

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	02-08-2022 13:00:00
<b>Bid Opening Date/Time</b>	02-08-2022 13:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Ministry Of Education
<b>Department Name</b>	School Education And Literacy
<b>Organisation Name</b>	Kendriya Vidyalaya Sangathan
<b>Office Name</b>	K V Saloh
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; CHOWKIDAAR , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper
<b>Contract Period</b>	1 Year(s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria,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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	1243496.68
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Required	No
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**ePBG Detail**

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	13

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Principal  
K V SALOH, School Education and Literacy, Kendriya Vidyalaya Sangathan, Ministry of Education  
(Yudhbir Singh)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference	Yes
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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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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.
3. 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.
4. 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.
5. 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.
6. 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:**PSARA certificate of Himachal Pradesh is mandatory

**Scope of work & Job description:**[1658388581.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1658388627.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; CHOWKIDAAR ( 4 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	CHOWKIDAAR
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Title for Optional Allowances 1	
Designation	CHOWKIDAAR
Title for Optional Allowances 2	

**Additional Specification Documents**

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**Consignees/Reporting Officer and Quantity**

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	Ravinder Singh	177209,VPO SALOH, TEHSIL-HAROLI, DISTT - UNA	4	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 625</li> <li>• EDLI (INR per day) : 3.125</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 3.125</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 75</li> <li>• ESI (INR per day) : 20.31</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 2 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
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
Zipcode	NA

Specification	Values
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	SWEEPER

**Additional Specification Documents**

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**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Ravinder Singh	177209,VPO SALOH, TEHSIL-HAROLI, DISTT - UNA	2	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.21</li> <li>• EPF Admin Charge (INR per day) : 2.21</li> <li>• Minimum daily wage (INR) exclusive of GST : 443</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 14.39</li> <li>• Provident Fund (INR per day) : 53.16</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mali/Gardner Helper ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
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
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	MALI

#### Additional Specification Documents

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#### Consignees/Reporting Officer and Quantity

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	Ravinder Singh	177209,VPO SALOH, TEHSIL-HAROLI, DISTT - UNA	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 382</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 1.91</li> <li>• EPF Admin Charge (INR per day) : 1.91</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 12.415</li> <li>• Provident Fund (INR per day) : 45.84</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### 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 may be.
- (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.

**(d)** The Contracting Agency will provide Identity Card and uniform to all his employees deputed as per the format suggested by KENDRIYA VIDYALAYA SALOH valid for the period of contract. The employees so deputed must be given proper uniform by the contractor, expenses for which will be borne by the contractor.

**(e)** The Contracting Agency shall comply with all statutory obligations along with valid PSARA of Himachal Pradesh and registration with other statutory bodies.

**(f)** The normal office hours of Kendriya Vidyalaya Saloh is from 8.00 am to 4.00 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 . However, KV Saloh reserves the right to request the services on saturdays, sundays, holidays/ beyond office hours.

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

Total Monthly Remuneration = Monthly remuneration -A<sub>1</sub>

Where A<sub>1</sub> = 
$$\frac{\text{Monthly remuneration X Nos. of days of absence Nos.}}{\text{of days in the month}}$$



- (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 Kendriya Vidyalaya SALOH. 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 SALOH shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on 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 SALOH 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 guards are free from any infectious disease before deployment for work.
- (m) The firm should execute an integrity pact with KV Saloh if the total service cost exceeds 3 lacs per year. The contractor will indemnify the Vidyalaya against any suit filed in case of non compliance of minimum wage/EPF/ESI by the contractor. A clause to this effect shall also be incorporated in modal agreement.
- (n) The competent authority of KV Saloh reserves the right to withdraw / relax / amend any of the terms and conditions mentioned above at any time.

The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.

(o) The bids quoting NIII or Impractically low service charges in comparison to the government's standing guidelines in the matter are liable to be rejected.

(p) THE TDS deduction at present is 2% and is liable to be changed as per government's Tax Rules.

### **Additional Terms and Conditions:**

1. An office of the Service Provider must be located in the state of Consignee.
2. Service provider is required to pay wages of contracted staff deployed at buyer location initially and then claim payment from Buyer along with all statutory documents.

3. Our Vidyalaya being Educational Institution is exempted from Service Tax/GST.

4. Maximum limit for calculation of EPF is Rs 15000/-.

5. Valid Private Security License is required (PSARA of Himachal Pradesh required).

6. No. of security staff, housekeeping and Mali/Gardner can be decreased/increased as per the requirement.

### 3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## 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---**