

**KENDRIYA VIDYALAYA, NO.1, JALANDHAR**

**LIMITED TENDER ENQUIRY NOTICE**

LIMITED TENDER ENQUIRY FOR OUTSOURCING SERVICES (SECURITY & SWEEPING SERVICES) IN KENDRIYA VIDYALAYA NO.1, JALANDHAR CANTT FOR THE YEAR 2019-20 ARE CALLED BY 18.11.2019 WHICH WOULD BE OPENED ON 19.11.2019 AT 11 AM. THOSE WILLING MAY APPLY FOR TECHNICAL BID & FINANCIAL BID IN SEPARATE ENVELOPS. FOR MORE DETAILS PLEASE VISIT [WWW.NO1JALANDHAR.KVS.AC.IN](http://WWW.NO1JALANDHAR.KVS.AC.IN) **FRESH REQUEST FOR REGISTRATION OF FIRM IS ALSO ACCEPTABLE ALONGWITH BIDS.**

PRINCIPAL  
KV NO.1, JALANDHAR  
PHONE: 0181-2262233

DATED: 31.10.2019

केन्द्रीय विद्यालय क्रमांक -1 जालंधर - 144005

फोन-0181-2262233

वेब साइट : [www.no1jalandhar.kvs.ac.in](http://www.no1jalandhar.kvs.ac.in)

ईमेल: [kv1jalandharcantt@gmail.com](mailto:kv1jalandharcantt@gmail.com)

[kv1jalandhar@gmail.com](mailto:kv1jalandhar@gmail.com)



*Kendriya Vidyalaya, No.1,  
Jalandhar Cantt (PUNJAB)-144005*

Phone:0181-2262233

Web Site: [www.no1jalandhar.kvs.ac.in](http://www.no1jalandhar.kvs.ac.in)

E. Mail: [kv1jalandharcantt@gmail.com](mailto:kv1jalandharcantt@gmail.com)

[kv1jalandhar@gmail.com](mailto:kv1jalandhar@gmail.com)

**SCHOOL CODE: 04535**

**CBSE AFFILIATION: 1600004**

पत्रांक संख्या.1669091/केवी-1/JRC/2019-20/

दिनांक/Dated: -31.10.2019

To,

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

**Subject: Tender/Quotation for the supply of OUTSOURCING SERVICES**

1. Sealed quotation for the supply of the articles as per sample available shown in the attached statement are invited by the undersigned up to **01:00 P.M.ON 18.11.2019** (Date) by Speed Post/Regd Post. Quotations should be sent under strong sealed cover marked as Quotation for the supply of **OUTSOURCING SERVICES** and not by name. The quotation will be opened in the office of the undersigned at 11.00 A.M. on 19.11.2019(date).
2. The quotation shall be submitted accordingly to the terms & conditions specified in paragraphs 3 to 14 unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The rate should be F.O.R. and should include excise duty, sales tax, freight charges, any other taxes rates or imposition whatever liable in respect of the supply. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended it should be neatly scored out the revised figure written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and shall be bound by the terms and condition of the quotation.
7. The person/persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money through **DD/FDR in favour of VVN Account KV, NO.1, JALANDHAR along with quotation** as per details below which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:-

Head	Approximate amount of expenditure	Amount of EMD along with tender/ Quotation @2.5%	Amount of EMD on award of contract @5%	Total EMD amount	10% EMD of billing amount will be deducted from the purchase of assets/ Furniture & Fixtures etc if necessary
Security	720000	18000	36000	54000	NOT Applicable
House Keeping	628000	15700	31400	47100	NOT Applicable
Gardening	120000	3000	6000	9000	NOT Applicable
<b>Total</b>	<b>1468000</b>	<b>36700</b>	<b>73400</b>	<b>110100</b>	

If the contract is not agreeable to pay Security Deposit, the reasons there of should be specified and the undersigned will reserve the right to **accept or reject** the request.

P.T.O.

8. If the contractor fails to supply the articles within the time stipulated in the later of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market to get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money/Security deposit & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
9. The quantity articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case and order for any articles is placed for quantity 100 or more one sample shall be retained by the school and no cost will be paid for the same.
10. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the Committee and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The rates quoted by the contractor shall hold up to ONE YEAR or till next call No amendment in the rate excepted increase in the rate of Sales Tax during the period of execution of the contract, will be accepted.
13. The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
14. Quotation which does not comply with the above conditions is liable to be rejected.
15. These instructions to tenders are to be signed by the contractors and returned with the tender.
16. Income Tax clearance certificate must be attached.
17. The rates must be quoted on the enclosed proforma.
18. **List of articles is attached herewith; please quote the rates only for the make mentioned in the list.**
19. Work performance security in case of repair work etc on the amount @5% will be deducted at the time of payment if not earlier deposited.
20. In case of ambiguity in rates the material/services will be procured from the other dealers after making the comparison of rates for the concerned article among other firms.

