



കേന്ദ്രീയ വിദ്യാലയം സി ആർ പി എഫ് പെരിങ്ങോം

केन्द्रीय विद्यालय सी आर पी एफ़ पेरिंगोम

**KENDRIYA VIDYALAYA CRPF PERINGOME**

आरवांचल पी ओ, कन्नूर जिला, केरल - ६७०३५३

**ARAVANCHAL PO, KANNUR (DIST), KERALA 670353**

PHONE-04985 237456; E-Mail [kvcrcpfperingom@gmail.com](mailto:kvcrcpfperingom@gmail.com), CBSE AFFILIATION - 900035

F.44/KVPGM/2019-20/

Date:03-06-2019

**TENDER DOCUMENT/QUOTATION**

To,  
M/s .....

.....

.....

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower for Conservancy and Data Entry Operator services through service contract".**

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 Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government employees among others.

2. Sealed competitive Bids (Two bid system) are invited by Kendriya Vidyalaya CRPF Peringome from reputed/registered Consultants/Service Provider Firms preferably with more than 05 years' experience in this field for providing manpower for **Conservancy, Data Entry Operator** work through service contract initially for a period of 01 (one) year, which may be extended by another one year on mutual consent.

**Man power required:**

Sr. No	Category of Man power	Minimum Qualification	Approx. No of Man power required *	Duration of work	Responsibilities
1	Housekeeping / Lab attendant	Literate	04	08.00.am to 05.00.pm	As per the terms and Conditions as Enclosed
6	Data Entry Operator	Plus Two & Experience of Data Entry	1	09.00 am to 4.00 pm	As per the terms and Conditions as Enclosed

**\*Number of workers may vary as per the need.**

**Area of the work:-**

School Building with class rooms, toilets, auditorium, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor, campus area etc. . Parties are advised to see the location with prior permission on any working day from 0900 Hrs to 16.00 Hrs. Parties are advised to see the location.

Name and Signature of Bidder

Seal of Firm

**Address:**

Kendriya Vidyalaya CRPF Peringome  
(P O) Aravanchal, Kannur Pin:670353  
Phone:04985 237456,, E-Mail id: [kvcrpfperingom@gmail.com](mailto:kvcrpfperingom@gmail.com)

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

S.No.	Category of Man power	Responsibilities
1	Housekeeping/ Lab attendant	Appendix: A for all type of services. Technical requirement are provided in Appendix F
2	Data Entry operator	

**4. Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly (30/31 days) remuneration , EPF, ESI & other statutory costs and Service Charges **in the format of quotation attached only ( Appendix-D for state and E for Central Govt).**
- (b) The service tax and any other such tax liable to be paid shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed  $\frac{\text{monthly remuneration}}{30 \times 8}$
- (d) 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.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (e) As cost of tender form is Nil and it mandate that **the tender documents used are downloaded from the website [www.kvperingome.org](http://www.kvperingome.org). Only Downloaded tender documents from the said site will be accepted.**
- (f) The Bidder shall deposit **Rs.10,000/-** in the form of Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee drawn in favour of Kendriya Vidyalaya CRPF PERINGOME payable at Payyanur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract
- (g) The selected firm has to furnish performance security in the form of DD/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee for an amount of 7 to 10% of quoted price for the year. The Performance security shall be submitted within 05 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.
- (h) Telex or Facsimile Bids are not acceptable.

