

**INVITATION OF QUOTATION FOR PROVIDING SERVICES OF OFFICE
MESSENGER/PEON/SUB-STAFF AND SWEEPER TO KENDRIYA VIDYALAYA CURAJ
BANDARSINDRI.**

Sealed quotation from reputed and registered service provider firms are invited for providing manpower through service contract for a period of 01 (One) year from the day contract comes in effect. The rate for providing services of Office Messenger/Peon/Sub-Staff and Sweeper to **KV CURaj Bandarsindri** to be quoted separately for each. The agencies should quote rates comprising of:

- (i) **Monthly remuneration of the staffs employed by them as per the minimum wages guidelines issued by the Govt. of Rajasthan and Central Govt. (whichever is higher).**
- (ii) **E.P.F, E.S.I & other statutory costs**
- (iii) **Service charges including Service Tax, Administrative Charges, Profit and TDS of Income Tax as/if applicable .**

Bidder shall have to submit quotation by stating rate per person in format enclosed at page no 6 along-with documents or proof as specified at Sl. No 23 (A) under heading evaluation of bid otherwise bid shall be treated as rejected or unresponsive.

The above services will be entirely on contract basis as per the KVS norms. The agency has to submit a copy of the Salary bills of their staff on or before 10th of the next month and also render a certificate on a monthly basis stating that minimum wages are being paid to the employees as per the rates in vogue and Challan as proof for remittance of E.P.F and E.S.I subscriptions to the concerned office for the month in respect of all the employees employed at the Vidyalaya. The firms are requested to quote rate after survey of the campus, school building, class rooms, toilets, etc. **The last date for receipt of quotation by post is 22/10/2018 upto 4:00 pm and quotation will be opened on 23/10/2018 at 11:30 A.M.** at the Office of the Principal, Kendriya Vidyalaya Curaj Bandarsindri in the presence of bidders.

Terms and Conditions of the Bid plus Contract

1. **The following points are to borne in mind while quoting the rates: -**

- (i) Amount quoted as remuneration of staff should be fully paid to the employees employed at this Vidyalaya and the grand total of pay bill should tally with remuneration of staff component as quoted by the firm.
- (ii) Amount quoted as E.P.F, ESI and Other Statutory costs shall not be paid to the firm until and unless the firm produces month-wise challan or proof for remittance of EPF, ESI subscription in respect of all the staff employed in the Vidyalaya to concerned departments.
- (iii) Payment of the bill of a month will not be paid until and unless the copy of Salary Bill of the previous month is submitted to the Vidyalaya.
- (iv) Remuneration of each employee employed at vidyalaya is to be credited/transferred into their concerned bank accounts by the firm. Proof in this regard must be submitted with salary bill of the month.

Signature & seal of the bidder

2. Manpower required:

| S.No | Manpower under category | Unskilled | Qualification/Experience | No of person required | Remarks |
|------|------------------------------------|-----------|--------------------------|-----------------------|-------------------------------|
| 1 | Messenger (Office)/ Peon/Sub-Staff | | Secondary passed | 2 (Two) | Taking the work of Sub -staff |
| 2 | Sweeper | | Middle passed | 1 (One) | Preferably female |

