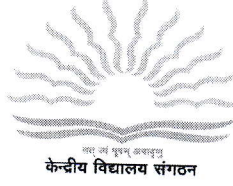


केन्द्रीय विद्यालय सैनिक छावनी पांगोड, तिरुमला  
डाक, तिरुवनंतपुरम -695006  
KENDRIYA VIDYALAYA, ARMY CANTT.,  
PANGODE, THIRUMALA P.O.  
THIRUVANANTHAPURAM- 695006



Web:<http://trivandrumpangode.kvs.ac.in>  
E-Mail : [kvpngd@yahoo.co.in](mailto:kvpngd@yahoo.co.in)  
Pho : 0471-2351784 Fax: 2351784  
CBSE AFFILIATION NO: 900006  
CBSE SCHOOL CODE: 79028

F.: 1807/2-29/2020-2021/

Date: 07.08.2020

M/s .....

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### TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya Pangode Thiruvananthapuram is an Autonomous Organization under Ministry of Human Resource Development, Govt. of India funded by the Govt.

2. **Sealed** competitive Bids are invited by **Kendriya Vidyalaya Pangode** from **reputed/registered** / Service Provider Firms for providing manpower for **Gardener** through service contract initially for a period of 01 (one) year w.e.f the date of effectiveness of the agreement, unless extended by another one year on mutual agreement.

Sl. No.	Category of Man power	Number of Man power required	Minimum Qualifications and /or experience	Duration of work	Responsibilities
1	Gardener	1	Middle Pass – An Experienced Gardener with training and experience in gardening/grass cutting/landscaping etc	8.00 am to 5.00 pm	Details of works & conditions attached in Annexure II

The required Man power may vary depending up on the need of the Vidyalaya in any/all the services

An outline of task to be carried out by different category of manpower provided is detailed as under.

### 3. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit & administrative charges) in the format of quotation attached only (Annexure-A).

(b) The service tax and any other such tax liable to be paid 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 should be submitted along with an EMD of **2% of quoted amount** by bank draft in favour of **The Principal, KV Pangode, VVN A/C**.

The earnest money shall be returned to the unsuccessful bidders after the award of contract.

(e) The selected firm has to furnish a Performance Security in the form of a **DD for an amount of 10% of the total amount quoted for the year for each service** valid for fourteen 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.

(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 of the staff employed shall be disbursed through cheque or Bank account.**

B. **The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to KENDRIYA VIDYALAYA PANGODE as per the monthly remuneration quoted without any deduction.**

C. The Contracting Agency will submit the invoice/bill along with proof of disbursement, after making the payment to the employees provided to the Principal **KENDRIYA VIDYALAYA PANGODE THIRUVANANTHAPURAM** supported with the following documents:-

1. Details of disbursement made to the staff furnishing cheque details for each payment.
2. Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

7. **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 and uniform** (no one will be employed without proper uniform) to all its 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.

**No employee will be allowed if they are not having a proper EPF/ESI registration.**

- F) **The normal working hours will be from 7.30 AM to 5.00 PM. from Monday to Saturday. KENDRIYA VIDYALAYA PANGODE 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:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} \times A1$$

where  $A1 = \frac{\text{Monthly remuneration}}{\text{Nos.of days in the month}} \times \text{Nos. of days of absence}$

- H) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny. Therefore, minimum three to 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 Vidyalaya 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, PANGODE, THIRUVANANTHAPURAM** as per the Model Contract. 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/attribution to the personnel deployed, **KENDRIYA VIDYALAYA PANGODE reserves the right to claim and recover damages from the 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 agency will also ensure that the workers /staff deployed are free from aids or any other infectious disease before deployment for work. A medical certificate from a Govt. Doctor (Modern medicine) should be produced.

#### **8. 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:

#### **Eligibility of Bidders.**

- 1) The bid will be treated as non-responsive if any of the conditions as per Technical Bids are not satisfied. **(Technical Bid -Application Form should be filled and attached)(Annexure-B).**
- 2) **Remuneration of staff quoted below minimum wages**  
Gardener in the Govt. of Kerala or the Union Govt. shall render the Bid disqualified for evaluation.
- 3) **For evaluation, the Minimum Wages Act rates of Central Govt or the State Govt whichever is higher will be considered as base as per KVS Rules.**
- 4) Adequate amount if not quoted towards service charge /charges of Uniform/bonus /overhead profit etc may render the Bid disqualified for evaluation.

- 5) The evaluation will be done for all the services separately. The Vidyalaya will award the contract to the lowest evaluated responsive bidder. **For evaluation, the Minimum Wages Act rates of Central Govt or the State Govt whichever is higher will be considered as base as per KVS Rules.**

**9. Award of Contract:**

- (a) The Vidyalaya 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 Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower para 2 above.
- (c) The Vidyalaya 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 be incorporated in the contract.
- (d) Notwithstanding the above, the Vidyalaya 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 without assigning any reasons

**10. Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations in the Tender box in front of the **Room. No. 3 (Office) or sent by post** on the envelope as "**Bids for providing Service Contracts**" latest by **12.30 pm on 17.08.2020.**

**11. The tender not submitted in the prescribed format/incomplete/written in pencil/over writing/correction is liable for rejection. The Vidyalaya Authorities will not be responsible for non-receipt of quotation within the specified date and time due to any reason including holidays or delays.**

The quotation will be opened **at 2.00 pm on 17.08.2020.**

The bidders or their representatives who choose to be present at the time of opening of the quotation are invited to do so.