PRINCIPAL

All the above condition is accepted by me/us.

Station: -

Signature of the Tendered  
with seal of the firm

Dated:-

Witness-I : Name –

Address –

Occupation –

Witness-I : Name –

Address –

Occupation –

Note:-

- This form needs to be returned after signature of the bidder/tenderer along with signature, full name, Address & occupation of the witnesses as stated above against each.

\*\* Rates should be supported by full specifications of the articles/services.

ENVELOP NO.2 (FINANCIAL BID)  
**QUOTATION FOR OUTSOURCING AGENCY SERVICES IN KENDRIYA VIDYALAYA,  
 NO.1, JALANDHAR FOR THE YEAR 2019-20**

Rates would be provided in this proforma in **separate sealed envelope No.2** which would be opened only in case of acceptance of technical bid.

**FORMAT OF FINANCIAL BID**

ANNEXURE-A (i)

Category of Manpower	Number	Unit remuneration (Per Person/per day)		Unit Monthly remuneration (Per Person/per month)amount		Remarks
		Amount (Rs.)Rate Central Govt	Amount (Rs.)Rate Punjab State	Amount (Rs.)Rate Central Govt	Amount (Rs.) Rate Punjab State	
1	2	3	4	5	6	7
<b>SECURITY GUARDS Workers (Un-Skilled)</b>	<b>03</b>					
<b>EPF Rate as per rule</b>						
<b>ESI rate as per rule</b>						
<b>Service Charges/ Charges of uniforms/ Bonus etc. including overhead profit</b>						Service Charge shall not be considered less than 1% as 0.99 % will be considered as NIL.
<b>TOTAL</b>						
<b>ST if any (Not applicable for KV)</b>						
		<b>G.TOTAL</b>				

**Please attach Tender Document & Pre-integrity Pact duly signed and stamped along with this BID Proforma.**

**NOTE:-**

1. Service Tax shall be quoted separately (Not applicable for KV).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.)

We agree to provide the above service of manpower including material and to abide by the terms and conditions contained in the BID documents and also agree to enter into the agreement in the format enclosed. BID security of Rs. \_\_\_\_\_ is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

**BIDDER**  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_

**FORMAT OF FINANCIAL BID**

ANNEXURE-A (ii)

Category of Manpower	Number	Unit monthly remuneration For 26 days	Amount (Rs.) Latest Rate Central Govt. Attach notification copy.	Amount (Rs.) Latest Rate Punjab State. Attach notification copy	Remarks
House Keeping Workers (Un-Skilled)	04				
EPF Rate as per rule					
ESI rate as per rule					
Service Charges/Charges of uniforms/bonus etc. including overhead profit					Service Charge shall not be considered less than 1% as 0.99 % will be considered as NIL.
<b>TOTAL</b>					
<b>ST if any (Not applicable for KV)</b>					
<b>G.TOTAL</b>					

**Please attach Tender Document & Pre-integrity Pact duly signed and stamped along with this BID Proforma.**

**NOTE:-**

1. Service Tax shall be quoted separately (Not applicable for KV).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.

We agree to provide the above service of manpower including material and to abide by the terms and conditions contained in the BID documents and also agree to enter into the agreement in the format enclosed. BID security of Rs. \_\_\_\_\_ is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

**BIDDER**  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_

**FORMAT OF FINANCIAL BID**

ANNEXURE-A (iii)

Category of Manpower	Number	Unit monthly remuneration (26 Days)	Amount (Rs.) Latest Rate Central Govt. Attach notification copy. 26 days	Amount (Rs.) Latest Rate Punjab State. Attach notification copy. (26 days)	Remarks
Gardener(Mali) (Un-Skilled)	<b>01</b>				
<b>EPF Rate as per rule</b>					
<b>ESI rate as per rule</b>					
<b>Service Charges/Charges of uniforms/bonus etc. including overhead profit</b>					Service Charge shall not be considered less than 1% as 0.99 % will be considered as NIL.
<b>TOTAL</b>					
<b>ST if any (Not applicable for KV)</b>					
<b>G.TOTAL</b>					

**Please attach Tender Document & Pre-integrity Pact duly signed and stamped along with this BID Proforma.**

**NOTE:-**

1. Service Tax shall be quoted separately (Not applicable for KV).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.

We agree to provide the above service of manpower including material and to abide by the terms and conditions contained in the BID documents and also agree to enter into the agreement in the format enclosed. BID security of Rs. \_\_\_\_\_ is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

