



केंद्रीय विद्यालय क्रमांक-१  
Kendriya Vidyalaya, No.1  
आयुध निर्माणी इस्टेट इटारसी (म.प्र.)461122  
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सन्दर्भ/Ref.No. /KV1/OFI//2020-21/

दिनांक/Date 25/07/2020

प्रति,

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## निविदा प्रपत्र

**विषय: "TERMS AND CONDITIONS AND TENDER FORM FOR INVITING BID FOR ROUND THE CLOCK SAFETY AND SECURITY SERVICE CONTRACT IN KENDRIYA VIDYALAYA, NO.1, ORDNANCE FACTORY ESTATE, ITARSI FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT".**

### महोदया/महोदय

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya's set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Bids are invited by the Kendriya Vidyalaya, No.1, O.F, Itarsi, District Hoshangabad (MP) from the reputed/registered Consultant/Service Provider Firm for providing Manpower including material through service contract initially for a period of **01 (one) year w.e.f 01-08-2020** which may be extended, as indicated below:-
  - A. **AREA OF THE BUILDING:** 32000 Sq. ft Vidyalaya Building. Having approximately 40 rooms and 10toilets, meeting room, Labs, Library, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

B. **ADDRESS/LOCATION BUILDING:** -Kendriya Vidyalaya, No.1, Ordnance Factory Estate, Itarsi, Hoshangabad 461122.

C. **MAN POWER REQUIRED:-**

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required	In the following way/ timing
1.	SECURITY GAURDS (Without Arms)	Matriculate & 05 Years' Experience & and Physically fit	03	8 Hours with the lunch time

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 Guard	Round the clock security of office building and Vidyalaya Campus.

**REQUIREMENT FROM THE STAFF OF THE AGENCY, THEIR DUTIES, BEHAVIOUR ETC.**

1. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The contractor's staff shall not disturb the employees of the Kendriya Vidyalaya No.1 OF, Itarsi or make any sort of noise in the Vidyalaya premises.
3. The Contractor's workers shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for the theft, burglary, fire or any other mischievous deed done by its workers.
5. **The antecedents of all the workers will be got verified from police by the agency before deployment for work. An appointment letter and Identity Card to the appointee should be issued by the firm.**
6. **The termination of the services of any appointed security guard will not be the sole decision of firm, it should be duly consented by vidyalaya administration.**
7. The contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
8. Kendriya Vidyalaya No.1 OF, Itarsi shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya No.1 OF, Itarsi is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's Workers.
9. The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages **WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, (THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE)** and will include such benefits as may be as available in the State.

The Kendriya Vidyalaya, No.1 OF, Itarsi shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.

10. Insurance and accident risk of the workers will be the responsibility of the Contractor.
11. All the workers of the Contractor shall be free from infectious diseases.
12. The Contractor will ensure that proper license /permission from the concerned authorities, wherever applicable are obtained promptly.
13. The Contractor shall in no case transfer Service it is required to perform under this agreement to any other Contractor or Person without prior permission from the Kendriya Vidyalaya, No.1 OF, Itarsi in writing.
14. The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya, No.1, OF, Itarsi. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.
15. The Kendriya Vidyalaya, No.1, OF, Itarsi reserves the right to order any worker of the Contractor to leave the premises of the Vidyalaya, if his/her presence at any time is felt undesirable.

### 3. QUOTED PRICE:

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administration charges) in the format of quotation only attached (**Annexure - A**).
- b) The GST Registration should be enclosed by the bidder.
- c) Hourly rate of OTA should not exceed **Monthly Remuneration /30 X 8**
- d) 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.
- e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- f) Goods and Services Tax registration should be enclosed by the bidder.
- g) The Bidder shall deposit **Rs.25,000/- (Rupees Twenty Five Thousand only)** 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 **Kendriya Vidyalaya, No.1, O.F, Itarsi A/c payable at Itarsi** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- h) The selected firm has to furnish performance security in the form of **A/c payee Cheque/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 from 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 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 not less than 90 days after the deadline fixed for submission of Bids.

