



केन्द्रीयविद्यालयसी०सी०आई,बोकाजन
KENDRIYA VIDYALAYA CCI, BOKAJAN

कार्बी अंगलॉग (असम) Karbi-Anglong (Assam) 782490

(केन्द्रीय विद्यालय गुवाहाटी संभाग)(KVS-Guwahati REGION)

KVS-An autonomous body under the Ministry of Education-Govt. of India

Ref.No.F.1858089/2023-24/KVB/

Date: 21-04-2023

To

Sub: Quotation for providing the conservancy & cleaning and security services.

Dear Sir/Madam

Sealed quotation for providing the conservancy & cleaning and security services for school buildings, toilets, class rooms and surrounding area are invited by the undersigned on behalf of Kendriya Vidyalaya, CCI Bokajan, Dist. :Karbi – Anglong, Assam - 782490 on or before **28 August 2024**. Quotation should be sent under strong sealed cover marked as QUOTATION FOR PROVIDING THE CONSERVANCY/CLEANLINESS AND SECURITY SERVICES” under Registered/Speed post only.

The rate should be filling up in the prescribed format only. The rate should include all taxes, i.e. EPF, Rate, EST rate and any other charges whatever liable in respect of providing the services.

Please mentioned your registration no., PAN no. on quotation and enclosed a copy of Income tax return file last two years by the agency otherwise quotation will not considered for the comparative statement.

The rate quoted by you shall hold good up to one year i.e. date of agreement signed by you and the undersigned.

The police verification report in respect of all persons appointed by the contactor is handed over to the Vidyalaya office before starting of contact. All persons appointed by the contactor must in proper dress and having good thought and physical sound. The person/persons whose quotation is accepted, hereinafter call the contactor, shall deposit an earnest money i.e. 10% of annual contact for each services separately. The earnest money will be forfeited in the event of failure to continue the contact. The other Terms and conditions are enclosed separately.

I/C PRINCIPAL

TERMS AND CONDITIONS FOR SECURITY SERVICE

Terms & Conditions to be executed between the Agency and Kendriya Vidyalaya for Providing Securities Services.

1. That the agency shall provide security arrangements for Kendriya Vidyalaya, CCI Bokajan, Dist.:Karbi - Anglong Assam - 782490 with effect from 30/04/2023.
2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex - Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work. In situation where Ex-Servicemen are not available others can be engaged for the purpose by the agency.
3. That the entire responsibility for taking security measures of the said building/ premises is of the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the person employed by it. In case any staff under your agency appointed in the Vidyalaya remains absence on his duties then his/her salary on the day/days of absences will be deducted as the appointment purely daily wage basis.
4. That the agency shall provide complete continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
5. That the Vidyalaya on its part shall no time directly or indirectly employ the services of or deal with any person introduced by the agency for a period of one year from the date of termination of the contract.
6. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Distt. Soldier or Sainik Board or any other body of ex-Servicemen, recognized for the purpose by the State Govt. as the case may be.
7. The firm should submit firm registration certificate, PAN Card.
8. Wages, EPF and Service charge should be indicated separately.
9. Minimum wage rules (latest circular of Central Govt.) should be followed.
10. Leader or in charge of the group should be informed officially.
11. Towards conservancy/Mali the duty of the absentee if any should be compensated by the existing staff without claiming additional payments.
12. During vacation/Breaks of the school only one conservancy staff will be retained (Vacation 40 days during May/June, Breaks 10 days in October and 20 days in December/January respectively) No salary will be paid to the security/Conservancy personals that do not perform duties or will be on unauthorized absent.
13. Strict discipline should be maintained among the security personals in and out of their duty hours while in school campus.
14. Characters and antecedents in respect of Security/ Conservancy / Mali should be verified and submitted for record.
15. Principal of this Vidyalaya has discretionary power to remove any staff at any time if not found satisfied with prior information to the Parent Agency without assigning any reason thereof.
16. Any of the staff so engaged will not be allowed to take any direct decision at his own in any matter without prior permission or consent of the Principal.
17. Operation and Safety/ Security of the school Electric Generator/Electric motor/ will totally be under the control of Security Guards.

18. Mali should cover the maintaining & developing of the school garden.
19. Rates should be inclusive of all taxes as per Govt. Rules.
20. TDS as per existing rules will be settled through monthly bills.
21. Payment will be made in favour of the concerned Agency through DD/Cheque in the 1st week of the next month on receipt of authentic bills.
22. Principals will have the authority to sanction or deny leave to the security personnel/ Conservancy /Mali staff depends upon the situation of the hours.
23. A certificate/ Declaration / Affidavit stating that the payment paid to the security /Conservancy /Mali is not less than the Govt. Approved rates.
24. Security guards will be held responsible for the theft, watch & ward etc. accountability to the extent of any loss to the school due to the negligence of security personal/ conservancies will be fixed to the Agency.
25. Beautification & Gardening.

Note: Submit the A/C No., Name of the Bank, Branch, Bank Code, IFSC Code etc. of your Agency for making payment while due.

(K.S Atal)
I/C PRINCIPAL

KENDRIYA VIDYALAYA CCI BOKAJAN

TERMS AND CONDITIONS FOR CONSERVANCY/CLEANLINESS AND SECURITY SERVICES

1. Name of the K.V. : Kendriya Vidyalaya CCI Bokajan
2. Address/Location of : Kendriya Vidyalaya, CCI Bokajan, Dist.:Karbi - Anglong
Assam - 782490
3. Area of the Building :

Man power required:-

S.No.	Category of Manpower	Number of personnel required in the shifts	No. of days during the month	Remarks
1	Conservancy/ Cleanliness	As per requirement	All days except Sunday	1. Cleanliness and upkeep of the school building and premises from 7:30 am to 4:30 pm (including lunch break) including supervise the workers deployed for cleanliness of water in water coolers/ aqua guards and to look after overall cleanliness in the Vidyalaya and its premises.
2	Security	03 (Three days)	All days including Holidays	24 hours' security of Vidyalaya building, properties and Staff Quarter and playground.
3	House keeping	01	All days except Vidyalaya closing day	School timing

01. SCOPE OF WORK FOR CONSERVANCY/CLEANLINESS SERVICE

In general, the scope of work involves sweeping of entire of the school building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Principal. The contractor is required to provide sufficient safaiwalas (one of these is to be female) with adequate cleaning material. The safaiwalas are to be available at the Vidyalaya as per required the Vidyalaya.

02. DAILY WORK

The Contractor will be responsible for the following jobs daily through his employees:-

(a) Cleaning of the floor area of all class rooms, corridors, offices& stair case, verandah etc. with wet floor dusters, detergent, disinfectants (branded & ISI mark) etc., once in the morning before opening of the Kendriya Vidyalaya and thereafter after interval especially in the areas like corridors, stairs reception etc.

(b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes flies etc.

(c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after school hours or as may be specified by the Principal & committee formed for this purpose.

(d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available in each toilet in the building.

(e) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filling cabinets, almirahas and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the school.

(f) Cleaning of durries, carpets, curtains, venation blend, Library racks, and other stores and material of Vidyalaya.

(g) Sweeping and cleaning of open areas, roads, passages, prayer ground, lawns etc. within the boundary of the Kendriya Vidyalaya. The garbage and foliage so collected is to be disposed of away from the Vidyalaya at specific places earmarked by Municipal Corporation.

(h) In case of shortage of water or non-availability of water the contractor will be responsible for bringing water from outside for cleaning, at his own expenditure. Vidyalaya will not be responsible for providing water to the contractor in case of shortage.

(i) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24hours of notice of complaint.

(j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

03. WEEKLY WORK

The contractor will be responsible for the getting the following jobs done through his employees once a week:-

(a) Washing and scrubbing of floor areas with detergents and dirt removing agents (standard ISI mark & branded).

(b) Acid cleaning of sanitary wares, without damaging their shines.

(c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.

(d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.

(e) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.

(f) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.

(g) Removal of cobwebs in all rooms and other spaces of the school.

04. QUARTERLY WORK

The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee:-

(a) Cleaning of overhead water tanks (RCC tanks, sinter tanks), RCC tanks, all water coolers and any other water storage reservoir.

(b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.

05.CODE OF CONDUCT OF CONTRACTORS STAFF

The contractor will be responsible for the following code of conduct of their Staff:-

(a) The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

(b) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.

(c) The contractor's workers shall be polite, courteous, well behaved and honest.

(d) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by his workers.

(e) The antecedents of all the workers will be got verified from police by the agency before deployment for work.

(f) The contractor's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.

(g) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.

(h) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. (i) Insurance and accident risks of the workers will be the responsibility of the contractor.

(j) All the workers of the contractor shall be free from infectious and communicable diseases.'

(k) The contractor will ensure that proper license from the concerned authorities, wherever applicable, are obtained promptly.

(l) The contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.

(m) The contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.

(n) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

06. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs 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.

(d) The selected firm has to furnish performance security in the form of Bank DD for an amount 10% of total amount for one year each service valid for fourteen months from the date of award of the contract. The

Performance security shall be submitted within 5 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) Each Bidder must submit only one Bid.

07. Terms and Conditions of Payment:

(a) The remuneration shall be disbursed through cheque in the vidyalaya premises in the presence of representative of the vidyalaya or its constituent. (b) The Contracting Agency will ensure payment by the 5th 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 triplicate 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,

(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.

(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 normal vidyalaya / office hour is from 7:00 am to 4:00 pm six days from Monday to Saturday. (f) 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 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

(g) TDS @2% will be deducted from the bill amount.

08. Room Facility: The Kendriya Vidyalaya shall provide a place for storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed in the room and nobody will be allowed to stay in it after school hours.

09. Agreement: For one year extendable for another year with the consent of both parties and outstanding performance of the work done during last year by the contractor.

10. NOTICE OF TERMINATION OF CONTRACT

The contract can be terminated without assigning any reasons by giving one month's notice in writing by either side.

11. STOCK AND SUPPLIES

Material for cleanliness will be provided by the Vidyalaya authority on monthly basis or as per the actual requirement under the supervision of the committee appointed by the Principal.

12. SUPERVISION

The contractor shall authorize a person to supervise the cleaning and maintenance as well as security service who will report to the designated officer or any other office of the Kendriya Vidyalaya so authorized as and when he is required to do so by the Kendriya Vidyalaya.

13. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform 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) PAN and Tin No. and Current IT clearance certificate.

(c) Attested copy of proof of EPF registration.

(d) Attested copy of proof of ESI registration.

(ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of Nagaland shall render the Bid disqualified for evaluation.

(iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

14. Award of Contract:

(a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price.

(b) Notwithstanding the above, the Inventor 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.

15. ARBITRATIONS:

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.

16. JURISDICTION

The courts at the station will have jurisdiction over all legal disputes under this agreement.

17. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing Security Services, Conservancy /Cleanliness and Gardening etc. to the PRINCIPAL KENDRIYA VIDYALAYA, CCI BOKAJAN ON/OR before 27th Nov 2021 up to 03.00 pm. late tender forms shall be rejected.

Tender forms shall be opened on the 28.11.2021 at 03.00 pm in the Principal office.

Yours faithfully,

(K.S Atal)

I/C PRINCIPAL

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/ charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost
1	2	3	4	5	6	7	8	9

1 TDS @2.1% will be deducted from the bill amount.

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 including material and to abide by the terms & 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: _____

Agency Name with seal :
PAN No :
EPF Registration No :
ESI Registration No :
Mobile No. :