

<p>केन्द्रीय विद्यालय, हिंजिलिकाट पो: हिंजिलिकाट, गंजाम ओड़ीशा - 761102 ई-मेल: <a href="mailto:kvhinjilicut@gmail.com">kvhinjilicut@gmail.com</a> स्कूल कोड: 2316, स्टेशन कोड: 803</p>	<p>Estd: 2015</p> 	<p>KENDRIYA VIDYALAYA, HINJILICUT Po: Hinjilcut, Ganjam, Odisha-761102 E mail: <a href="mailto:kvhinjilicut@gmail.com">kvhinjilicut@gmail.com</a> School Code: 2316, Station Code: 803 Website: <a href="http://www.kvhinjilicut.org.in">www.kvhinjilicut.org.in</a></p>
<p>संदर्भ/Ref: 15089/KVHINJI/2017-18/</p>		<p>तारीख/Date:27/08/2017</p>

## TENDER DOCUMENT

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

Sir/Madam,

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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

Sealed competitive Bids are invited by the KV HINJILICUT from the reputed/registered Consultant / Service Provider Firm for providing Man Power through service contract initially for a period of **01 (one) year** which may likely to be extended or terminated in case of not satisfactory services before the period of one year, as indicated below:

S.No.	Category of	Nos.	Desired qualifications or/and experience	Brief description of Responsibilities
1.	Security Service	03 ( Men)	Middle Standard With experience	Providing round the clock security services for the safety & security of the School Building and all assets within the Vidyalaya premises. 01 security guard for each shift.
2	Conservancy (Sweeping, Cleaning)	Min - 01, Max - 02 (Depending on work pressure)	Literate	Sweeping and cleaning of entire area of the School Building its surrounding along the school toilets and, Collection of waste materials, Garbage and disposal of the same.

### 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 and for full month). **Service charges must be quoted. It has to be shown in terms of % of monthly remuneration. Service charges quoted in rupees/paisa/fraction/decimal will not be accepted.**
- b. As per KVS norms the daily wages rates i.e. Central Government will be applicable.
- c. The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

- 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, initialling, dating and rewriting.
  - f. The Bidder shall deposit **Rs.5000/-** in the form of DD / Pay Order drawn in favour of **Kendriya Vidyalaya HINJILICUT VVN ACCOUNT** payable at HINJILICUT 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 Demand Draft for an amount of Rs.10,000/- (Rupees Ten 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.
  - h. 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 remuneration shall be disbursed to the employee engaged only through A/C Payee Cheque.
- b. The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the service as per the monthly remuneration
- c. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the service .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, 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 the actual calculation will be borne by the Indenter/ Client.
- f. The normal school hour of KV is 7:30 am to 1:40 pm and the working hours for conservancy services will be 7:00 am to 3:30 pm including 30 minutes lunch break during normal working days i.e Monday to Saturday.. However, KV reserves the right to request the services on Saturday / Holiday / beyond office hours.
- g. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{Where } A_1 = \frac{\text{Monthly remuneration} \times \text{No. of days absence}}{\text{No. of days in the month}}$$

The Candidates/Man Power shall be entitled for remuneration for the holidays declared by KVS (Except Summer Vacation, Autumn Break and Winter Break) including Second Saturdays and Sundays. However remuneration may be paid to them in Summer Vacation/Autumn Break/Winter Break @ No of Days work done by them as per the quoted price.

- h. The candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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. 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 K V shall be made within 24 hours.
- i. The contracting Agency will be required to sign a contract with the KV HINJILICUT 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.**

#### 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) All required documents should be marked on first page.
- (ii) The bid will be treated as non-responsive if following documents are not attached:-
  - a) Copy of proof of registration of the agency with Labour Department, Department of State/Central Govt.
  - 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) Attested copy of valid license obtained from Home Department, Govt.of Odisha to provide private security service.
  - d) Audited Balance Sheet & 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 Rs 5000/- 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 HINJILICUT VVN A/C payable at HINJILICUT 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 should have minimum wages applicable as per Govt.of India to KV HINJILICUT, otherwise Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract the lowest evaluated responsive bidder.

#### 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 in 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 1 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) At the time of awarding contract the contractor/his representative must be present with valid ID Card. In case of representative, an authorization letter must be submitted. No person without valid ID/Authorization letter as stated above will be allowed to witness the Bid Process.

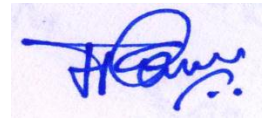
**9. Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids super scribed on envelop as “**Bids for providing SECURITY & CONSERVANCY SERVICES**” on or before 18.09.2017.

**Bids will be opened on 19<sup>th</sup> September 2017 at 02 PM at KV Hinjilicut in presence of the bidders and executive committee members.**

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 KVS.

Yours faithfully



**PRINCIPAL I/C  
For and on Behalf of  
KV, HINJILICUT**

**Note:**

**The Rates quoted should be as per labour wage rates. Separate sheets (Annexure-I) May be enclosed as per Central Govt. Wage Rates.**

**FORMAT OF BID (As per Central Govt. Wage rates)**

(All figures in Indian Rupees)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges (in %)	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9
01	Security Guards Without Arms	03						
02	Conservancy (Sweeping, Cleaning)	01						

**NOTE:**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Conversion of the monthly rates (For Sl. No. 2 i.e. Conservancy) of wages into daily rates of wages shall be worked out by dividing the monthly rates by 26.

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.5000/(Rupees Five Thousand Only) is furnished herewith vide Bank Draft No: \_\_\_\_\_ Dated: \_\_\_\_\_ Drawn on \_\_\_\_\_.

**(Bidder)**

Seal of Office

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

Date:

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

Address: \_\_\_\_\_