

# **TENDER/QUOTATION DOCUMENT**

**For**

**MANPOWER SERVICE PROVIDER**

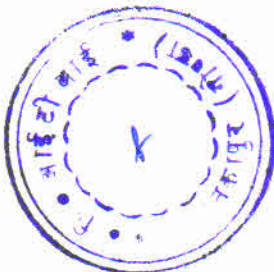
**OFFICE OF THE PRINCIPAL**

**Kendriya Vidyalaya, ITI Mankapur**

**Distt: Gonda, U P - 271308**

**Contact No.: 05265297449**

**Website: <https://itimankapur.kvs.ac.in>**



TENDER FOR MANPOWER SERVICE PROVIDER/KVM/2022-23/1



F.N.43089/2022-23/ITI MKP/conservancy

Dated: 04.07.2022

**Subject: Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.**

The **Kendriya Vidyalaya ITI Mankapur** is situated in the campus of ITI Limited Mankapur, governed under 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.

You are invited to submit your most competitive quotation for following works as per Terms and condition attached with this letter.

**Invited Tender for award to contract for providing services of Unskilled workers for conservancy services, Mali (Gardening) & Security Personnel's (Without Arms).**

Online tenders are invited under two bid system i.e. Technical Bid and Financial bid from reputed service provider for a **period of One year** w.e.f. the date of effectiveness of the agreement (on contract basis) for their engagement in KV ITI MANKAPUR.

The interested Service Providers are advised to submit online bid through GEM portal for "**Technical Bid**" and "**Financial Bid**" for Providing Manpower Services to Kendriya Vidyalaya ITI Mankapur through GEM.

Competitive Bids are invited by the **KENDRIYA VIDYALAYA, ITI MANKAPUR, U.P.** from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for 01 months on trial basis & extended up to 01 (One) year subject to satisfactory completion of one-month contract, which may likely to be extended for one year, as indicated below:

S.No.	Name of the Post	Number	Minimum Qualification or/and experience
1.	Unskilled worker- Sweeper (Cleaning & Sweeping)	02	Well experience in the said field.
2.	Unskilled worker - Mali (Gardening)	01	Well experience in the said field.
3.	Skilled Worker - Security Guards (without Arms)	03 on rotation basis for round the clock security services (24X7) hrs.	Well experience in the said field. Preferably Ex-Serviceman or Defense retired personal
4.	Casual labour	As Required	For different work in the Vidyalaya, like Carpenter/Plumber/Electrician/normal labour - for different work

Category of workers as per Govt of India gadget Notification extra ordinary part II dated 19.01.2017 and revised time to time as:

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1. For Security guard as per industrial category **S.O.191(E) schedule part I (without arm-skilled) for area C**
2. Sweeper and Mali as per industrial category **S.O.186(E), (schedule) Part I Category of employee I (Unskilled ) for area C**

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

S.L.	Category of Manpower	Responsibilities
01.	Sweeper	Sweeping, mopping, scrubbing, buffing, glass wiping, dusting, collection of waste material and disposal work in School Building (i.e. Class rooms, Departments, Corridor, Stairs, and Toilet etc.) Including its premises.
02.	Mali	Gardening of Vidyalaya premises like Mowing, Strumming, Watering, Weeding, Removal of unwanted Vegetation, Applying Fertilizers, Applying Pesticides, trimming and pruning, planting and maintenance of trees, cleaning of drains etc.
03.	Security Guard (24X7)	In order to adequately protect people and property, guards must know and enforce rules and regulations to prevent criminal activity, before it happens. They may monitor points of access in a building or property to allow entry only to individuals with the correct identification or authorization. It may also include: frisking/checking of the visitors, visitor management in common and during special occasions. Checking of gate passes, allowing the entry and exit of material and regulating the entry and exit of vehicles, keeping records of inward and outward movement of men and material, vehicle etc. Patrolling and guarding various common areas and surroundings to ensure adequate safety and security, preventing entry of stray animals like cow, dogs, etc, round the clock patrolling the Vidyalaya. Ensuring that barriers and access control systems are monitored and are in operational condition.
04.	Casual Labour (Un-skilled/SemiSkilled/Skilled)	For different work in the Vidyalaya, like Carpenter/Plumber/Electrician/normal labour – for different work

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from the website <https://itimankapur.kvs.ac.in>. The EMD of Rs 5000/- (Rupees Five Thousand only) should also be paid by Demand Draft in favour of VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR payable at **Mankapur valid for 90 days after the date of submission of bids. The last date, time and place for submission of tender document is 24.07.2022 by 4.00 PM** through the link on GEM of KENDRIYA VIDYALAYA, ITI, MANKAPUR.