6. **TERMS AND CONDITIONS:**

a) **The firm should be registered with PASARA Act.**

b) **The Firm quoted "NIL or less than 1%" Service Charge shall be treated as unresponsive and will not be considered.**

c) The remuneration shall be disbursed as per the rates approved by the Central/State Govt. (whichever is higher )through Account payee cheque at KV, No.1, O.F, Itarsi, premises in the presence of representative of the Principal KV, No.1, Itarsi or its constituent.

d) The Contracting Agency will ensure payment by **the 5<sup>th</sup> of every succeeding month** to their employees provided to the Vidyalaya's office/premises as per the monthly remuneration and OTA charges quoted without any deduction through bank.

e) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees as per rates quoted in the tender form. The agency will not quote a rate which is less than the minimum wages approved by the Govt. (Central/State), whichever is higher). If wages are enhanced by the **Govt. (Central/State) during the period of contract the Principal employer will pay the enhanced wages to the Contracting Agency. The Contracting agency will ensure that the revised, enhanced wages are paid to the employees. In case of wage revision by the Govt the Principal Employer will provide a copy of notification to the agency to revise the bill with revised rates. The Contracting agency will submit the invoice to the KV, No.1, Itarsi office/premises supported with the following documents :-**

(i) **Details of disbursement as per rates quoted in the tender form made to the staff furnishing A/c payee cheque details with the attested copies of Bank Account Statement for each payment,**

(ii) **Proof of payment of statutory obligation such as EPF, ESI (name wise statement along with EPF/ESI A/c No. and their own contribution and Management Share) 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.

f) 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.

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

h) **The normal office hours of Vidyalaya are from 8.00 AM to 4:00PM six days from Monday to Saturday Or can download from the vidyalaya website.**

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

***Total Monthly Remuneration = Monthly remuneration -A<sub>1</sub>***

**Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$**

j) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, No.1, OF, Itarsi. 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 Vidyalaya. 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.

- k) The contracting Agency will be required to sign a contract with the Vidyalaya 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.
- l) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency.
- m) The Contracting Agency shall provide to their personnel deployed for security with impressive summer uniform as well as winter uniform with insignia.
- n) The Contractor will ensure that the EPF contribution of employees (worker) and Management Share will credited in the account of employees (as per wages applicable) every month. Receipt of electronic challan (name wise) with ID No., be required to release payment of succeeding month. Such document will be produced along with the bill every month of the contract.

## 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 of last 3 years.
  - (c) List of clientele during last 3 years along with cost of assignment.
  - (d) PAN No/ TAN No. and Current Income Tax clearance certificate.
  - (e) Attested copy of proof of EPF registration.
  - (f) Attested copy of proof of ESI registration.
  - (g) Attested copy of proof of Goods &Service Tax Registration.
  - (h) Xerox copy of Bank Pass Book of Firm
  - (i) The Bidder shall deposit **Rs. 25,000/- (rupees twenty five thousand only)** 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 Kendriya Vidyalaya, No.1, O.F, Itarsi payable at Itarsi 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 applicable for Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Central Govt. of India shall render the Bid disqualified for evaluation.**
- (iii) The evaluation will be done for all the items as per 100 point check list and accordingly indenting Office will award the contract to the bidder on the basis of evaluation made by the committee constituted for this purpose.

**8. AWARD OF CONTRACT:**

- a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the price tender form (In any case not less than minimum wages approved by Govt. (Central/State) as per para 7.
- 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 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
- e) The Pre Contract Integrity Pact shall be signed if the value of contract is Rs. 05 lakhs and above. The copy of the same is enclosed herewith.

**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 Manpower Round the Clock Security& Safety Services**" in Vidyalaya on service charge basis by Speed Post or Registered Post" **by 2 pm on 10.08.2020.The tenders will be opened at 02:30 PM on 10.08.2020**at the office of the undersigned. 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.

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 Kendriya Vidyalaya No.1, Ordnance Factory Estate, Itarsi.

The Bidder Needs to submit technical and financial bid separately in one large envelop.

**भवदीय**

**(मनीष तुली)**  
**प्राचार्य**

## FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit Monthly Remuneration (for per day)	EPF Rate	ESI Rate	Service charges of monthly remuneration including overhead profit	Total Monthly Unit Rate (Col.4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9	10
1	Security Guard (Without Arms)	03	Rs 593.00						

**NOTE:**

- i) **WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE. IN ANY CASE NOT LESS THAN THE MINIMUM WAGES APPROVED BY THE GOVT.**
- ii) Cleaning material will be provided by the Indenting Office.
- iii) GST is exempted as per Govt of India, Ministry of Finance (Department of Revenue) Notification No. 12/2017-Central Tax(Rate) New Delhi dated 28<sup>th</sup> June, 2017 circulated by KVS (HQ) letter No. 110225/70/2013/KVS(HQ)/Audit, dated 02/08/2017.
- iv) In case of discrepancy between Unit Price and Total Price, the Unit Price shall prevail.

