ପିଏମ ଶ୍ରୀ କେନ୍ଦ୍ରୀୟ ବିଦ୍ୟାଳୟ ପୁରୀ (ଓଡ଼ିଶା)
पीएम श्री केन्द्रीय विद्यालय पुरी (ओड़ीशा)
PM SHRI KENDRIYA VIDYALAYA PURI (ODISHA)
तालबणिया, पुरी / TALABANIA, PURI ओड़िशा-पिन: ७५२००२ / ODISHA-752002
CBSE Affiliation No. 1500003, School No. 19134, Region Code 04, Station Code 115, KV Code-1176
Phone : 06752-297610 वेबसाइट/Website-www.puri.kvs.ac.in & e-mail-[redacted], Established-1965

F:Tender/1176/2026-27/ Dated : 25.11.2026

TENDER DOCUMENT

Sub : Inviting Bid for engaging Service provider firm for providing Manpower through service contract from **01.02.2027 to 31.01.2028**.

Sir/Madam,

Kendriya Vidyalaya Puri, an Autonomous Body under Ministry of Education, Government of India registered under Societies Registration Act, 1860. The Vidyalaya administers the Scheme of Kendriya Vidyalaya Sangathan set up for imparting education to the Children of transferable Central Govt. Employees among others.

Bids are invited through GeM potal by Kendriya Vidyalaya Puri from the reputed / registered consultant/ Service Provider Firm for providing through service contract initially for a period of 01 (one) year w.e.f. 01.02.2027 to 31.01.2028 which may be extended for another one year.

Area of the Building	:	Having approximately 50 rooms and 14 toilets, meeting room, Conference Hall, Corridors, stairs, open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
Address/ Location of the Building.	:	Kendriya Vidyalaya Puri, Talabania Dist. Puri - 752002

CONTRACTING AGENCY Must have the valid license to engage Private Security Agency/Service from the Home Department/ any other statutory department, Government of Odisha only.

A - Man power required.

Sl. No.	Category of manpower	Minimum qualifications or/and experience	No of workers required	IN the following way/ timing
1	Workers for cleanliness (unskilled)	Primary standard	04(Four)Ladies 01(One) gents	6.30 AM to 2.30 PM (with half an hour lunch break)
2	Gardner (un skilled)	Primary standard	02(two) gents	7.00 AM to 3.00 PM (with half an hour lunch break)
3	Security Guard (Without arms)	High School	03(three) gents	Round the clock. 1 reliever to be provided for giving one day off in a week.

B - An outline of tasks to be carried out by different category of manpower provided is detailed as under: -

Sl. No.	Category of manpower	Responsibilities
1	Workers for cleanliness	To clean the Bath rooms, lavatories, class rooms, various departments, corridors and surroundings of entire Vidyalaya in all days except Sunday and holidays, unless required on requisition.
2	Workers for Gardening	To maintain Vidyalaya garden completely
3	Workers for security Guard	To perform the duty of Security Guards, to safeguard Vidyalaya property, to perform duty round the clock

C – Work will have to be got done in the following way.

i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the K.V. Puri.

ii) Cleaning of the floor area with wet floor dusters and detergent, disinfectants etc. once in the morning before opening the Vidyalaya and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of anti-termite treatment & rodent control etc. are to be made once in a week and whenever necessary, for keeping the rooms/ class rooms/ sections free from mosquitoes, files, termite/ pests/ rats etc.

iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, second time after the recess is over and again in the afternoon daily.

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iv) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/ meeting halls/ canteen etc. within the boundary of the KV's wall surroundings to this building.

v) Regular dustings/ cleaning of office furniture (table and chair) and equipment's, telephones, book cases, filling cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 7.30 AM.

vi) Any other works assigned by the Principal for the benefit of Vidyalaya.

D - ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.

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

iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.

iv) Cleaning of filled surfaces in the corridors and staircases.

v) Cleaning of water storage tanks, water coolers, desert coolers.

vi) Polishing of name plates and number plates with brasso (on each floor) and cleaning of all other name plates/ Boards.

vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/ agents and cleaning of partition, paneling etc. including removal of cobwebs.

E – Security Deposit

i) The selected firm has to furnish performance security in the form of Bank Guarantee @ 3% of the contract value valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award.

ii) Contracting Agency must be installed the biometric attendance before awarding the contract.