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

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

## 7. Terms and Conditions:

- a) The remuneration shall be disbursed through cheque/through the bank account of the employees.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to its employees deployed to **KENDRIYA VIDYALAYA CRPF PERINGOME** 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 deployed to **KENDRIYA VIDYALAYA CRPF PERINGOME** Office supported with the following documents:-
  - i) Details of disbursement made to the staff furnishing RTGS/Cheque details for each payment.
  - ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax, any other applicable tax and pension subscription details along with the proof of payment to the employees in the form of bank statement/RTGS order. Amount must match with the amount as shown in Appendix 'D' and 'Appendix 'E' of Quotation Submitted
  - iii) The Contracting Agency will provide Identity Card , uniform, rain coat, green over coat, Torch , Name badge and Shoes ( for security guard) to all its employees deputed as per the format suggested by the Indenting Office valid for the period of contract. No employee will be allowed if they are not having a proper EPF/ESI registration.
- d) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- e) Kendriya Vidyalaya CRPF Peringome, 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.
- f) In case of absence on any working day, the monthly Remuneration will be regulated as per the following formula:
$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} \text{ — } A1$$
where  $A1 = \frac{\text{Monthly remuneration} \times \text{Nos.of days of absence}}{\text{Nos.of days in the month}}$
- g) The replacement of a candidate on account of absence /unsuitability for KVS shall be made within 24 hours and should be intimated to the Vidyalaya Authorities. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny. Therefore, minimum three to four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by Kendriya Vidyalaya CRPF Peringome,  
In case, no one 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.
- h) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya CRPF Peringome, as per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement. In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, Kendriya Vidyalaya CRPF Peringome reserves the right to claim and recover damages from the Contracting Agency.
- i) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work and copy of Police verification to be submitted.
- j) The Contracting Agency will ensure that trained workers deployed are physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from any type of infectious disease before deployment for work.

k) The contractor will ensure that

- i) Not engaged children below the age of 14.
- ii) Jobs assigned are carried out under his proper direction, control and supervision.
- iii) The contractor will prepare a daily attendance and progress report specifically mentioning the quantum of work performance in respect of the jobs done. It will be duly signed by the authorized representative of the contractor.
- iv) Sub contracts are not allowed.
- v) The Bid should quote the total value **separated in Financial bid** of his offers inclusive of all elements of the cost such as labour charges ( As per Kerala Govt. Minimum Wages Act/Central Govt. minimum wages (whichever is higher) rule applicable at the time of Tender opening ) of specified number of un-skilled labourers.
- vi) To quote the rate in the enclosed prescribed format only. Otherwise the tender is liable to be rejected.
- vii) Income Tax will be deducted at source from the contractor's bill at the rate specified by the Govt.
- viii) Tenders where minimum wages cannot be ensured to the labourers after deduction of Income Tax are liable to be rejected.

**ix) The contractor will be required to obtain separate E.Provident Fund Card No. for his employees and submit the same wherever applicable. The contractor will deposit the employer's and employee's PF contributions regularly and shall submit a copy of PF challan of payments to the office of the Kendriya Vidyalaya CRPF Peringome. No extra payment will be made to the contractor for EPF. Failure to this may will treat as breach of contract and invite legal action against the contractor.**

x) The Contractor shall not pay wages less than the minimum fixed by the state Govt. of Kerala /Govt. of India (whichever is higher) to the labourers engaged by him.

xi) The contractor shall make it clear to all the persons employed by him that he ( the Contractor ) is their employer. It will be his responsibility to ensure that none of the personnel engaged by him shall have any right / claim whatsoever for direct recruitment of permanent employees in the Vidyalaya.

xii) A Separate Technical and Financial Bids duly sealed in envelop and superscripted be submitted as

**(1) Quotations for providing Manpower service  
(Housekeeping /DEO ) in Kendriya  
Vidyalaya CRPF Peringome: Technical Bids'**

And

**(2) 'Quotations for providing Manpower service (Housekeeping  
/DEO) Kendriya Vidyalaya CRPF Peringome: Financial Bids'**

shall be submitted as per bid details given above.

The submission should be in the following manner

**A. Envelope I (EMD)**

The EMD (DD/Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee) for Rs. 10,000 or Receipt of should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.

**B. Envelope II (Technical Offer/Bid)**

The technical offer should be complete in all respects in **Appendix C**

**C. Envelope III (Financial Offer/Bid)**

The Financial Offer/Bid as per (**Appendix D(State Govt)** and **Appendix 'E'(Central Govt .)**) should give all relevant price information The Bid Form must be filled in completely, without any errors, erasures or alterations

All the three independent covers (Envelop I, II and III) should be placed in one Big cover and sealed with the superscription **Tender for providing Manpower services ) in the Kendriya Vidyalaya CRPF Peringome**“

**8. 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 the following terms & conditions are not fulfilled and related documents are not attached:-

- (a) Copy of proof of registration of the agency/firm with the Labour Department of State/ Central Govt.
- (b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) Audited Balance Sheet & Profit and Loss Account of last 03 years.
- (e) PAN No. and Current IT clearance certificate.
- (f) Proof of registration with Labour Department of Kerala.
- (g) Attested copy of proof of EPF registration for individual employees. (h) Attested copy of proof of ESI registration.
- (i) Attested copy of proof of Service Tax Registration.
- (j) **Attested copy of proof of GST No and registration.**

**(II)** Remuneration of staff, quoted below the Minimum Wages applicable for Housekeeping/Security/Gardener/clerical and non-technical supervisory staff, in the **state of Kerala /Central Govt** shall render the bid disqualified for evaluation.

**(III)** *Adequate amount if not quoted towards service charge /charges of Uniform/bonus /overhead profit etc may render the Bid disqualified for evaluation.*

**9. 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 expiry 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 Indentor 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.

**10. Last date and Time of Submission of Tender is 17.06.2019**

The tender has to be dropped in the Vidyalaya Office /Registered/Speed post/Courier on or before 2.59 PM on due date: 17.06.2019.

**11. Opening of Tender:**

- a. The tender will be opened in the office of PRINCIPAL on 17.06.2019 at 3.00 P.M.**
- b. Financial Bids of only those firms shall be opened which qualify in technical bids.**
- c. The tenderers are at liberty to be present or authorize a representative to be present at the opening of quotations.**

Yours faithfully

**Signature**

**Name:  
Designation:**

For and on behalf of the KENDRIYA VIDYALAYA CRPF PERINGOME,

**Terms and Conditions for Conservancy/Cleaning staff/Housekeeping in the Vidyalaya:**

Work will have to be got done in the following way **Conservancy/Cleaning staff/Housekeeping(ladies/Gents):-**

- i) Sweeping of the entire area of the building and its surroundings and collection of all waste material and disposal of the same as per the instructions of the indenting agency or Principal.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before the opening of the office and there after every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment and 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 , afternoon, evening and whenever required.
- iv) Cleaning of carpets with vacuum cleaner to be provided by the contractor.
- v) Sweeping and cleaning of open areas, roads, passages, lawns etc. within the boundary of the Vidyalaya
- vi) Regular dusting/cleaning of all classroom furniture and equipment, Office furniture and fittings, telephones, book cases, filing cabinets, almirahs and doors and windows and other fittings including removal of cobwebs every day before opening of the office i.e. 7.30 A.M.
- vii) 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 near each washbasin in the building.
- viii) The choking of the sanitary installations e.g. W.Cs traps, bottle traps, gully traps etc. is to be cleared within 12 hours of noticing of the complaint.
- ix) All complaints of leakage in the GI & Cl pipes etc. are also to be attended to within 24 hours.

**1. ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY  
CONSERVANCY/CLEANING STAFF/HOUSEKEEPING:-**

- i) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shine.
- iii) Removing stains from floors, doors and partitions by using a suitable detergent when 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) Polishing of name plates and number plates with brass (on each floor) and cleaning of all other name plates/boards.
- vii) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical/agents and cleaning of partition, panelling etc. Including removal of cobwebs.

## TECHNICAL BID -APPLICATION FORM

( For providing Manpower services to KV CRPF PERINGOME)

S.No.	Particulars	
1	Name of the Organization Address, email: Telephone No. & Fax: Website:	
2	Name of the contact person: Telephone: Email ID :	
3	Type of the Organization (Public Sector/ Limited/Private limited/Partnership, Proprietary/Society/Any other):	
4a)	Labour License Registration details: (enclose certificates of Company Registration under the ACT 1970	
4(b)	Certificate from District HQ/Commissioner of Police to operate such firm and services in Trivandrum city	
5	<b>GST Number(enclosed a copy)</b> PANNo(enclose certificate): Please enclose the last 3 Years Income tax return statement	
6	EPF Registration No.( Attach Copy, Proof of remittance of EPF Share may be enclosed)	
7	ESI Registration No. .( Attach Copy, Proof of remittance of ESI Share may be enclosed)	
8	Activities of the Company: (List the activities, Separate list may be attached if necessary)	
9	List of clients (with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract )	
10	Turnover of the Company for the last 3 Years and details of experience in the field: enclose proof	
11	Total No. of Employees: • Technical Staff • Non-Technical Staff	
12	Details of EMD Enclosed	
13	Banker of the service provider, Bank Account & IFSC Code	
14	Any other information the applicant wants to furnish	

