



No. KVAOWA/GGN/2021/113/2274

Dated: 15th April, 2021
17th

TENDER FOR MANPOWER CONTRACT

(Cost of Document: Rs. 1,000/-)

1. Sealed tenders are invited by the President, KVAOWA, Kendriya Vihar, Sector-56, Gurugram-122011 (Haryana) from the Recognized & Registered Contractors for providing the services mentioned in Annexure A of the Tender Document for one year extendable if found satisfactory performance, subject to the following general terms and conditions:

- (i) Applicant should have at least three years' experience in the field with a minimum turnover of Rs. Five Crore per annum.
- (ii) Applicant should possess the requisite Statutory Licence/Permit prescribed by the Central/State Govt. and the Local Administration.
- (iii) Rates quoted should be per unit, i.e., per person or per item of material if any.
- (iv) All the personnel must be in the age group of 21 to 50 years and minimum Tenth pass / technical qualification except Gardeners who shall be minimum Fifth pass.
- (v) Height of the personnel must be minimum 5 ft 4 inch.
- (vi) All the personnel provided should be trained and have the prescribed qualifications / licence to discharge the duties for which they are employed.
- (vii) The contractor, under no circumstances, shall not employ any of the employees who were working with the previous vendor/contractor except with the permission of Society Management.
- (viii) Employees on shift duties shall leave only after the reliever reports.

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- (ix) **The Contractor shall submit bills by 3rd day of each month and disburse salary to the staff on or before 7th day of each month through employees Bank Accounts.**
- (x) A separate list of employees who had performed duties in Kendriya Vihar only should be submitted along with the monthly bills giving details of their EPF & ESIC membership & Contributions for verification of these contributions.
- (xi) The Contractor shall comply with all Statutory provisions and provide evidence thereof as and when demanded by KVAOWA.
- (xii) **All the employees should be provided uniform and identity cards by the Contractor. Any default in this regard may be penalized by the Management of the KVAOWA.**
- (xiii) Management of Kendriya Vihar is at liberty to impose penalty for violation of one or more conditions in the terms of the contract. **The amount of penalty would be determined on the basis of the seriousness of violation of contract.**
- (xiv) Technical and Commercial bids as per Annexures B and C of the Tender Document should be submitted in two separate sealed envelopes kept inside one larger sealed envelope.
- (xv) All the Three envelopes should be superscribed "MANPOWER CONTRACT"
- (xvi) Technical bids must be accompanied by EMD of Rs. 50000/- (Rupees Fifty Thousand only) by way of Demand Draft drawn in favour of President, KVAOWA, Gurugram. Validity of the DD must be at least for 2 months from the closing date of the tender. EMD of the unsuccessful bidders shall be returned on completion of the tendering process and finalization of the contract. No interest is payable on the EMD.



- (xvii) Envelope for Commercial Bid must contain copy of Annexure A duly stamped and signed by KVAOWA and the Commercial Bid.
- (xviii) All pages of the Technical and Commercial Bids must be signed and stamped by the Authorized Signatory of the Agency.
- (xix) **Successful bidder will have to remit before commencement of contract, Security Deposit of Rs. Four Lakhs.**
- (xx) Rates quoted should be in conformity with the Statutory provisions as applicable at Gurugram. No increase in the rates will be allowed during the currency of the Agreement signed.
- (xxi) Rates quoted should separately indicate the wages payable to the employee and other components of the wages such as GST, PF, ESI contribution and taxes if any, etc.
- (xxii) All the employees would be paid their wages by the Contactor through their Bank Accounts.
- (xxiii) Details of the EPF and ESI contributions of all employees who had worked in Kendriya Vihar only should be submitted each month by the Contractor with monthly bill for verification.
- (xxiv) **No worker of the Vendor will reside inside the KV campus and will leave the premises of KVAOWA after duty hours.**
- (xxv) Last date for receipt of Tenders is 27th April, 2021 at 04.00 p.m. Only **Technical bids will be opened immediately after closing date and time of the Tender in the presence of the bidders or their representatives. Not more than one or two representatives of each bidder shall be allowed to be present at this occasion.**
- (xxvi) Only the duly authorized representatives of the bidders shall be allowed to participate in the proceedings.



