

**JAWAHAR NAVODAYA VIDYALAYA, KOMMADI,
DIST.VISAKHAPATNAM**

(An Autonomous Organization under Ministry of Human Resource Development,
Department of School Education & Literacy)
Govt. of India

Tel -0891-2739245

Web: www.jnvvisakhapatnam.gov.in

**TENDER DOCUMENT
FOR
OUTSOURCING OF SERVICES OF
CHOWKIDAR AND
CHOWKIDAR—CUM-SWEEPER IN JNV-reg**

Price : Rs. 150.00

(Those who download the tender document

from Website: www.jnvvisakhapatnam.gov.in of

JNV should enclose a Demand Draft/Pay Order

for Rs.150.00 in favour of Principal Jawahar Navodaya Vidyalaya, Kommadi account towards cost of the tender document)

JAWAHAR NAVODAYA VIDYALAYA VISAKHAPATNAM

**TENDER FORM FOR OUTSOURCING OF SERVICES OF CHOWKIDAR
AND CHOWKIDAR-CUM-SWEEPER IN JNV**

Jawahar Navodaya Vidyalaya, Kommadi, Visakhapatnam (JNV) invites tenders for outsourcing of services of Chowkidar and Chowkidar-cum-Sweeper for its Office located Kommadi,

Dist. Visakhapatnam (AP) for the following approximate areas:

Reputed and experienced Contractors having three years experience in this field may apply on the prescribed form Technical bid and Financial Bid in separate sealed covers complete in all respects superscribed as "TENDER FOR OUTSOURCING OF SERVICES OF CHOWKIDAR AND CHOWKIDAR-CUM-SWEEPER " addressed to

The Principal

Jawahar Navodaya Vidyalaya, Kommadi

Dist. Visakhapatnam (AP)

PIN - 530048

and drop in the sealed tender box kept for the purpose at office of the Principal, JNV ,Kommadi

Sl. No. _____

Date of issue _____

Cost of Rs. 150/- (Rupees one Hundred and fifty only) (Non Refundable)

deposited at Principal Jawahar Navodaya Vidyalaya, Kommadi, Dist.

Visakhapatnam (AP)-530048 Vide

Receipt No. _____

Dated : _____

OR

Deposited through Demand Draft/

Pay Order no. _____ ,dt. _____

for Rs. 150/- drawn on _____

(name of the Bank) In favour of the Principal

Jawahar Navodaya Vidyalaya, Kommadi

Account payable at Visakhapatnam

(to be attached with the technical bid form)

Last date and time for sale of Tender form between 10.00 am to 4.00 pm from the date of publication of tender notice till _____

Last date and time for submission of Sealed Tenders in the Tender Box kept at Pricipal Jawahar Navodaya Vidyalaya, Kommadi, Visakhapatnam (AP) : 17.00 hrs. on _____

Date of opening of Sealed tenders :

On _____ at 11.00 am in the Principal Office of Jawahar Navodaya

Vidyalaya, Kommadi,Dist.Visakhapatnam (AP)

A) INSTRUCTIONS TO BIDDERS :

- 1) Interested tenderers may inspect the location of JNV **Kommadi** office and can have the assessment of actual work/services involved in carrying out the in the Vidyalaya.
- 2) Tender form can also be downloaded from JNV website [i.e. www.jnvvisakhapatnam.gov.in](http://www.jnvvisakhapatnam.gov.in). In case of downloaded tender form, Rs. 150/- (Rupees one hundred and fifty only) as the cost of tender form may either be deposited in cash at the Cash Cell of JNV at above address and receipt thereof may be enclosed with the tender form or may be deposited by way of Bank Draft/Pay Order from any Nationalized Bank drawn in favour of the Principal Jawahar Navodaya Vidyalaya, **Kommadi**. Account payable at **Kommadi**.
- 3) A lump sum of Rs. 10,000/- (Rupees Ten thousand only) shall be required to be submitted along with the Technical bid form as EMD in the form of Crossed Demand Draft/Pay Order drawn on any Nationalized Bank in favour of Principal Jawahar Navodaya Vidyalaya, **Kommadi** account. EMD of unsuccessful tenderers shall be refunded at the earliest after finalization of the successful Contractor. EMD of the successful tenderer shall be returned immediately after receipt of Security Deposit. **No interest shall be paid on EMD in any case.**
- 4) Interested tenderers may submit their Technical bid and Financial bid in separate sealed cover on the prescribed form available at **Annexure I and AnnexureII** respectively complete in all respects together with photo copies of all the relevant documents **and the envelope should be superscribed as "TENDER FOR OUTSOURCING OF SERVICES OF CHOWKIDAR AND CHOWKIDAR-CUM-SWEEPER"**.
- 5) The financial bid of only those firm will be opened who qualify in technical bid.
Contractors with requisite experience may drop their offer in separate sealed cover superscribed as technical bid / financial bid and both the covers enclosed together in separate sealed envelopes and addressed to Principal Jawahar Navodaya Vidyalaya, **Kommadi**, Dist. Visakhapatnam (AP) in the box specifically kept for this purpose till the date and time specified above.