Declaration

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. I/we, am/ are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law . I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place

Date Signature with Name &amp; Seal

Name and Signature of Bidder

Seal of Firm



## FORMAT OF BID (STATE GOVT RATE)

SL. NO	CATEGORY OF THE MANPOWER	NUMBER	UNIT MONTHLY REMUNERATION (RATE PER PERSON)	EPF REATE	ESI RATE	OTHER STATUTORY COSTS AND SERVICE CHARGE INCLUDING OVERHEAD AND PROFIT, UNIFORM, BONUS, AND ALL OTHER CHARGES etc.	MONTHLY UNIT RATE (Col. 4+5+6+7)	UNIT OTA RATE PER HOUR	TOTAL MONTHLY COST (Col. 8 X 3)
1	2	3	4	5	6	7	8	9	10
1	Workers for cleaning and sanitation	4							
2	Data Entry/Secretarial WORK	1							

Note :1. Service Tax shall be quoted separately

2. Incase of discrepancy between unit price and total price, the unit price shall prevail.
  3. Rate shall be quoted excluding the cleaning materials and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed
  4. Bid Security of Rs..... Rupees.....  
.....DD No..... Dated..... is furnished herewith vide  
Bank Draft drawn on .....  
OR  
UTR NO..... Date .....
- Name of Bank and Branch Name.....

(Bidder)

Signature : .....

Name : .....

Date & Time : .....

Name and Signature of Bidder

Seal of Firm

## FORMAT OF BID (CENTRAL GOVT RATE)

SL. NO	CATEGORY OF THE MANPOWER	NUMBER	UNIT MONTHLY REMUNERATION (RATE PER PERSON)	EPF REATE	ESI RATE	OTHER STATUTORY COSTS AND SERVICE CHARGE INCLUDING OVERHEAD AND PROFIT, UNIFORM, BONUS, AND ALL OTHER CHARGES etc.	MONTHLY UNIT RATE (Col. 4+5+6+7)	UNIT OTA RATE PER HOUR	TOTAL MONTHLY COST (Col. 8 X 3)
1	2	3	4	5	6	7	8	9	10
1	Workers for cleaning and sanitation	4							
2	Data Entry/Secretarial WORK	1							

Note :1. Service Tax shall be quoted separately

- In case of discrepancy between unit price and total price, the unit shall prevail.
- Rate shall be quoted excluding the cleaning materials and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed

4. Bid Security of Rs..... Rupees.....  
 .....DD No..... Dated..... is furnished herewith vide  
 Bank Draft drawn on .....

OR

UTR NO..... Date .....

Name of Bank and Branch Name.....

(Bidder)

Signature : .....

Name : .....

Date & Time : .....

Name and Signature of Bidder

Seal of Firm

**TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER**

The Service Provider should fulfil the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm Limited Company, corporate body legally constituted.
2. The Service Provider should have at least 5 years' experience in providing manpower to Government Departments/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Kerala during the preceding 5 year period. Proof of such Man power deployed departments should be enclosed.
3. There should be no case pending with the police against the proprietor/ Firm/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
4. The service provider should be duly registered with the Service Tax Authorities and having valid labour Registration license under Contract Labour (Regulation & Control) Act, 1970.
5. The service provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
6. Necessary Permission/Licence from local body/Police should be attached.
7. The service provider should have its own Bank Account.
8. The Registered Office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. Office address and residential address which are one and the same will not be considered.
9. The Service provider should have sufficient number of employees engaged in the services and the proof of engaging such services, deposit of ESI/EPF Share to the Govt should be enclosed.
10. Tenders of service provider firms will not be considered if any one of the conditions, as per Technical Bids, is not satisfied.

**PRINCIPAL**

**K.V. CRPF PERINGOME**