



# KENDRIYA VIDYALAYA AFS RAJOKARI

An Autonomous Body under Ministry of Education, Govt. of India

Air Force Station, Rajokri, New Delhi – 110038

E-mail: [kvrajokri38@gmail.com](mailto:kvrajokri38@gmail.com)

Website:- [rajokariafs.kvs.ac.in](http://rajokariafs.kvs.ac.in)



## TENDER – DOCUMENT

Sub : "Inviting sealed Tenders/Quotations for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

1. 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 and signed competitive Bids/tenders are invited Through on-line Gems portal e-market places by the Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038 from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 ( One ) year W. e. f ; ..... to ..... which may be extended by another one year, as indicated below:-

- A. Area of the Building ; KV Building is situated in the area of 5 Acres (appx.) Land and having Approximately ... rooms and ...toilets, meeting room, resource room, canteen, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor

Address/Location of the Bldg.

KENDRIYA VIDYALAYA ,

Air Force Station, Rajokri, New Delhi – 110038

- B. Man power required:-

s.no.	Category of Manpower	Nos.	Minimum qualifications or/ and experience.
1.	Security Guard	03 (Three)	Skilled / As Per KVS (HQ) Guidelines /Norms
2.	Sweeper/unskilled labor	03 (Three)	Un-Skilled / As Per KVS (HQ) Guidelines /Norms
3.	Mali/ Gardener	01 (One)	Un-Skilled / As Per KVS (HQ) Guidelines /Norms

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

S. No.	Category of Manpower	Responsibilities
1.	SECURITY GUARDS	<p><b><u>DUTIES OF GUARDS</u></b></p> <ul style="list-style-type: none"> <li>i) To provide watch and ward and security cover to the entire premises of Kendriya Vidyalaya Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038</li> <li>ii) The contractor shall be responsible for all security measures and for safeguarding all movable and immovable property of the school from pilferage, loss, riots, arson. Fire, natural calamities etc. which includes: <ul style="list-style-type: none"> <li>a) Prompt action in managing fire extinguishing and preventing any internal or external intrusion in to the premises/building of the KV.</li> <li>b) Proper reception/regulation and guidance of visitors to the KV.</li> <li>c) Prevention of unauthorized entry of personnel in the premises of the KV.</li> <li>d) Prevention of unauthorized entry of vehicles and to ensure that vehicles are part at the designated parking space/slots. Separate movement (entry and Exit) register should be kept for school vehicle and for personal / private vehicle.</li> <li>e) Controlling and coverage of all the strategies points by guards both in day/ nightshifts.</li> <li>f) Gathering intelligence about anti-social/ anti organizational/ undesired activities which will have any bearing on the KV day to day functioning.</li> <li>g) Security staff deployed and strategic and picket /patrolling points /duty in all through day and night shifts should be available a designated duty points.</li> <li>h) The contractor shall be responsible to provide immediate replacement of any security guard who is not present on duty at the place of posting and such other additional as may be required at any given occasion for which prior information will be given.</li> <li>i) The contractor staff shall work under the overall direction of officers authorized by the principal KV.</li> <li>j) The contractor shall provide round the clock (24 hours) security on 8hr basis. The shift times be fixed in consultation and with an approval of principal KV.</li> <li>k) The contractor shall oversee the performance for the watch and ward and security staff deployed by their filed officers regularly. Reports of any incidents should be lodged within the next 24hrs with the principal. The contractor shall have weekly briefing with the principal normally with prior appointment. Any Suggestion / proposal for improvement of the arrangement or reform by the contractor will be viewed</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>iii) To guard entrance and exit points and control the movements of the visitors and control/regulate the movement of visitors. He should be cordial and diligent in performing his duties. Every visitor should be guided to the reception. If need arises, visitors to the KV and employees shall be requested to reveal their identity when they are at the entrance. There should be a distinctive approach in dealing with non official and VIPs visiting the KV.</li> <li>iv) To check all property/goods moving in and out of the premises and to ensure that they are accompanied by proper gate pass/authority letter. A copy of such gate pass/ authority letter is required to be kept in safe custody of the security supervisor/guard.</li> <li>v) To prevent any incident of theft, pilferage, fire or arson etc. report it promptly .There should be no exaggeration in any report.</li> <li>vi) To check the movement of office vehicles by noting down their entry and exit timings. Such separate registers be kept for private vehicles and vehicles for staff.</li> <li>vii) To get acquainted with the operation of fire fighting / extinguishing system.</li> </ul>
2.	<b>SWEeper/ CLEANER</b>	<p><b>(A)Way of cleaning of Vidyalaya Premises:-</b></p> <p>Cleaning(wet and dry) of Vidyalaya campus</p> <p>Sweeping of entire area of the building and surroundings of building and Collection of all waste material and disposal of the same as per instructions of The Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038</p> <ul style="list-style-type: none"> <li>i) Cleaning of the floor area with wet floor dusters and detergent dis- infectants etc. once in the morning before opening the office/ vidyalaya and there after every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying off lit/anti-termite treatment &amp; rodent control etc., are to be made daily and whenever necessary ,for keeping the rooms/sections free from mosquitoes ,files termite/pests/rats etc.</li> <li>ii) Cleaning and washing of toilets and urinals using deodorants, detergent and dis-infectants every two hours as required.</li> <li>iii) Cleaning of carpets of the officer’s room with vacuum cleaner to be provided by the contractor.</li> <li>iv) Sweeping and cleaning of open areas ,roads ,passage ,lawns, auditoriums/meeting halls/canteen etc ,within the boundary of the Vidyalaya’s wall surrounding to this building.</li> <li>v) Regular dusting/cleaning of office furniture (table and chair)and equipment’s, telephones ,bookcases, filing cabinets ,almirah and doors and windows including removal of cob webs every-day before opening of the Vidyalaya i.e.6.45a.m.</li> <li>vi)Provisions of soap and liquid soap of good quality in the toilets And placing sufficient quantity of naphthalene balls/ cakes and Odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above areal ways available near each wash basin in the building.</li> </ul>

	<p>vii) The choking of the sanitary installation e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.</p> <p>viii) All complaints of leakage in the GI &amp; CI pipes etc. are also to be attended within 24 hours.</p> <p><b>(B) ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY</b></p> <p>i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.</p> <p>ii) Acid cleaning of sanitary wares, without damaging their shines.</p> <p>iii) Removing stains from floors, doors and partitions by using surf or any suitable Detergent as are found necessary without leaving any undesirable post cleaning marks.</p> <p>iv) Cleaning of filled surfaces in the corridors and staircases.</p> <p>v) Cleaning of name plates and number plates (on each floor) and cleaning of all other name plates/Boards.</p> <p>vi) Dusting and cleaning of fans, electrical fittings, window panes with Glass cleaning chemical/ agents and cleaning of partition, paneling etc. including removal of cob webs.</p>
3. <b>GARDNER</b>	<p>vii) Entire responsibility of maintaining of gardens, hedges, plants, trees, potted plants, herbs, shrubs within the school premise along with the bougainvillea plants on the front boundary wall, entire watering and manuring/cutting/ pruning of the above mentioned vegetation as and when required for maintenance, cleaning of the entire dry/ died leaves, straws, branches, flowers and waste plant's part from the gardens ,lawns, playground and removal of the same from the school premise from neat and tidy look of the school premises.</p>

**Quoted Price:**

- (a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt. of State/ Govt. of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached. Rates quoted below the minimum wages will be rejected.
- (b) **If Service charges quoted less than TDS or NIL such bids would be rejected summarily and it has been decided that minimum service charges per person should not be filled Zero/Nil service charge percentage (%) Value less than 2% (on Total payable) will not be accepted.**
- (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. In case of revision of rate from Central Govt./State Govt as the case may be service charge will also be changed accordingly.
- (d) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.20,000/- (Rupees TWENTY THOUSAND Only) valid for fourteen months from the date of award of the contract.

The Performance security shall be submitted within 15 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.

