



F.No.29/KV/CUTN/TVR/2019-20/

Dated: 13.10.2020

## TENDER DOCUMENT

To

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

Sir/Madam,

The Kendriya Vidyalaya Sangathan a centrally funded Autonomous Body, is a society registered under Societies’ Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the **KV.CUTN, THIRUVARUR 610005** 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. **01.12.2020** which may likely to be extended, as indicated below:

A. Area of the Building : 5304 Square Feet.having Approximately  
All rooms, class rooms, departments, toilets, office, Principal office, any other room, Corridors, and open areas as well as enclosed surrounding areas. Parties are advised to see the location.  
Address/Location of the Building : Kendriya Vidyalaya, CUTN. THIRUVARUR, 610005..

B. **Man power required:-**

Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Guards for Vidyalaya	Literate with At least 1yr Experience	03 (Three)	One man security service round the clock

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

S.no.	Category of Manpower	Responsibilities
1	Security Services	The Vidyalaya Gate along with premises will be guarded round the clock by 3 people (8 hrs each) (6.00 am to 2.00 pm & 2.00 pm to 10.00 pm, 10pm to 06am)

### 3. Quoted Price:

- a) **The Bidder shall quote unit rata which shall comprise of monthly remuneration, EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure –A).**
- b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- c) 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.
- d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- e) The Bidder shall deposit Rs.**2000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **THE PRINCIPAL,KV CUTN, THIRUVARUR** payable at **THIRUVARUR** as earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- f) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
- g) Materials charges should be mentioned separately.
- h) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount of **10% of total amount for one year each service** valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days form the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the contracting agency.
- i) Telex of 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 not less than 90 days after the deadline fixed for submission of Bids.

## 6. Terms and Conditions:

- a) The remuneration shall be disbursed through cheque at the Vidyalaya premises in the presence of representative of the **KV CUTN THIRUVARUR**, or its constituent.
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **KV CUTN THIRUVARUR**, as per the monthly remuneration and OTA charges quoted without any deduction.
- c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to **KV CUTN THIRUVARUR's Office /premises** supported with the following documents:-
  - i) Details of disbursement made to be staff furnishing cheque details for each Payment.
  - ii) 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.

- 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 normal office hours of **Kendriya Vidyalaya , CUTN. Thiruvarur is from 8.00 am to 4.10 pm** five/six days from Monday to Friday /Saturday. However, **Kendriya Vidyalaya CUTN,Thiruvarur** reserves the right to request the services on Saturday/Holiday/beyond office hours. The contracting agency will be compensated 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 =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , CUTN TVR**. 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 **Kendriya Vidyalaya ,CUTN TVR** 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 KVS shall be made within 24 hours.
- i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya , CUTN THIRUVARUR** 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.
- j) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS 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 preferably ex-servicemen, who are 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 KV shall 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.
- n) The Contracting Agency shall provide to their **Security personnel** with impressive summer uniform as well as winter uniform with insignia.

#### 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and confirm 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 proof of Service Tax Registration.

h) The Bidder shall deposit Rs. **2000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favor of **THE PRINCIPAL,KV CUTN, Thiruvarur** payable at **Thiruvarur** as earnest money alongwith 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 enforced under the Government of India's minimum wages act 1948 applicable for Un-skilled, Semi Skilled, Skilled clerical and non-technical supervisory staff, falling in the **zone of the establishment** 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 indentor 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 indentor 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.

**IV)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 on service charge basis” due on or before 09.11.2020 latest by 4.00pm through speed post/ registered post only”**

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate interest of the service provider in the **Kendriya Vidyalaya, CUTN. Thiruvarur 610005**

**The Sealed Bids received will be opened at 3.00p.m on 10.11.2020.**

Yours faithfully,

(K. Thomas)  
Principal

**FORMAT OF BID**ANNEXURE-'A'  
(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonuses 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
1	Security Guards for Vidyalaya	03						

## NOTE:

1. Service Tax shall be quoted separately.
2. **Minimum Service charge for each service should be 1%. The Bid having zero service charge is liable to be rejected.**
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. State Govt Minimum Wages or Central Govt Minimum Wages, whichever is higher will be considered as Minimum Wages.

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 in the format enclosed. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

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

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

Date &amp; Time \_\_\_\_\_

Contd.pg.7/-

**SECURITY SERVICES**

01.	NAME OF COMPANY Whether Govt./Semi Govt./Private.	
02.	ADDRESS	
03.	CONTACT PERSON'S NAME	
04.	TEL. LAND LINE  MOBILE  Email ID	
05.	PAN NO. (Please enclose attested photocopy and attach copy of IT clearance certificate)	
06.	SERVICE TAX No. (Please enclose attested photocopy)	
07.	EPF REGISTRATION No. (Please enclose attested photocopy)	
08.	ESI REGISTRATION No. (Please enclose attested photocopy)	
09.	ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)	2017 ..... 2018..... 2019.....
10.	Please enclose photocopies of attested balance sheet and P& L A/c.	
11.	Experience of work during the last three years along with the cost of assignment (Please enclose copy of documents)	
<b>SIGNATURE OF TENDERER</b>		