



# Kalinga Institute of Social Sciences Delhi Govt. Senior Secondary Residential School

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)  
A Fully Free Co-Educational Residential School for Underprivileged Children belonging to SC/ST/OBC/Minorities of Delhi  
Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2024/09

Dated: 09-March-2024

## NOTICE INVITING TENDER - 2024-25

### KINDLY NOTE

- ❖ It is a 2-stage bidding process.
- ❖ Your bid shall compulsorily contain 2 sealed envelopes in one large, sealed envelope. Not doing so will result in your bid being cancelled.
- ❖ One sealed envelope should be labelled: “**TECHNICAL BID**”
- ❖ Second sealed envelope should be labelled: “**FINANCIAL BID**”
- ❖ Envelope with “Technical Bid” will be opened first.
- ❖ Financial Bids will be opened only for bidders qualifying the “Technical Bid”

### **Tender Basic Information:**

Sealed Tenders For	Housekeeping Services
Tender Document From	School website <a href="http://www.kissdelhi.ac.in/tender">www.kissdelhi.ac.in/tender</a>
Tender Fee	No Fee
Tender Closing Date	28.03.2024 by 10.00 AM.
Tender Opening Date	09.03.2024
Opening of Technical Bids	28.03.2024 from 11:00 AM in the presence of school PAC.
Opening of Financial Bids	29.03.2024 from 11.00 AM (Only for qualified technical bids)
DD in favour of	KISS Delhi Govt. Sr. Sec. Resi. School
Tender Submission	Vill: Issapur, Najafgarh, Delhi-110073
Tender Proceedings	Interested bidders may remain present on both days.
Work Award On	29- March-2024

### **Large Sealed Envelope Must Contain**

<b>1. Technical Bid</b>	<b>2. Financial Bid</b>
Bank DD for EMD. Amount mentioned below. MUST	Quotation/Rate of the Items mentioned Inclusive of All Taxes.
FILLED, SIGNED (all pages), STAMPED Tender Document. MUST	
All necessary documents as mentioned. MUST	

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit (Rs.)
1	Housekeeping Services	80 Lakhs	2,00,000	4,00,000

CEO  
(KISSDGSSRS)

Date: 09-Mar-2024

Date: 09-Mar-2024

To

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**Sub: Tenders for the Housekeeping Services**

Sir,

1. Sealed tenders are invited from Wholesale Dealers/ Distributers of reputed firms for the supply of articles shown in the attached statement, by the undersigned for the session **2024-25**. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation for the supply of subject cited items**. The tender should reach the office address mentioned above before the Tender Closing Date. Tenders will be opened by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee (KISSDGSSRS - PAC) on the Tender Opening Date mentioned above.
2. The tenderer's financial bid shall be opened only if the bidder has qualified in the technical bid.
3. The tenderer must quote rates for ALL the services mentioned in Annexure – 'A'. If the tenderer has not quoted rates for all the services which the school wants to procure then his Financial Bid will be treated as cancelled. However, this does not bind the school to place orders for the quoted items in parts. School is free to place order for one or more items as per the requirements of the school.
4. The tenderer must submit all the documents as mentioned in Annexure –'B'. Not submitting the documents for one or all will result in disqualification of the entire bid.
5. Bids by related companies/firms where the companies/firms are registered at same address or they have same owners or have same directors or if any of the director is common among the companies/firms bidding for the tender will result in disqualification of all the bids.
6. The quotation shall be submitted according to the terms and conditions specified in paragraph 2 to 33 & these conditions will not change in any case.
7. The rate should be F.O.R. and **should include GST, Freight Charges and all other taxes** as per Govt. rules whatever liable to in respect of the supply. The K.I.S.S. Delhi Govt. Sr. Sec. Residential School shall not be liable to pay any tax, transportation etc., which may have been expressly stipulated in the quotation in the event of acceptance of the quotation.

8. The rates are required to be filled in figures as well as in words. K.I.S.S. Delhi Govt. Sr. Sec. Residential School will not be liable to release the payment beyond rates in case the rates are increased during the contract of service.
9. There should not be any overwriting or cutting in the quotation. If a figure/ word is to be amended it should be neatly scored out & the revised figure should be written above and the same should be attested with full signature and date. In the absence of attested signature, the quotation is liable to be rejected. The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one items specified in the attached statement as she may decide.
10. The Purchase Advisory Committee nominated by the CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to assess eligibility will carry out evaluation of the Bids. Decision of Purchase Advisory Committee which will not solely be based on the cheapest bid but also on other factors like fit and finish, Design and services along with delivery timeline. Vendors who can deliver the goods in less time (quickly) at a cheaper cost will be given preference.
11. On acceptance of the quotation, it will become a contract and shall be bound by terms and conditions of the quotation.
12. The quotation should be accompanied with EMD mentioned in the tender notice in the shape of demand draft only in favour of KISS Delhi Govt. Sr. Sec. Resi. School, Village Issapur, Najafgarh, Delhi, payable at Delhi. Quotations attached with DCR, FDR, MCC/ Cheque will be treated as cancelled.
13. Earnest Money (EMD) is to be deposited by all bidders except for Micro & Small Enterprises (MSE's) or who are registered with the Central Purchase Organisation as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). Copy of valid MSME Registration Certificate has to be submitted along with bid. Otherwise, their offer will be considered as disqualified due to non-submission of EMD.
14. Successful Bidders will have to deposit **Security Deposit** Amount as mentioned in the Notice. The Earnest Money will be refunded in the event of rejection of the quotation. The security will be forfeited in the event of failure to comply with the contract.
15. If the Successful Bidder to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, KISS Delhi Govt. Sr. Sec. Residential School reserves the right to impose the penalty as :-20% cost of monthly billing for the month per week, up to four weeks delays. After four weeks delay the KISS Delhi Govt. Sr. Sec. Residential School may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter service provider and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited.

16. In the event of acceptance of the quotation and placing of the order to provide the services for the same would be subject to an inspection by the undersigned or his /her representative and are liable to be rejected if the services are not according to approved.
17. Successful Bidders will provide the service w.e.f 01.08.2024 after completion the period of existing service provider.
18. The rates are required to be quoted by the Vendor **both in fig. and words** valid **up to 28.03.2025**. No amendment in the rate will be accepted.
19. The Contracting Company/Firm/Agencies are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders. Tenderer shall be deemed to have full knowledge of the site whether he inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed
20. As per Income Tax rules, TDS will be deducted out of the total payment to be made by this K.I.S.S. Delhi Govt. Sr. Sec. Residential School for where ever applicable as per government guidelines.
21. The Contracting Company/Firm/Agencies should not have been blacklisted by any Govt., Semi Govt. Dept or any other Organization. (An affidavit in original on non-judicial stamp paper duly notarized to this effect shall be given by the Company/Firm/Agencies)
22. The Contracting Company/Firm/Agencies will be required to pay minimum wages for their staff as prescribed under the minimum wages act of the Delhi State Govt and service charge should not be less than 2%.
23. The Contracting Company/Firm/Agencies must comply with the statutory requirement, such as registration with ESIC, EPF, PAN /TAN & GST etc.
24. The Contracting Company/Firm/Agencies should be approved/recognised/registered by MSME, Govt. of India for providing Manpower Services.
25. The Contracting Company/Firm/Agencies must have more than 05 Years' experience in providing Manpower Services to Educational Institutes especially in Housekeeping, Maintenance and upkeep of Hostels.
26. The Contracting Company/Firm/Agencies must have implemented / implementing at least fifteen contracts of Manpower Services and Office Staff to Central / State Government and Private Educational Institutes during the last five years.
27. Any complain found in the services will be the sole responsibility of the Company/Firm/Agencies and action will be initiated against the firm/contractor and not against the K.I.S.S. Delhi Govt. Sr. Sec. Residential School in any case.

28. The Services shall be provided at provided at the K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Issapur, Najafgarh, Delhi – 110073 on all working days.
29. The date wise account of the service by the service provider shall be kept by him/her and shall be submitted at the end of every months with bills along with attendance sheet and necessary proof of remittances of EPF, ESIC with ECR for the previous month shall be submitted by the Company/Firm/Agencies to the Principal, KISS Delhi Govt. Sr. Sec. Residential School, Vill: Issapur, Najafgarh, Delhi-110073 will be then verified and thereafter bills will be submitted to the concerned Pay & Accounts Officer for payment. Without any above such proofs, the bills will not be processed for payment. However, if any amount of the bills is found by the Audit Office to have been over paid, the amount found over paid shall be refundable by the firm / contractor.
30. It will be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School or his representative to make enquiries in order to judge the suitability and the capacity of any particular firm / contractor and decision to enter into a contract or otherwise would rest with CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School. It will also be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to award contract of any services to more than one firm in case of necessity in the school.
31. The amount of security deposited shall be retained by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for a period till complete service period as per orders issued or till the services are provided or one month after the expiry of tender period, whichever is later as a safeguard against any complain or misconduct of services appearing within this period. The service provider shall not be entitled to any interest from the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for security deposit.
32. In case of similarity of rates, preference will be given to existing/previous (if any) vendors (In possession of Satisfactory Service Completion Certificate from school) who has provided services to the school. If there are no previous vendors then preference would be given to service provider providing more staff from the nearby locations & staff with higher educational level, which will help school in better and easily managing the services.
33. Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the service provider who resorts to canvassing are liable for rejection.

