

## TENDER DOCUMENT

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower (Security Service) through service contract.**

Sir/Madam,

The Kendriya Vidyalaya MEG & Centre, is administered by Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, under Ministry of HRD Govt. of India for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya MEG & Centre from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of **01 (one) year w.e.f 01/09/2019** , as indicated below:-

Man power required:-

S. No.	Category of Manpower	Number of personnel required in the shifts	As per the following shifts
1	Security Guards Without Arms Exp. personnel	05 (Five)	In Three shifts

3. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration,+ EPF,+ ESI &+ Service Charges = in the format of quotation only attached (Annexure - A).

The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

The Bidder shall deposit Rs.5,000/- in the form of crossed Demand draft drawn in favour of Kendriya Vidyalaya MEG & Centre, VVN Account, payable at KV MEG & Centre ( Cheques are not accepted )as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

The selected firm has to furnish performance security in the form of Crossed demand draft for an amount equal to 10% of annual contract value. The Performance security shall be submitted within 10 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.

(f) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period of one year after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/RTGS at KV MEG & Centre premises.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Kodagu's office/premises as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the KV MEG & centre office/premises supported with the following documents :-
  - (i) Details of disbursement made to the staff furnishing cheque details for each payment,
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax.

Payment to the Contracting agency will be released within 07 days from the date of the receipt of the invoice/bill.

- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (f) The Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. KV MEG & Centre 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.
- (g) 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 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV MEG & Centre. 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 MEG & Centre. 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 MEG & Centre shall be made within 24 hours.

- (i) The contracting Agency will be required to sign Agreement with the KV MEG & Centre. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Agreement.
- (j) In case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the KV MEG & Centre reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained/professional security guards, (ex-servicemen) who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex. servicemen. The Contracting Agency will also ensure that the security guards are free from Aid or any other infectious disease before deployment for work.
- (m) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (n) The Contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
- (o) The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya or make any sort of noise in the school premises.
- (p) The contractor's workers shall be polite, courteous, well behaved and honest.
- (q) The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (r) The contractor's workers shall not enter into any unlawful activity within the K.V. Premises and shall have a good moral character.
- (s) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.
- (t) The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the Central Govt. And will include such other benefits as may be available to its employees under the relevant acts and regulations applicable. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractors and shall not be liable for it.

(u) Insurance and accident risks of the workers will be the responsibility of the contractor.

(v) All the workers of the Contractor shall be free from infectious diseases.

(w) The contractor will ensure that proper Licence/ Permission from the concerned authorities wherever applicable, are obtained promptly.

## 7. 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 3 (three) years.

(b) Audited Balance Sheet & Profit and Loss Account.

(c) List of clientele during last 3 years along with cost of assignment.

(d) PAN No. and Current IT clearance certificate.

(e) Attested copy of proof of EPF registration.

(f) Attested copy of proof of ESI registration.

(g) Attested copy of proof of Service Tax Registration.

(h) The Bidder shall deposit Rs.5,000/- in the form of crossed DD drawn in favour of Kendriya Vidyalaya MEG & Centre, VVN Account, payable at KV MEG & Centre as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(ii) Remuneration of staff, quoted below minimum wages applicable for Security Guards (With arms/without arms) etc., in the Central Govt. shall render the Bid disqualified for evaluation.

(iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

## 8. Award of Contract:

(a) The Indentor 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 para 7.

(b) The Indentor 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 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) Firms/Agencies quoting service charge less than 2% will be treated as Non-responsive and their quotations will be rejected.

f) Monthly remuneration to be calculated for 30 days which should not be less than minimum wages prescribed by Central Government.

g) Service charges should not be less than 2%.

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids superscribed on the envelope as "Bids for providing Security Services in KV MEG & Centre on service charge basis" on or before 14/08/2019 by 2:00 PM by Speed post/Registered post only. The tenders will be opened at 3:00 PM on 14/08/2019 at KV MEG & Centre in If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.5,000/- (Rupees Five Thousand only) is to be deposited along with tender document.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV MEG & Centre.

Yours faithfully,

Signature

Name:

Designation:

For and on behalf of the  
Kendriya Vidyalaya MEG & Centre

**FORMAT OF BID**  
Security Guards (Without Arms)

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/ overhead profit	Monthly Unit Rate (Col.4+5+6+7*5)
1	2	3	4	5	6	7	8
1	<b>Security Guards Without Arms.</b>	05					

- NOTE:
- Monthly Remuneration = Full one month Salary ( As per Central Govt. Labour Act existing rate +**

**EPS = % ( existing Rules) +**

**ESI = % ( existing Rules) +**

**Service Charges (is Mandatory) += (Total Amounts mentioned in Coloumn 8)**
  - In case of discrepancy between unit price and total price, the unit price shall prevail.**

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also

Agree to enter into the agreement . Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

\_\_\_\_\_ ) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**FORMAT OF BID**  
Security Guards (Without Arms)

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9
	<b>Security Guards Without Arms.</b>							

- NOTE:
1. Service Tax shall be quoted separately.
  2. In case of discrepancy between unit price and total price, the unit price shall prevail.
  3. GST % must be mentioned separately if any and GST number should be mentioned.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also Agree to enter into the agreement . Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

**(Bidder)**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_