



केन्द्रीय विद्यालय ,आइलैंड ग्राउंड्स , चेन्नई – ६०० ,००२
KENDRIYA VIDYALAYA ISLAND GROUNDS, CHENNAI –600002
☎- 044-25360191 E-Mail – kvigch2@yahoo.co.in
website: <http://www.kvislandgrounds.ac.in>

10/02/2021

Sealed Tenders are invited for awarding contract for out sourcing Gardening SERVICES in K.V.Islandgrounds. Sealed tender should reach this office by 04/03/2021 (2.00PM). The tender form/document may be obtained from the office of K.V. island grounds Chennai between 10.00 am and 1.00 pm on all working days till 04/03/2021(1.00PM). Forms may also be downloaded and used. For details visit our school website www.islandgrounds.kvs.ac.in or our office.

CHECK LIST

- 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) PAN No. and Current IT clearance certificate.
- d) Attested copy proof of Service Tax/GST/any other tax applicable paid for the last quarter.
- f) Proof for EPF/ESI Contribution paid for the last quarter in the name of employees
- g) D.D. for Rs 10000/= (Ten Thousand only)
- h) A certificate stating that the company was not blacklisted earlier by Govt /PVT organization and no case is against the firm in the court of law currently.

NOTE :-

1. Read the tender document carefully before filling the details in Annexure A
2. Documents submitted after opening the Tender will not be accepted.
3. Due care may be taken to enclose all required as per the check list.
4. Doubts if any may be clarified before submitting the Tender
5. Attach a copy of latest minimum wages contract issued by Central Govt /Tamil Nadu State Govt whichever is higher.

M.Vellaichamy
Principal



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To

TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya **Island ground Chennai, a unit of Kendriya Vidyalaya Sangathan NewDelhi** is a centrally funded Autonomous Body, is a society registered under Societies' Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the **KV.island grounds Chennai** 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 **01.04.2021** which may likely to be extended for one more year depending on the satisfying service of the service provider:

Area of the Building : 6.9 acres of land

Address/Location of the Building: Kendriya Vidyalaya, Islandgrounds Pallavan salai Chennai-600002

I. Man power required:-

S.No.	Category of Manpower	Nos.	Minimum qualification or / and experience
1	Gardener	01	Primary Standard

IV. Terms and Conditions:

- a) The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directly through cheque/RTGS/NEFT, after obtaining authorization from engaged staff.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya, island grounds Chennai**, as per the monthly remuneration quoted without any deduction.
- c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Kendriya Vidyalaya, Island grounds Chennai**, supported with the following documents:-
- i) Details of disbursement made to be staff furnishing cheque/RTGS/NEFT..etc details for each Payment.
- ii) Copy of Electronic Challan Receipt(ECR) as a e-challan for K.V.Island grounds Chennai, 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 Indenter /Client.
- f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority for running the business of private security agencies failing which the bid will be treated as disqualified/non-responsive

Kendriya Vidyalaya , Island grounds Chennai 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 - A1

Where A1 = Monthly remuneration x Nos. of days of absence

no of days in the month

- h) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , island ground Chennai** . 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 **Kendriya Vidyalaya , island ground Chennai**.
- 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 **Kendriya Vidyalaya , island grounds Chennai** 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 **Kendriya Vidyalaya , Island grounds chennai.** 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 shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

V. 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 :**

Relaxation of any of the terms and conditions is the right of K.V.Islandgrounds, Chennai only :-

- a) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority for running the business of private security agencies.
- 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 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 proof of Service Tax/GST/other applicable tax paid for the last quarter.
- f) Proof for EPF/ESI Contribution paid for the last quarter with name of employees as mentioned in Electronic Challan Receipt(ECR)
- g) D.D. for Rs 10,000/= (Ten Thousand only)

ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, skilled, clerical and non-technical supervisory staff, in the **TAMIL NADU** State or Any central Govt offices only (UNDER area B) shall render the Bid disqualified for evaluation. Also if the rates for service charges/profit are quoted as NIL, then the bid will be treated unresponsive.

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

iv) ***In case of tie between two/more bidders in terms of rate, the evaluation will be done based on***

i) The number of years of service they have rendered in this field

ii) The number of orders/clientele (of similar works) the firm is serving currently

iii) The company/Agency should not have been blacklisted earlier by any Govt / Pvt organization and no any litigation presently in the court against the firm /agency and vice versa.

VI. 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 above.
- b) The Indentor reserves the right at the time of award of contract to Increase or decrease the requirement of manpower indicated in para I above.
- c) The indenter 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.

VII. Last date and time of receipt of Bids:-

You are requested to drop the sealed Bids superscribed on the envelope as "Bids for providing House keeping services (cleaning) on service charge basis" due in the Quotation box kept in the Vidyalaya on or before 04/03/2021 latest by 2.00 pm."

The submission of bid must be made in one Large sealed cover packet having two separate small sealed cover packets inside it. 1st small sealed cover should bear " Envelope -I(Technical Bid).It should contain all details as given in Annexure -A1. Second small sealed cover packet should have marked "Envelope -II(Financial package duly filled up on the prescribed format)

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in Kendriya Vidyalaya, island grounds Chennai 600002

The Sealed Bids received will be opened at 10.00am on 05/03/2021

Yours faithfully,

Signature:-

Name:-

Designation:-

For and on behalf of the

Kendriya Vidyalaya Islandgrounds Chennai

ANNEXURE: A

<u>Sl.No</u>	<u>Category of Man power</u>	<u>NUMBER</u>	<u>Unit Monthly Remuneration per person per Month in Rs.</u>	<u>Total Per Month In Rs.</u>	<u>REMARKS</u>
1.	Gardener (Un skilled)	01			
2.	Service Charges/ Charges for Uniform/Bonus/Overhead profit..etc				
			TOTAL		
3.	Statutory Charges EPF rate as per rule				
4	Statutory Charges ESI rate as per rule				
			TOTAL		
			GST/ Any other applicable Tax		
			Grand Total		

NOTE :-

- 1.GST /Any other applicable Tax shall be quoted separately
- 2.In case of discrepancy between Unit price and Total price, Unit price shall prevail
- 3.Please enclose list of employee- wise name EPF No , ESI No. ..etc)
4. **Sl.No 1 &2 alone will be considered to decide L1.** Statutory Charges and other applicable taxes will not be counted to finalize Lowest bidder.

We agree to provide the above service of manpower 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. Bid security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated: _____ drawn on _____.

(Bidder)

Signature:

Name _____

Date & Time _____

Office seal :

ANNEXURE-A1**DETAILS OF PARTICULARS OF FIRM BIDDING FOR MAN POWER SERVICES**

S. No	PARTICULARS	
1	Name of the Agency	
2	Address with Phone No & e-MAIL ID	
3	Name of the Owner/Manager with Designation and Contact No.	
4	Shops & Establishments Registration No.	
5	Labour Department Registration No.	
7	EPFO Code No.	
8	ESIC No.	
9	Income Tax PAN No.	
10	Income Tax TAN No.	
11	GST Registration No.	
12	Details of agencies for which presently rendering Gardening Services	
13	Name & Address with Contact Person name & Phone No.	
14	Any other conditions/Remarks	

DECLARATION

It is certified that the above details are true and correct to the best of my knowledge and belief. I understand and agree that in case of any substantive information being found incorrect, this bid of mine may be treated as unresponsive.

Date:-**SIGNATURE WITH NAME OF
THE AGENCY & SEAL**