

TENDER DOCUMENT

Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract”.

1. Wax sealed competitive Bids are invited by the **Kendriya Vidyalaya, Hasimara, West Bengal** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract for a period of **09 month** from **July,2019 to March, 2020**.

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

S.No.	Category of Manpower	Responsibilities
1.	Security Guards - (Unskilled) (including Sundays)	Providing round the clock security services to Vidyalaya and its campus and to take care of all movable & immovable fittings & fixtures of the Vidyalaya, to check pilferage, theft & wilful damage to School property & vehicles of students during school hours.
2.	Gardener- (Unskilled) (Excluding Sundays)	Maintenance & upkeep of gardens, playfield & compound of school. Planting of ceremonial trees at proper location, trimming of grass regularly so that the grass level does not exceed by one inch, trimming of plants, hedges, outgrown trees etc. Cutting of weeding & undesired vegetation.
3.	Safai Karamchari- (Unskilled) (Excluding Sundays)	Classroom, verandah, labs, office, staffroom, staircase brooming & cleaning of 02 blocks of Vidyalaya building. Disposal of sweepings, waste material, garbage etc. Cleaning of all toilets at least thrice daily with brush & phenyl. (Material to be provided by the school.) Regular dusting, cleaning of all furniture, helping the gardener in trimming of grass in playground regularly so that the grass level does not exceed by one inch.

2. Terms and Conditions:

(a) The wages shall be disbursed through RTGS in the agency account on 7th day of every month. Then agency shall disburse salary to all the employee through RTGS and submit the Bank statement in the school office.

(b) The Contracting Agency will provide two sets of Uniform with badge of agency, raincoat and winter coat, Identity Card, LED torch, whistle to all its employees deputed for security for entire period of contract.

(c) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter / Client.

(d) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency.

(e) The contracting agency has to submit Police verification report of all its employees engaged in school within one month after getting the contract.

(f) Services of conservancy staff Gardener & Safai Karmachari staff will not be required during summer vacation of 40 days when school is closed.

(g) As per notification available, the agency should consider that Hasimara lies in Zone-B for State Govt. minimum wage list while in Zone-C for Central Govt. minimum wage list.

(h) The Agency has to submit recent minimum wage list circulated by State and Central Govt. alongwith their documents.

(i) The Agency has to mention name of source for concerned documents like Zone/minimum wages rate list for verification by KV Hasimara through available sites.

3. 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 and conditions in the following manner.

The bid will be treated as non-responsive if following documents are not attached.

- i. 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.
- ii. PAN No. and current IT clearance certificate.
- iii. Attested copy of proof of EPF registration.
- iv. Attested copy of proof of ESI registration.
- v. A Copy of the rate chart of Central Labour / State Govt. minimum wages.
- vi. Demand Draft for Rs.5000/- as EMD drawn in favour of "Principal KV Hasimara", payable at "Hasimara".
- vii. The Bid is to be submitted in the format as given in "Annexure A".

4. Award of Contract:

- i. 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.
- ii. The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- iii. The Successful Bidder shall deposit **Rs. 60,000/-** in the form of Bank Guarantee as security Deposit.
- iv. Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract without assigning any reason.

5. Last date and time of receipt of Bids:

The Bids are to be submitted in wax sealed envelope superscribed by "**Bids for Providing Security, Gardening & Conservancy services**" latest by **29.06.2019 on 5.00 p.m.**

FORMAT OF BID

Sl.No	Category of Manpower	Rate per person for a month including EPF/ESI/ Service Charges				
		Rate	EPF	ESI	Service Charge	Total
1	Security Guards (Unskilled) (Including Sundays)					
2	Safai Karmachari (Unskilled) (Excluding Sundays)					
3	Gardener (Unskilled) (Excluding Sundays)					

Note: Requirement of Vidyalaya

1. Security Guards : 3 Persons(Maximum 04)
2. Safai Karamcharis : 4 Persons
3. Gardener : 1 Person

Terms and Conditions:

1. The wages should not be less than the Central Labour / State Govt. Minimum Wages which ever is higher as per recent notification available on concerned site.
2. The rate should include EPF, ESI, Profit and Service Charges.
3. In case of doubt "Rate per person for a month" shall prevail.
4. Service charges minimum @2%
5. If Safai Karmachari / Gardener's services are utilized during summer vacation or on Sundays their payment will be on per day basis as per the quoted rate for a month having 24/26/27 days.

We agree to provide the above services of manpower and to abide by the terms and conditions contained in the bid document. An EMD of Rs.5000/- (Rupees Five Thousand Only) is furnished herewith vide DD no. _____ dated _____ drawn on _____ payable at "HASIMARA".

Bidder's Signature:.....

Name:.....

Date & Time:.....