

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-06-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-06-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of School Education And Literacy
संगठन का नाम/Organisation Name	Kendriya Vidyalaya Sangathan
कार्यालय का नाम/Office Name	Kvs Regional Office Mumbai
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Fixed Remuneration - data entry; Data Entry Operator; High School
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	24 Lakh (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Partial Turn over value - 10 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Partial Turn over value - 10 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	630000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	5000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Principal

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
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 similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job Description:[1779428485.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Data Entry; Data Entry Operator; High School (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	data entry
List of Profiles	Data Entry Operator
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Maharashtra
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	
Title for Optional Allowance 2	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	RAJKUMAR GADWAL	400037, Sector-1, CGS Colony, Antop Hill, Sion Koliwada, Mumbai	2	<ul style="list-style-type: none">• Basic monthly pay (INR) exclusive of GST : 26208• Bonus (INR Monthly) : 0• EDLI (INR Monthly) : 131.04• EPF Admin Charges (INR Monthly) : 0• Estimated Number of Overtime Hours per Resource per Month : 0• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0• Optional Allowances 1 (INR Monthly) : 0• Optional Allowances 2 (INR Monthly) : 0• Optional Allowances 3 (INR Monthly) : 0• Provident Fund (INR Monthly) : 3144.97• ESI (INR Monthly) : 851.76• Tenure/ Duration of Employment (In Months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

PM SHRI KENDRIYA VIDYALAYA KOLIWADA

निविदा-पत्र

TENDER DOCUMENT

OUTSOURCE SERVICES

विषय: 01 वर्ष की अवधि (w.e.f. 01.07.2026) के लिए पी एम श्री केन्द्रीय विद्यालय, कोलीवाड़ा, मुंबई में सेवा अनुबंध के माध्यम से सफाई कर्मी, बागबान (माली) और डाटा एंट्री ऑपरेटर की सेवा प्रदान करने के लिए सेवा प्रदाता फर्म को नियुक्त करने के लिए बोली आमंत्रित करना। (Inviting Bid for engaging service provider firm for providing manpower for Housekeeping / Cleaning, Gardener and DEO services through Service Contract to PM SHRI Kendriya Vidyalaya Koliwada for the period of 01 Year (w.e.f. 01.07.2026)}

महोदय/ महोदया,

1. The PM SHRI Kendriya Vidyalaya **Koliwada**, District **Mumbai Suburban, Maharashtra** having its headquarter at Kendriya Vidyalaya Sangathan, New Delhi (a centrally funded Autonomous Body, under the Ministry of Education, Govt. of India) is a society registered under the Societies' Registration Act, 1860. The Vidyalaya administers the scheme of Kendriya Vidyalaya Sangathan, set up for imparting quality education to the children of transferable Central Govt. Employees among others.

Competitive Bids through GeM portal are invited by the PM SHRI Kendriya Vidyalaya Koliwada from the reputed/registered Service Provider Firms for providing Manpower on outsourcing basis through service contract initially for a period of 01 (one) year w.e.f. 01.07.2026 which may be extended by another one year by looking into the quality of services and compliance of terms and conditions provided throughout the year, if you are awarded the contract as indicated below. The service charges of selected agency will remain unchanged but minimum wages and VDA may be increase as per Govt. orders in this regard.

2. A. Area of Building:-

- Presently the Vidyalaya is functional in the CGS Colony Sector-1, Antop Hill, Mumbai. The total area of school is around 1.6 Acre. There are four floors and three different blocks in the school premises. There are 46 class rooms and around 13 other rooms and departments along with around
- 37 toilets , different corridors, assembly ground etc.

B. Man power required and Scope of work:-

S. No.	Category of Manpower	Number of personnel required in the shifts as per the following details
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1.	Housekeeping/ Cleaning Staff (Unskilled)	05	08 hours as per the time schedule decided by School Administration.
2.	Gardener (Semi skilled)	01	08 hours as per the time schedule decided by School Administration.
3.	Data Entry Operator	02	08 hours as per the time schedule decided by School Administration.

1. Total 05 Housekeeping / Cleaning staff per day considering 8 hours duty per day for each staff for 26 days of the month.
2. Total 01 Gardener per day considering 8 hours duty per day for 26 days of the month.
3. Total 01 Data Entry Operator per day considering 8 hours duty for 26 days of the month.