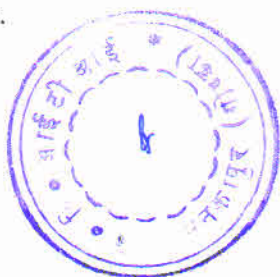
### **Tender Schedule**

(a) Last date and time for Submission of Tender Document through GEM: -06.07.2022 to 24.07.2022 upto 4.00 PM on Link provide on GEM portal of Kendriya Vidyalaya, ITI, Mankapur.

Note: Late bid shall be out rightly rejected by the GEM software.

(b) Date and time for opening of

The final order may be issued to qualified bidder within 5 days of closing the bid on GEM and due verification of all the documents and after obtaining approval of competent authority.



**Quoted Price:-**

- (a) The Bidder shall quote unit rate which shall comprise of daily/monthly remuneration, EPF, ESI & other statutory costs and Service charges (including profit and administrative charges) in the Format of online quotation only. The service charge should be include all charges/ deductions to be made by agency for its service and other liabilities but exclude mandatory charges of ESI, EPF, GST etc.
- (b) Daily/Monthly remuneration will be accepted including all taxes and expenses, as per latest Central Govt./ Govt of Uttar Pradesh Rates of minimum wages, whichever is higher.
- (i) For Security guard as per industrial category **S.O.191(E) (schedule) part I (without arm-skilled) for area C** of Government of India Gadget extraordinary dated:19/01/2017 and **Ministry of Labour & Employment order dated 31/03/2022 for WATCH AND WARD (without arms) and area C**
- (ii) Sweeper and Mali as per industrial category **S.O.186(E), (schedule) Part I Category of employee I (Unskilled ) for area C of Government of India Gadget extraordinary Part II, Section-3, Sub-section (i) Dated 19/01/2017 and Ministry of Labour & Employment order dated 31/03/2022 for unskilled and area C**

**(c) All the rates quoted should be applicable for area C (cities/places not mentioned in area A & B).**

(b)The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions and VDA notified by the Ministry time to time, if amended.

In case of change in rate due to statutory provisions, only such charge will be accepted and not any additional liability i.e % of profit/service charge/s etc. As such, bidder while submitted the bid should specifically, quote the rate etc. in this regard.

**(c).The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.**

(d). the selected firm has to furnished **performance security in the form of Bank Guarantee / DD for an amount equal to 10% of total emolument of one year.** 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.

(e) Rates of wages should be quoted on format (given online) including all taxes and expenses as per latest Central Govt. / Govt. of Uttar Pradesh. rates of minimum wages whichever is higher



(f) The service charges/overhead profit should be quoted such that TDS shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time as per income tax rules may deducted from service charges/overall profit.

(g) Each Bidder must submit only one Bid.

**Validity of Bid:** The Bid shall remain valid for a period as per prescribed by GEM portal.

**Evaluation of Technical Bid:**

The tendering service Providers are required to upload the scanned copies of the following documents (duly self-attested) on the GEM portal, failing which their bids shall be summarily rejected and will not be considered any further and bid will be treated as non-responsive.

(a) Scanned copy of duly filled and signed application for technical Bid along with Declaration of the acceptance of terms and condition attached with tender documents

(b) Copy of the Service Tax Registration certificate of the Service Provider Issued by the competent authority/GST Registration Certificate.

(c) Copy of GST/PAN/GIR card and current IT clearance certificate (last three year ITR).

(d) Copies of EPF and ESIC registration certificates (current Year).

(e) Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act, 1970

(f) For security services it is mandatory for the contracting Agency to submit the attested copy of license obtained from the Home Department, Govt of Uttar Pradesh for running the business of private security agencies operating in Uttar Pradesh (PSARA), failing which the bid will be treated as disqualified/ nonresponsive.

(g) Copy of Audited Balance Sheet, profit Loss Account and financial turnover Certified/ extracts of the Bank Account containing transactions during last three consecutive years.

(h). Affidavit on Rs 100/= stamp paper declaring that no case is pending with police against the proprietor/firm/partner or the company (service Provider) and the proprietor/firm/partner or the company (service Provider) has not been blacklisted by any KV / Govt Agencies/PSUs etc.