3. They have to report to work at the Vidyalaya within the stipulated hours daily failing which their remuneration will be deducted from the profit of the agency.
4. The representative of the agency will have to inspect the work of the persons employed at least once in every week and act according to the reports provided by the maintenance & up-keep committee of the Vidyalaya for ensuring better services.
5. The Principal, K.V. Curaj Bandarsindri will be authorized for deducting Rs. 1,000/- (Rupees one thousand only) per month as penalty (from the profit of the agency) for non-inspecting / non-reporting of representative for at least once in a week or not completing the work assigned during a particular week.
6. The Vidyalaya will maintain the Attendance Register for the staff employed by the firm. In case of absence of staff or late coming, Principal, K. V. Curaj Bandarsindri will be authorized for proportionate deduction of remuneration from the bill of the agency.
7. The agency has to provide one Job Register to each Staff employed by it for working in the Vidyalaya. Office Messenger/Peon/Sub-Staff and Sweeper will have to maintain the work register, so that, they can be signed by the various department in-charges to ensure that work has been done by them regularly, failing which Principal, K.V. Curaj Bandarsindri will be authorized to deduct Rs. 100/- per day per head (from the profit of the firm).
8. The remuneration to the staffs employed for working at K.V. Curaj Bandarsindri to be disbursed by the agency by crediting/transferring in to their concerned bank account only otherwise no payment shall be released to the agency by vidyalaya.
9. The Contracting Agency will ensure payment to its staffs provided to the K. V. Curaj Bandarsindri by 5th of every succeeding month as per monthly remuneration quoted without making any deduction.
10. The Contracting Agency will submit the invoice along with proof of disbursement of remuneration after making the payment to the employees provided to the K. V. Curaj Bandarsindri supported with the following documents : -
 - (i) A copy of Bank Pass Book of employees/NEFT/RTGS

Signature & seal of the bidder

- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax failing which no payment shall be released to the agency by vidyalaya.
11. Payment to the Contracting Agency will be released within 15 days from the date of the receipt of the invoice.
 12. The Contracting Agency shall comply with all statutory obligations.
 13. Employee to be provided by the Contracting Agency shall be accepted only after scrutiny by K.V. Curaj Bandarsindri. Therefore, minimum five-six bio data shall be made available against each slot in each category. The Employee may be invited for personal discussion also. No conveyance or any other charges will be paid by **K. V. Curaj Bandarsindri**. 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 an employee on the account of absence / unsuitability for KV Curaj Bandarsindri shall be made within 24 hours.
 14. The persons provided to KV Curaj Bandarsindri should not have absconding tendency and should be found at hand when work is required.
 15. Agency has to sign an agreement on a Non-Judicial Stamp Paper of Rs. 100/- stating all the terms and conditions as laid down by the Kendriya Vidyalaya Sangathan (as distributed along with this quotation form). The other terms and conditions specified in the Bid document and accepted Bid will also form the part of the Model Agreement.
 16. Agreement of any agency can be cancelled by the Principal, if work of the contracting agency is not found satisfactory.
 17. In case of any loss, theft/sabotage caused by/attributable to the personnel deployed by the agency, the KVS reserves the right to claim and recover damages from the Contracting Agency.
 18. Payment will be released only after a committee of teachers certifies that the work done by the agency is satisfactory besides the compliance of other provision laid down in the bidding documents.
 19. The agency has to provide neat and clean uniform to his employees employed at this vidyalaya. If Office Messenger/Peon/Sub-Staff and Sweeper on duty is found not in proper uniform/turn out, the Principal, K.V. Curaj Bandarsindri will be authorized to deduct his/her remuneration for that day from the profit of the agency
 20. The duty of the Office Messenger/Peon/Sub-Staff and Sweeper will start one hour before the working hours of the Vidyalaya and they will remain in the Vidyalaya up to 15:30 hrs or till finishing their task for the day (whichever is later). They are to keep the Vidyalaya premises clean and tidy throughout the duration of their duty.
 21. In no case, the contractor will employ children below the age of 14 (fourteen) for working at this Vidyalaya (Office Messenger/Peon/Sub-Staff and Sweeper) as the same is not permitted by the law.

22. Earnest money & performance security

- (i.) The Bidder shall deposit Rs 16500/ in the form of DD/pay order drawn in favour the KV CURAJ BANDAR SINDRI VVN ACC, payable at Bandarsindri/ NEFT/RTGS (evidence must

Signature & seal of the bidder

be enclosed) as **Earnest Money** along with bid. The Earnest Money shall be returned to the unsuccessful bidders within a month from the date of award of contract to successful bidder. The detail of bank account for NEFT/RTGS is as under:-

Account Name – KV CURAJ BANDAR SINDRI VVN ACC
 Account No. – 446802050000001
 Bank and branch- UBI, BANDARSINDRI
 IFSC- UBIN0544680

- (ii) On acceptance of the contract, the contractor shall deposit **Performance Security** to the Vidyalaya which will be equivalent to **10%** of the total yearly emolument. {i.e. (monthly bill X12) X 10% } within 15 days from the date of award of the contract. The Earnest Money of the successful bidder shall be adjusted as performance security if he desire so.
- (iii) The bid shall be treated as valid up to one year from the date of contract comes in effect.

