

# केन्द्रीय विद्यालय नेरिस्ट, निर्जुली (अरुणाचल प्रदेश)

## निविदा दस्तावेज / TENDER DOCUMENT

To

---

---

---

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower **(Gardening)** through service contract"-reg.

Sir/Madam,

1. 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.
2. Sealed competitive Bids are invited by the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)** from the reputed/registered Consultant/Service Provider Firm for providing Manpower (Gardening) through service contract initially for a period of 01 (one) year w.e.f. **01.05.2021** which may be extended by another one year, as indicated below: -

A. Area of the Gardening

**Vidyalaya Premises/Garden**

Address/Location of the

**Kendriya Vidyalaya NERIST (Arunachal Pradesh)**

B. Man power required: -

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts
1.	MALI (Gardener)	Unskilled	01 (One)

### **FOR GARDENING SERVICE**

#### **3. 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 - A).
- (b) The service tax 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.

The Bidder shall deposit **Rs. 2,000/- (Rupees Two Thousand Only)** in the form Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order/ cheque drawn in favour of “**KV NERIST VVN A/C**”, as earnest money along with the Bid. 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 DD for an amount **10% of total amount for one year each service** 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 Contracting Agency.

**4. Each Bidder must submit only one Bid.**

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

**6. Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at **Kendriya Vidyalaya NERIST (Arunachal Pradesh)**
- (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 NERIST (Arunachal Pradesh)** 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 NERIST (Arunachal Pradesh)** premises supported with the following documents: -
  - (i) Details of disbursement made to the staff furnishing cheque/ECS 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 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 Vidyalaya hour of KV is from 8:00 to 3:30 pm six days from Monday to Saturday. According to the duty timing shown at pre-pages/above. KV 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.
- g) In case of absence on any working day, the monthly remuneration will

be regulated as per the following formula:

*Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>*

Where  $A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (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 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 KV shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the KV as per the Model Contract enclosed for ready reference. 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.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

## 7. **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:

- (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) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clienteles during last 3 years along with cost of assignment.
  - (d) PAN and Tin 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. 2,000/- (Rupees Two Thousand Only)** in the form Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour “**KV NERIST VVN A/C**”, as earnest money along with the Bid. 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 Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff.

in the (Govt. of Arunachal Pradesh or Govt. of India whichever is higher) shall render the Bid disqualified for evaluation.

- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 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 2 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Inventor 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.

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

You are requested to submit the Sealed Bids super scribed on the envelope as **"Bids for providing Gardening Services"** to the **Principal Kendriya Vidyalaya NERIST (Arunachal Pradesh) on or before 28.04.2021 through Registered post/Speed Post /By Hand. Late tender forms shall be rejected.** Tender forms shall be opened on **29.04.2021 at 2.30 PM** in the principal office.

Yours faithfully,

PRINCIPAL

# FORMAT OF BID

# ANNEXURE-'A'

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration (30 days)	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X1)
1	2	3	4	5	6	7	8	9
1	MALI (Gardener)	01						

- NOTE: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.  
2. Gardening equipments/materials required for gardener shall be provided by the Contracting Agency/Firm.  
3. Seeds/Fertilizers/Manures etc. shall be provided by the vidyalaya as per the requirement.  
4. TDS shall be deducted from the monthly payment as per applicable rate

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

# केन्द्रीय विद्यालय नेरिस्ट, निर्जुली (अरुणाचल प्रदेश)

## निविदा दस्तावेज / TENDER DOCUMENT

To

---

---

---

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower **(Security)** through service contract"-reg.

Sir/Madam,

1. 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.
2. Sealed competitive Bids are invited by the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)** from the reputed/registered Consultant/Service Provider Firm for providing Manpower (Security) through service contract initially for a period of 01 (one) year w.e.f. from 01.05.2021 which may be extended by another one year, as indicated below: -

A. Area of the Building **Vidyalaya Building, Properties and Premises**

Address/Location of the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)**

B. Man power required: -

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Guards for Vidyalaya	Literate with At least 1yr Experience	02 (Two)	One man security service in the second and third shift

### **FOR SECURITY SERVICE**

#### **3. Quoted Price:**

- (d) 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 - A).
- (e) The bidder shall quote the service tax and any other such tax liable to be paid by the client separately.
- (f) 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.
- (g) The Bidder shall deposit **Rs 2000** in the form of Bank DD/cheque submission of

bids or DD/cheque in favour of “**KV NERIST VVN A/C**”, as earnest after the date of money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (h) The selected firm has to furnish performance security in the form of Bank DD for an amount **10% of total amount for one year each service** valid for twelve 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 Contracting Agency.

**4. Each Bidder must submit only one Bid.**

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

**6. Terms and Conditions:**

- (d) The remuneration shall be disbursed through cheque/ECS at **Kendriya Vidyalaya NERIST (Arunachal Pradesh)/Bank**
- (e) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)** as per the monthly remuneration quoted without any deduction.
- (f) 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 NERIST (Arunachal Pradesh)** premises supported with the following documents: -
- (i) Details of disbursement made to the staff furnishing cheque 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.
- (g) 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.
- (h) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (i) The normal Vidyalaya hours of KV is 8:00am to 3:30 p.m all six days from Monday to Saturday. However, the Contracting Agency will provide the security services on all the days in a month according to the duty timing shown at pre-pages/above. KV 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.

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

*Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>*

Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (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 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 KV shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the KV as per the Model Contract enclosed for ready reference. 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.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.
- (l) The Contracting Agency will deploy the Semi-skilled/trained/professional security guards/security supervisor, preferably ex-servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/security supervisor is free from Aid or any other infectious disease before deployment for work.
- (m) The KV shall provide a small guard room/space for Security Supervisor and Security Guards 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.
- (n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with batches.
- (o) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

## **7. 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:

- (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) Audited Balance Sheet & Profit and Loss Account.
- (c) List of clients during last 3 years along with cost of assignment.
- (d) PAN and Tin 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. 2,000/- (Rupees Two Thousand Only)** in the form Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order/Cheque drawn in favour of **"KV NERIST VVN A/C"**, as earnest money along with the Bid. 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 Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the (Govt. of Arunachal Pradesh or Govt. of India whichever is higher) shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 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 2 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Inventor 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.

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

You are requested to submit the Sealed Bids super scribed on the envelope as **"Bids for providing Security Services"** to the **Principal Kendriya Vidyalaya NERIST (Arunachal Pradesh) on or before 28.04.2021 through Registered post/Speed Post/ By hand. Late tender forms shall be rejected.**

Tender forms shall be opened on **29.04.2021 at 02.30PM** in the Principal Office.

Yours faithfully,

PRINCIPAL

**FORMAT OF BID**ANNEXURE-'A'  
(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration (30 days)	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9
1	Security Guards for Vidyalaya	03						

**NOTE:**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. TDS shall be deducted from the monthly payment as per applicable rate

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

# केन्द्रीय विद्यालय नेरिस्ट, निर्जुली (अरुणाचल प्रदेश)

## निविदा दस्तावेज / TENDER DOCUMENT

To

---

---

---

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower **(Conservancy/Cleanliness)** through service contract"-reg.

Sir/Madam,

1. 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.
2. Sealed competitive Bids are invited by the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)** from the reputed/registered Consultant/Service Provider Firm for providing Manpower(cleanliness) through service contract initially for a period of 01 (one) year w.e.f. **01.05.2021** which may be extended by another one year, as indicated below: -

A. Area of the Building **Vidyalaya Building, Properties and Premises**

Address/Location of the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)**

B. Man power required: -

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	Remarks
1.	Conservancy /Cleanliness /House Keeping Services	Unskilled	02 (Two)	Cleanliness and upkeep of the school building and premises from 7:30 am to 4:30 pm (including lunch break)

C. Material for cleanliness to be used as provided by the Vidyalaya.

D. Work will have to be got done in the following way: -

- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Vidyalaya.

- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies' termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets of the officers' room with vacuum cleaner/broom.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc. within the boundary of the Sangathan's wall surroundings to this building.
- vi) Regular dusting/cleaning of school / office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the school/ office.
- vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building (material will be provided by the Vidyalaya).
- viii) The choking of the sanitary installations e.g., w. c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

#### **ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water storage tanks, water coolers, desert coolers.
- vi) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

### **3. Quoted Price:**

- (i) 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 - A).
- (j) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (k) 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.