(i). copy of EMD (₹5000/=) submitted by bidders in the form of Bank Guarantee/ Bank Draft in the prescribed format. Scanned copy of the same shall be uploaded by seller in the online technical bid and hard copy of the same will have to be submitted directly to the buyer within 05 days of bid opening. **(In case of Non submission of hard copy of the same the BID shall be treated as nonresponsive)**

(j) Experience certificate of providing manpower services to Government Department/PSU / other organizations etc.



(k) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.

(l) ISO certificate (only Manpower supply) if available.

(m) Affidavit for not blacklisted/debarred by any govt./govt. Agencies/PSUs

(n) Trade license for financial year 2022-23 & 2023-24

(o) Crossed Letter Head with seal and signature of Owner/Proprietor of the Firm.

(p). List of Clienteles during last three years along with cost of assignment.

**Note:**

- (i) **All firms have mandatorily to submit the certificate for point (a) to (i), failing which they will not be considered for financial bid.**
- (ii) Only relevant documents are to be uploaded under the particular tab like EMD, PSARA, affidavit, Experience on GEM portal. In case of uploading irrelevant document or uploading the same set of documents under each tab, the bid shall be rejected.
- (iii) Start\_ups as recognized by Department of industrial policy and promotions (DIPP) and micro & Small Enterprises categories of seller shall be exempted from furnishing EMD).

**Evaluation of Financial Bid:-**

Keeping in view welfare of workers and administrative convenience financial bid may be evaluated on following basis:

- (i) Financial bid may be evaluated on the basis of total cost of valid minimum rate of all 06 workers taking together i.e. 03 security guard, 02 sweepers and 01 Mali
- (ii) Minimum wage rate will be considered **per day wage** as well **monthly remuneration**.
- (iii) The rates for service charges/ profit quoted NIL the bid will be treated irresponsive.
- (iv) The firm(s) quoting wage rate below the minimum wage rate prescribed by govt, will be considered nonresponsive firm and bid will not be evaluated.
- (v) Rate of EPF and ESIC will be calculated as per latest govt rate and uniformly for all firms.

**TERMS & CONDITIONS:**

**GENERAL**

1. **The remuneration shall be disbursed through NEFT/RTGS in bank to the persons deployed to KV ITI MANKAPUR by contractor agency.**

2. The Contracting Agency will ensure **payment by the 5<sup>th</sup> of every succeeding month** to their employees provided to the KV ITI MANKAPUR as per the monthly remuneration

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quoted without any deduction. Failing which Vidyalaya may make payments of basic wages to the concern employee directly in the interest of employees.

3. The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees employed to the KV ITI MANKAPUR, supported with the following documents:-

- (i) **Details & proof 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.

4. **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.**

5. The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter /Client.

6. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration -A1

where A1 =  $\frac{\text{Monthly Remuneration}}{\text{No. of days in the Month}} \times \text{No. of days of absence}$

7. The normal office hours of KV ITI Mankapur is from 7.00 am to 3.00 pm six days from Monday to Saturday and Timing for security guard is Round "O" Clock for all seven days. However, **KV ITI Mankapur reserves the right to request the services on Holiday/beyond office hours.**

8. The Manpower provided by the Contracting Agency shall be accepted only after scrutiny. 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 THE 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.

09. **The contracting Agency will be required to sign a contract with the KV ITI MANKAPUR 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.

10. **In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.**



11. The lowest bidder(s) will be required to sign an Integrity Pact with the KV ITI MANKAPUR (Copy enclosed as ready reference).
12. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
13. The effectiveness of the agreement commences w.e.f the date when the total manpower required is provided.
14. The Agreement shall be for a period of one year w.e.f the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
15. The Agreement may be extended, on the same terms and conditions or with some additions /deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
16. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of KV ITI MANKAPUR.
17. The Service Provider will be bound by the details furnished by it to the competent authority of KV ITI MANKAPUR while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
18. The Competent authority of KV ITI MANKAPUR reserves the right to accept or reject any or all bids without assigning any reasons thereof and also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
19. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall work under the guidance of the officer in charge of the check gate and shall be answerable to the concerned.
20. The entire financial liability in respect of manpower services deployed in the KV ITI MANKAPUR concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum wages prescribed under the prevailing act and adduce such evidence as may be required by the KV ITI MANKAPUR.
21. Professional Tax as applicable on Gross Payment of the individual may be deducted by the agency and remitted to the concerned authority within stipulated date.



22. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the KV ITI MANKAPUR.

23. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The KV ITI MANKAPUR shall, in no way, be responsible for settlement of such issues whatsoever.

24. The KV ITI MANKAPUR shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

25. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.

26. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

**27. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.**

28. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

29. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.

30. The Service provider will provide a list of candidates. The Selection Committee constituted by the KV ITI MANKAPUR will select suitable candidates for the posts out of the list of candidates provided by the service provider. Additional 10% of the contracted strength should be kept "on panel" for replacement to meet urgent additions at short notice. The KV ITI MANKAPUR reserves the right to appoint/reject any candidate based on merits of the candidates.

31. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.

32. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the KV ITI MANKAPUR. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.



33. KV ITI MANKAPUR 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.

34. In case of absence on any working day, the monthly remuneration will be regulated as per day basis.

35. In case of any loss, theft/ sabotage caused by/attributionable to the personnel deployed, the KV ITI MANKAPUR reserves the right to claim and recover damages from Contracting Agency.

36. The antecedents of all the workers will be got verified from the police by the Contracting Agency.

**For Security Services:-**

- a) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex- Servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the ex-servicemen. The contracting Agency will also ensure that the security guards/security supervisors are free from Aids or any other infectious disease before deployment for work.
- b) The KV ITI MANKAPUR shall provide a small guard room/ space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- c) The contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with Insignia.

**LEGAL**

1. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

2. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the KV ITI MANKAPUR.

3. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the



matter. Attested Xerox copies of such documents shall be furnished to the KV ITI MANKAPUR.

4. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the KV ITI MANKAPUR or any other authority under Law.

5. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the KV ITI MANKAPUR.

6. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the KV ITI MANKAPUR is put to any loss /obligation, monetary or otherwise, the KV ITI MANKAPUR will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

7. The Service Provider shall be held responsible for any loss/damage to the equipments and instruments of the KV ITI MANKAPUR provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the KV ITI MANKAPUR.

8. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The KV ITI MANKAPUR will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned of KV ITI MANKAPUR by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

9. The decision of KV ITI MANKAPUR in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

### **FINANCIAL**

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (Rs. 5000/-, refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR **failing which the tender shall be rejected out rightly.**

2. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 07 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**

3. The successful tenderer will have to deposit a Performance Security Deposit of one month remuneration in the form of Bank Guarantee from any Nationalized Bank in favour of VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR covering the period of

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contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.

4. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.

5. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submit the same to the concerned Officer in the first week of the succeeding month. The officer of the concerned Range shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.

6. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the KV ITI MANKAPUR shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the KV ITI MANKAPUR for whatever reason. The Agency shall also be responsible for the insurance of its personnel.

7. Penalty will be levied and recovered @ Rs.500/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.

8. The KV ITI MANKAPUR reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

9. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

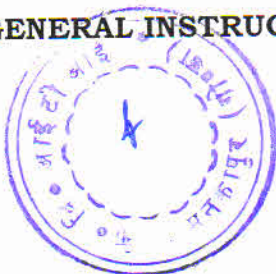
10. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

11. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.

**Note:** These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between KV ITI MANKAPUR and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

## GENERAL INSTRUCTIONS FOR BIDDERS

TENDER FOR MANPOWER SERVICE PROVIDER/KVM/2022-23/12



01. The KVITI, MANKAPUR requires the services of reputed, well established and financially Sound Manpower Service Provider having experience in providing services of unskilled workers & Security Personnel's (Without Arms).on contract basis for their engagement in KVITI, MANKAPUR.

02. The contract for providing the aforesaid manpower is initially for 03 months & extended up to 01 (One) year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. The KVITI, MANKAPUR however, reserves right to terminate this initial contract at any time after giving one week's notice without assigning any reason to the selected Service Provider.

03. E-mail/Fax bids will be summarily rejected. Late bid shall be out rightly rejected.

04. The tender is invited under two bid system i.e **Technical Bid** and **Financial Bid**.

05. The Earnest Money Deposit (EMD) of Rs. 5000/-, refundable (without interest), should be in the shape of Demand Draft/pay order drawn in favour of "VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR" payable at Mankapur should be accompanied the Technical Bid failing which the tender application shall be rejected summarily.

