

Bid Document

Bid Details	
Bid End Date/Time	02-06-2022 13:00:00
Bid Opening Date/Time	02-06-2022 13:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Education
Department Name	Department Of School Education And Literacy
Organisation Name	Kendriya Vidyalaya Sangathan (kvs)
Office Name	Kendriya Vidyalaya Narayanpur
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper
Contract Period	1 Year(s)
Past Experience of Similar Services required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Estimated Bid Value	500000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Annual turnover Required by Buyer in Crores:500000

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:500000

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:50000

Geographic Presence: Office registration certificate:0

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:

[1653201770.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1653201781.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1653201791.pdf](#)

Scope of work & Job description:[1653201846.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mali/Gardner Helper (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	High School
Specialization	Not Required , typing
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	0
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Raman Kumar	494661, EDUCATION HUB, BANS DEPOT BAKHRUPARA NARAYANPUR	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 387 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 13 • Number of working days in a month : 26 • Provident Fund (INR per day) : 46 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions

1. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of M/S KENDRIYA VIDYALAY NARAYANPUR VVN ACCOUNT payable at NARAYANPUR.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Financial Criteria

NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.

5. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Scope of work (Gardener)

VIDYALAY HAS NOT PAID TO TO ANY TAX

A. Responsibilities: Scope of work (Gardener)

a **Daily work (from 7 AM to 3 PM) or as may be decided by the Kendriya Vidyalaya NARAYANPUR.**

1. Gardening of entire area of the Institute and surrounding of Building and disposal of the same as per the instructions of the Principal.
2. Cleaning of the Garden once in the morning before opening the Institute and thereafter every 02 hours planting and their maintenance etc.
3. Teaming of the Plants and watering to all the plants Three Times a day or as may be specified by the teacher in-charge or Principal.
4. Shaping of hedge and surrounding.
5. In case of shortage of water or non-availability of water, bringing water from outside for Watering of flowers.
6. Cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute and the area adjacent to main gate.

B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK .

1. Washing and scrubbing of flowers and dirt removing agent of the entire Vidyalaya plant.
2. Cutting of unshaped tree without damaging their shine.
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 flower pot in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Any other work assigned by the Authority.

C. REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.

1. The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.
2. The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.
3. The contractor's worker shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the contractor along with their Profiles & photos should be submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Principal. If under un-avoidable circumstances, any replacement is to be made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/replacement.
6. The contractor's workers shall not enter into any unlawful activity within the KENDRIYA VIDYALAYA premises and shall have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss

directly or indirectly by any act of omission or commission on the part of the contractor's workers.

8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through e-payment (NEFT/RTGS) on 5th of every month.

9. Insurance and accident risks of the workers will be the responsibility of the Contractor.

10. The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.

11. The contractor shall employ required number of workers to ensure that the work is done in time to the satisfaction of the Institute. Required number of workers will be employed for discharging the responsibility with supervisors to supervise the work.

12. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his/ her presence at any time is felt undesirable.

13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc. to the concerned authorities.

14. Kendriya Vidyalaya being a "No Tobacco Zone", the contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the office premises. **.15. GST AMOUNT PAID TO EDUCATIONAL INSTUTION**

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---