

केन्द्रीय विद्यालय  
सी एल आर आई, अड्यार,चेन्नई-२०  
टेलीफोन नं - ०४४ २४४२१२१९  
फैक्स नं - ०४४ २४४५४९३३



KENDRIYA VIDYALAYA  
CLRI, ADYAR, CHENNAI-20  
Telephone No.-044 24421219  
Fax No.- 044 24454933

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Dated: 12.03.2020

**Sealed Tenders are invited for awarding contract for out sourcing the House keeping services in Kendriya Vidyalaya CLRI, Adyar, Chennai. Sealed tender accompanied with a DD for Rs. 500/- should reach this office within 15 days of its issue i.e., by 27.03.2020. The tender form/document may be obtained from the office of K.V. CLRI, Adyar, Chennai between 10.00 am and 2.00 pm on all working days. Forms may also be downloaded and used. For details visit our school website [www.chennaiclri.kvs.ac.in](http://www.chennaiclri.kvs.ac.in) or our office.**

**Y. Rama Prasad  
Principal  
K.V.CLRI.**

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F.90/KV CLRI/2019-20/

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### TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower  
(Workers for Cleanliness - Housekeeping) through Service contract.

Sir/Madam,

The Kendriya Vidyalaya **CLRI, ADYAR, CHENNAI**, a centrally funded Autonomous Body, is a society registered under Societies' Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the **KV, CLRI, ADYAR, CHENNAI** 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. **01.04.2020** which may likely to be extended, as indicated below:

A. Area of the Building : 1700 Sq.Mtr.having Approximately  
**40** rooms and **82** toilets, meeting room. corridors, and  
open areas as well as enclosed surrounding areas.  
Parties are advised to see the location.  
Address/Location of the Building : KENDRIYA VIDYALAYA, CLRI, ADYAR,  
SARDAR PATEL ROAD, CHENNAI – 600 020.

B. Man power required:-

S.No.	Category of Manpower	Nos.	Minimum qualification or / and experience
1	House Keeping	07 nos.	Primary Standard

Total - 07 workers for cleanliness/ cleaning of coolers etc.

Contd.pg.2/-

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

S.no.	Category of Manpower	Responsibilities
1	House Keeping	Keeping clean of all the Class Rooms, Laboratories, Toilets, Store rooms, Staff rooms, Corridors, footsteps of the Vidyalaya Buildings, Principal's Chamber and the Vidyalaya Office.
2		Keeping clean of the Vidyalaya Campus and its stretches of all the directions.

C. Materials for cleanliness to be used as per attached Annexure – B.

The cost of material, however, will be charged extra by the Contracting Agency by showing rate of the same in attached Annexure – A:-

D. Work will have to be got done in the following way:-

i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and collection of all waste material and disposal of the same as per instructions of the **KV CLRI, ADYAR, CHENNAI**.

ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free mosquitoes, flies, termite/pests/rats etc.

iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and in the afternoon.

iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/ etc. within the boundary of the Sangathan's wall surroundings to this building.

v) Regular dusting/cleaning of office furniture(table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 8.00 A.M.

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 are always available near each washbasin in the building.

vii) List of items/cleaning material required is attached vide Annexure-B.

viii) The choking of the sanitary installations e.g. w.c.'s Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24hrs.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

- a) Washing and scrubbing of floor areas with detergents and dirt removing agent
- b) Acid cleaning of sanitary wares, without damaging their shines.
- c) 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.
- d) Cleaning of filled surfaces in the corridors and staircases.
- e) Cleaning of water storage tanks, water coolers,
- f) Polishing of name plates and number plates with brasso and cleaning of all other name plates/Boards.
- g) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc including removal of cobwebs.