06. The successful tenderer will have to deposit a Performance Security Deposit of one month in the form of Bank Guarantee/DD in favour of "VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR" payable at MANKAPUR covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee shall be accordingly renewed by the tenderer.

07. Any conditional bids shall not be considered and liable to be out rightly rejected.

08. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialized by the same person who is authorized to sign the tender bids.

09. The Principal of the KV ITI MANKAPUR reserves the right to reject all bids without assigning any reason.

10. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open its branch office within two months of the signing the agreement and submit the proof of same mentioning the vital information and copy of documents duly certified by the bidder.

11. All documents submitted shall be consecutively numbered having signature of the authorized - signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is not signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.



12. The Principal, KV ITI MANKAPUR reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

### **TECHNICAL REQUIREMENTS FOR THE 'TENDERING SERVICE PROVIDER'**

The tendering Service Provider should fulfill the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.
2. The Service Provider should have at least three years' experience in providing manpower to Government Departments/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Uttar Pradesh during the preceding three year period.
3. The Service Provider must have a minimum turn-over of Rs.6 Lakhs per annum for the last three consecutive years as per the audited statement of accounts. The bidder organization should be a profit making one in the preceding two financial years.
4. There should be no case pending with the police against the proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
5. The Service Provider should be duly registered with the Service Tax Authorities and having valid labour Registration license under Contract Labour (Regulation & Control) Act, 1970.
6. The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
7. The Service Provider should have its own Bank Account.
8. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the user Department/office within two months of the signing the agreement.

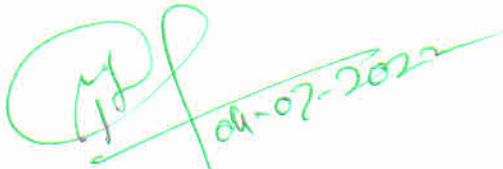
### **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN THE KV.**

Sl. No	Designation of the Employee	Age	Qualification
1	Unskilled Worker ( for cleaning & sweeping work)	He should be above 18 years of age and not more than 60 years.	He must be physically fit and mentally sound and should be fit to work even in odd hours
2	Unskilled Worker ( for gardening : Mali)	-Do-	-Do-
3	Security Guards (without Arms) for round the clock Security Service	-Do-	-Do-
4	Casual Labour	-Do-	-Do-



**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by service provider for deployment in KV ITI MANKAPUR, containing full details i.e. date of birth, marital status, address, educational qualification, photo I- Card, Police Verification (Verification of Character and Antecedent) provided by the security service provider etc.
2. Bio-data of all persons.
3. Any other document considered relevant.



(Mewa Lal)  
**PRINCIPAL**

प्राचार्य / Principal  
केन्द्रीय विद्यालय, मनकापुर  
K. V., MANKAPUR  
गोण्डा / GONDA-271308

Approved / Not approved



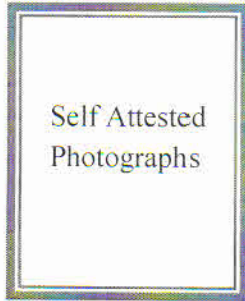
**Chairman**

Vidyalaya Management Committee  
KV, ITI Mankapur  
अध्यक्ष / CHAIRMAN  
वि० प्र० समिति V M C  
केन्द्रीय विद्यालय, मनकापुर  
KENDRIYA VIDYALAYA, MANKAPUR  
गोण्डा / GONDA-271308

**Declaration by the Tenderer:**



This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.



(Signature of Tenderer with seal)

Name:.....

Firm:.....  
.....

Address:.....  
.....

Phone No (0):.....

Seal:

Date:.....