**BIDDER**  
**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_

**ENVELOP NO.1 (TECHNICAL BID)**

**PHOTOCOPIES OF THE FOLLOWING DOCUMENTS IN SEPARATE ENVELOPE BE PROVIDED AND ENVELOP NO.1 FOR TECHNICAL BID BE WRITTEN ON THE TOP OF THE ENVELOP.**

**PLEASE PROVIDE COPIES OF FOLLOWING RECORD IN ENVELOP NO.1 FOR TECHNICAL BID**

- 1. Request letter for registration of firm (if not earlier registered) for the services on the proforma attached supported by original letter head**
- 2. Registration number of the firm for Security & House keeping services.**
- 3. CST/TIN no. Of the firm (in case of supplier)**
- 4. PAN number of the firm**
- 5. Certificate/licence from the competent authority to run security services in Jalandhar.**
- 6. Service tax no. & details of returns for 2018-19**
- 7. EPF no. and employee-wise details of deduction and return for 2018-19**
- 8. ESI no. and employee-wise details of deduction and return for 2018-19**
- 9. PARSARA Number & Copy of PARSARA.**
- 10. Income tax clearance certificate for 2018-19.**
- 11. Last 3 year turnover: (Please attached proof)**

<b>2016-17: Rs.</b>
<b>2017-18: Rs.</b>
<b>2018-19: Rs.</b>
- 12. A demand draft (DD)/FDR for Rs. \_\_\_\_\_ dated \_\_\_\_\_ in favour of VVN Account K.V. No.1, Jalandhar.**

**Financial bid of those firms will be opened, if they will provide the requisite documents being the technical bid. In case of non-submission of documents the limited tender would be rejected. In Case of tie in rates and other technical parameter the decision of the Principal will be final.**

PRINCIPAL

केन्द्रीय विद्यालय सुरानुस्सी

जालंधर -144027

फोन-0181-2670800

फैक्स : 0181-2670800

वेब साइट : [www.kvsuranussi.com](http://www.kvsuranussi.com)ईमेल : [kvsura\\_jal@yahoo.com](mailto:kvsura_jal@yahoo.com)[kvsura.jal@gmail.com](mailto:kvsura.jal@gmail.com)*Kendriya Vidyalaya, Suranussi**(JALANDHAR)-144027*

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पत्रांक संख्या. 1673087-91/केवी/सूरानुस्सी/2016-17/

दिनांक/Dated:-7.6.2016

## **TENDER DOCUMENT**

**Sub: - : Inviting Bid for engaging Service Provider Firm for providing Manpower including material through service contract. "Security/House Keeping & Gardening Services".**

Sir/Madam,

The **Kendriya Vidyalaya Suranussi** under KVS is an autonomous Organization under the Ministry of Human Resource Development Govt. of India by the Govt. At G T Road, Suranussi, Jalandhar.

2. Sealed competitive bids are invited by the **Kendriya Vidyalaya Suranussi** from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **one Year** which may be extended by another one year, as indicated below:-

A. Area of the Building

12 Acres land (29250 Sqft covered Area)

36 Class rooms & other Departments including 40 Toilets/Bathrooms (6 for Staff, 12 for Girls & 22 for Boys) on ground floor & 1<sup>st</sup> floor with corridors, Lawns & Play Fields. Parties are advised to see the location.

Address /Location of the Building:

KENDRIYA VIDYALAYA,

G.T.Road, Suranussi, JALANDHAR-144027.

B. MANPOWER REQUIRED:

The following manpower for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be **available upto 4.00 p.m.in case of Cleanliness/Gardening** and for **24 Hours in case of Security services**. Working hours should be as per statutory provision for workers in the related Act.

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Workers for cleanliness(Gents)	Primary Standard	01
2	Workers for cleanliness(Lady)	Primary Standard	02
3	Security Guards (round the clock)	Matric Standard especially ex. Service Men are preferred.	03
4	Gardener(Mali)	Primary Standard	01

All the workers need to be supervised by the persons to be engaged by the agency regularly.

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	To clean the area/office/corridors/toilets/departments wherever he/she is deputed. Also to follow the terms & conditions as attached.
2	Security Guards (round the clock)	Security of the Vidyalaya properly during the duty period of the individual as deputed. To maintain a register of the outsiders coming to meet the Principal/Teachers & students. Allow only the person having proper identity. Report the suspected person to the concerned authorities. The person should be alert on duty.
3	Gardener(Mali)	To daily upkeep of lawns, grounds, flowers, trees, plants. Removal of bushes/grass from the lawns/grounds. Every effort to keep the lawns lushy with seasonal plants/flowers.