The Vidyalaya looks forward to receiving the Bid in the format of bid attached only and appreciates the interest of the service provider in **KENDRIYA VIDYALAYA PANGODE, THIRUVANANTHAPURAM.**

Yours faithfully,

VP & In-charge Principal

कन्द्रीय विद्यालय / KENDRIYA VIDYALAYA  
भारमि कैंपट, पंगोड / ARMY CANTT, PANGODE  
थिरुवनन्तपुरम 695 006 THIRUVANANTHAPURAM



## ANNEXURE A

(Please fill the format and send this office before 17.08.2020)

### FORMAT OF BID

(GOVT OF KERALA APPROVED RATE)

S. No	Category of Man power	No.	Unit per day remuneration	Unit monthly remuneration	EPF		ESI		Service Charges including overhead and profit	Monthly unit rate (Col.5+7+9+10)	Total monthly cost (col.11x3)
					Rate	Amount	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11	12
1	Gardener	1									

#### NOTE:

1. No service tax is levied for Educational Institutions
2. 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 in the format enclosed.

EMD of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished in

favour of VVN A/c KV Pangode payable at THIRUVANANTHAPURAM herewith vide Draft

no \_\_\_\_\_ dated \_\_\_\_\_

Date

Seal

(Bidder)  
Signature:  
Name:

## ANNEXURE A

(Please fill and return)

(CENTRAL GOVT APPROVED RATE)

FORMAT OF BID

S. No	Category of Man power	No.	Unit per day remuneration	Unit monthly remuneration	EPF		ESI		Service Charges including overhead and profit	Monthly unit rate (Col.5+7+9+10)	Total monthly cost (Col.11x3)
					Rate	Amount	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11	12
1	Gardener	1									

**NOTE:**

1. No service tax is levied for Educational Institutions
2. 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 in the format enclosed.

EMD of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished in

favour of VVN A/c KV Pangode payable at THIRUVANANTHAPURAM herewith vide Draft

no \_\_\_\_\_ dated \_\_\_\_\_

(Bidder)  
Signature:

Date

Seal

Name:

## TECHNICAL BID -APPLICATION FORM

( For providing services to KV Pangode Thiruvananthapuram) (Please fill and return)

S. No	Particulars	
1	Name of the Organization	
2	Address: E-mail : Telephone No. & Fax: Website:	
3	Name of the contact person: Telephone: Email ID :	
4	Type of the Organization (Public Sector/ Limited/Private limited/Partnership, Proprietary/Society/Any other):	
5	Labour License Registration details: (enclose certificates of Company Registration under the ACT 1970	
6	PAN No (enclose certificate): Please enclose the last 3 Years Income tax return statement.	
7	EPF Registration No.( Attach Copy, Proof of remittance of EPF Share may be enclosed)	
8	ESI Registration No.( Attach Copy, Proof of remittance of ESI Share may be enclosed)	
9	Activities of the Company (Line of Business): (List the activities, Separate list may be attached if necessary)	
10	List of clients(with contact details like Address, contact, contact person, phone number and e-mail id, copy of works contract )	
11	Turnover of the Company for the last 3 years: enclose proof	
12	Total No. of Employees: • Technical Staff • Non-Technical Staff	
13	Banker of the service provider, Name of the Bank, Account No. & IFS code	
14	Any other information the applicant wants to furnish	

**Declaration**

I hereby declare that the above information/documents /furnished are true to the best of my knowledge. I/we, am/ are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Place  
Date

Signature with Name & Seal

## ANNEXURE II

### TERMS AND CONDITIONS FOR PROVIDING SERVICES OF GARDENING IN THE VIDYALAYA

1. Area of the Building/other details – Garden in the School campus, Play fields and Compound of the Vidyalaya
2. No. of days during the month - All working days and as described by the Vidyalaya

### SCOPE OF WORK

1. Maintenance and upkeep of gardens, watering, nurturing, grass cutting, landscaping, beautification by planting new flower plant of the Vidyalaya.

### TERMS AND CONDITIONS FOR PROVIDING SERVICES OF GARDENING IN THE VIDYALAYA

1. That the agency shall provide Gardening arrangements for Kendriya Vidyalaya premises located at Pangode with effect from the date of effectiveness of the agreement.
2. That the agency would undertake to engage, employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the gardens, play- fields and compound of the said premises of the agency. The agency will be responsible for any loss of property etc for negligence of the persons employed by it.
4. That the Agency shall provide complete continuous gardening measures throughout the year to the Vidyalaya by changing the personnel in rotation or replacement if necessary.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the Contract
6. That the tenure of the service agreement shall be initially for a period of one year with effect from the date of effectiveness of the agreement and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
7. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the industrial loss or other loss applicable in this behalf to the personnel which shall be the responsibility of the Agency only who shall be the employer of such personnel.
8. Any dispute arising out of or in relation to this agreement shall be referred to sole arbitrator to be appointed by the Executive Committee of Kendriya Vidyalaya Pangode as per the Indian Arbitration Act. The Seal of the arbitration shall be at THIRUVANANTHAPURAM and the proceedings shall be governed by the Indian Arbitration Act. 1940.