TENDER FOR CONSERVANCY AND HOUSE KEEPING

INTRODUCTION:

Kendriya vidyalaya, Picket, Secunderabad is an autonomous body under Kendriya vidyalaya Sangathan with its Head office at Delhi and Regional office at Hyderabad. It caters to the educational needs of the transferrable Central government employees children from class I to XII with various streams in category-wise. It is financed by Ministry of HRD.

LOCATION OF THE PREMISES:

The premises of Kendriya vidyalaya, Picket is located in two buildings: 1. Secondary and Senior Secondary as one Unit, 2. Primary block with a distance of 1 kilometre. The official address is as follow:

1. Kendriya vidyalaya : Picket
   ((Secondary and Sr. Secondary block): Classes from VI to XII (5 sections upto IX and 4 sections from X to XII - Total : 35 sec.)
   Opposite Secunderabad Club,
   Secunderabad – 500 009.
2. Kendriya vidyalaya : Picket
   (Primary block): Classes I to V with 5 sections in each class (25 sections and 10 departments)
   Adjacent Jubilee Bus Station
   Secunderabad

COST OF TENDER FORM:

The bidder shall bring with him a D.D for Rs.100/- (Rupees One Hundred only) drawn in favour of “Kendriya Vidyalaya, Picket:” towards tender fee up to 19.12.2014 (only on all working days) between 9.30 AM to 01.00 PM. The tender documents can also be downloaded from the website: www.kvpicket.org. In that case, the cost of tender form (Rs. 100/- (Rupees One hundred) only should be submitted in the form of DD separately along with the Security Deposit at the time of submission of the Tender.

DAILY MANPOWER REQUIREMENT AT THE VIDYALAYA CAMPUS:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>LOCATION WHERE REQUIRED</th>
<th>NUMBER REQUIRED</th>
<th>TIMINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kendriya vidyalaya Secondary</td>
<td>04 –Cleaning</td>
<td>07.45 am to</td>
</tr>
<tr>
<td></td>
<td>block and Sr. Secondary block</td>
<td>02 – scavengers</td>
<td>04.45 pm</td>
</tr>
<tr>
<td>2</td>
<td>Kendriya vidyalaya, Primary block</td>
<td>03 – Cleaning</td>
<td>07.45 am to</td>
</tr>
<tr>
<td></td>
<td>, Secunderabad</td>
<td>01 – scavengers</td>
<td>04.45 pm</td>
</tr>
<tr>
<td>3</td>
<td>Kendriya vidyalaya , Picket</td>
<td>01 - Gardeners</td>
<td>08.00 am to</td>
</tr>
<tr>
<td></td>
<td>Secondary and Primary</td>
<td>One at primary and one at secondary</td>
<td>04.00 pm</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REQUIREMENT</strong></td>
<td><strong>11 MEMBERS</strong></td>
<td></td>
</tr>
</tbody>
</table>
(B) An outline of tasks to be carried out by different category of manpower provided is
detailed as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category of Manpower</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conservancy Workers</td>
<td>To keep clean the entire buildings of KV, including wet and dry neat and clean when ever required.</td>
</tr>
<tr>
<td>2.</td>
<td>Gardener</td>
<td>To develop and keep the garden neat and clean and watering the Plants</td>
</tr>
</tbody>
</table>

C. Materials for cleanliness are to be used as per attached Annexure –B. The cost of
material, however, will be charged extra by the Contracting Agency by showing
the rate of the same in attached Annexure -A .

D. An outline of tasks to be carried out by different category of manpower
provided is detailed as under:

The Cleanliness Work will have to be got done in the following way:- 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 Principal, Kendriya vidyalaya, Picket(Secondary
block) & Headmistress, Kendriya Vidyalaya, Picket, (Primary block )

i) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once
in the morning before opening the office and thereafter in the afternoon by 03.00
PM 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 classrooms/toilets free from mosquitoes, flies,
termite/pests/rats etc.

ii) Cleaning and washing of toilets and urinals using Acid deodorants, detergent and
disinfectants once in the morning and again in the afternoon.

iii) Cleaning of carpets of the Principal, Vice Principal room with vacuum cleaner.

iv) Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls, computer
labs, laboratories etc. within the boundary of the Vidyalaya compound wall
surroundings.

v) Regular dusting/cleaning of office furniture (table and chair) and equipments,
telephones, book cases, filing cabinets, admirals and doors and windows including
removal of cobwebs every day before opening of the office i.e. 08.30A.M.

vi) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient
quantity of naphthalene balls/cakes and ordinal cakes in the urinals. The Contracting
Agency will ensure that the toiletries mentioned above are always available neat and
clean including drinking washbasin of children in the building.

vii) List of items/cleaning material required is attached vide Annexure-B.

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.
All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

Filling of water in all water filters which are at present around 04.

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 tiled surfaces in the corridors and staircases.
v) Cleaning of water storage tanks, water filters.
vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/Boards.
vii) Dusting and cleaning of fans, electrical fittings, window panes with glass chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

GARDENER’S WORK:

1. The gardener should use grass cutter machine to cut the grass and keep the entire campus free from grass. The machine should be supplied by the contractor.
2. The unwanted bushes, plants etc should be removed periodically by the gardener.
3. The beauty plants should be trimmed regularly to maintain their beautiful look and shape. Trees also should be trimmed once a month.