C. 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(financial bid):-



The concerned Agency has to clearly mention the details of cleaning material quantity of material and the cost of material per month clearly in the Annexure-A (Appropriate Column No.) Failure to mention the above particulars will lead to rejection of the tender.

**TERMS AND CONDITIONS FOR CLEANINGS/SWEEPING/JOB ETC.  
(CONSERVANCY SERVICES) FOR KENDRIYA VIDYALAYA**

1. Name of the K.V. : Kendriya Vidyalaya
2. Address/Location of the Building : No.1, Jalandhar Cantt
3. Area of the Building including departments Including open space : 15 Acres of Land having 60 rooms Including departments, open spaces, Staff, boys and girls toilets, corridors including open space, Lawns & gardens etc.
4. No. of days during the month: for which the services are required : All days except Sundays & 03 National holidays.

**SCOPE OF WORK**

01. In general, the scope of work involves sweeping of entire of the school building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Principal. The contractor is required to provide sufficient safaiwalas as per norms of **KV No.1, Jalandhar Cantt** (two of these is to be female) with adequate cleaning material. The safaiwalas are to be available at the Vidyalaya as per the followings timing for work:

**ON WORKING DAYS**

0630 to 1130 hours  
1330 to 1630 hours

**HOLIDAYS**

0830 to 1230 hours

**DAILY WORK**

02. The Contractor will be responsible for the following jobs daily through his employees:-

- (a) Cleaning of the floor area of all class rooms, corridors, offices & stair case, verandah etc. with wet floor dusters, detergent, disinfectants (branded & ISI mark) etc., once in the morning before opening of the Kendriya Vidyalaya and thereafter after interval especially in the areas like corridors, stairs reception etc.
- (b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes flies etc.
- (c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after school hours or as may be specified by the Principal & committee formed for this purpose.
- (d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor

will ensure that the toiletries mentioned above are always available in each toilet in the building.

- (e) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school everyday before opening of the school.
- (f) Cleaning of durries, carpets, curtains, venation blend, Library racks, and other stores and material of Vidyalaya.
- (g) Sweeping and cleaning of open areas, roads, passages, prayer ground, lawns etc. within the boundary of the Kendriya Vidyalaya. The garbage and foliage so collected is to be disposed off away from the Vidyalaya at specific places earmarked by Cantonment Board Jalandhar Cantt & Municipal Corporation, Jalandhar.
- (h) In case of shortage of water or non-availability of water the contractor will be responsible for bringing water from outside for cleaning, at his own expenditure. Vidyalaya will not be responsible for providing water to the contractor in case of shortage.
- (i) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24hours of notice of complaint.
- (j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

The Material for cleaning will be provided by the Vidyalaya.

### **WEEKLY WORK**

03 The contractor will be responsible for the getting the following jobs done through his employees once a week:-

- (a) Washing and scrubbing of floor areas with detergents and dirt removing agents (standard ISI mark & branded).
- (b) Acid cleaning of sanitary wares, without damaging their shines.
- (c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.
- (d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.

- (e) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.
- (f) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.
- (g) Removal of cobwebs in all rooms and other spaces of the school.

#### **QUARTERLY WORK**

04 The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee:-

- (a) Cleaning of overhead water tanks (Five RCC tanks, two sintex tanks), RCC tanks in front of the main entrance, underground sump tanks of all water coolers and any other water storage reservoir.
- (b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.

#### **CODE OF CONDUCT OF CONTRACTORS STAFF**

05 The contractor will be responsible for the following code of conduct of their Staff:-

- (a) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (c) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- (d) The contractor's workers shall be polite, courteous, well behaved and honest.
- (e) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by his workers.
- (f) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- (g) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- (h) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from 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.

- (i) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the State Govt. 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.
- (j) Insurance and accident risks of the workers will be the responsibility of the contractor.
- (k) All the workers of the contractor shall be free from infectious and communicable diseases.'
- (l) The contractor will ensure that proper licence/premises from the concerned authorities, wherever applicable, are obtained promptly.
- (m) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- (n) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
- (o) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

**06 GENERAL CONDITIONS**

**(a) Agreement:** For one year extendable for another year with the consent of both parties and outstanding performance of the work done during last year by the contractor.

**(b) Terms of Payment:** The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily. In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

**(c) Room Facility:** The Kendriya Vidyalaya shall provide a small room/space for the supervisor and storage of material etc. to the contractor free of cost during the

period of contract. No name plate of the contractor shall be allowed in the room and nobody will be allowed to stay in it after school hours.

**07 NOTICE OF TERMINATION OF CONTRACT**

The contract can be terminated without assigning any reasons by giving one month's notice in writing by either side.

