10.00 A.M** on **25/10/2018** in the office of the Principal in the presence of bidders on the same day. If the closing date of receipt of sealed bids/tenders and opening date of sealed bid/tenders happens to be declared holiday then the sealed bid/tenders will be deposited/received/open on the next working day, other terms and conditions and the time schedule remaining unchanged. The contract of lowest bidder shall be for a period of **One Year** from the date of execution of contract which can be extended further for one year if both parties agree to do so on same terms and conditions.

The Kendriya Vidyalaya looks forward to receive the Bid in the format of Bid attached only.

Yours faithfully,



(S.D. Lakanpal)  
PRINCIPAL  
Kendriya Vidyalaya,  
Saloh

**KENDRIYA VIDYALAYA SALOH UNA (HP)-177209**

**FORMAT OF BID**

S. No	Category of Manpower	Unit Monthly Remuneration	EPF Rate	ESI Rate	Service Charges/ Charges of Uniform/ bonus etc including overhead profit	Monthly Unit Rate (Col.4+5+6+7)
1	2	3	4	5	6	7
1.	Security Guards (without arms)	Rs. 15810/- (As per GOI Ministry of Labour minimum wage for central sphere dated 28/09/2018)				
2.	House Keeping	Rs 11190/- (As per GOI Ministry of Labour minimum wage for central sphere dated 28/09/2018)				

- NOTE: 1. Service Tax shall be quoted separately.  
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 and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed.

(Bidder)

Signature:

Name :