B.2 Scope of Work to workers for Housekeeping / Cleaning Staff, Gardener and Data Entry Operator:-

An outline of tasks to be carried out is per the detailed given as under: -

S. No.	Category of Manpower	Responsibilities
1	Data Entry Operator	All office related work of school like preparing of T C, Bonafide, receiving and dispatch of different letters, checking mails of school, filling data on Google form, maintain the office records etc. and any other work assigned by principal and office In-charge time to time.
2	Housekeeping/ Cleaning Staff (Unskilled)	In general, the scope of work involves sweeping of entire the school building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Principal or school administration. ON WORKING DAYS 07:00 am to 3:00 Pm (with Half and one-hour lunch break) and it may be change as per school requirement.

DAILY WORK

The Contractor will be responsible for the following jobs daily through his employees: -

(a) Cleaning of the floor area of all class rooms, corridors, offices, staircase, ground & assembly stage etc. with wet floor dusters, detergent, disinfectants, etc., once in the morning before opening of the Kendriya Vidyalaya and thereafter after interval especially in the areas like washrooms, corridors, stairs reception etc.

(b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes flies etc.

(c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after school hours or as may be specified by the Principal & committee formed for this purpose.

(d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals.

(e) Regular dusting/cleaning of furniture (table and chair) and equipment's, book cases, filing cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the school.

(f) Cleaning of durries, carpets, curtains, venetian blind, Library racks, and other stores and material of Vidyalaya.

(g) Sweeping and cleaning of open areas, roads, passages, prayer ground, lawns etc. within the boundary of the Kendriya Vidyalaya. The garbage and foliage so collected is to be disposed of away from the Vidyalaya at specific places earmarked by Municipal Corporation.

(h) Regular cleaning of taps, bottle traps, gully traps

ps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24 hours of notice of complaint.

(i) Immediate information to leakage in GI, or CI pipes to school authority.

WEEKLY WORK

The contractor will be responsible for the getting the following jobs done through his employees once a week: -

(a) Washing and scrubbing of floor areas with detergents and dirt removing agents.

(b) Acid cleaning of sanitary wares, without damaging their shines.

(c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.

(d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.

(e) Polishing brass nameplates and number plates and cleaning all other name plates/boards.

(f) Dusting and cleaning of fans, electrical fittings, windowpanes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.

(g) Removal of cobwebs in all rooms and other spaces of the school.

(h) Whenever pm SHRI KV Koliwada required additional number of sweepers for few days firm will provide as per govt. rates .

QUARTERLY WORK

The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee: -

Cleaning of overhead water tanks, all water cooler

		s and any other water storage reservoir. After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.
3	Gardener (Unskilled)	<p>Developing Lawns & Gardens of the Vidyalaya by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.</p> <ul style="list-style-type: none"> · Maintaining of the lawns and gardens by watering, cutting, pruning & weeding, putting new annual and seasonal flower plants and ornamental plants, and putting pesticides and manure, anti-termite treatment with termiticides, maintenance of compost pit etc. · Cutting & cleaning of bushes and unwanted weeds from the open areas around the buildings and playground in the compound. Cutting of grass, etc from the play grounds and surrounding areas. <p>Gardening tools / equipment / materials will be provided by Vidyalaya.</p>

3. Quoted Price:

The bidder shall quote the rate of the services required for the Vidyalaya as per conditions best suited in Vidyalaya.

- a) The Bidder shall quote unit rate which shall comprise of daily minimum wage remuneration as per central govt. EPF, ESI & other statutory costs and Service charges (including profit and administration charges)
- b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except change in minimum wages, VDA as per Govt orders). Minimum Wages will be increased as per central Govt. notification time to time.
- c) The selected firm has to deposit performance security in the KENDRIYA VIDYALAYA KOLIWADA VVN Account No- **583502010008270** IFSC code-**UBIN0558354** only for an amount of 5% of total yearly contract. The Performance security shall be submitted within 07 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- d) Each Bidder must submit only one Bid.

4. Terms and Conditions:

- a) The remuneration shall be disbursed online through NEFT/RTGS to concern staff and the receipt should be enclosed with bill of same month.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the PM SHRI Kendriya Vidyalaya Koliwada

as per the monthly remuneration quoted without any deduction except statutory deductions. Payments should not be made in cash and the proof of the same has to be submitted along with the bill. Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice/bill along with the documents mentioned. If due to any unavoidable reasons Vidyalaya would not be able to make timely payment, contracting agency will not stop the payment of workers,