B) ELIGIBILITY CRITERIA :

The Company/Firm should have to complete the following requirement to qualify for applying for the aforesaid work.

- 1) Company/Firm should be registered under relevant act of Company/partnership, etc. and should have a valid license under relevant Contract, Labour Regulation and Abolition Act. 1970.
- 2) Experience for providing atleast 100 Housekeeping/cleanness/Security Personnel to atleast three Govt./Semi Govt. organization/Institute during last three years.
- 3) The Company/Firm should have a minimum turnover of Rs. **One Crore** per year in the last three year.
- 4) Should have valid PF, ESI and Service Tax Registration Certificate.
- 5) Company/Firm should not have been blacklisted from any Govt./Semi Govt. organization during the last five year.

C) SCHEDULE OF REQUIREMENT (SCOPE OF WORK) FOR SWEEPER :

- 1) Duty / duties in view of safety & security of the students & Vidyalayas.
- 2) The scope of work includes cleanliness of school building/mess/all boys/girls dormitories inside / outside area etc. (Duty Hours : **12 Hrs** proportionately to calculate daily wages)
- 3) Maintenance of outside garden area in the campus, cleanliness of school building, office, toilets/bathrooms/ library, Boys & Girls dormitories, Staff room, classroom surrounding area inside/outside of school building/mess/all boys & girls dormitories etc.

- 4) Any works assigned by the Principal.
- a) ITEMS OF WORK TO BE DONE OF DAILY BASIS (CHOWKIDAR) :**
- i) In view of safety & security day or night duty / duties of chowkidar at Gate duty & its records.
 - ii) Duty Hours : 12 Hrs (Proportionately to calculate daily wages)
 - iii) Any works assigned by the Principal.
 - iv) Sweeping and cleaning of open areas, roads, passage, lawns, etc. within the boundary of the Jawahar Navodaya Vidyalaya Campus. Near by gate surrounding area of the Vidyalaya.

D) SPECIFICATIONS AND TECHNICAL DETAILS:

TECHNICAL BID

The technical bid (Annexure -I) should be accompanied by Earnest Money of Rs. 10,000/- Rupees Ten thousand only) in the shape of a Bank Draft/Pay Order (Nationalized Bank only) in favour of Principal, Jawahar Navodaya Vidyalaya, **Kommadi** to be kept in the envelope meant for technical bid. Technical bid/Tender of the Company/Firm without Earnest Money (EMD) will be summarily rejected. Defective Demand Draft/Banker's Cheque/Pay Order etc. shall not be taken as valid document for EMD, if notice at any point of time. In addition to this, the Contractor / agency should submit attested copies of the following documents along with the technical bid :

- i) Certificate of Registration of the Company/Firm.
- ii) Experience Certificate from atleast three Govt. / Semi Govt. Organizations / Institutions where the tenderer has rendered Cleanliness / Housekeeping Services with more than 100 personnel during last three years satisfactorily. Experience other than cleanliness/ Housekeeping/Security personnel would not be considered.
- iii) List of personnel available on roll of the Company/Firm whose Medical fitness and Police verifications shall be required is to be completed by the Company/Firm.
- iv) Latest valid Labour License under relevant Contract, Labour Regulation and Abolition Act, 1970
- v) Proof of Valid PF, ESI & Service Tax Registration Certificates.
- vi) Copies of PAN Card and Income Tax returns for last three years standing in the name of the firm.
- viii) Audited accounts of the last three years i.e. 2015-16 to 2017-18 with annual turn over of **Rs. One Crore.**
- ix) Details of registered Office and its working at with telephone and Mobile Numbers (complete address).
- x) The company/firm has to adhere/comply with all the rules/guidelines of Govt. as amended from time to time.
- xi) Annexure-I of Tender Form duly signed on each page accepting terms & conditions of the contract.
- xii) A bank draft of Rs. 10,000/- as EMD.