23. Evaluation of Bid :-

- A. The indenter will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions in the following manner.
 - (i) 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.
 - (ii) Audited Balance Sheet & Profit and Loss Account of last three years.
 - (iii) List of clients during last 3 years along with cost of assignment.
 - (iv) P.A.N of Income Tax and current IT clearance certificate for Assessment Year 2018-19
 - (iv) Attested copy of proof of EPF registration.
 - (v) Attested copy of proof of ESI registration.
 - (vii) Attested copy of proof of Service Tax registration.
 - (viii) Remuneration of staff, quoted below minimum wages shall render the Bid disqualified for evaluation.
 - (ix) Copy of minimum wages as per Central Govt. and Govt. of Rajasthan as on 01/04/2018.
 - (x) Attached the evidence of payment of Rs. 300/- for tender document if downloaded.

Note: Proof/ documents of the above must be enclosed with the bid otherwise the bid shall be treated as rejected or unresponsive.
- B. The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

24. Award of Contract

- (i) The indenter will award the contract to the bidder whose Bid has been determined to substantially responsive and who has offered the lowest price as per evaluation of Bid.
- (ii) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in the Term & Condition at para No. 2 above.
- (iii) The indenter, 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 incorporated in the contract.

Signature & seal of the bidder

- (iv) 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.
- 25. The contracting agency has to get antecedent and character of all employees employed at vidyalaya verified by competent authority i.e. D.M. and Collector of concerned district and submit verification report within two months from the date of award of contract.
- 26. Bid documents includes all term and condition mentioned on pages from 1 to 6 besides other term & condition to be incorporated in agreement of contract in this regard.
- 27. Each page is to be signed and stamped by the bidder.

All the above term & conditions are accepted by me/us

Name of the Firm: _____

Station:

Signature of the Tenderer

Date:

with seal of the firm

Telephone No. _____

Address _____

Witness – I Name – _____

Address – _____

Occupation – _____

Witness – II Name – _____

Address – _____

Occupation - _____

Signature & seal of the bidder

PROFORMA FOR QUOTING RATE

FOR OUTSOURCING THE SERVICES OF OFFICE MESSENGER/PEON/SUB-STAFF AND SWEEPER

| Sl No. | | Rate (for single person) | |
|--------|--|--|------------------|
| | | Head | Amount per month |
| 1. | SERVICE OF OFFICE MESSENGER/PEON/SUB-STAFF | Remuneration of Staff | Rs. |
| | | E. P. F subscription | Rs. |
| | | ESI subscription | Rs. |
| | | Other Statutory costs | Rs. |
| | | Service Charges (including Profit, Administrative Charges and TDS of Income Tax) | Rs. |
| | | Total per month | Rs. |
| | | Rate (for single person) | |
| 2. | SERVICE OF SWEEPER | Remuneration of Staff | Rs. |
| | | E. P. F subscription | Rs. |
| | | ESI subscription | Rs. |
| | | Other Statutory costs | Rs. |
| | | Service Charges (including Profit, Administrative Charges and TDS of Income Tax) | Rs. |
| | | Total per month | Rs. |
| | | Rate (for single person) | |
| | | Head | Amount per month |
| | | Remuneration of Staff | Rs. |
| | | E. P. F subscription | Rs. |
| | | ESI subscription | Rs. |
| | | Other Statutory costs | Rs. |
| | | Service Charges (including Profit, Administrative Charges and TDS of Income Tax) | Rs. |
| | | Total per month | Rs. |

Note: The bid, reveals service charge zero or less than as per norms shall be liable to rejected straightway.

Name of the Firm: _____

Station:

Date:

Signature of the Tenderer

with seal of the firm

Telephone No. _____

Address _____

Signature & seal of the bidder