F - Each Bidder must submit only one Bid.

G – Validity of Bid

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

H – Terms and Conditions

CONTRACTING AGENCY Must have the valid license to engage Private Security Agency/Service from the Home Department/ any other statutory department, Government of Odisha only.

i) The remuneration shall be disbursed to the employees through RTGS by the 5th of every succeeding month as per the monthly remuneration quoted without any deduction.

ii) The Contracting Agency will submit the invoice / bill alongwith proof of disbursement after making the payment to the employees supported with the following documents physically.

a) Details of disbursement made to the staff furnishing details for each payment.
b) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/ bill.

iii) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Intending Office valid for the period of contract.

iv) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Intender/ Client.

v) The normal office hour of KV Puri is from 7.00 am to 3.00 pm, six days from Monday to Saturday. However, the Contracting Agency will deploy their workers and provide the service of **cleanliness & garden for six days** in a week from **Monday to Saturday** according to the duty timing shown at pre-pages/ above. KV Puri also reserves the right to request for the services of additional/ extra manpower. The Contracting Agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

vi) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

$$\text{where } A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

vii) The Candidates/ Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Puri. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KV Puri. 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 absence/ unsuitability for KV Puri shall be made within 24 hours.

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viii) The Contracting Agency will be required to sign a contract with the KV Puri as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

ix) In case of any loss, theft/ sabotage caused by/ attributable to the personnel deployed, the KV Puri reserves the right to claim and recover damages from Contracting Agency.

x) The antecedents of all the workers will be got verified from the police by the contracting Agency before deployment for work.

xi) The Contracting Agency will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/ staff deployed are free from any communicable or other infectious disease before deployment of work.

xii) KV Puri will provide a small room/ space for the workers/ staff deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.

xiii) The Contracting Agency shall provide to their personnel deployed with impressive summer uniform as well as winter uniform with insignia.

xiv) The Contracting Agency shall ensure supervision of work in respect of personnel deployed once in every week regularly and to submit report to the authority of KV Puri.

xv) The firm must have its Registered Office/ Corporate Office in Odisha.

xvi) The firm must have at least one year experience in working in Government sector.

xvii) The Firm must have valid license from Odisha Home Department. (PSARA).

xviii) Bidder should not be black listed, under liquidation, court receivership or similar proceedings or bankrupt. Bidder to upload undertaking to this effect with bid.

xix) The Contracting Agency should visit the Vidyalaya once in a month positively for inspecting the works of the workers and taking feedback from the Vidyalaya authority.

I. BIDDING PROCEDURE:

It is proposed to have a Two Bid System in this GeM Tender, i.e. Technical Bid and Financial Bid.

A. Technical Bid: The Technical bid will be open as per GeM prescribe time limit.
B. Financial Bid: The Financial bid will be open after 96 hours of Technical bids. If more than one bidder qualified for L1 then, it will auto selection through GeM Portal only.

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J- Evaluation of Bid.

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

(i) The bid will be treated as non-responsive if following 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 1 (one) year.
b) Latest Audited Balance Sheet & Profit and Loss Account.
c) List of clients during last 1 year along with cost of assignment.
d) PAN No. and copy of last assessment order / copy of IT return (latest).
e) Attested copy of proof of valid EPF registration.
f) Attested copy of proof of valid ESI registration.
g) Attested copy of proof of Service Tax Registration & GSTIN number. (However Kendriya Vidyalayas are exempted from service tax & GST)
h) Attested copy of License to engage in the business of Private Security Agency of Odisha. (PSARA)
i) Attested copy of Labour registration certificate of Odisha only.
j) Attested copy of valid Labour License from Govt. of Odisha.
k) Signature of the authorized person on each pages of tender documents as a token of acceptance of all the terms and conditions.
l) Attached documents are not legible invalid or tampered/ forged in any way.

(ii) Remuneration of staff, quoted below minimum wages of Govt. of India, Labour Department shall render the Bid disqualified for evaluation.

(iii) The evaluation will be done through GeM portal only.

NOTE: Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the biding process and reject all Bids at any time prior to the award of the contract.

Yours faithfully,

26/11/2026

Principal
K.V. Puri

प्राचार्य/PRINCIPAL
पीएम श्री केन्द्रीय विद्यालय पुरी
PM SHRI Kendriya Vidyalaya Puri

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