





# **Bid Document**

| Bid Details   |  |  |  |
|---|--|--|--|
| Bid End Date/Time   | 19-02-2022 16:00:00  |  |  |
| Bid Opening Date/Time   | 19-02-2022 16:30:00  |  |  |
| Bid Life Cycle (From Publish Date)                                    | 90 (Days)  |  |  |
| Bid Offer Validity (From End Date)                                    | 30 (Days)  |  |  |
| Ministry/State Name   | Ministry Of Education  |  |  |
| Department Name   | School Education And Literacy  |  |  |
| Organisation Name   | Kendriya Vidyalaya Sangathan   |  |  |
| Office Name   | Kendriya Vidyalaya Parbhani  |  |  |
| Item Category   | Manpower Outsourcing Services - Minimum wage -<br>Unskilled; Others; Sweeper   |  |  |
| Contract Period   | 1 Year(s)  |  |  |
| Minimum Average Annual Turnover of the Bidder                         | 2 Lakh (s)   |  |  |
| Years of Past Experience required                                     | 2 Year (s)   |  |  |
| Past Experience of Similar Services required                          | Yes  |  |  |
| MSE Exemption for Years Of Experience and Turnover                    | Yes  |  |  |
| Startup Exemption for Years of Experience and Turnover                | No   |  |  |
| SHG Exemption for Years of Experience and Turnover                    | No   |  |  |
| Document required from seller   | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (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 |  |  |
| Bid to RA enabled   | No   |  |  |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days   |  |  |
| Estimated Bid Value   | 387903.36  |  |  |
|   |  |  |  |

# **EMD Detail**

| Deguired | No |
|----------|----|
| Required | No |
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| Required | l No |
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#### **Splitting**

Bid splitting not applied.

#### **MSE Purchase Preference**

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|-----|--------------------------|-----|---|
| Ш   | MSE Purchase Preference  | Voc |   |
| П   | MSL Fulctiase Fleterence | 163 |   |

- 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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 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:**Registered office of the service should be in Maharashtra and official address Maharashtra should be mentioned in Labor license services provider.

Scope of work & Job description: 1644050838.pdf

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required: 1644223173.pdf

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: 1644293944.pdf

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

## **Technical Specifications**

| Specification  | Values                |  |  |
|--|-----------------------|--|--|
| Core   |                       |  |  |
| 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                    |  |  |
| District   | NA                    |  |  |
| Addon(s)   |                       |  |  |
| Additional Certifications/Trainings required for the resources being hired | No                    |  |  |
| Additional Details   |                       |  |  |
| Title for Optional Allowances 1  | 0                     |  |  |
| Title for Optional Allowances 2  | 0                     |  |  |
| Designation  | Housekeeping /Sweeper |  |  |
| Title for Optional Allowances 3  | 0                     |  |  |

## **Additional Specification Documents**

## **Consignees/Reporting Officer and Quantity**

| S.No. | Consignee/Reporti<br>ng Officer | Address | Number of<br>Resources to<br>be hired | Additional<br>Requirement |
|-------|---------------------------------|---------|---------------------------------------|---------------------------|
|-------|---------------------------------|---------|---------------------------------------|---------------------------|

| S.No. | Consignee/Reporti<br>ng Officer | Address  | Number of<br>Resources to<br>be hired | Additional<br>Requirement   |
|-------|---------------------------------|--|---------------------------------------|---|
| 1     | Lipane Anand<br>Hanumantrao     | 431401, DISTRICT LIBRARY<br>OFFICER'S OFFICE, KALYAN<br>NAGAR, BASMAT ROAD,<br>PARBHANI-431401 | 2                                     | <ul> <li>Bonus (INR per day): 0</li> <li>ELDI (INR per day): 2.67</li> <li>EPF Admin Charge (INR per day): 2.67</li> <li>Minimum daily wage (INR) exclusive of GST: 534.76</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: 26</li> <li>Provident Fund (INR per day): 64.17</li> <li>ESI (INR per day): 17.37</li> <li>Tenure/ Duration of Employment (in months): 12</li> </ul> |

# **Buyer Added Bid Specific Terms and Conditions**

#### 1. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 2. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. Click here to view the file

## 3. Generic

Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

#### 4. Generic

The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The services for which bids have been invited fall under classification of GST

concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.

Applicable Concessional rate of GST: 0%

Notification No.and date: 12/2018 dated 28/06/2017

#### 5. Generic

- 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- 2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## 6. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

#### 7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name VVN KENDRIYA VIDYALAYA PARBHANI Account No. 323102010212551 IFSC Code UBIN0532312 Bank Name UNION BANK OF INDIA Branch address UNION BANK OF INDIA PARBHANI 431401. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

#### 8. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 9. **Certificates**

To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): A)self certified copy of experience certificate along with copies of work order and agreement for providing conservancy services in any govt agency for at least two years . B) valid license issued by competent authority of the state or central govt for running the business of providing services of conservancy in maharashtra State C)EPF,ESI& Prof.Tax registration copy D)Audited balance sheet & IT Return of last three years E)Police verification certificate of proprietor...

#### 10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- (i) During summer vacation, autumn break, winter break as per COVID-19 situation sweepers (housekeeping staff) will be called for service as per requirement of the Vidyalaya.
- (ii) The bidders are bound to accept all terms and conditions written in the bid documents. This undertaking must be submitted on their letterhead

along with other documents.

- (iii) Vendor if selected will submit the authority letter for the personnel's to be appointed for providing Housekeeping, Gardening and Security services with police verification within 15 days of appointment.
- (iv) The Agency's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institutions premises.
- (v) The Agency's worker shall be polite, courteous, well behaved and honest.
- (vi) The Agency shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (vii) The antecedents of all the workers will be got verified from police by the Agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the Contractor along with their Profiles & photos should be submitted by the contractor. As far as possible, the Contractor shall not change the persons engaged without prior intimation to and approval of the PRINCIPAL. If, under un-avoidable circumstances, any replacement is to be made, the Contractor shall provide his Police Verification Certificate, Profile & Photo to the PRICIPAL at the time of introducing the new person/replacement.
- (viii) The Agency's workers shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- (ix) The Institute shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Institution is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- (x) Insurance and accident risks of the workers will be the responsibility of the Agency.
- (xi) The Agency shall in no case transfers the services.

The Contracting Agency only shall provide the services for which the contract has been signed.

(xii) The Institute reserves the right to order any worker of the Agency to leave the premises of the Institute, if his presence at any time is felt undesirable.

(xiii) KV Parbhani is a "No Tobacco Zone", the contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the KV premises.

(xiv) Office of service provider should be in Parbhani and Official address of Parbhani should be mentioned in labour licence. As per licence submitted by service provider if the office is not in Parbhani then the bidder will be disqualified during technical verification.

(xv) Failing to fulfil any of the above condition with conditions mentioned in GEM Portal will automatically lead to termination of contract with stipulated action.

#### 11. 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.

## **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 specification 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.

This Bid is governed by the <u>General Terms and Conditions</u>, conditons stipulated in Bid and <u>Service Level</u>
<u>Agreement</u> 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---