QUOTED PRICE:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF & other statutory costs (if any) and Service Charges only in the format of quotation herewith 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.
(d) The Bidder shall deposit Rs.50,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favor of KV, Picket, payable at Secunderabad as earnest money along with the Bid. 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 Rs.50,000/- (Rupees Fifty Thousand only) valid for one year 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.
(f) Telex or Facsimile Bids are not acceptable.
(g) The Tenderer shall submit the duly signed Integrity pact in the enclosed format along with the Tender documents.
(h) Each Bidder must submit only one Bid.
VALIDITY OF BIDS:

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

TERMS AND CONDITIONS

(a) The remuneration shall be disbursed to the workers of the contracting Agency through cheque at KV, Picket’s premises in the presence of representative of the School.
(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV, Picket.
(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 KV, Picket’s office/premises supported with the following documents :-
   (i) Details of disbursement made to the staff furnishing cheque /cash acquittance details for each payment,
   (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
   (iii) **Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill**
(d) The Contracting Agency will provide Identity Card and uniform 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 Indenter/Client.
(e) The normal office hours of KVPICKET, is from 08.30 am to 04.00 pm for six days from Monday to Saturdays. However, the Contracting Agency will deploy their workers and provide the services of cleanliness/filling of water in filters in case of emergency or seven days in a week from Monday to Sunday. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the duties done for the extra duty performed.
(f) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

\[
\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1
\]

where \( A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{26} \)

(g) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV, Picket. 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, Picket. 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, Picket shall be made within 24 hours.
(h) The contracting Agency will be required to sign a contract with the KV, Picket 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.
(i) In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the KV Picket reserves the right to claim and recover damages from Contracting Agency.
(j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
(k) 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.

(i) The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive summer uniform as well as winter uniform with insignia.

**EVALUATION OF BID:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm 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 of the last two years.
   (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 along with attested copies of challans for EPF payment for the year 2012-2013.
   (f) Attested copy of proof of ESI registration.
   (g) Attested copy of proof of Service Tax Registration.
   (h) The Bidder shall deposit Rs.50,000/- in the form of Bank Guarantee valid for six months after the date of submission of bids or DD /Pay Order drawn in favour of “PRINCIPAL, KV, PICKET ACCOUNT” payable at SECUNDERABAD as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
   (i) The bidder shall bring with him a D.D for Rs.100/- (Rupees One Hundred only) drawn in favour of “Principal, Kendriya Vidyalaya, Picket,” towards tender fee, if the form is downloaded from the web site (www.kvpicket.org)

(j) Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India shall render the Bid disqualified for evaluation.

(Furnish the attested copies of the relevant minimum wages Govt. order)

(k) The evaluation will be done for all the items put together. Indenting Office will award the contract to the responsive bidder who has quoted the lowest rates /charges for all the items put together for a month.

**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.

(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 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.
LAST DATE AND TIME OF RECEIPT OF BID:

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing cleaning/sweeping and gardening in KV PICKET, SECUNDERABAD, in the Tender Box kept at the office of KENDRIYA VIDYALAYA : PICKET by 3.00 PM on or before 19.12.2014. The tenders will be opened at 3.30 PM on 20.12.2014 in the office of Principal, Kendriya vidyalaya : Picket in the presence of bidders. An earnest money of Rs.50,000/- (Rupees fifty Thousand only) is to be deposited along with tender document. The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider at KV PICKET.
Yours faithfully,

Signature

Name: P VISHWAKIRAN
Designation: PRINCIPAL
KENDRIYA VIDYALAYA : PICKET
SECUNDERABAD – 500 009.
Phone : 040-27844964, 27846099
## ANNEXURE-‘A’ : FORMAT OF BID
(All figures in Rs.)

<table>
<thead>
<tr>
<th>S.NO</th>
<th>CATEGORY OF MANPOWER</th>
<th>NUMBER</th>
<th>UNIT MONTHLY REMUNERATION</th>
<th>EPF RATE</th>
<th>SERVICE CHARGES</th>
<th>SERVICE TAX (at Govt rates)</th>
<th>MONTHLY UNIT RATE (4+5+6+7)</th>
<th>TOTAL MONTHLY CONTRACT (for the no. of persons at column 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CONSERVANCY FOR SWEEPING AND CLEANING (both blocks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GARDENER (skilled)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL COST OF WAGES**

**COST OF MATERIAL FOR CLEANING AND CONSERVANCY**

**TOTAL MONTHLY COST**

**NOTE:**
1. Service Tax shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service of manpower 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 __________________(bank).

Date: ____________________________
Place: ____________________________
Signature of the Bidder.
Name
and seal.
LIST OF CONSERVANCY MATERIAL REQUIRED FOR CLEANING AND SAFAIWALA

1. Phenyl
2. Toilet soaps
3. Acid
4. Nariyal Brooms
5. Smooth brooms
6. Room fresheners
7. Odonil
8. Surf excel
9. Vim bar
10. Bleaching powder
11. Harpic toilet cleaner bottle
12. Toilet cleaning brush
13. Dusting cloth
14. Cob webs remover broom
15. Wet Wipers
16. Mops
17. Moping cloth
18. Colin liquid
19. Any other cleaning material as needed for cleaning

Principal.
RESPONSIBILITIES OF CONTRACTOR

(a) The remuneration shall be disbursed through cheque at KV PICKET SECUNDERABAD’s premises in the presence of representative of the VIDYALAYA.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV, PICKET. office/premises as per the monthly remuneration quoted without any deduction, not shown in the Tender Documents.

(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 KV PICKET’s office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque details for each payment,
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(iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

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(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 hours of KV PICKET is from 08.30 am to 4.00 pm from Monday to Saturday.

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

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\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1
\]

where \( A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{26} \)

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Principal, KV, Picket. 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. Thereplacement of a Candidate on account of absence/unsuitability for the 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/attributable 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.

ALL THE TERMS AND CONDITIONS ACCEPTED

SIGNATURE OF THE BIDDER
WITH STAMP, AND DATE.