We agree to provide the above service of manpower including material 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 & address** \_\_\_\_\_

## 100 POINTS CHECK LIST

(To be filled by the tenderer)

S.No.	Parameters	Maximum Weightage	Weightage Awarded
1	Compliance of an agency of <b>mandatory legal requirement</b> to run the firm such as Brief profile of the company and evidence to establish the firm.		
	Licence obtained from the Home Department, State Government for running the business in r/o private security/conservancy services in Itarsi.	10	
	Proof of Registration in Labour Department.	06	
	Audited Balance Sheet last three years i.e. 2017-18, 2018-19 & 2019-20. No marks will get the firm having one year Audited Balance Sheet.	15	
	Live PAN/TAN No. alongwith GSTIN of the firm	06	
	Income Tax clearance certificate as on 31 <sup>st</sup> March 2020	06	
	EPF Registration (6 Marks) + latest EPF electronic Challan (Minimum 5 Challan) (5 Marks)	11	
	ESI Registration (6 Marks) + Latest ESI Electronic Challan (minimum 5 Challan) (5 Marks)	11	
2	The Annual turnover of the Agencies: Upto 25 lakh (5 Marks) Upto One Crore (7 Marks) Above than One Crore (10 Marks)	10	
3	Number/list of clientele for similar nature of work <b>during last 3 years</b> along with cost of assignment. Govt. Clientele (for the year 2018, 2019 & 2020) will get 20 Marks 01 client= 2 marks Private clientele (for the year 2018, 2019 & 2020) will get 10 Marks 01 Marks = 1 Marks	20	
4	Award /Certificate issued to the agencies Govt. agencies : 05 Marks Private Agencies: 03 Marks	05	
5	If the firm has been black listed during the last three year i.e. 2017-18, 2018-19 & 2019-20	(-) 5	
<b>Total</b>		<b>100</b>	

The committee constituted by this office will allot the following points to each tenderer  
(To be filled by Office):-

Col 1.	Col 2.	Col 3.
EPF amount deposited by the firm through challan last three years Rs. 2017-18 Rs. 2018-19 Rs. 2019-20	Total Turnover of firm as per Column No.2 above as on 31 <sup>st</sup> March 2020 Rs.	Amount deposited in EPF department by firm as % of total turnover as on 31 <sup>st</sup> March 2020 Rs.
ESIC amount deposited by the firm through Challan for last three years Rs. 2017-18 Rs. 2018-19 Rs. 2019-20		
In Col. No. 3, percentage of EPF is less than 15% firm will get zero point If percentage of EPF is between 16 to 18.24% firm will get 5 points If percentage of EPF is more than 18.25% firm will get 20 Points		

It is certified that the above information is true & correct with best of my knowledge.

**Dated:**

**Place:**

**Signature of the Tenderer & Seal**



# **ROUND THE CLOCK SAFETY & SECURITY SERVICES**

(To be filled by the Tenderer)

1. **NAME OF COMPANY** : \_\_\_\_\_  
Whether Govt/Semi Govt. /Private : \_\_\_\_\_  
Proprietor/Partnership : \_\_\_\_\_
2. **ADDRESS** : \_\_\_\_\_  
\_\_\_\_\_
3. **CONTACT PERSON'S NAME** : \_\_\_\_\_  
: Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
: Email Id. \_\_\_\_\_
4. **PAN No.** : \_\_\_\_\_  
(Please enclose attested photocopy)
5. **GISTIN No.** : \_\_\_\_\_  
(Please enclose attested photocopy)
6. **LICENCE FROM THE GOVT. TO RUNNING THE CONSERVANCY SERVICES**  
(Yes/No)  
Valid Upto----- (Please enclose attested photocopy)
7. **LABOUR LICENCE NO.**----- valid upto ----- (Please enclose attested photocopy)
8. **EPF REGISTRATION NO.** -----(Please enclose attested photocopy)
9. **ESI REGISTRATION NO.** -----(Please enclose attested photocopy)
10. **PASARA ACT REGISTRATION NO**----- (Please enclose attested photocopy)
11. **DETAILS OF BANK:**  
Name of Bank : \_\_\_\_\_  
Name of Branch : \_\_\_\_\_  
Account No. : \_\_\_\_\_  
IFSC Code No. : \_\_\_\_\_
12. **ANNUAL TURNOVER THE LAST 3 YEARS**(Please enclose copy of documents)  
2017-18 : \_\_\_\_\_  
2018-19 : \_\_\_\_\_  
2019-20 : \_\_\_\_\_
13. Please enclose photocopies of attested Balance Sheet and P& L A/c.
14. Experience of work during the last three years alongwith cost assignment (please enclose of documents)  

<b>YEAR</b>	<b>OFFICE/FIRM</b>	<b>COST</b>
2017-18	_____	_____
2018-19	_____	_____
2019-20	_____	_____

**Signature of Tenderer with Seal**