

केन्द्रीय विद्यालय आई.आई.टी.परिसर
चेन्नई - ६०००३६
ई-मेल : kviitprince@yahoo.com
वेबसाइट : www.kviitchennai.tn.nic.in
दूरभाष : ०४४-२२५७०९०७, २२५७९४१०



KENDRIYA VIDYALAYA IIT CAMPUS
CHENNAI -600036
E- Mail : kviitprince@yahoo.com
Website : www.kviitchennai.tn.nic.in
Ph : 044-22570907,22579410

(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 'House Keeping 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 house keeping 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 upkeep and maintain neat and clean in and around the building area.
 - ii. The contract includes the materials for cleaning purpose
 - iii. 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 Chennai City.**

S.No.	Brief Description of Services	Specifications	No. of Persons	Duration	Place of Work
1.	House Keeping Service	with materials for Cleaning**	6 to 8 including full time supervisor	1 year	Kendriya Vidyalaya, IIT Campus, Chennai

**Cleaning Acids, Phenyl, Soap Oil, Odonil, Broom Stick, Mob Stick, cleaning cloth, room spray and naphthalane balls, etc. Bidders may visit the office during office hours on any working day to ascertain the nature and quantum of work list of articles with quantity and value has to be enclosed with tender.

- a. The contract shall be for the service of Providing House Keeping 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 Indenter/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 Income Tax clearance certificate.
 - e. Attested copy of proof of EPF registration with a copy recent deposit challan.
 - f. Attested copy of proof of ESI registration with a copy 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 payment 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 Indentor 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 Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated above.
- c. The indentor 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 Indentor 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. 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 House Keeping 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**

Address, Telephone No.:

E-mail id:

FORMAT OF BID (HOUSE KEEPING SERVICES)

ANNEXURE-A

A. WITH MATERIALS

(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)	Materials cost per month	Total Monthly Cost (8XCol.8+9)	Unit OTA rate per hour as & when needed
1	2	3	4	5	6	7	8	9	10	11

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: _____

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TENDER NOTICE

The Principal, Kendriya Vidyalaya, IIT Campus, Chennai invites competitive bids including technical bid and financial bid, two-cover system, sealed tenders for the following, from reputed firms, experience in similar works:

S.No.	Description	Security Deposit (EMD)	Performance Security (Rs.)	Cost of tender documents (Rs.)
1.	Housekeeping services to KV IIT	1000/-	25000/-	100/-
2.	Security Services to KV IIT	1000/-	12,500/-	100/-
3.	Gardening Services	1000/-	5,000/-	100/-
4.	Supply and Installation of Closed Circuit TV as per specification attached	1000/-	15,000/-	100/-
5.	Comprehensive AMC of computers, printers & other IT equipments in KV IIT	1000/-	5,000/-	100/-

1. The bid document shall be made available for sale from 10.05.2013 to 27.05.2013 on all working days during office hours.
2. A complete set of bidding documents may be purchased by interested bidders on submission of a written application to below address and upon payment of a non-refundable fee of 100/- by cash/demand draft in favour of The Principal, KV IIT Campus, Chennai. The bid document may be sent by speed post, if requested, so receipt of the cost of the bid document & additional postal fee 100/-. The Principal, KV IIT shall not be responsible for any postal delays. Late bids will be rejected.
3. Tenders must be delivered to the address below on or before 15.00 Hours IST on 27.05.2013. All tenders must be accompanied by a bid security of the amount mentioned in the tender document.
4. Detailed description for all the services of the schedule included in the invitation for tenders are contained in two bidding document.
5. Bids will be opened in the presence of the bidder's representatives who choose to attend the time of bid opening at the address given above.
6. The bidding document can be downloaded from the website www.kviitchennai.tn.nic.in. The cost of downloaded bidding document shall have to be deposited along with the bid at the time of submission; otherwise the same shall be rejected.
7. Electronic bidding shall not be permitted.
8. Interested eligible bidders may obtain further information and purchase the bidding document from The Principal, Kendriya Vidyalaya, IIT Campus, Chennai.

The Principal,
Kendriya Vidyalaya,
IIT Campus, Chennai – 600 036
Phone: 044-22570907

Principal,
Kendriya Vidyalaya
IIT Campus, Chennai

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The Principal, Kendriya Vidyalaya, IIT Campus, Chennai invites competitive tenders including technical bid and financial bid two-cover system sealed tenders for the following, from reputed firms experience in similar works:

S.No.	Description	Security Deposit	EMD (Rs.)	Cost of tender documents (Rs.)
1.	Housekeeping services to KV IIT	1000/-	25000/-	100/-
2.	Security Services to KV IIT	1000/-	12,500/-	100/-
3.	Gardening Services	1000/	5,000/-	100/-
4.	Closed Circuit TV as per specification attached	1000/	15,000/-	100/-
5.	Comprehensive AMC of computers, printers & other IT equipments in KV IIT	1000/	5,000/-	100/-

Sale of tender: from 10.05.2013 up to 02.00 pm on 27.05.2013. Last date of submission tenders: before 15.00 hours IST on 27.05.2013. Date of Opening of tender: 11.00 Hours on the next working day. Formore details and tender document, log on to www.kviitchennai.tn.nic.in.

07/05/2013

Sd/-
Principal, KV IIT

KENDRIYA VIDYALAYA
I.I.T CAMPUS, CHENNAI - 600 036

The Principal, Kendriya Vidyalaya, IIT Campus, Chennai invites competitive tenders including technical bid and financial bid, two-cover system, sealed tenders for the following, from reputed firms, experienced in similar works:

1. Housekeeping services to KV IIT
2. Security Services to KV IIT
3. Gardening services to KV IIT
4. Supply & installation of Closed Circuit TV as per specification attached.
5. AMC of Computers, Printers & Other IT equipments in KV IIT

Sale of tender: from 10.05.2013 up to 02.00 pm on 27.05.2013. Last date of submission tenders: before 15.00 hours IST on 27.05.2013. Date of Opening of tender: 11.00 Hours on the next working day. For more details and tender document, log on to www.kviitchennai.tn.nic.in (PHONE:044-22570907/22579410/FAX:22570906, E-Mail: kviitprince@yahoo.com).

07/05/2013

Sd/-
Principal, KV IIT

“QUOTATIONS FOR SUPPLYING & INSTALLATION OF CC TV”

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR SUPPLYING & INSTALLATION OF CC TV”

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

**“QUOTATIONS FOR AMC FOR COMPUTERS & OTHER IT EQUIPMENTS”
(TWO-COVER SYSTEM)**

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

**“QUOTATIONS FOR AMC FOR COMPUTERS & OTHER IT EQUIPMENTS”
(TWO-COVER SYSTEM)**

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR GARDENING SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR GARDENING SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR SECURITY SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR SECURITY SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR HOUSEKEEPING SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
Kendriya Vidyalaya,
IIT campus, Chennai – 600 036**

“QUOTATIONS FOR HOUSEKEEPING SERVICES”

(TWO-COVER SYSTEM)

(Financial Bid should be opened, if the Technical Bid is valid only)

LAST DATE TO SUBMISSION: 20.04.2015, DATE OF OPENING: 11.00 HOURS ON NEXT WORKING DAY

From

TO

**The Principal,
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IIT campus, Chennai – 600 036**