3. Each Bidder must submit only one Bid.
4. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.
5. **Terms and Conditions:**
  - (a) The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.
  - (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
  - (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents:-
    - (i) Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case maybe.
    - (ii) Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.
    - (iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
    - (iv) Muster roll for the month. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
    - (v) The Contracting Agency will provide PCC verification proprietor/partner/Director also.
  - (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 Indenter/Client.
  - (f) The normal office hours of The Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038 is from 7.00 am to 6.00 pm six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. Vidyalaya 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:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1 \text{ Where } A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038. 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 Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038 shall be made within 24hours.

- (i) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on GEM/ Vidyalaya website. The other terms and conditions specified in the Bid document of 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, The Kendriya Vidyalaya , Air Force Station, Rajokri, New Delhi – 110038 reserves the right to claim and recover damages from 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 Contracting Agency will deploy the trained/professional security guards/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guard are free from any infectious disease before deployment for work. The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.
6. (a) If there is a minor difference in rate due to rounded off the amount rates will be considered same as rounded off to nearest whole number(if less than .50 P will read previous Rupees and .50 paisa and above to the next higher in Rupee
- (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 (B) 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.

**7. 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:

- (i) 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 clients during last 3 years along with cost of assignment.
  - d. PAN No. and copy of last assessment order / copy of IT return.
  - 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/ GSTIN number. (However Kendriya Vidyalayas are exempted from service tax & GST). Attested copy of License to engage in the business of Private Security Agency for Security Services Only (License PSARA in Delhi) .
  - h. Security Guard Training MOU & Training Certificate for security guard service only are attached in this bids.
  - i. Attested copy of Labour shop and establishment registration certificate in DELHI.
  - j. Geographical presence in consignee state Delhi are mandatory for qualify in technical bids.
  - k. Security Guard Training MOU & Training Certificate for security guard service only are attached in this bids.

- l. Whether agency is ISO certified, ISO/ IMS Certification as ISO 9001:2008/9001:2015(QMS), ISO14001:2015 (EMS) and 45001:2018 Safety Management system OHSAS 18001:2007 certified agency Copy of certificate are attached with Bids.
- m. The Contracting Agency will provide PCC/ CVR Verification proprietor/partner/Director are attached in this bids.
- ii). The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder
- iii). Necessary documents relating to such manpower will be provided by the bidder for verification of the buyer and all attachment with All Annexure- A,B,C,D are seal and signed by bidder is mandatory , otherwise the bids will be liable for rejection.

## 8. Award of Contract:

The indent will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price fulfilling all the conditions as per para 7. In case of tie between two or more than two qualified bidders following criteria of assessment will be followed (**Marking system is attached at Annexure D**)

- (i) Agency/Firm having No of Manpower's registered with ESI and EPF facility will be preferred as per Annexure D.
- (ii) Annual average turnover of the company/Firm/ Agency will be considered for awarding the contract as per Annexure D.
- (iii) Experience of providing similar services in Govt. School or Institutions will be considered as per Annexure D.
- (iv) Performance work- Value/Experience of providing similar services in Govt./PSU/KVS or School or educational Institutions will be considered as per Annexure D, preference will be given to the firm/agency working in Kendriya Vidyalaya Sangathan as per No. of Institution and No. of years.
- (v) Even in case of tie in the marks of two or more firms/ agencies, preference will be given to the firm/agency working in Kendriya Vidyalaya Sangathan as per No. of Institution and No. of years