(xxvii) **Commercial Bids of only those bidders will be opened who are successful in the scrutiny of Technical Bids.**

2. Management of KVAOWA reserves the right to accept or reject any Tender in full or in part thereof and the decision of the Management of KVAOWA shall be final in all respects.
3. The cost of this Tender Document is Rs. 1,000/- (Rupees One Thousand Only) which could be paid in cash at the counter or by Demand Draft in favour of "KVAOWA, Gurugram" The receipt of the payment of the Tender Document should be enclosed with the Technical Bid or the details of online transaction should be furnished in the Technical Bid.

Narain Chandra

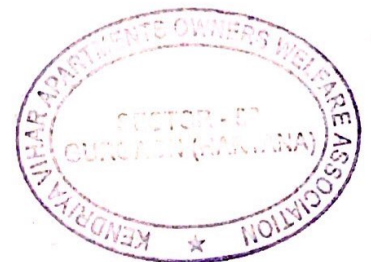
Secretary, KVAOWA



Details of Manpower Required

DG/PUMP OPERATOR

1. Manning the two Pump Houses of Kendriya Vihar round the clock.
2. Operating the Pump Houses as per the prescribed schedule twice a day and where necessary at shorter intervals on the orders of Secretary/President.
3. Operating the DG Set during power failure/shut down.
4. Maintaining the log book of operation of the DG set.
5. Day to day maintenance – over and above those covered by the AMC and to meet urgent requirement of the DG sets/ Motor pumps.
6. Ensuring round the clock power supply to the lifts and staircase / stilt parkings of MS Blocks and other blocks of Kendriya Vihar.
7. Ensuring continuous power supply to the street lights during 1800 hours to 0600 hours.
8. Informing the Manager (Electrical) of Kendriya Vihar of the malfunctioning, if any, of the DG Sets and Pump Sets and the major repairs required.
9. Submission of daily monitoring report of major events to the Manager (Electrical) of Kendriya Vihar or any other functionary nominated by the Management.
10. Any work which is necessary for or incidental to the discharge of above duties.
11. Any deficiency found in performing the duty will be penalized by imposing a fine as decided by the Management.
12. He should possess a Licence for operation of DG Set and must have experience of at least one year.



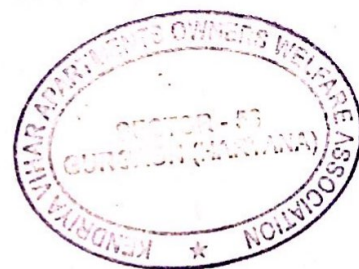
ELECTRICIANS

1. Ensuring the functional status of the electrical installations in the campus, such as transformer, overhead wiring, switch boards, panels, etc.
2. Maintenance and repair of the electrical installations in the campus.
3. Restoring power supply whenever there is a snag in the installation inside the campus.
4. Attending to all the complaints of electric repairs in the flats and common areas as recorded in the Complaint Register at the Service Centre.
5. Maintaining Personal Complaints Attendance Diary to keep record of all the repair work carried out and getting the same signed by complainants.
6. Ensuring that all the streetlights and common area lights are always 100% functional.
7. Timely projection of requirement of major repairs of the electrical installations to the Manager (Electrical).
8. Reporting to the Manager (Electrical) of all unusual events on daily basis.
9. Ensuring that all the electrical installations in the campus meet the prescribed safety standards.
10. Maintenance of Log Book of power failure in the campus in the prescribed format and submission to the Estate Manager or Manager (Electrical) on weekly basis.
11. Any other work not specifically mentioned above but necessary for or incidental to the above items of work.
12. Any deficiency found in performing the duty will be penalized by imposing a fine as decided by the Management.
13. He must possess an ITI / Diploma/License in Electric work and have at least three years experience in the field.



PLUMBERS

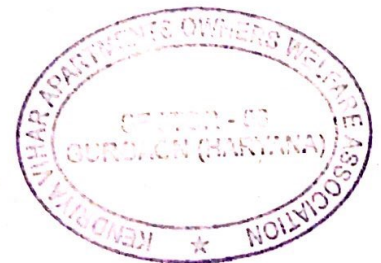
1. Attending to all types of drainage, seepage and leakage problems in the flats and common areas.
2. Attending to complaints from the residents recorded in the Complaint Register.
3. Maintaining Personal Complaints Attendance Diary and getting the same signed by the complainants.
4. Repairs of all types of overhead water tanks and water pipe lines in the Society including various valves, required to control the water supply to the flats.
5. Restraining and rectification of overflowing and leakage of pipelines including water hydrants on the roadside.
6. He will have to give no fault report at the time of handing over the charge to the reliever.
7. Overseeing the cleaning of overhead tanks and underground water reservoirs six monthly or once in a year through a contractor as appointed by the Management.
8. Daily reporting to the Civil Supervisor or any other functionary nominated by the Management, the details of the work performed.
9. Informing the Management of the requirement for major repair works to be got done through a contractor appointed by the Management.
10. Supervising the major repair work being carried out by the external contractor.
11. Any other work not specifically mentioned above but necessary for or incidental to the above items of work.
12. He should possess a License/ITI / Diploma in Plumbing work and must have experience of at least one year.
13. Any deficiency found in performing the duty will be penalised by imposing a fine as decided by the Management.



HORTICULTURE MANPOWER (GARDENERS)

1. Total upkeep of parks and maintenance of complete horticulture work of the external landscape in the Kendriya Vihar Complex.
2. Preparing the ground, planting, manuring, watering and mowing of grass keeping height **within 2"** and pruning of hedges and trees (after permission from Forest Department).
3. Strict observance of the schedule of the Management for planting, pruning. etc. of hedges and trees.
4. Cleaning of the lawns and parks.
5. Removal of cut leaves, bushes, hedges, branches and grass to the specified area within the campus.
6. Any other work not specifically mentioned above but necessary for or incidental to maintenance and upkeep of landscape in the society.
7. He **should be literate / 5th Pass and have three years' experience in gardening.** The agency should be able to get the necessary approval from the Forest Department, for punning of the trees, after following the procedure.
8. **Any deficiency found in performing the duty will be penalized by imposing a fine as decided by the Management.**

Secretary, KVAOWA





No. KVAOWA/GGN/2021/113/

Dated: 15th April, 2021

Annexure B

TECHNICAL BID

Service for which the bid is made: MANPOWER CONTRCT

S. No	Details	Information
1.	Name of the Contractor's Business Entity	
2.	Legal status of the Business Entity – Proprietorship/ Partnership/ Ltd. Partnership/Pvt. Company/ etc.	
3.	Registered Office address of the Business Entity.	
4.	Name, Designation, Mail ID and Phone Number of Authorised Signatory (i)	
5.	Name, Designation, Mail ID and Phone Number of Authorised Signatory (ii)	
6.	Registration No: with date of Registration of the Business Entity.	
7.	Name address and telephone no: of Registering Authority:	

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8.	Details of the licence to perform the service for which the bid is made [Number; Date of Issue; Issuing Authority; Validity up to]	
9.	Whether ISO Certified	
10.	ISO Certificate No Date & Validity up to.	
11.	EPF Registration No:	
12.	Name address and Contact details of EPF Authority.	
13.	ESI Registration No:	
14.	PAN No:	
15.	Address and Telephone No: of Income Tax Authority.	
16.	TAN No: if any/ GST No.	
17.	Work experience in field	
18.	List of existing clients with their postal addresses and telephone numbers.	

Documents to be attached:

1. Registration certificate
2. Licence for performing the service for which the bid is being made
3. PAN Card
4. ISO Certificate
5. EPF Registration certificate
6. ESI Registration certificate
7. GST Registration certificate
8. TAN Certificate (if available)
9. Copies of Income Tax Returns for the preceding three F.Ys
10. Turnover of the Agency for the years 2018-19, 2019-20 and 2020-21.
11. Copy of Payment Receipt for Tender Document or details of online payment.



MANPOWER CONTRACT (Tentative requirements)**A. QUOTATION PER PERSONNEL**

Sl. No.	Particulars	Numbers	Hours of Duty	Net Rate Per unit Without statutory Remittance	Agency's Service Charge Component	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	DG Set/Pump operator	4				
2.	Electrician	6				
3.	Electrical Helper	1				
4.	Plumber	3				
5.	Gardeners	16				
6.	Garden Helper	1				
7.	Carpenter	1				
8.	Welder	1				

Rates quoted to be all inclusive with no add-ones.

B. BREAKUP OF THE AMOUNTS QUOTED

Sl. No.	Particulars	Basic Rate	ESI Contribution	EPF Contribution	Agency's Service Charge	Total Amount
1.	DG Set/Pump operator					
2.	Electrician					
3.	Helper					
4.	Plumber					
5.	Gardner					
6.	Garden Helper					
7.	Carpenter					
8.	Welder					

NOTE - I Taxes and statutory remittances shall be paid by the Society on reimbursement basis subject to submission of proof of their actual payment by the service provider.

NOTE- II As per the Society's understanding, GST is payable on the Agency's Service Charge component as specified in statement A column (6) above.