- c) The Contracting Agency will submit the invoice along-with following documents: -
- i. Details of disbursement made to the staff furnishing NEFT/RTGS details for each payment.
 - ii. Proof of payment of statutory obligations EPF (subject to maximum wages Rs. 15,000 per month), ESI (Subject to maximum wages Rs. 21000 per month)and any other applicable taxes.
- d) The detailed bio-data, identity card and police verification clearance (PVC) for each employee will also be submitted to the office of Vidyalaya before deployment of the staff.
- e) The normal office hours of vidyalaya is from 07:00am to 03:00 pm six days from Monday to Saturday. PM SHRI KV Koliwada also reserves the right to request for the services of additional/extra /reduction in manpower subject to requirement. The Contracting agency will be compensated, for the extra manpower provided by this Vidyalaya as per the minimum wages of central govt. On any special occasion like annual inspection, visit of dignitaries, sports day, annual day the firm has to provide extra required labour in short notice.
- f) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:-
TOTAL MONTHLY REMUNERATION = MONTHLY REMUNERATION-A1
Where A1 = $\frac{\text{Monthly remuneration} \times \text{No. of days of absence}}{\text{No. of days in the month}}$
- g) The Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Koliwada, Therefore, minimum eight bio-data shall be made available. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by the Kendriya Vidyalaya Koliwada. 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 long leave/absence/unsuitability for Kendriya Vidyalaya Koliwada shall be made within 24 hours.
- h) The Contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Koliwada, on a stamp paper of Rs. 500/- as per the Model Contract provided by the Vidyalaya. The other terms and conditions specified in the Bid document / tender document will also form the part of the Model Agreement. The cost of stamp paper will be borne by contracting agency.

Additional Terms & Conditions

a) As per Letter no. 110225/70/2013/KVS (HQ) / Audit dt. 02.08.2017 of Kendriya Vidyalaya Sangathan (HQ), New Delhi and Notification No. 12/2017-Central Ta

x (Rate) dated 28th June 2017 of Government of India, the cleaning services in Kendriya Vidyalayas/ Educational Institutions have been kept in the GST-free category. Hence, if due to any technical reason in the GEM portal, the GST amount is added and the total contract amount is calculated, then in such a situation, the GST amount will not be payable. In other services GST may apply as per govt. rules.

b) The contracting firm will have to appoint a supervisor for periodic monitoring/ supervision of the work in the school (at least twice a month), for which no separate honorarium will be paid.

c) The contracting firm will have to provide uniform, apron, safety equipment, etc. to all the appointed employees/labourers.

d) On being selected for providing the above-mentioned services in the school, the concerned organisation will have to submit an affidavit that it will not exploit any labourer/worker financially and all their liabilities will be paid into their bank accounts and it will not make any unauthorized recovery of money from them. The school administration will not be responsible if any unpleasant situation arises with any labourer (security guard, sweeper, gardener etc.) appointed by the concerned organisation at the work place due to any reason and its compensation etc. will be borne by the concerned organisation. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

- a) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya Koliwada or make any sort of noise in the office premises.
- b) The contractor's workers shall be polite, courteous, well behaved and honest.
- c) The contractor shall be fully responsible and liable for theft, burglary, fire or any other mischievous deed done by its workers.
- d) The antecedents of all the workers will be got verified from police by the agency before deployment for work and submit to the PM SHRI KV Koliwada.
- e) The contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
- f) PM SHRI Kendriya Vidyalaya Koliwada shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya Koliwada is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- g) The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the Central. (The rate of wages will be increased as per latest rates of central govt. applicable) and will include such other benefits as may be as available to its employees under the relevant Acts and Regulations applicable in the State. The PM SHRI Kendriya Vidyalaya Koliwada shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- h) Insurance and accident risks of the workers will be the responsibility of the Contractor.
- i) All the workers of the Contractor shall be free from infectious diseases.

- j) The Contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the PM SHRI Kendriya Vidyalaya Koliwada
- k) The PM SHRI Kendriya Vidyalaya Koliwada reserves the right to order any worker of the contractor to leave the premises of the Vidyalaya if his presence at any time is felt undesirable.
- l) The contractor will provide EPF and ESI pass book to employees and make sure the regular entry in these passbooks well in time.
- m) The Contractor will ensure that proper license/ permission from the concerned authorities, wherever applicable are obtained promptly.
- n) Every bidder has to provide the certified complete bank details of his/her firm (Bank Account Name, Account No., IFSC, Name of Bank and Branch etc.). The bank account details must be supported with appropriate proof.
- o) The service providing firm (Housekeeping, Gardening, DEO) must have its Head office in Maharashtra and branch office in Mumbai. Priority will be given to Mumbai Head office. Proper proof should be attached. The Vidyalaya has reserves the right to disqualify any firm on the basis of Location documents for smooth services.
- p) The experienced firms of providing services (Cleaning & Gardening & DEO) in KENDRIYA VIDYALAYA will be given preference