The Bidder shall deposit **Rs. 2,000/- (Rupees Two Thousand Only)** in the form Bank

Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of “**K V NERIST VVN A/C**”, as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (l) The selected firm has to furnish performance security in the form of Bank DD for an amount **10% of total amount for one year each service** 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 Contracting Agency.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (g) The remuneration shall be disbursed through cheque/ECS in the Vidyalaya premises in the presence of representative of the vidyalaya or its constituent.
- (h) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **Kendriya Vidyalaya NERIST (Arunachal Pradesh)** as per the monthly remuneration quoted without any deduction
- (i) 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 NERIST (Arunachal Pradesh)** premises supported with the following documents: -
- (i) Details of disbursement made to the staff furnishing cheque 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.
- (j) 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.
- (k) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (l) The normal vidyalaya / office hour of vidyalaya is from 8:00 am to 3:30 pm six days from Monday to Saturday.
- (m) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

*Total Monthly Remuneration = Monthly remuneration - A<sub>1</sub>*

Where A<sub>1</sub> = Monthly remuneration X Nos. of days of absence

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by vidyalaya. 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 the 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 vidyalaya shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the vidyalaya as per the Model Contract enclosed for ready reference. 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 vidyalaya 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 before deployment for work.
- (l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.
- (m) The vidyalaya shall provide a small room/space for the workers/staff 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.

**7. 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:

- (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) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clienteles during last 3 years along with cost of assignment.
  - (d) PAN and Tin 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. 2,000/- (Rupees Two Thousand Only)** in the form Bank Guarantee valid for 135 days after the date of submission of bids or

DD / Pay Order drawn in favour of "K V NERISTVVN A/C", as earnest money along with the Bid. 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 Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the (Govt. of Arunachal Pradesh or Govt. of India whichever is higher) shall render the Bid disqualified for evaluation.**
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 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 2 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Inventor 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.

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

You are requested to submit the Sealed Bids super scribed on the envelope as "**Bids for providing Conservancy/Cleanliness/House Keeping Services**" to the **Principal Kendriya Vidyalaya NERIST (Arunachal Pradesh) on or before 28.04.2020** through Registered post/Speed Post/ by hand only. **Late tender forms shall be rejected.**

Tender forms shall be opened on **29.04.2021 at 02.30 pm** in the Principal Office.

Yours faithfully,

PRINCIPAL

**FORMAT OF BID**

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration (26 days)	EPF Rate	ESI Rate	Service charges/ charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7+8)	Total monthly cost (Col.9X2)
1	2	3	4	5	6	7	8	9
1	Conservancy/ Cleanliness/ House keeping Services	02						

**NOTE:**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. TDS shall be deducted from the monthly payment as per applicable rate

We agree to provide the above service of manpower including material and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_ ) is furnished herewith vide Bank Draft No.\_\_\_\_\_ dated \_\_\_\_\_ drawn on\_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC

ANNEXURE-B

- 1 Phenyle (Liquid)
- 2 Cleanze Sanitizer
- 3 Pixol Sanitizer
- 4 Odonil
- 5 Liquid Soap (Homocol)
- 6 Soap Cakes (Life Buoy)
- 7 Vim Powder
- 8 Nirma
- 9 Surf
- 10 Acid
- 11 Tat
- 12 Duster White
- 13 Floor Duster (Mops)
- 14 Room Freshner
- 15 Nep Balls
- 16 Teepol
- 17 Thinner
- 18 Scasso (Polish)
- 19 Mansion Floor Polish
- 20 Flit with Flit Pump\Chemical for anti-termite treatment/rodent control
- 21 Homocol Cake
- 22 Hariyali Jhadoo
- 23 Phool Jhadoo
- 24 Bandco Jhadoo
- 25 Rehdi for collection of Kuda
- 26 Dustbin with Lid
- 27 Buckets
- 28 Plastic Jugs
- 29 Plastic Mugs
- 30 Cob Web's Remover
- 31 Sweeping Brush
- 32 Sling Brush
- 33 Comando Brush
- 34 Scrubbing Brushes of various sizes
- 35 Markin Cloth
- 36 Plastic PVC Water Pipes with Jet/Nozzel – required to fill water in desert coolers and for cleaning/sweeping work etc.
- 37 Cleaning Powder
- 38 Yellow Dusters
- 39 Plastic Drums
40. Kerosene Oil
41. Any other items required for cleanliness/sweeping and filling of water in desert coolers etc.