- xiii) A bank draft/Pay Order of Rs. 150/- in favour of Jawahar Navodaya Vidyalaya, **Kommadi**. Account (Only Nationalised Bank), if the tender form has been downloaded from JNV website [i.e. www.jnvvisakhapatnam.gov.in](http://www.jnvvisakhapatnam.gov.in). Such downloaded tender document received without requisite fee shall be summarily rejected.

FINANCIAL BID :

(Financial bid will be opened on qualifying Technical bid)

The **Financial Bid (Annexure II)** showing total monthly amount quoted for job to be performed on contract basis, specifically mentioning the staff to be provided by the agency within the amount quoted in this tender.

- i) Technical and financial bids are to be submitted in separate sealed envelopes and are to be marked so clearly on the top of the envelope. Both these sealed envelopes containing financial and technical bids then should be put in a bigger envelope which should also be properly sealed. The Contractor will have to provide adequate number of Personnel for the above mentioned services with proper identification badges.
- ii) All conditions being equal, preference will be given to the Company/Firm having more experience of executing satisfactory contract of Govt./Semi Govt. Organizations.
- iii) JNV reserves the right to reject any or all the offers without assigning any reason whatsoever.

E) TERMS AND CONDITIONS OF THE CONTRACT :

a) The tenderer shall have to mention the following in its offer :

- 1) The successful tenderer will have to submit fixed deposit receipt in favour of "JNV **Kommadi** " as interest free Security Deposit equivalent to 15% of the annual tender value within 15 days of issue of work order for faithful performance of the contract. The same will be retained with JNV till the contract period is over. In case of any violation of contract during the contractual period, the Security Deposit will be liable to be forfeited. No interest shall be paid on performance security in any case.
- 2) Technical bid will be opened by a Committee duly constituted by the Competent Authority on the date and time specified above in presence of the tenderers /their representatives who will be willing to be present. No separate intimation will be sent to the Companies/Firms for this purpose. Financial bid of those tenderers who have qualified in the Technical bid, will be opened separately and date of opening will be informed to the Companies/Firms accordingly.
- 3) The name of the successful bidder will be announced only after scrutiny of all the offers and completing all the required formalities.
- 4) The Company/Firm shall be required to fulfill the eligibility criteria as given at para 2 of the document. However the Principal, JNV reserves the right to accept or reject any or all the offers after opening of the tenders. No Contractor has any right to demand the outsourcing services at JNV on the basis of his tender and rates quoted therein.
- 5) Successful bidder will have to enter into a separate agreement with the JNV and that the said agreement will be valid for a period of one year from the date of the acceptance. However, the contract can be further extended with mutual consent on same rates and terms and conditions for a further period of two year, on annual basis, if JNV authority finds that the performance of the Company/Firm in providing Outsourcing services at Jawahar Navodaya Vidyalaya, has remained Outstanding/Excellent during the period of service provided by the Company/Firm.

- 6) The Contractor may inspect the building of Jawahar Navodaya Vidyalaya, **Kommadi Visakhapatnam** prior to bidding to make an assessment of the area.
- 7) The Contractor will have to provide adequate number of **Chowkidar & Chowkidar cum Sweeper** for the above mentioned services with proper identification badges. The **Contractor will offer the rates of minimum wages for the same as fixed by the Central Govt., Ministry of Labour and Employment in the Financial Bid form as appended at Annexure II.** (Duty hours — not exceeding 12 (twelve) hours)
- 8) The Contractor will have to ensure that the cleaning work of the premises will be performed as per the timings prescribed for this purpose on all working days. It is the responsibility of the Contractor / agency to provide the cleaning personnel during the office hours to maintain cleanliness of the premises and the cleaning should be neat & clean.
- 9) Personnel engaged by the Contractor for mentioned work should be punctual and disciplined. They should follow the instructions and directions given by the Competent Authority or the Officers designated for maintaining the cleanliness of the premises from time to time.
- 10) The Contractor will have to follow all the labour laws and local laws strictly and compliance of such local laws will be the obligation of the Contractor.**
- 11) The contract is liable to be terminated with two month's notice from the agency.
- 12) The daily attendance of the Security/cleaning personnel would be marked in the Attendance Register which will be available with the Supervisors concerned. In the event of personnel, found to be absent/short in number than the actual number deployed on any day, a suitable penalty as deemed fit would be imposed by JNV.
- 13) The Contractor would provide distinct uniform to his staff.
- 14) Any default on this account will amount to imposing of fine of Rs, 200/- per day & per person.
- 15) Any dispute between the Contractor and his employees will be resolved by him without involvement of JNV in any manner.
- 16) In the event of default of any of the conditions stipulated, the Earnest Money/Security Deposit will be forfeited and no interest on EMD/Security Deposit will be paid.
- 17) If the services rendered by the Contractor are found to be unsatisfactory at any stage, a penalty @ 5% of monthly bill due to default in daily services or Rs.500/- per day per person whichever is more and @ 10% of monthly bill due to default in weekly services or Rs.1000/- per week per person whichever is more shall be imposed and deductions will be made from the bill. JNV shall be at liberty to take other such actions against the Contractor as deemed fit and proper.
- 18) The quoted rates will be valid for at least 365 days for finalization of award of contract by JNV to the selected Company/Firm.
- 19) Incomplete tenders or tenders without requisite EMD or defective EMD instrument will be summarily rejected.
- 20) In case of any dispute between the Company/Firm and JNV arising out of or in relation to the agreement, the dispute will be referred to the Arbitrator appointed by the Principal Jawahar Navodaya Vidyalaya, **Kommadi** whose decision will be final and binding on the parties.

