

# KENDRIYA VIDYALAYA NO.1 AMBALA – 133001

**Phone No. 0171-2600775, 2600772**

## TENDER DOCUMENT FOR ENGAGING SERVICE PROVIDER FIRM FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT.

Sir/Madam,

1. The Kendriya Vidyalaya NO.1 AMBALA, is a vidyalaya run by KVS an autonomous body under ministry of HRD, Govt. Of India. The vidyalaya is imparting education to the children of transferable central Govt employees among others.
2. Sealed quotation are invited by the Kendriya vidyalaya NO.1 AMBALA from the registered consultant/service provider firm for providing Manpower through service contract initially for a period of **01(one ) year w.e.f 01.12.2018 to 30.11.2019** which may be extended by another one year, subject to the satisfactory services.

**A. Area/location of the building:** KV-NO.1 AMBALA has a permanent building with boundary wall of area 14.60 Acre . Parties are advised to see the location.

Kendriya Vidyalaya NO.1 AMBALA Near , PATEL PARK, AMBALA	Apart from the available infrastructure, the building have an Asset of Rs.42764739 (As per 2016-17)
--	---

### **B. Man Power required:-**

- a. 03 security Guards for round the clock Security of the above mentioned premises of Vidyalaya with maximum 08 hrs. Duty. The rest/leave of security guard will be borne by the agency.
- b. 03 Person s for cleanliness services of the above mentioned premises of vidyalaya with standard duty hours from 07:30AM to 04:00PM
- c. 01 Person s for Gardening services of the above mentioned premises of vidyalaya with standard duty hours from 07:30AM to 04:00PM

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

Sr. No.	Category of Responsibilities
<b>Security Guards(Without Arms)</b>	Security Guards to provide security/guard the office wherever he is deputed (As per the details above at 2 (A)
<b>Manpower for cleanliness services</b>	Persons deployed to provide cleaning of vidyalaya premises (As per the details above at 2 (A)
<b>Gardener for Gardening services</b>	Persons deployed to provide Gardening services (As per the details above at 2 (A)

### 3. Quoted prices:

- (a) **The bidder shall quote unit rate as per the latest Minimum wages prescribed by the Govt. of India** which comprises of monthly remuneration, EPF,ESI & other statutory costs and service charges including profit in the prescribed BID Format (**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 provision, if amended, in case of change in the rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. % change of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d) **The firm shall deposit Rs. 35000-/(Twenty Thousand Only) in the form of Cheque/ demand draft drawn in favour of Kendriya Vidyalaya NO.1 AMBALA VVN Account, Payable at AMBALA as earnest Money** along with other documents. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) **The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 35,000-/ (Rupees Fifty thousand only) 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.
- (f) Telexes 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 condition :

- a) The remuneration shall be disbursed in the Bank Account of individual manpower and details of bank transfer will have to be attached with the bill .
- b) The contracting agency will ensure payment by the 5<sup>th</sup> every succeeding month to their employees provided to the KV NO.1 AMBALA/premises as per the monthly remuneration quoted without any deduction.
- c) The contracting agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KV office/premises supported with the following documents.
  - i) Details of disbursements made to the staff furnishing Bank details of each payment.
  - ii) Proof of payment of statutory obligation such as EPF,ESI, service tax and any other applicable tax.
  - iii) Payment to the contracting agency will be released preferably within 15 days from the date of the receipt of the invoice/bill.
- d) **The contracting agency will provide Police verification / identity card / Dress with logo/ Torch/ whistle and other essential items to all his employees deputed as per the format suggested by the, indenting office valid for the period of contract, without deducting any money from the employee.**

- e) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the indenter/client.
- f) It is mandatory for the contracting agency to submit the attested copy of license obtained for running the business of private security agencies, failing which the bid will be treated as disqualified/nonresponsive.
- g) The normal office hours of KV NO.1 AMBALA is from 07.30 AM to 04.00 PM six days from Monday to Saturday. However the contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at above. KV-NO.1 AMBALA also reserves the right 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.
- h) In case of absence on any working day, the monthly remuneration will be regulated as per the formula :

**Total Monthly Remuneration: Monthly remuneration-A**

**Where A = Monthly remuneration X Nos. of day**

-----  
**Nos. of days in the Month of absence**

- i) The Candidates/Manpower provided by the contracting Agency shall be accepted only after scrutiny by KV-NO.1 AMBALA. Therefore, minimum three bio-data shall be made available against each slot in each category. The candidate may be invited for proposal discussion also. No convene or any other charge will be paid by the 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 KV shall be made within 24 hours.
- j) The contracting agency will be required to sign a contract with the KV\_NO.1 AMBALA as per the model contract enclosed for ready reference. The other terms and conditions specified in the document will also from the part of the model agreement.
- k) In case of any loss, theft/sabotage caused by/attribution to the personal deployed, the vidyalaya reserves the right to claim and recover damages from contracting Agency.
- l) The antecedents of all the workers will be got verified from the police by the contracting agency before deployment for work.
- m) The contracting agency will deploy the trained/professional security guards/security supervisor, preferably ex-serviceman, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen.
- n) The contracting Agency will also ensure that the security Guards/manpower of cleaning are free from AIDS or any other infectious disease before deployment for work.
- o) No name plate of agency shall be allowed in the vidyalaya and nobody will be allowed to stay in the office except the staff contracting Agency on duty.