Date 09-Mar- 2024

  
CEO  
KISSDSSRS

**(To be signed by tenderers / vendors only )**

**CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS OF TENDERS**

It is certified that the terms & conditions as laid down in the tender forms are acceptable to me/ us and I/We fully agree with the same failing which CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School on behalf of K.I.S.S. Delhi Govt. Sr. Sec. Residential School may take action as per rules.

Signature(s) of the Tenderer(s) \_\_\_\_\_ Date : \_\_\_\_\_

Name & full address of the firm \_\_\_\_\_

Contact Numbers: : Landline : \_\_\_\_\_

Contact Numbers: Mobile: \_\_\_\_\_

**Note:-**

***(Tenderers are requested to submit their application along with requisite documents duly signed, as per above format on their firm's letter head / pad).***

## APPLICATION FOR SUBMITTING TENDER FORM

Dated: \_\_\_\_\_

**The CEO,**

K.I.S.S. Delhi Govt. Sr. Sec. Residential School

Village: Issapur, Najafgarh

Delhi - 110073

**Sub:** Submission of Tender Form for \_\_\_\_\_  
(Name of items as per tender)

**Madam,**

I have read the terms & conditions of the Tender Form and agree with the same. I am submitting the tender form for the supply of subject cited items for the session **2024-25 (valid up to 28.03.2025)** along with the required documents as mentioned below:

1. Signed and stamped Terms & Conditions
2. Copy of self-attested Registration Certificate by MSME, Govt of India for providing manpower services /Registration of Agencies/Company PAN /TAN /Valid Labour License /ESIC&EPF Registration & GST Registration.
3. Bank Draft/FDR/BG as applicable from case to case in favor of **KISS Delhi Govt. Sr. Sec. Resi. School** as Cost of Tender & Earnest Money Deposit (EMD).
4. Undertaking that their Firm/Agency is not declared black listed by any Govt. / Authority / Department
5. List of items, clearly for the quoted item.
6. Copy of Last Three Years ITR & Balance Sheet along with latest copy of GSTR returned
7. Copy of Incorporation Certificate / Partnership Deed in case of partnership firm / an undertaking on firm's letter head that the firm is a proprietary firm.
8. Copy of self-attested relevant Certificates/ Registration for Proof of Existence from the last Five Years.
9. Past Track Record.
10. Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc.

Full Signature of the Tenderer \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

**To provide uninterrupted Housekeeping Services at K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Village: Issapur, Najafgarh, Delhi - 110073.**

**(To be included in Financial Bid Only) Annexure – ‘A’.**

**Price Break-Up**

SI No	Description	Hostel Attendant	Mali	Dhobi	House Keeping Staff	Helper	Driver	Peon
1	Minimum Rate of Wages							
2	ESI @3.25%							
3	EPF @ 13%							
4	Bonus@8.33%							
5	Sub Total							
6	Service Charges							
7	Total							

- Note:** 1. In case of any confusion with respect to the nature of work etc it suggested that the service provider should get in touch with the school so as to quote the rate of the desired service. If required they may come and see the site as well.  
2. Service Charges should not be less than 2%.

**Signature of the Tenderer: .....**

**Stamp of the Firm :.....**



**(To be included in Technical Bid Only) Annexure – ‘B’.**

**DETAILS OF VARIOUS DOCUMENTS**

Sl. No	Document	Particulars	Submitted	
			Yes	No
1	Tender's Terms & Conditions	Signed and stamped		
2	Registration Certificate by MSME, Govt of India for providing manpower services /Registration of Agencies/Company PAN /TAN /Valid Labour License /ESIC&EPF Registration & GST Registration..	Self-Attested Copy		
3	Bank Draft/FDR/BG	Earnest Money Deposit (EMD).		
4	Undertaking	Firm/Agency Is not declared blacklisted by any Govt. / Authority / Department		
5	Last Three Years ITR & Balance Sheet along with latest GSTR returned	Self-Attested Copy		
6	Incorporation Certificate / Partnership Deed in case of partnership firm/ an undertaking on firm's letter head that the firm is a proprietary,	Copy of Incorporation Certificate / Partnership Deed in case of partnership firm, undertaking in Original on firm's letter head that the firm is a proprietary.		
7	Past Track Record	In Company Letter Head		
8	Relevant Certificates/ Registration for Proof of Existence from the last Five Years.	Self-attested Copy		
9	Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc	In Company Letter Head		

**Signature of the Tenderer: .....**

**Stamp of the Firm : .....**