5. Evaluation of Bid/ Documents required

- i. The Technical bid will be treated as non-responsive, if following valid documents are not attached:
 - a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.
 - b) Scanned copy of Valid License under the Contract Labour (Registration & Abolition) Act, 1970 or Any other contracts in Govt. including Central Govt./State) **(If Applicable)**
 - c) Scanned copy of Numbers of Staff Registered under ESI & EPF separately. Documentary proof of vouchers may be attached with latest ECRs, for minimum of 10 Employee for last 6 months.
 - d) Scanned copy of Audited Balance Sheet Profit & Loss (P&L) account (one page each) of the firm for last three (3) financial years i.e. 2025-26, 2024-25, 2023-24, An undertaking regarding the acceptance of the terms and conditions of the tender.
 - e) Bidders registered Office/Branch office Address proof in Maharashtra/ Mumbai, for better coordination, smooth service and other administrative factors. Shop act /EPF/ESI or GST registration should have address of / Maharashtra/ MUMBAI.
 - f) Evidence of experience of three years in providing housekeeping services in at least two Central Government organizations preferably situated in Maharashtra from January 2023 onwards with work completion report for providing Housekeeping/Gardner/DEO services. (All related documents should be issued by concerned departments)
 - g) The firm is not blacklisted by any department/PSU/Sub-ordinate offices/KV of Government of India should be submitted afresh addressing to the "Principal, PM SHRI KENDRIYA VIDYALAYA KOLIWADA MUMBAI 37.
 - h) All the communication, affidavits or undertakings must be addressed in the name of The Principal, PM SHRI KENDRIYA VIDYALAYA KOLIWADA MUMBAI.

- i) List of clients served for services during last three-year w.e.f. 01.04.2023 in tabular form having details of Name of organization served, form of organization (Central/State/KVS etc.) nature of service (Housekeeping/Cleaning, Gardening, DEO period of services, Completed Year, cost of assignment etc.)
- j) The successful bidder will deposit Rs. 10000 as a security deposit in favour of school VVN Account immediately after awarding the contract. After two-month bill of manpower the security deposit amount will be refund to the firm. If firm will not start the services within given time then the deposit amount will be seized.**
- k) The successful bidder will provide all necessary documents and man power details within 5 days after awarded the contract.**

Important note: Please note that this list must be supported by experience certificate issued by organization served. Work order will not be accepted.

- l) Self-attested copy of PAN No. and Current Income tax clearance certificate (A. Y. 2025-26)/ITR of F.Y.2022-23, 2023-24, 2024-25
- m) Self-attested copy of proof of EPF registration with validity as on date.
- n) Self-attested copy of proof of ESI registration with validity as on date.
- o) Self-attested copy of proof of GST registration.
- p) Antecedent report of the agency from the concerned police station.
- q) Duly signed undertaking on the letter head of organisation to the effect that the agency has not been blacklisted by the Government or other organization)
- r) Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services, as per central Govt. Norms latest
- s) The indenter will evaluate and compare the financial Bids of only those bidders who are determined to be substantially responsive (i.e. fulfil the criterion mentioned under 5.i a to t)

6. Award of Contract

- a) This Vidyalaya (Indenter) will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per minimum wages norms of central govt. but mere lowest price will not confer any right for awarding the contract.
- b) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d) Notwithstanding the above, the indenter reserves the right to accept

pt or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

- e) The Contract can be terminated by the 1st Party (PM SHRI Kendriya Vidyalaya Koliwada) at any time without assigning any reason. The 2nd Party (Contractor), if so desires, may terminate the Contract by giving one month's notice.

The indenter looks forward to receive the Bid and appreciate the interest of service provider in the Pm SHRI Kendriya Vidyalaya Koliwada.

I/we ,.....(name of the bidder party /person/supplier) have read/gone through all the terms and conditions, enlisted above from Sr. no. 1 to 6 and fully agree to comply with the same to participate in the bidding for the supply of man power through outsourcing as per the requirement of the Vidyalaya w.e.f. 01.07.2026 to Kendriya Vidyalaya KOLIWADA for the one year contract period.

Date/.../2026 Signature of the tenderer/owner

With rubber seal of the firm

Address:

Contact number:

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and

published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, 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. 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/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 सामान्य नियम और शर्तें/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.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---