



ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ, ಎಂ.ಜಿ. ರೈಲ್ವೆ ಕಾಲೋನಿ, ಬೆಂಗಳೂರು - ೫೬೦೦೨೩

केन्द्रीय विद्यालय, एम्.जि. रेलवे कालोनी, बेंगलूरु - ५६००२३

KENDRIYA VIDYALAYA, M.G. RAILWAY COLONY, BANGALURU - 560 023

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F.13350/2020-21/KVMGR/

Date: 13/10/2020

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**Sub : "Inviting Quotation for engaging Service Provider Firm for providing Manpower (HOUSE KEEPING SERVICE) through service contract.**

Sir/Madam,

The Kendriya Vidyalaya, M.G. Railway Colony, Bangalore-560 023, is administered by Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, under Ministry of Education Govt. of India for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya M.G. Railway Colony, Bangalore-560 023, 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 ...01/11/2020.....** which may be extended by another one year, as indicated below:-

A. **Area of the Building** **Kendriya Vidyalaya,**  
**M.G. Railway Colony,**  
**Bangalore-560 023**  
**Entire Vidyalaya Campus.**

**Address/Location of the** **Kendriya Vidyalaya**  
**Building** **M.G. Railway Colony,**  
**Okalipuram,**  
**Behind City Railway Station**  
**Bangalore-560 023**

B. **Man power required:-**

S. No.	Category of Manpower	Number of workers required
1.	Sweeping & Cleaning laborers (without cleaning materials)	03 women + 1 men
2	Sweeping & Cleaning laborers (with cleaning materials)	03 women + 1 men

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

S.No.	Category of Manpower	Responsibilities
1.	Sweeping & Cleaning labourers	To clean the Entire School Building/Vidyalaya Campus.

c. Work will have to be got done in the following way

- 1). Sweeping of entire area of the building and surroundings of building, cleaning the entire Vidyalaya campus and collection of all waste material and disposal of the same as per instructions of the KV MG RAILWAY COLONY, Bangalore- 560023
- 2). Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the school and thereafter every 2 hours specially in the areas like corridors, toilets etc.
- 3). Cleaning and washing of toilets and urinals atleast 3 times a day using deodorants, detergent and disinfectants once in the morning, in the afternoon, etc. and whenever required.
- 4). Regular dusting/cleaning of class room & office furniture ( tables and chairs) All departments and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs everyday before opening of the school.
- 5).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.
- 6). Filling of water in all water tanks.

**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.
  - (d) The Bidder shall deposit Rs.5,000/- (Rupees Five Thousand only) in the form of crossed DD drawn in favour of "Kendriya Vidyalaya M.G. Railway Colony, VVN Account" payable at Bangalore as earnest money alongwith 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 crossed DD for an amount equal to 10% of annual contract value. 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.
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 KV M.G. Railway Colony, Bangalore-560 023 premises.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV M.G. Railway Colony, Bangalore-560 023 office/premises 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 KV M.G. Railway Colony, Bangalore-560 023 office/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 07 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 School hours of KV M.G. Railway Colony, Bangalore-560 023 are from 8.00 am to 4.30 pm six days from Monday to Saturday. However, the Contracting Agency will provide the services all the days in a month according to the duty timing shown at pre-pages/above. KV M.G. Railway Colony, Bangalore-560 023 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:

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

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

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV M.G. Railway Colony, Bangalore-560 023. 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 M.G. Railway Colony, Bangalore-560 023. 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 M.G. Railway Colony, Bangalore-560 023 shall be made within 24 hours.

- (i) The contracting Agency will be required to sign a Agreement with the KV M.G. Railway Colony, Bangalore-560 023. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Agreement.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV M.G. Railway Colony, Bangalore-560 023 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/professional, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the experience person. The Contracting Agency will also ensure that the workers are free from Aid or any other infectious disease before deployment for work.
- (m) The Contracting Agency shall provide to their workers with impressive summer uniform as well as winter uniform with insignia.

## **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 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.
  - (f) Attested copy of proof of ESI registration.
  - (g) Attested copy of proof of Service Tax Registration.
  - (h) The Bidder shall deposit Rs.5,000/- in the form of crossed DD drawn in favour of "Kendriya Vidyalaya M.G. Railway Colony, , VVN Account", payable at Bangalore 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 Gardener Un-skilled, Skilled in the Central Govt. 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 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.

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

You are requested to submit the sealed quotations on or **before 27.10.2020** latest by 2.30 p.m. by Speed post/Registered post. An earnest money of **Rs.5,000/-** (Rupees Five Thousand only) is to be deposited along with quotation document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV **M.G. Railway Colony, Bangalore-560 023.**

Yours faithfully,

**Signature**

Dr. Din Bandhu Pathak

Designation: Principal

**For and on behalf of the**

**Kendriya Vidyalaya**

**M.G. Railway Colony,**

**Bangalore-560 023.**

## **Responsibilities/ SCOPE OF WORK**

### **A) DAILY WORK** ( FROM 7.00 a.m. TO 4.00 p.m. or as may be decided by the Principal, KV MG Railway, Bangalore-560023)

- 1) Sweeping of entire areas of the School building and surrounding of building and collection of all waste material and disposal of the same as per instructions of the Principal, KV MG Railway.
- 2) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of the KV MG Railway and thereafter every 2 hours specially in the areas like corridors, stairs and reception etc. Spray of flit etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
- 3) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon or as may be specified by the Principal, KV MG Railway
- 4) Cleaning of carpets, Durries etc.
- 5) In case of shortage of water or non – availability of water, bringing water from outside for cleaning.
- 6) Sweeping and cleaning of open areas, roads, passage, lawns etc. within the boundary of the Principal, KV MG Railway.
- 7) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows in the Office Rooms, all other rooms and other spaces of the KV MG Railway every day before opening the office.
- 8) Provision of naphtholine 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.
- 9) The choking of the sanitary installations e.g. Traps Bootle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- 10) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- 11) Complete sanitization of the building (if needed)

### **B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK:-**

- 1) Washing and scrubbing of floor areas with detergents and dirt removing agent.
- 2) Acid cleaning of sanitary wades, without damaging their shines.
- 3) Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- 4) Cleaning of filled surfaces in the corridors and staircases.
- 5) Cleaning of water storage tanks and water coolers, if any.
- 6) Polishing of brass name plates and number plates and cleaning of all other name plates/Boards.
- 7) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition paneling etc.
- 8) Removal of cobwebs in all rooms and other spaces of the KV MG Railway.



**FORMAT OF QUOTATION  
HOUSE KEEPING SERVICES**

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges	Monthly Unit Rate (Col.4+5+6+7)
1	2	3	4	5	6	7	8
1	Sweeping & Cleaning laborers (without cleaning materials)	01 (ONE MONTH)					
2	Sweeping & Cleaning laborers ( Un Skilled)	01 (ONE MONTH)					

- NOTE:
- Monthly Remuneration = ONE MONTH ( As per Central Govt. Labour Act + EPS = % ( existing Rules) + ESI = % ( existing Rules) + Service Charges (is Mandatory) += (Total Amounts mentioned in Coloumn 8)**
  - In case of discrepancy between unit price and total price, the unit price shall prevail.**

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

(Bidder)  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_