**08 STOCK AND SUPPLIES**

The contractor shall maintain sufficient stocks of various items such as acids, towels, dusters, soaps, phenyls, detergent, odonil, naphthalene balls(branded & ISI marked) etc., so as to meet normal requirements. The contractor shall not be permitted to stop supplying any items for any reasons.

The Principal /monitoring committee will decide the adequacy of any such item in toilets. The contractor will be bound by such decision.

**09 SUPERVISION**

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

**10 RATES**

Rates must be fixed on monthly basis for the whole unit (covered area, open area, surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a month because of closure of the school etc., rates would be calculated for a day and payment made accordingly.

**11 Earnest Money:**

The Agency is required to attach a DD/FDR of Rs.15700/- (Rupees Fifteen thousand seven hundred only) as earnest money. On acceptance of the contract this earnest money will be adjusted against the security deposit. In the event of non-acceptance of tender, earnest money will be refunded within 30 days of opening of the tender.

**12 ARBITRATIONS**

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.

**13 JURISDICTION**

The courts at the station will have jurisdiction over all legal disputes under this agreement.

DATE

PRINCIPAL  
Kendriya Vidyalaya No.1  
Jalandhar Cantt

## CERTIFICATE

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein.

DATE

Signature of Contractor  
Name of Firm  
Address

**14.** Sealed quotation is invited by the **KV, No.1, Jalandhar 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. 01.12.2019** which may likely to be extended, as indicated below. The rates quoted should not be less than the minimum wages approved by Deputy Commissioner, Punjab/Jalandhar/ & Central Govt. The rates approved by Deputy Commissioner, Punjab & Central Govt will only be considered.

**B. MANPOWER REQUIRED:** The following manpower for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be **available upto 4.00 p.m.in case of Cleanliness/Gardening** and for **24 Hours in case of Security services**. Working hours should be as per statutory provision for workers in the related Act.

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Workers for cleanliness(Gents)	Primary Standard	02
2	Workers for cleanliness(Lady)	Primary Standard	02

All the workers need to be supervised by the persons to be engaged by the agency regularly. 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	To clean the area/office/corridors/toilets/departments wherever he/she is deputed. Also to follow the terms & conditions as attached.

**C.** Material for cleanliness will be provided by the Vidyalaya. The cost of material, however, will not be charged extra by the contracting Agency by showing rate of the same in attached Annexure-A (financial bid).

**15. 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(Annexure-A).
- (b) 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.
- (c) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (d) The Bidder shall deposit Rs.15700/- in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order/FDR drawn in favour of Principal, **KV, No.1, Jalandhar Cantt** payable at **Jalandhar** as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.

- (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **@5-10%** of total amount 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 Contract Agency.

**16.**

- (a) The remuneration shall be disbursed through cheque/RTGS or directly in the saving bank of the concerned person/persons and copy of the disbursement of the same should be deposited in the office of the **KV No.1, Jalandhar Cantt.**
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month of their employees provided to the Service as per the monthly remuneration.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided for the service supported with the following documents:
- (i) Details of disbursement made to the staff furnishing cheque/RTGS details for each payment.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.

Payment to the Contracting agency will be released within 10 days from the date of the receipt of the invoice.

- (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 hour of KV is round the clock all seven days.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as 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 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 KV 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 service as per the Model Contract enclosed for ready reference
- (j) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) Police verification in respect of all the persons engaged by the agency is mandatory.

**17. Evaluation of Quotation:**



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

- (i) The quotation 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) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clientele during last 3 years along with 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) Copy of Labour Licence from concerned authority of Punjab.
  - (h) Copy of PARSARA.
  - (l.) The Bidder shall deposit **@5-10%** of total amount in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order/FDR drawn in favour of **Principal, KV, No.1, Jalandhar Cantt payable at Jalandhar** as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the **Deputy Commissioner, Punjab & Central Govt** shall render the Quotation disqualified for evaluation.
- (iii) Remuneration of staff may be revised as per daily wages rates notified by the **Deputy Commissioner, Punjab or Central Govt whichever would be higher.**
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive Bidder.

**18. Award of Contract:**

- (a) The Indentor will award the contract to the Bidder whose Quotation 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 to increase or decrease the requirement of manpower indicated in para 1 above.

CERTIFICATE

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein.

DATE

Signature of Contractor  
Name of Firm  
Address

**TERMS AND CONDITIONS AND SCOPE OF WORK FOR GARDENING SERVICES FOR KENDRIYA VIDYALAYA No.1, JALANDHAR CANTT,**

4. Name of the K.V. : Kendriya Vidyalaya
5. Address/Location of the Building : No.1, Jalandhar Cantt
- 3 Area of the Building : total Area 15 Acres Built- up in Acres  
Front lawn, Grounds, Play fields etc.
4. No. of days during the month: All days except Sundays & 03 National  
for which the services are holidays.  
required

**The Scope of work for gardening services shall include the following:-**

- a) The contractor is to employ adequate number of trained gardeners as per norms of KV No.1, Jalandhar Cantt for providing gardening services in the entire lawn of area ( ) sq ft, entrance area & potted plants.
- b) Wild growth of grass, bushes and trees in the lawn and entrance area is to be cut regularly and disposed off away at a place acceptable to Jalandhar Municipal committee & Cantonment Board.
- c) All existing flowerbeds are to be watered regularly and seasonal/all weather saplings, flowers and plants are to be planted/replaced.
- d) All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.
- e) Adequate quantity of manure, pesticide and herbicides will be provided by the Vidyalaya to the contractor.
- f) The contractor is also to provide special services not spelled out above in relation to gardening service which may be asked by Principal or committee framed to supervise the gardening services, in the interest of Vidyalaya
- g) The Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
- 2 That the Vidyalaya on its part shall no be liable to pay any charges, dues, compensation under any of the industrial loss of other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.

**3. CODE OF CONDUCT OF CONTRACTORS STAFF**

The contractor will be responsible for the following code of conduct of their staff:-

- a) The contractor shall comply with all the by laws and regulations applicable in the matter of such workers as are engaged by it.
- b) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.

- c) The contractor's workers shall be polite, courteous, well behaved and honest.
- d) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by his workers.
- e) The antecedents of all the workers will be got verified from police by the agency before deployment for work.
- f) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- g) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from 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.
- h) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages; prescribed by the Deputy Commissioner, Punjab/Central Govt whichever is higher 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.
- i) Insurance and accident risks of the workers will be the responsibility of the contractor.
- j) All the workers of the contractor shall be free from infectious and communicable diseases.'
- k) The contractor will ensure that proper license for providing Labour from the concerned authorities of Punjab Administration, wherever applicable, are obtained promptly.
- l) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.
- m) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

#### **04 GENERAL CONDITIONS**

- (d) **Agreement:** For one year extendable for another year with the consent of both parties and outstanding performance of the work done during last year by the contractor.
- (e) **Terms of Payment:** The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily. In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

#### **05 NOTICE OF TERMINATION OF CONTRACT**

The contract can be terminated without assigning any reasons by giving one month's notice in writing by either side.

**06 STOCK AND SUPPLIES**

The contractor shall maintain sufficient stocks of various items such as The Garden implements like spades, Belchas, Garden Pipes, Manure, Sprinklers, brooms, lawn movers, baskets etc. so as to meet normal requirements. The contractor shall not be permitted to stop supplying any items for any reasons.

The Principal /monitoring committee will decide the adequacy of any such item in garden.

The contractor will be bound by such decision.

**07 SUPERVISION**

The contractor shall authorize a person to supervise the gardening services that will report to the designated officer or any other officer of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

**08 RATES**

Rates must be fixed on monthly for the whole unit, and for all items of work including cost of material. At times when work is taken for a period less than a month because of some reasons, etc., rates would be calculated for a day and payment made accordingly.

**09 Earnest Money:**

The Agency is required to attach a **DD/FDR of Rs.3000/-** (Rupees Three thousand only) as earnest money. On acceptance of the contract this earnest money will be adjusted against the security deposit. In the event of non-acceptance of tender, earnest money will be refunded with in 30 days of opening of the tender.

**10 ARBITRATIONS**

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.

**11 JURISDICTION**

The courts at the station will have jurisdiction over all legal disputes under this agreement.

DATE

PRINCIPAL  
Kendriya Vidyalaya  
No.1, Jalandhar Cantt

**CERTIFICATE**

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein.

DATE

Signature of Contractor  
Name of Firm  
Address

12. Sealed quotation is invited by the **KV, No.1, Jalandhar 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. 01.12.2019** which may likely to be extended, as indicated below. The rates quoted should not be less than the minimum wages approved by Deputy Commissioner, Punjab/Jalandhar/ & Central Govt. The rates approved by Deputy Commissioner, Punjab & Central Govt will only be considered.

B. **MANPOWER REQUIRED:** The following manpower for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be **available upto 4.00 p.m.in case of Cleanliness/Gardening** and for **24 Hours in case of Security services**. Working hours should be as per statutory provision for workers in the related Act.

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Gardener(Mali)	Primary Standard	01

All the workers need to be supervised by the persons to be engaged by the agency regularly.

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	Gardener(Mali)	To daily upkeep of lawns, grounds, flowers, trees, plants. Removal of bushes/grass from the lawns/grounds. Every effort to keep the lawns lushy with seasonal plants/flowers.

C. Material for cleanliness will be provided by the Vidyalaya. The cost of material, however, will not be charged extra by the contracting Agency by showing rate of the same in attached Annexure-A (financial bid).

### 13. Quoted Price:

- 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(Annexure-A).
- 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.
- Correction if any shall be made by crossing out, initialing, dating and rewriting.
- The Bidder shall deposit **Rs.3000/-** in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order drawn in favour of **Principal, KV, No.1, Jalandhar Cantt** payable at **Jalandhar** as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.
- The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **@5-10%** of total amount valid for fourteen months form 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 Contract Agency.

**14.**

- (l) The remuneration shall be disbursed through cheque/RTGS or directly in the saving bank of the concerned person/persons and copy of the disbursement of the same should be deposited in the office of the **KV No.1, Jalandhar Cantt.**
- (m) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month of their employees provided to the Service as per the monthly remuneration.
- (n) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided for the service supported with the following documents:
  - (i) Details of disbursement made to the staff furnishing cheque/RTGS details for each payment.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.

Payment to the Contracting agency will be released within 10 days from the date of the receipt of the invoice.

- (o) 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.
- (p) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (q) The normal office hour of KV is round the clock all seven days.
- (r) In case of absence on any working day, the monthly remuneration will be regulated as the following formula:

Total Monthly Remuneration = Monthly remuneration-A1

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

- (s) 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 KV 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.
- (t) The contracting Agency will be required to sign a contract with the service as per the Model Contract enclosed for ready reference
- (u) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (v) Police verification in respect of all the persons engaged by the agency is mandatory.

**15. Evaluation of Quotation:**

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

- (v) The quotation 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) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clientele during last 3 years along with 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) Copy of Labour Licence from concerned authority of Chandigarh Administration
  - (h) The Bidder shall deposit Rs.10% of total amount in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order drawn in favour of Principal, KV, No.1, Jalandhar payable at Jalandhar as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.
- (vi) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the Deputy Commissioner, Punjab/Central Govt shall render the Quotation disqualified for evaluation.
- (vii) Remuneration of staff may be revised as per daily wages rates notified by the Deputy Commissioner, Punjab or Central Govt which ever are the higher.
- (viii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive Bidder.

**16. Award of Contract:**

- (c) The Indentor will award the contract to the Bidder whose Quotation has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (d) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.

CERTIFICATE

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein.

DATE

Signature of Contractor  
Name of Firm  
Address

## **KENDRIYA VIDYALAYA, NO.1, JALANDHAR CANTT**

### **TERMS AND CONDITIONS AND SCOPE OF WORK FOR SECURITY/WATCH AND WARD SERVICES FOR KENDRIYA VIDYALAYA COMPLEX**

- |    |   |   |   |
|----|---|---|---|
| 6. | Name of the K.V.  | : | Kendriya Vidyalaya  |
| 7. | Address/Location of the Building                                  | : | No.1,Jalandhar Cantt  |
| 3. | Area of the Building Including open space                         | : | 15 Acres (Campus Area)  |
| 4. | No. of days during the month: for which the services are required | : | All the days including holidays and round the clock including Sundays & holidays. |

#### **INTRODUCTION:**

Kendriya Vidyalaya, No.1, Jalandhar Cantt is an educational institution administered by Kendriya Vidyalaya Sangathan, an autonomous body under the Ministry of Human Resource Development, Govt. of India. Vidyalaya campus is spread in 15 Acres of land enclosed by boundary wall. The area includes Sports field & surroundings.

#### **SCOPE OF WORK**

- 2 The Agency is to provide security services/watch and ward services for the campus of Kendriya Vidyalaya for a period of One Year.
- 3 (a) The services will be provided on 24 hours basis on all working days, non working days inclusive of Sundays & holidays.  
(b) Only UNARMED, Ex-service/Ex paramilitary personnel/ civilian guards in proper uniform with verified antecedents will be employed.  
(c) ONE patrolling Guard Post comprising of minimum THREE (03) unarmed guards in uniform with minimum ONE (01) guard per shift will be provided.
- 4 The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by Vidyalaya to the security personnel deployed by the agency?
5. The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
6. The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
7. The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left



unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

**8. Agreement:** For one year extendable for another year with the consent of both parties and outstanding performance of the work done during last year by the contractor.

**9. Terms of Payment:** The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily. In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

**10 NOTICE OF TERMINATION OF CONTRACT**

The contract can be terminated without assigning any reasons by giving one month's notice in writing by either side.

**11 SUPERVISION**

The contractor shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

12 Finalization of the selection will be based on the competitive tender bid subject to the acceptance the VMC/VEC. Payment for the services will be made on monthly basis at the rates approved and agreed by the contract.

13. Total monthly service charges for providing security services is not to exceed the rates prescribed by Director General Resettlement or District Soldier Board or any other body of Ex-servicemen recognized for the purpose by State Govt./Central Govt/Deputy Commissioner, Punjab (as the case may be).

14. On acceptance of the tender, a contract agreement will be signed between the agency and the VMC/VEC on stamp paper defining rights and duties of both parties.

**Earnest Money:**

15. The Agency is required to attach a DD/FDR of Rs.18000/- (Rupees Eighteen Thousand Only) as earnest money. On acceptance of the contract this earnest money will be adjusted against the security deposit (Equal to one month's payment of service charges). In the event of non-acceptance of tender, earnest money will be refunded within 30 days of opening of the tender.

**16 ARBITRATIONS**

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be

conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.

## 17 JURISDICTION

The courts at the station will have jurisdiction over all legal disputes under this agreement.

DATE

PRINCIPAL  
Kendriya Vidyalaya  
No.1, Jalandhr Cantt

## CERTIFICATE

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein.

DATE

Signature of Contractor  
Name of Firm  
Address

18. Sealed quotation is invited by the **KV, No.1, Jalandhar 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. 01.12.2019** which may likely to be extended, as indicated below. The rates quoted should not be less than the minimum wages approved by Deputy Commissioner, Punjab/Jalandhar/ & Central Govt. The rates approved by Deputy Commissioner, Punjab & Central Govt whichever would be higher will only be considered.

MANPOWER REQUIRED: The following manpower for six days in a week from Monday to Saturday during the whole month) be deployed in such a way that the workers may be **available upto 4.00 p.m.in case of Cleanliness/Gardening** and for **24 Hours in case of Security services**. Working hours should be as per statutory provision for workers in the related Act.

S.No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1	Security Guards (round the clock)	Matric Standard especially ex. Service Men are preferred.	03

All the workers need to be supervised by the persons to be engaged by the agency regularly.

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 Guards (round the clock)	Security of the Vidyalaya properly during the duty period of the individual as deputed. To maintain a register of the outsiders coming to meet the Principal/Teachers & students. Allow only the person having proper identity. Report the suspected person to the concerned authorities. The person should be alert on duty.

## 19. **Quoted Price:**

- 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(Annexure-A).
- 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.

- (c) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (d) The Bidder shall deposit Rs.180000/- in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order drawn in favour of Principal, KV, No.1, Jalandhr Cantt payable at Jalandhar as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of @5-10% of total amount 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 Contract Agency.

**20.**

- (w) The remuneration shall be disbursed through cheque/RTGS or directly in the saving bank of the concerned person/persons and copy of the disbursement of the same should be deposited in the office of the KV No.1, Jalandhar Cantt.
- (x) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month of their employees provided to the Service as per the monthly remuneration.
- (y) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided for the service supported with the following documents:
  - (i) Details of disbursement made to the staff furnishing cheque/RTGS details for each payment.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.

Payment to the Contracting agency will be released within 10 days from the date of the receipt of the invoice.

- (z) 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.
- (aa) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (bb) The normal office hour of KV is round the clock all seven days.
- (cc) In case of absence on any working day, the monthly remuneration will be regulated as the following formula:

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

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

- (dd) 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 KV 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.

- (ee) The contracting Agency will be required to sign a contract with the service as per the Model Contract enclosed for ready reference
- (ff) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contacting Agency.
- (gg) Police verification in respect of all the persons engaged by the agency is mandatory.

## 21. Evaluation of Quotation:

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

- (ix) The quotation 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) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clientele during last 3 years along with 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) Copy of Labour Licence from concerned authority of Chandigarh Administration
  - (h) The Bidder shall deposit **@5-10%** of total amount in the form of Bank Guarantee valid for 03 months after the date of submission of quotations or DD/Pay Order drawn in favour of **Principal, KV, No.1, Jalandhar Cantt** payable at Jalandhar as earnest money along with the Quotation. The earnest money shall be returned to the unsuccessful Bidders after the award of the contract.
- (x) Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in the Deputy Commissioner, Punjab/Central Govt. (Name the state/UT) shall render the Quotation disqualified for evaluation.
- (xi) Remuneration of staff may be revised as per daily wages rates notified by the Deputy Commissioner, Punjab or Central Govt as the case may be.
- (xii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive Bidder.

## 22. Award of Contract:

- (e) The Indentor will award the contract to the Bidder whose Quotation has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (f) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.

### CERTIFICATE

Certified that I have read and understood the terms and conditions and scope of work. The rates quoted in tender form are inclusive of all the items of scope of work contained herein

DATE

Signature of Contractor  
Name of Firm  
Address