



**KENDRIYA VIDYALAYA NAVAL STATION KARANJA** At &  
Post : Naval Station Karanja, Tal- Uran, Dist Raigad, Pin 400704  
Phone No. 27222132 & Fax 27224298  
E-mail: [kvkaranja01@rediffmail.com](mailto:kvkaranja01@rediffmail.com)  
web site: [hptt//www.kvkaranja.org](http://www.kvkaranja.org).

F: 2717/HK/2009-10/KVKAR/

Date: 27.08.2009.

To,

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**Sub : Quotation for "Inviting Bid for engaging Service Provider Firm for providing Manpower including material through service contract.**

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Karanja from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year w.e.f** date of allotment of contract which may be extended, as indicated below:-

S.No.	Category of manpower	Nos.	Minimum qualification or/and experience

An outline of tasks to be carried out by different category of man power is detailed as under:

S.No.	Category of manpower	Responsibilities

1. Daily work: sweeping ,cleaning & dusting  
- Having Approximately 41 class rooms and 20 nos. i.e. toilets, staff rooms, corridors, Resource room, Computer room, Projector room, etc. stairs and open areas as well as surrounding areas on the ground floor. Parties are advised to see the location.
2. Fortnightly cleaning of fans, windows, glasses, cobweb in the school building.
3. Monthly-Grass, weeds, plants removal around the building.
- Address/Location of the Building -Kendriya Vidyalaya Naval Station Karanja  
Post, NAD, Karanja,Tal.Uran,  
Dist.Raigad, Pin. 400704.Maharashtra State.Pin 400704
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) Hourly rate of OTA should not exceeded monthly remuneration 30x8
  - (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.
  - (e) Correction if any shall be made crossing out, dating and rewriting.
  - (f) The Bidder shall deposit Rs. 2% of annual amount in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of Principal, Kendriya Vidyalaya, Karanja, payable at SBI, Uran Branch, as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract within 30 days.
  - (g) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 5% of annual amount valid for twelve months 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.
  - (h) 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, Karanja premises in the presence of representative of the KV, Karanja or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the agency as per the monthly remuneration and OTA charges 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, Karanja 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 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 Indentor /Client.
- (f) The normal office hours of KV, Karanja is from 07.30 am to 4.00 pm six days from Monday to Saturday .( except second Saturday) However, KV Karanja reserves the right to request the services on Sunday / holiday. The Contracting Agency will be compensated by the indenting agency as per the rate quoted for OTA for working on holidays beyond office hours. However, over time hours in a month will not exceed 54 hours..
- (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 -A<sub>1</sub>**

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, Karanja. 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, Karanja. 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. Karanja shall be made within 24 hours.
  - (i) The contracting Agency will be required to sign a contract with the KV Karanja 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/attribution to the personnel deployed, the KV. Karanja reserves the right to claim and recover damages from Contracting Agency.
  - (j)
- 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:

- (k) 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.2% of annual amount in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of Principal, Kendriya Vidyalaya Karanja, payable at SBI, Uran 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 c conservancy staff, in the Govt. of Maharashtra state /UT 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 Indenter 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 Indenter 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 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 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.

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

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing conservancy on service charge basis " due on 15/09/2009 Latest by 02.00 Pm..

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV Karanja..

Yours faithfully,

Signature

Name: Dr.I.P.Singh  
Designation: Principal,  
K.V. Karanja  
For and on behalf of  
the Kendriya Vidyalaya Sangathan.



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Date: 27.8.2009.

To,  
The Chairman,  
Vidyalaya Management Committee,  
Kendriya Vidyalaya Karanja.

Sub: **Permission to extend service for vidyalaya house keeping service up to 30<sup>th</sup> Sept.2009.**

Sir,

It is to inform you that , the Vidyalaya has engaged the service for house keeping service from M/s . Bryte Facility & management Services, Navi Mumbai, since 1<sup>st</sup> Sept, 2008 for one year. As per agreement his date of contract is going to expire by 31.st August, 2009. The vidyalaya has sent the tender notice to the various firms. The tender quotations are likely to reach shortly and finalisation as per the KVS norms will take some time. the format.e, terms and condition is recently changed by KVS and hence delayed in inviting fresh rates.

It is, therefore, requested to kindly accord permission to extend the service of the existing agency for one more month i.e. by end of September, 2009.

Thanking you,

Yours faithfully,

( Dr.I.P.Singh)  
Principal.

PERMITTED / NOT PERMITTED

CHAIRMAN  
K.V.KARANJA.