**APPLICATION- TECHNICAL BID**

TENDER FOR MANPOWER SERVICE PROVIDER/KVM/2022-23/16



1. Name of Tendering Service Provider: -----  
-----
2. Whether Govt. /Semi Govt/Private: -----
3. Status (Proprietor /Partner/ Director):-----
4. Details of Earnest Money Deposit: DD No. ----- Date. -----  
of .....drawn on Bank -----
5. Full Address of Registered Office -----  
-----  
Telephone No. : -----  
FAX No. : -----  
E-Mail Address : -----
6. Full address of Operating / Branch Office :-----  
-----  
Telephone No.: :-----  
FAX No. :-----  
E-Mail Address :-----
7. Name & telephone no. of Authorized : -----  
officer/person to liaise with Field Office(s) -----
8. Banker of the Service Provider: : -----  
(Attach certified copy of statement of -----  
A/C for the last 3 consecutive years)  
Telephone Number of Banker: -----
9. PAN /GIR No. (Attach attested copy): -----
10. Service Tax Registration/GST No. : -----  
(Attach attested copy)
11. PASARA REGISTRATION NO.: -----  
(For Security Services purpose) (Please enclosed attested photocopy)
12. E.P.F. Registration No.: -----  
(Attach attested copy)
13. E.S.I. Registration No.: -----  
(Attach attested copy)
14. Labour License/Registration under: -----  
The Contract Labour (Regulation & Control) Act, 1970.
15. Details of Bank  
Name of Bank: -----  
Name of Branch: -----  
Account No.: -----  
IFSC Code No. -----



16. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

Financial Year	Amount (Rs. In lakhs)	Remarks, if any
2018-19		
2019-20		
2020-21		

17. Additional information, if any:-----  
-----  
-----  
-----

18. Give details of minimum 3 such contracts/housekeeping/outsourcing (both work) in Headquarters, Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last three consecutive years in the following format

(if the space provided is insufficient, a separate sheet may be attached) :

Sl. No	Name of client, address, telephone & Fax No.	Manpower services provider		Amount of contract (Rs. Lakhs)	Duration of Contract		Remarks
		Type of manpower provided	No.		From	To	

19. Certificate of work satisfactory completed the services job work.

20. Additional information, if any (Attach separate sheet, if required)

21. Submit self attested copies of all certificates supporting documents, failing which claim may not be considered.

Date:-----

Signature of the authorized person

Place:-----

Name:-----

Seal :



## DECLARATION

TENDER FOR MANPOWER SERVICE PROVIDER/KVM/2022-23/18

1. I, .....Son / Daughter / Wife of Shri.....  
.....Proprietor /  
Director/ Authorized Signatory of the Service Provider, mentioned above i.e.  
M/s.....  
....., am competent to sign this declaration  
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;

3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/ we, am I 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.

Date: .....

Signature of authorized person

Place: .....

Name: .....

Seal:



(To be furnished on non judicial stamp paper duly attested by the Notary).

## AFFIDAVIT

I/We/M/s \_\_\_\_\_ is/are registered as  
Manufacturer/Distributor/Supplier of \_\_\_\_\_ as per GST Registration  
Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at  
\_\_\_\_\_ and manufacturing/Supply base at \_\_\_\_\_

\_\_\_\_\_ do hereby declare and solemnly affirm that I/We have not been Black-  
Listed, nor mine/our Tenders or Supply Orders have ever been cancelled by any State/UT/Central  
Government or any partner or shareholder either directly or indirectly connected with or has any subsisting  
interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any  
penalty has ever been levied due to delay of non-completion of supply order by any State/UT/Central  
Government or by any authority.

DEPONENT

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

### Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my  
knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT



## FINANCIAL BID

For providing Manpower at KVTI MANKAPUR

1. Name of tendering Company / Firm / Agency .....

2. Rates per person per months (8 hours)

### FORMAT OF BID

S. No	Category of Manpower	Number of workers	Unit Per day remuneration	Unit Monthly Remuneration	EPF rate As per latest government notification	ESI	Service Charges/ Charges of Uniform/ bonus e Etc. including overhead profit(Including Sundays &Gazetted Holidays : For Security Personnel's without arms only)	Monthly Unit Rate (Col.4b+5+6+7)	Total Monthly cost (Col.3X8)
1	2	3	4(a)	4(b)	5	6	7	8	9
1	Security Personnels (calendar Month)without arms	03							
2	Conservancy Staff (Unskilled Worker for Cleaning & Sweeping)	02							
3	Conservancy Staff(Unskilled – Mali)	01							
4	Casual Labour Unskilled Semi-skilled skilled	As per require ment							

NOTE: 1. Service charge zero/ negligible will not be accepted.

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.

4. All Terms & Conditions for Taxes and Services will be implemented as per Educational Institution/KVS

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.

Date:-

Place:-

Name :

Stamp:-

NOTE: 1. In case of discrepancy between unit price and total price the unit price shall prevail.

2. All amounts should be quoted in valid currency.

3. Duly filled in format should be typed in the letter head of the Firm.

Signature of authorized person:

