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चेन्नई - ६०००३६
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KENDRIYA VIDYALAYA IIT CAMPUS
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(मानव संसाधन विकास मंत्रालय के तहत एक स्वायत्त निकाय), भारत सरकार (An Autonomous body under MHRD), Govt. of India

F.1775/A -9/KV.IIT/2017-18

Date: 08.08.2017

To

M/s. _____

Sub: Invitation for Quotation for Providing 'Gardening Service' for Kendriya Vidyalaya, IIT Campus, Chennai 2017-18- Reg.

Sir/Madam,

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.

1. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for providing the following services:
2. Kindly quote the lowest rates per month for Gardening of this Vidyalaya on contract basis. The cleaning including all the rooms, bathrooms, toilets and surrounding area from morning to evening with normal interval.
 - i. To Maintain and Develop the garden in and around the building area of KV IIT.
 - ii. The employees employed by your firm providing cleanliness for our Vidyalaya have to pay minimum wages to them for the said work as prescribed by the Govt. of India for Tamilnadu State.

S.No.	Brief Description of Services	Specifications	No. of Persons	Duration	Place of Work
1.	Gardening Service	Gardening Services	1 (One). Not less than 8 Hours per Head without supervisor charges	1 year	Kendriya Vidyalaya, IIT Campus, Chennai

- a. The contract shall be for the service of Providing **Gardening Services** of the mentioned items to the KV, IIT Campus, Chennai
- b. All duties, taxes and other levies payable by the bidder shall be included in the total rate. However, the tax and duties leviable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall be quoted in Indian Rupee only.
- d. The prices should be quoted in Indian Rupees only.
- e. Each Bidder shall submit only one quotation.
- f. Telex or Facsimile quotations are not acceptable.
- g. The firm should enclose supporting documents regarding registration of VAT/ST/IT PAN. Employees ESI NO., EPF No., Organization Register No., Full Address with Phone No., etc.
- h. The firm should enclose the proof of contract presently they have allotted work order.

3. Validity of Quotations

The quotation shall remain valid for a period not less than one year after the deadline specified for submission of quotations.

4. Terms and Conditions:

- a. The remuneration shall be disbursed through cheque at Vidyalaya premises in the present of representative of the firm or its constituent.
- b. The contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the _____ as per the monthly remuneration and OTA charges quoted without any deduction.
- c. The contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the _____ 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.

- d. The contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Identing Office valid for the period of contract.
- e. The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculations will be borne by the Indentor/Client.
- f. The normal Office hours of KV IIT is from **7.00 am to 03.00 pm** six days from Monday to Saturday. However, Principal, KV IIT reserves the right to request the services on Sundays/Holidays/beyond office hours. The contracting agency will be compensated by the Identing Agency as per the rate quoted for OTA for working on Sundays/Holidays/beyond office hours. However, overtime hours in a month will not exceed 54 hours.

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

$$\text{Where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the Month}} \times \text{Nos. of days of absence}$$

- h. The candidates/Manpower provided by the contracting Agency shall be accepted only after scrutiny by KV IIT. 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 KV, IIT. 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 candidate on account of absence/unsuitability for KV IIT shall be made within 24 hours.
- i. The contracting Agency will be required to sign a contract with the KV, IIT.
- j. In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KV IIT reserves the right to claim and recover damages from Contracting Agency.

5. 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 enclosed in the technical bid cover:

- 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 years.
 - b. Audited Balance Sheet & Profit and Loss Account 2015-16 and 2016-17.
 - c. List of clientele during last 3 years along with cost of assignment.
 - d. PAN No. and Current IT clearance certificate current Income Tax clearance certificate.
 - e. Attested copy of proof of EPF registration with a copy of recent deposit challan.
 - f. Attested copy of proof of ESI registration with a copy of recent deposit challan.
 - g. Attested copy of proof of Service Tax Registration.
 - h. The bid should be submitted along with Security Deposit of **Rs.1000/-** by Bank draft in favour of "Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya, IIT Campus, Chennai"
 - i. The **successful bidder** shall deposit **10% of total payments per year in the form of Bank Guarantee valid for till the contract is over after the date of submission of bids or DD/Pay order drawn in favour of "Vidyalaya Vikas Nidhi Account, Kendriya Vidyalaya, IIT Campus, Chennai" payable at Chennai** as earnest money (**Performance Security**) along with the Bid. The earnest money (**Security Deposit**) shall be returned to the unsuccessful bidders after the award of the contract.
- (ii). Remuneration of staff, quoted below minimum wages applicable for clerical and non-technical supervisory staff, in Chennai 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.

6. Award of Contract:

- a. The Identer will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price.
- b. The Identer reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated above.
- c. The identer 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 biding process and reject all Bids at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations by speed post or can deposit in the tender box maintained in the Vidyalaya superscribed on the envelope as “**Quotations for Gardening Service**” latest by **3.00pm hours on 21.08.2017**. The quotations shall be opened at KV IIT Campus, Chennai at **11.00 hours on 22.08.2017**. The bidders firm will be intimated by post.

The organization (KV IIT) looks forward to receiving the quotations and appreciate the interest of the bidders in the KV IIT.

Yours faithfully

(DR. M. MANICKASAMY)
प्राचार्य/PRINCIPAL

FORMAT OF BID (GARDENING SERVICES)**ANNEXURE-A****(All Figures in Rupees Only)**

S.No.	Category of Manpower	Number	Unit Monthly Remuneration (Rate Per Person)	EPF Amount (in Rs.)	ESI Amount (in Rs.)	Service Charges including overhead and profit (Rate per person)	Monthly Unit rate (Rate per person) (Col 4+5+6+7)	Total Monthly Cost
1	2	3	4	5	6	7	8	9

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 & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____ only) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

Bidder

Signature _____

Name: _____

Date & Time: _____