- p) The contracting Agency shall provide to their security personnel/Manpower of cleaning with impressive summer uniform as well as winter uniform with insignia.

## **7. Evaluation of Bid:**

The indenter will evaluate and compare that bids determined to be substantially responsive i.e which are properly signed and confirm to the terms and conditions in the following manner:

- i) The Bid will be treated as non-responsive if following documents are not attached:-
- a) Attested copy of license obtained from the Home Department, for running the business of private security Agencies.
  - b) PASARA License for Security services
  - c) 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 (3) years.
  - d) Audited balance sheet and profit and loss Account.
  - e) List of clientele during last 3 years along with cost of Assignment.
  - f) PAN No. And current IT Clearance certificate.
  - g) Attested copy of Proof of EPF Registration.
  - h) Attested copy of Proof of ESI registration.
  - i) Attested copy of proof of Service Tax registration
  - j) The Bidder shall deposit ` 35000/- in the form of Cheque / Demand Draft drawn in favour of Kendriya Vidyalaya NO.1 AMBALA VVN Account, payable at NO.1 AMBALA as earnest Money and Rs. 500/- as cost of Tender Form, along with the Quotation. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - k) The rate should be filled up in all the column of the enclosed Annexure-A, only duly signed and stamped. The bid will be rejected if any of column of the Annexure –A left blank.
  - l) Duly filled Annexure-B
- ii) **Remuneration of staff will be as per the latest Minimum wages prescribed by the Govt. of India.**

## **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 lowest Price as per para 7(ii).
- 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(B) 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. Award of Contract will be given solely on the guidelines and Terms and Conditions of Kendriya Vidyalaya Sangathan and no outside influence will be accepted either in terms of documents or person.

#### **9. Last date and time of receipt of bids**

Your are requested to submit the Sealed Quotation superscripted on the envelop as quotation for Providing Manpower Through service contract by 27.11.2018 (through Speed Post/registered post only). **The sealed Tenders will be opened at 03:00PM at Kendriya Vidyalaya NO.1 AMBALA in the presence Members of VEC on 28.11.2018 (date)**. If the last date of receiving and opening of quotation happens to be declared Holiday, then the quotations will be received/open on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest Money of Rs. 35000-/(Rupees Thirty Five Thousand Only) and Non refundable Tender Cost of Rs. 500(Five hundred) is to be deposited along with Tender documents.

Model Agreements of security and cleanliness service can be downloaded from Vidyalaya website **[www.kvNO.1 AMBALA.org](http://www.kvNO.1 AMBALA.org)**.

The indentor looks forward to receive the Bid in the format attached only and appreciate the interest of the service Provider in the Kendriya Vidyalaya NO.1 AMBALA.

**PRINCIPAL  
KV-NO.1 AMBALA**

**Annexure-A**

**FORMAT OF BID**

S.No.	Category of Manpower	Number of Manpower	Unit monthly remuneration (for 01 Person)	EPF RATE (for 01 person) As per rules	ESI RATE (for 01 person) As per rules	Service charges/Charge of Uniform including overhead profit(for 01Person) (In Rs. Only)	Monthly Unit rate (col 4+5+6+7) (for 01 person)	Total monthly cost (col8)x(col3) For three persons
1	2	3	4	5	6	7	8	9
1	Security Services	03						
2	Manpower for Cleaning services	03						
3	Gardener for Gardening Services	01						

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Service tax shall be quoted Separately.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and agree to enter into the agreement in the format enclosed. Bid Security of Rs.35000-/(Rupees Thirty FiveThousand Only) is furnished herewith vide Bank Draft No. / Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Signature \_\_\_\_\_  
(Bidder)

SEAL / STAMP

Name \_\_\_\_\_

Date & Time \_\_\_\_\_

(The rates should be filled up in all the column of annexure –A  
The bid will be rejected if any of column of the Annexure-A left blank)

**FORM FOR SECURITY / CONSERVANCY SERVICES AT KENDRIYA VIDYALAYA,  
NO.1 AMBALA CANTT, HARYANA PINCODE : 133001**

1	Name of Agency submitting the Tender	
2	Postal Address of the agency	
3(a)	Agency's registration number	
3(b)	PASARA Licence No	
3(c)	Registration valid up to	
3 (d)	Service Tax Registration No.	
3(E)	EPF/ESI No.	
3(F)	PAN No	
4	Agency's Telephone number with STD code.	STD code..... Tel. number.....Mobile..... Fax..... Email.....
5	Bankers cheque/DD no. with date for security money drawn in favour of "Kendriya Vidyalaya NO.1 AMBALA-VVN ACCOUNT "for Rs. 35000-/(Rupees Thirty FiveThousand Only) submitted with Quotation	Banker's Cheque/ DD No.....  Dated.....for Rs 20000/- (Rupees Twenty Thousand only)  Drawn at Bank : UBI AMBALA CANTT
<b>UNDERTAKING</b>		
<p><b>I have read and fully agree to comply with the terms &amp; conditions mentioned on the tender Form and model agreement (uploaded at <a href="http://www.kvNO.1 AMBALA.org">www.kvNO.1 AMBALA.org</a>)</b></p>		
<p><b>Date:..... Signature of Head of agency .....</b></p>		
<p><b>Stamp of the Agency.....</b></p>		