- 21) Any dispute arising out of or in relation between the parties will be subject to the jurisdiction of **Kommadi**, Visakhapatnam district only.
- 22) Rates may be quoted per month for Chowkidar & Chowkidar cum sweeper payments.
- 23) The Contractor shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to JNV and shall comply with the statutory provisions of relevant Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, The payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statues that may be applicable to them and shall further keep the JNV indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. For the Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and or any bye-laws or rules framed under or any of these, the JNV shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Contractor's monthly payments.
- 24) All pages should be signed and stamped by the proprietor/authorized signatory of the Company/Firm before submission to JNV.

25) Payment Modalities :

- i) Payment shall be made on monthly basis. No advance payment will be made in any case.
- ii) The Contractor has to submit bill in the first week of the succeeding month and the claim will be processed and paid by 3rd week of the month.
- iii) Release of payment is subject to deduction of penalty, if any and deduction of TDS at the prescribed rates.
- iv) Payment of Service Tax is subject to Tax abatement provision i.e. 25% by the Service Provider and 75% by the Service receiver.

b) The following are required during performance of the Contractor.

- 1) The Contractor's staff shall not disturb the employees of the JNV or make any sort of noise in premises.
- 2) The Contractor's employees shall have to be polite, courteous, well behaved and honest with the JNV Officials.
- 3) The Contractor shall be fully responsible for any theft, burglary, fire or any other mischievous deed done by its employees, the recovery of which will be made from the Company/Firm.
- 4) The Contractor's employees shall not enter into any unlawful activity within the JNV premises and shall have good moral character.
- 5) The Contractor shall be directly responsible for making the payment of wages to its employees which should not be less than minimum wages as prescribed by the Central Govt. of India, Ministry of Labour & Employment from time to time for the persons employed in the Central Government Offices. The Company/Firm shall also be required to make payment of Provident Fund, ESI and any other benefits available under the rules to its employees. The JNV shall not entertain any such claim of the persons employed by the Company/Firm.

- 6) Accidental Insurance of the employees deployed for work at JNV **Kommadi** will be the responsibility of the Contractor.
- 7) All the employees of the Contractor shall be free from infectious diseases. Police verification and medical fitness of each employee has to be completed by the Contractor before deploying them for work at JNV, at its own cost.
- 8) The employees shall report daily to the Principal and the person designated for the purpose before leaving the Office.
- 9) **Agreement shall be valid for a period of one year which may be extendable for further period of one year if the performance of the Company/Firm is found satisfactory.** The agreement shall be executed on a non-judicial stamp paper of Rs.100/- incorporating all the terms and conditions of the tender.
- 10) JNV shall pay the agreed amount to the Company/Firm on monthly basis after completion of the month. In case the work is found below satisfaction as per terms and conditions of the contract, deduction of penalty as mentioned at Point E (a) 18 above shall be made from the monthly bill & warning shall be issued in writing. In case no further improvement is noticed, the work shall be terminated and Security Deposit shall be forfeited. The Company/Firm shall be debarred from the JNV for future works. In such circumstances, the work of housekeeping shall be awarded to the next Company/firm available in the panel.
- 11) The JNV will provide a small room/space for stay in the Vidyalaya, subject to availability. to the Company/Firm free of cost during the period of contract. No name plate of Company/Firm shall be allowed to be put on the room allotted and nobody will be allowed to stay in the office after office hours.
- 12) **The contract can be terminated without assigning any reason by giving one month notice in writing by the JNV.**
- 13) Apart from the cleaning of the built up area internally and externally, the agency shall also ensure maintenance of lawn/plants existing within in the compound walls of the building.