  
PRINCIPAL

Kendriya Vidyalaya AFS,  
Rajokri, New Delhi – 110038

प्राचार्य/Principal

केन्द्रीय विद्यालय/Kendriya Vidyalaya  
वायु सेना स्थल रजोकरी, नई दिल्ली-38

## TECHNICAL BID

## Technical-Bids Evaluation of K. V. RAJOKARI, AFS, New Delhi

No.	Particulars	To be filled in by the Agency with self-attested copies of supporting documents
1	Name of the Agency along with Postal Address & Telephone Number	
2	Name address and telephone number of the Director/Proprietors and Chief Executive of the Agency	
3	Copy of Constitution or legal status of the sole proprietorship / Partnership Firm/NGO/Trust/agency /company etc.	
4	Copy of Constitution or legal status of the sole proprietorship / Partnership Firm/NGO/Trust/agency /company etc.	
5	Shop establishment registration /Labour license No.	
6	EPF Registration Number	
7	ESI Registration Number	
8	PAN Number/ TAN Number	
9	GST Registration Number	
10	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	Attached/Not Attached
11	Audited Balance Sheet & Profit and Loss Account with average Annual Turnover preferable not less than 01 (One ) Crore are certified by Chartered Accountant during last 3 years.	Turn-over ..... Attached/Not Attached
12	Attested copy of license obtained from the competent authority for running the business of private security agencies. (PASARA license as per PASARA Act,2005, in DELHI )	Attached/Not Attached
13	Security Guard Training MOU & Training Certificate for security guard service only are attached in this bids	Attached/Not Attached
14	If have, Udyog Adhar No. (Ministry Of Micro, Small & Medium Enterprises , Govt. Of India ( MSME ) Attached Yes/ No.	MSME No: ..... Attached/Not Attached
15	The Contracting Agency will provide PCC/CVR verification proprietor/partner/Director are attached in this bids	Attached/Not Attached
16	List of clients during last 3 years along with cost of assignment.	Attached/Not Attached
17	Current IT clearance certificate/ Copy of ITR for last three year certified by Chartered Accountant.	Attached/Not Attached
18	Attested copy of proof of EPF registration & Copy of Monthly Challan & ECR at least 100 manpower on service provider's pay roll / ECR for at least 03 month in Last three Month.	Attached/Not Attached
19	Attested copy of proof of ESI registration & Copy of Monthly Contribution Challan and Employee details/ history at least 100 of manpower on service provider's pay roll / ECR for at least 03 month last 03 month.	Attached/Not Attached
20	Whether agency is ISO certified, ISO Certification as ISO 9001:2008/9001:2015(QMS), ISO14001:2015 (EMS) and 45001:2018 Safety Management system OHSAS 18001:2007 certified agency Copy of certificate are attached with Bids.	Attached/Not Attached
21	Attested copy of proof of GST Registration and GST chalan/return for last three month, are attached with Bids.	Attached/Not Attached
22	Client List with work value & work period/Experience of execution of similar work as per KVS Tender Attach Documentary proof in support ) Yes/no.	If yes evidence Attached/Not Attached

**Note:** Necessary documents relating to such manpower will be provided by the bidder for verification of the buyer ,otherwise the bids will be liable for rejection.

Signature of Bidder/authorized Person ; .....

Full Name Of Bidder : .....

Mobile No /telephone No. : .....

Date : .....



// TO BE FURNISHED ON THE LETTER HEAD OF SERVICE PROVIDER AGENCY/ FIRM //

**SELF-DECLARATION FILLED BY BIDDER/ AGENCY/ FIRM.**

1. I , ..... Son of ..... Director of the M/S :  
.....agency mentioned above, is 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 best of my knowledge and  
belief . I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. This is to certify that M/S ..... registered office at .....( name &  
address of the agency/firm/company) is neither blacklisted by any central/state Government/autonomous Body/PSU nor any  
criminal case is registered against the Agency/firm/company.
5. I hereby undertake to work at L-1 rates as per the terms and conditions given in the tender documents.

Signature of Proprietor/Director/authorized Person ; .....

Full Name Of Bidder : .....

Date : .....

Mobile no /telephone No. : .....

Place : .....

Firm Seal : .....

// TO BE FURNISHED ON THE LETTER HEAD OF SERVICE PROVIDER //

**1. ACCEPTANCE OF TENDERS TERMS & CONDITIONS.**

The terms and conditions enumerate in this tender document from S NO..... to ..... have been read by me/us and are acceptable to me/us..

**2. DECLARATION BY THE TENDERER .**

I/we hereby undertake that payment to the workers deployed by the agency are being paid as per existing approved wages of central/State government and the agency has been complying with all the statutory provisions in respect of the workers deployed in the above mention KV and also accept to follow the all labor laws as per govt. norms.

Signature of Proprietor/Director/authorized Person ; .....

Full Name Of Bidder : .....

Date : .....

Mobile no /telephone No. : .....

Place : .....

Firm Seal : .....

**Evaluation Criteria for Evaluation of technical bids.**

In case of two or more bidders who have been determined to be substantially responsive and offered the lowest price, following marking criteria will be followed to award the contract.

- A. Number of personnel On payroll or registered with ESI and EPF facility (along with their EPF Nos. and ESI card details)

*Max: 20 marks*

a)	Minimum 20 - 50	05 marks
b)	51 -100	10 marks
c)	101 and 150	15 marks
d)	151 and more	20 marks

- B. Average Annual Turnover (in Indian Rupees) in last three years (2018-2019 to 2020-21).

*Max: 20 Marks*

a)	Between 01 Crore to 02 Crore	05 marks
b)	Between 02 Crore to 03 Crore	10 marks
c)	Between 03 crore to 05 Crore	15 marks
d)	Above 05 crore and more	20 marks

- C. Experience in Govt. Schools/ Educational Institutions/ KVs:

*Max: 20 Marks*

a)	Experience for more than up to 03 years	05 marks
b)	Experience above 3 and up to 5 years	10 marks
c)	Experience for more than 6 years and upto 9 years	15 marks
d)	Experience more than 10 years	20 marks

- D. Experience in Govt. organization/PSU and performance Certificate work value :

*Max: 20 Marks*

a)	Performance certificate or Experience work- value in Govt. department/ PSU/ Schools/ Educational Institutions/ KVs with Single work- value upto 20 Lakh	05 marks
b)	Performance certificate or Experience work- value in Govt. department/ PSU/ Schools/ Educational Institutions/ KVs project two work value upto 50 Lakh	10 marks
c)	Performance certificate or Experience work- value in Govt. department/ PSU/ Schools/ Educational Institutions/ KVs project three work value upto 75 Lakh	15 marks
d)	Performance certificate or Experience work- value in Govt. department/ PSU/ Schools/ Educational-Institutions/KVs project single work-value more than 01Crore	20 marks

**Financial bids will be opened out of the firms securing minimum 40 marks in technical-bids evaluation as the criteria given above.**

Signature of Proprietor/Director/authorized Person ; .....

Full Name Of Bidder : .....

Date : .....

Mobile no /telephone No. : .....

Place : .....

Firm Seal : .....



Bid Number: GEM/2022/B/2655339  
Dated: 19-10-2022

### Bid Document

Bid Details	
Bid End Date/Time	09-11-2022 19:00:00
Bid Opening Date/Time	09-11-2022 19:30:00
Bid Offer Validity (From End Date)	90 (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 Air Force Station Rajokri
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Others; Watch and Ward; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Mali/Gardner Helper; Not Required
Contract Period	1 Year(s)
Years of Past Experience Required for same/similar service	1 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience	Yes
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	1723724
Evaluation Method	Total value wise evaluation

#### EMD Detail

Required	No
----------	----

#### ePBG Detail

Required	No
----------	----

### Splitting

Bid splitting not applied.

### MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

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" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
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

**Geographic Presence: Office registration certificate:DELHI**

**Scope of work & Job Description:**[1666159466.pdf](#)

**In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1666159503.pdf](#)**

**Manpower Outsourcing Services - Fixed Remuneration - Others; Watch And Ward; Not Required ( 3 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Function	Others
List of Profiles	Watch and Ward
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

---

**Consignees/Reporting Officer**

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	Pankaj	110038,Air Force Station, Rajokri, New Delhi - 110038	3	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 19050</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1950</li> <li>• ESI (INR Monthly) : 619.13</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required ( 3 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)</b>	

**Additional Specification Documents**

**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Pankaj	110038,Air Force Station, Rajokri, New Delhi - 110038	3	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 16506</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 0</li> <li>• ESI (INR Monthly) : 536.45</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1950</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - Others; Mali/Gardner Helper; Not Required ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA



Specification	Values
District	NA
Zipcode	NA
Addon(s)	

#### Additional Specification Documents

#### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Pankaj	110038,Air Force Station, Rajokri, New Delhi - 110038	1	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 16506</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 0</li> <li>• ESI (INR Monthly) : 536.45</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1950</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

### 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. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## 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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the General Terms and Conditions, conditions 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---