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**TENDER DOCUMENT**

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower - SECURITY SERVICE (Watch and Ward)- through service contract."**

Sir/Madam,

The Kendriya Vidyalaya, I.S.A Mount Abu is functioning under Kendriya Vidyalaya Sangathan, New Delhi. Kendriya Vidyalaya Sangathan is a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas 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, I.S.A Mount Abu Distt. Sirohi, PIN: 307501 from the reputed/registered Consultant / Service Provider Firm for providing Manpower - **SECURITY SERVICES** (Watch and Ward)- through service contract initially for a period of **01 (one) year** w.e.f **01.10.2017**, which may likely to be extended, as indicated below:

**A. Area of the Building : Total School Building and Campus:**

Total **10 Acres campus situated in the midst of hills** having approximately 26 ClassRooms & 15 other Rooms & 7 Toilets in Ground & other floors of the Vidyalaya Building, corridors, stairs, 10 Staff quarters and open areas. Mount Abu is a wild life century and school is a part of it. Parties are advised to visit the location beforehand. **In case of any accident or discrepancy the sole responsibility will be of the contractor.** In case of any mishappening school will not be responsible. School will not reimburse any sought of claim.

**Address/Location of the Building:**

**Kendriya Vidyalaya, I.S.A Mount Abu**

**B. Man Power required:**

Sl. No.	Category of Manpower	Number of personnel required in the Shifts	Minimum Qualifications or/and Experience	As per the following Shifts	Responsibilities
1.	SECURITY GUARDS (Watch and Ward)	03 (Three)	Middle Standard (Able to speak Hindi language)	<b>Shift I</b> from 6.00 AM to 2.00 PM. <b>Shift II</b> from 2.00 PM to 10.00 PM. <b>Shift III</b> from 10.00 PM to 6.00 AM.	To provide Security/ Guard the Vidyalaya Building & Staff Quarters and campus - Round the clock Security Services on all days of the month.

**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 administrative charges) in the **format of quotation only attached (Annexure - A)** without changing/ modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted.

- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed monthly **remuneration**  
**30X8**
- (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) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (f) The Bidder shall deposit **Rs. 5000/-** (Rs. Five thousands only) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA I.S.A, Mount Abu** payable at **I.S.A, Mount Abu** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **Ten percent of total 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. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (h) Telex or Facsimile Bids are not acceptable.
- (i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (j) **The rates quoted shall be as per the payment of Minimum Wages Act as per Government rules applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Mount Abu of Sirohi Dist, Rajasthan State and the rates mentioned in the tender documents shall payable to workers.**

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 01 year after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through Account Payee cheque to the manpower employed at **Kendriya Vidyalaya, I.S.A Mount Abu Distt. Sirohi** premises in the presence of representative of the KV, I.S.A Mount Abu of Sirohi Dist. 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 **Kendriya Vidyalaya, I.S.A Mount Abu** as per the monthly remuneration and OTA charges 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 Kendriya Vidyalaya, I.S.A mount Abu supported with the following documents :-**
  - (i) Details of disbursement made to the staff furnishing cheque details for each payment along with a copy of Bank passbook entry of individual account.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax, **if any**.

Payment to the Contracting agency will be released within 15 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 normal office hours of KV,I.S.A mount Abu is from 8.00 am to 4.00 pm. However, the Contracting Agency will provide the Security Services round the clock for all the days in a month according to the duty timing shown at pre-pages/above. KV. I.S.A mount Abu reserves the right to request the services of additional/extra manpower. The Contracting agency will be compensated for the extra manpower provided by the Indenting Agency as per the rates quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:  
**$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$**  
**where  $A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$**
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya,I.S.A Mount Abu**. 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,I.S.A mount Abu**. 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.
- (i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya, I.S.A Mount Abu** 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/attribution to the personnel deployed, the Kendriya Vidyalaya, I.S.A Mount Abu 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 as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.
- (l) The Contracting Agency will deploy the experienced security guards who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards/security supervisor is free from Aids or any other infectious disease before deployment for work.
- (m) The **Kendriya Vidyalaya, I.S.A Mount Abu** shall provide a small guard room/space for Security Supervisor and Security Guards 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 badges.
- (o) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

## 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) Attested copy of license obtained from the competent authority for running the business of private security agencies.

- (b) 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.
- (c) Audited Balance Sheet & Profit and Loss Account.
- (d) List of clientele during last 3 years along with cost of assignment.
- (e) PAN No. and Current IT clearance certificate.
- (f) Attested copy of proof of EPF registration.
- (g) Attested copy of proof of ESI registration.
- (h) Attested copy of proof of Service Tax Registration.
- (i) The Bidder shall deposit **Rs. 5000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA, I.S.A Mount Abu payable at I.S.A Mount Abu** 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 Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Mount Abu of Sirohi Dist, Rjasthan State 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 1 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.

#### 9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids super scribed on the Envelope as "**Bids for providing SECURITY SERVICES**" due on **22.08.2017** latest by **01.00 pm** along with **Earnest Money**.

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, I.S.A Mount Abu**. **Rates quoted other than in format Annexure-A will be rejected.**

***The Sealed Bids received will be opened at 01.00 pm on 22.08.2017.***

**Note:- Incomplete Tender forms shall not be considered.**

Yours faithfully

( Agency Seal )

Signature of Bidder

Name:

Designation:

For and on behalf of the  
Kendriya Vidyalaya ,I.S.A Mount Abu