TECHNICAL BID

**TENDER FORM FOR PROVIDING OF OUTSOURCING OF SERVICES OF
CHOWKIDAR AND CHOWKIDAR CUM SWEEPER IN JNVs**

(All columns should be legibly filled in by the tenderers themselves. Documentary proof as mentioned in the tender document and here in under must be attached).

After having gone through the terms and conditions as enumerated in the enclosed tender form for Outsourcing Of Services Of **Chowkidar And Chowkidar Cum Sweeper** to JNV , I agree to abide by all the terms and conditions contained in the tender documents.

Sl. No.	Particulars To Be Given With Documentary Proof	Status (To be filled in by the tenderer)	Enclosure to be Attached (Please specify page no. clearly)
1	Name and complete Address of the Company/Firm		
2	Year of Incorporation of the Company/Firm (Attested copy of certificate of Registration should be enclosed)		
3	Details of experience in years for providing atleast 100 cleanliness personnel to atleast three Govt./Semi Govt. Organisation/Institute during last three years (Copy of the work order and list with names, designation & telephone numbers of the authority to be enclosed)		
4	No. of employees working in the Company/Firm: 1. Chowkidar 2. Chowkidar cum sweeper		
5	Whether the Company/Firm possesses latest Labour Licence under relevant Contract, Labour Regulation and Abolition Act, 1970 (Attested copy to be enclosed)		
6	Whether the Company/Firm possesses Employee Provident Fund(EPF) Registration No.(Attested copy to be enclosed)		
7	Whether the Company/Firm possesses ESI Registration No.(Attested copy to be enclosed)		
8	Copy of Service Tax Registration (Attested copy to be enclosed)		
9	PAN No. (Attested copy of PAN Card to be enclosed)		

Sl. No.	Particulars To Be Given With Documentary Proof	Status (To be filled in by the tenderer)	Enclosure to be Attached (Please specify page no. clearly)
10	Annual Turn over of the Company/Firm (Annual Account duly certified by Chartered Accountant to be enclosed) a) 2015-2016 b) 2016-2017 c) 2017-2018		
11	Copy of Income Tax Returns for the last three years should be enclosed.		
12	Present assignment in hand (Proof should be enclosed)		
13	Whether the Company/Firm is blacklisted from any Govt./Semi Govt. Organisation during the last five years.		
14	An EMD in the shape of Demand Draft/ Pay Order No. dated / /20 drawn on..... for Rs in favour of the Principal JNV Kommadi Account payable at Kommadi		

We undertake that our Company/Firm will comply with the Minimum Wages norms as fixed by the Central Govt., Ministry of Labour and Employment as on date and submit required relevant certificate/proof thereof to JNV to this effect.

All the terms and conditions as mentioned in the tender documents are acceptable to me/us.

Signature of the Tenderer/Authorized Signatory

Name of the tenderer _____

Address of the Tenderer _____

Seal of the Company/Firm:

Telephone no/ Mobile No _____

Date: / /20

OFFICE USE ONLY				
Member of Purchase Advisory Committee				
1.	2.	3.	4.	5.
_____	_____	_____	_____	_____
				(Chairman, PAC)

FINANCIAL BID**TENDER FOR PROVIDING OF OUTSOURCING OF SERVICES OF
CHOWKIDAR & CHOWKIDAR CUM SWEEPER****MONTHLY RATE FOR OUTSOURCING OF SERVICES OF CHOWKIDAR &
CHOWKIDAR CUM SWEEPER**

Sl. No.	Description	HOURS	Monthly Amount (in Rs.)	Taxes (GST/Service Tax etc.,) in Rs.	Total Amount (in Rs.)
1	Chowkidar	8 HOURS			
		12 HOURS			
2	Chowkidar cum Sweeper	8 HOURS			
		12 HOURS			

- NOTE: 1) GST/Service tax will be paid as per Govt. rules.(To be deposited by the tenderer)
2) Staff Deployment is only for information purpose. The bid shall be decided strictly on Point No. 4 at pre-page, subject to fulfillment of Terms & Conditions of Tender.

I/We have gone through the terms and conditions as enumerated in the tender document for Housekeeping services of JNV **Kommadi** building. I/We agree to abide by all the terms and conditions contained therein and quote our lowest rates in the respective columns of this form.

Signature of the Tenderer/Authorized
Signatory with seal

Name of the tenderer _____

Address of the Tenderer _____

Telephone no./ Mobile No _____

Date : / /2018.

OFFICE USE ONLY				
Member of Purchase Advisory Committee				
1. _____	2. _____	3. _____	4. _____	5. _____
				(Chairman, PAC)