**3. Quoted Price:**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure –A).
- b) 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.
- c) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- d) The Bidder shall deposit **Rs. 5000/-** along with bid by **RTGS/NEFT to A/c No. 570202050000005, Union Bank of India, IFSC UBIN0557021 in favour of "KENDRIYA VIDYALAYA CLRI, VVN ACCOUNT" AS Bid Security** also known as **earnest money** along with the bid. The Earnest money shall be returned to the unsuccessful bidders after the expiry of the final bid validity and latest on or before the 30<sup>th</sup> Day after the award of the contract. The URT number of the NEFT/RTGS transaction may be submitted along with the bid.
- e) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
- f) Materials charges should be mentioned separately.
- g) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount of 10% of value of the contract valid for twelve months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the contracting agency.
- h) Telex of Facsimile Bids are not acceptable.

**The rates quoted shall be as per the payment of Minimum Wages Act as per Government rules applicable for Un-skilled mentioned in the tender documents shall be payable to workers.**

**4. Each Bidder must submit only one Bid.**

**5. Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

**6. Terms and Conditions:**

- a) The remuneration shall be disbursed through cheque at the Vidyalaya premises in the presence of representative of the **KV CLRI, ADYAR, CHENNAI**, or its constituent.
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **K.V. CLRI, ADYAR, CHENNAI**, as per the monthly remuneration and OTA charges quoted without any deduction.
- c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to **K.V. CLRI, ADYAR, CHENNAI Office /premises** supported with the following documents:-
  - i) Details of disbursement made to be 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.

- d) The Contracting Agency will provide identity Card to all his employees deputed as per the format suggested by the indenting Office valid for the period of contract.
- e) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor /Client.
- f) The normal office hours of **Kendriya Vidyalaya , CLRI, ADYAR, CHENNAI** is from **8.00 am to 4.10 pm** five/six days from Monday to Friday /Saturday. However, **Kendriya Vidyalaya CLRI, ADYAR, CHENNAI** reserves the right to request the services on Saturday/Holiday/beyond office hours. The contracting agency will be compensated 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.

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$
$$\text{Where } A1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , CLRI, ADYAR, CHENNAI**. 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 **Kendriya Vidyalaya , CLRI, ADYAR, CHENNAI** 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 , CLRI, ADYAR, CHENNAI** 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.
- j) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS 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 KV CLRI, ADYAR, CHENNAI** shall provide a small room/space for the workers/staff 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.
- m) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in water coolers with impressive summer uniform as well as winter uniform with insignia.

#### 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 last bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
  - b) Audited Balance Sheet & Profit and Loss Account
  - c) List of clientele during last 3 years along with cost of assignment.
  - d) PAN No. and Current IT clearance certificate.
  - e) Attested copy of proof of EPF registration.
  - f) Attested copy of proof of ESI registration
  - g) Attested copy proof of Service Tax Registration
  - h) UTR No. of the NEFT/RTGS transaction of bid security of Rs.5,000/- (Rupees five Thousand only).
- I) Remuneration of staff, quoted below minimum wages enforced under the Government of India's minimum wages act 1948 applicable for Un-skilled, Semi Skilled, Skilled clerical and non-technical supervisory staff, falling in the **zone of the establishment** shall render the Bid disqualified for evaluation
- II) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

#### 8. Award of contract:

- a. The Indentor 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 Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.

- c. The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d. Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

**II) Last date and time of receipt of Bids.**

You are requested to **submit** the sealed Bids **superscribed on the envelope as “Bids for providing House keeping services on service charge basis” due on or before 27.03.2020 latest by 3.00pm.”**

The Indenter looks forward to receiving the Bid in the format of Bid attached in the letter pad of the firm only duly signed with office seal and copies of required documents and appreciate the interest of the service provider in the **Kendriya Vidyalaya, CLRI, ADYAR, CHENNAI.**

**The Sealed Bids received will be opened at 3.00p.m on 28.03.2020**

Yours faithfully,

(Y. Rama Prasad)

Principal

For and on behalf of the

Encl: Bid Format (Annexure –A) & list of items (Annexure B)

**FORMAT OF BID**

S.N o.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Cost of material	Service charges including overhead and profit	Monthly unit rate (Col.4+5+6+7+8)	Total monthly cost (Col.9x3)
1	2	3	4	5	6	7	8	9	10

NOTE :1. Service Tax shall be quoted separately

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 and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid

security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished

herewith vide Bank Draft No. \_\_\_\_\_ dated: \_\_\_\_\_ drawn on

\_\_\_\_\_.

(Bidder)

Signature:

Name \_\_\_\_\_

Date & Time \_\_\_\_\_



**KENDRIYA VIDYALAYA CLRI, ADYAR, CHENNAI – 600 020**

**HOUSE KEEPING MATERIALS PER MONTH FOR 2020-21**

**REQUIREMENT OF MATERIALS FOR SAFAI ETC.**

**(ANNEXURE -B)**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
01	Phenoyl White deodorant	1 ltrs	
02	Surf owder	1 Kg	
03	Washing Soap Surf Excel	100 gm Bar (1 no.)	
04	Scrubber Nylon	01 no.	
05	Scrubber Steel	01 no.	
06	Vim Bar Exo	01 no.	
07	Sabeena Powder	01 KG	
08	Floor Mop	Per 01 no.	
09	Toilet Cleaning Brush	Per 01 no.	
10	Toilet Cleaner Harpic	1 ltr	
11	Floor Cleaner Lizol	1 ltrs	
12	Grass/ Soft Broom Big	Per 01 no.	
13	Coconut Broom Big	Per 01 no.	
14	Web Cleaning Stick Big	Per 01 no.	
15	Bleaching Powder	1 kg	
16	Hand Wash Dettol	Per 01 No.	
17	Room Freshner	01 no.	
18	Room Spray	Per 01 no.	
19	Naphelin Balls	per kg packet	
20	Dettol Liquid	1 ltr	
21	Dettol Soap	70 gm (1 no.)	
22	Black Phenoyl (disinfectant)	1 ltr	
23	Duster Cloth (Napkin/ checked cloth)	1 piece	
24	Soap Oil	1 ltrs	
25	Feather Duster	01 no.	
26	Stick Wiper Big	01 no.	

## APPLICATION- FOR CONSERVANCY SERVICES

(For-Providing Manpower Services to  
KV CLRI, Adyar, Chennai)

1.Name of Tendering Service Provider: \_\_\_\_\_

2.Status

(Proprietor/Partner/Director): \_\_\_\_\_

3.Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_

Of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_

4.Full Address of Registered Office \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5.Full address of Operating/ Branch Office: \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Name & telephone no. of Authorized : \_\_\_\_\_

Officer/person to liaise with Field Office(s) \_\_\_\_\_

7.Banker of the Service Provider: \_\_\_\_\_

(\_\_\_\_\_)

Telephone Number of Banker: \_\_\_\_\_

8.PAN/GIR No. (Attach attested copy): \_\_\_\_\_

9.Service Tax Registration No: \_\_\_\_\_  
(Attach attested copy)

10.E.P.F.Registration No: \_\_\_\_\_  
(Attach attested copy)

11.E.S.I.Registration No: \_\_\_\_\_  
(Attach attested copy)

12.Labour License/Registration  
under: \_\_\_\_\_  
The Contract Labour (Regulation & Control) Act, 1970.

13. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years **if any**.

<b>Financial Year</b>	<b>Amount (Rs.In Lakhs)</b>	<b>Remarks, if any</b>
2017-18		
2018-19		
2019-20		

14. Additional information if any:  
(Attach separate sheet if space provided is insufficient)

15. Give details of 3 such contracts (**if any**) for House Keeping services in Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last three years in the following format.

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

<b>Sl.No.</b>	<b>Name of client address, telephone &amp; Fax no.</b>	<b>Manpower service provider</b>		<b>Amount of contract (Rs. Lakhs)</b>	<b>Duration Contract</b>		<b>Remarks</b>
		<b>Type of manpower provided</b>	<b>No.</b>		<b>From</b>	<b>To</b>	

16. Certificate of work satisfactory completed .

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

Date: \_\_\_\_\_

Signature of the authorized person

Place \_\_\_\_\_

Name:

\_\_\_\_\_

Seal:

