



F. No.17090/SEC/2017-18/KVS(CHER)

Date: 29.11.2017

TENDER DOCUMENT

Sub: "Inviting Bid for engaging service provider firm for providing manpower for Security of the Vidyalaya through service contract

Sir/Madam,

The Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Sangathan, Regional Office, Chennai from the reputed/registered/consultant/Service Provider Firm for providing Manpower through service contract initially for a period of one (01) year which may be extended by another one year, as indicated below:

A.	Area of the Building approximately	23 rooms and 7 toilets for students 6 toilets for staff, auditorium, corridors, stairs and open areas as well as enclosed surrounding area on the ground floor.
	Address/Location of the building	Parties are advised to see the location Kendriya Vidyalaya Sangathan, Regional Office, IIT Campus, Chennai - 600 036

B. Manpower required:

The following manpower (for Seven days in a week from Monday to Sunday during the whole month) be deployed in such a way that the workers may be available 24 hours round the clock.

S.NO.	Category of Manpower	Minimum Qualifications or/and experience	Number of workers required	As per the following shifts
1	Security Guards (without arms)	Middle Standard	1	Shift-I - from 7.00 AM to 3.00 PM
2	Security Guards (without arms)	Middle Standard	1	Shift-II - from 3.00 PM to 11.00 PM
3	Security Guards (without arms)	Middle Standard	1	Shift-III - from 11.00 PM to 7.00 PM

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 Guards (without arms)	To provide security/guard the Vidyalaya wherever he is deputed

3. Quoted Price:

a. The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and service charges in the format of quotation only attached (Annexure-A).

b. The service Tax/GST is applicable as per Rules.

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.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age 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 bidder shall deposit Rs.20,000/- in the form of DD drawn in favour of **KVS ACCOUNT** payable at IIT Campus, Chennai as earnest money along with the bid. 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 DD for an amount 10% of annual bill amount 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. 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 through cheque at KVS RO Chennai premises in the presence of representative of the Screening Committee or its constituent.

(b). The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed to KVS RO Chennai/premises as per the monthly remuneration quoted.

(c). The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees deployed to KVS RO Chennai/premises 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/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). It is mandatory for the contracting Agency to submit the attested copy of license obtained from the Home Department, Tamilnadu for running the business of private security agencies operating in the Tamilnadu, failing which the bid will be treated as disqualified/non responsive

(g). KVS RO Chennai reserves the right to request 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 following formula:

Total Monthly Remuneration = Monthly remuneration - A1

where A1 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

(i). The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS RO Chennai. 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 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 KVS shall be made within 24 hours.

(j). The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Sangathan, Regional Office, Chennai 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.

(k). In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS RO Chennai 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 and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.

(n). The KVS RO Chennai shall provide a small room/space for the workers/staff deployed by the contracting agency. Nobody will be allowed to stay in the Vidyalaya except the staff of contracting agency on duty.

(o). The contracting Agency shall provide to their personnel deployed for cleanliness with impressive uniform.

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:
- Attested copy of license obtained from the Home Department, Tamilnadu for running the business of private security agencies operating in the Tamilnadu.
 - 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.
 - Audited Balance Sheet & Profit and Loss Account for last 3 years.
 - List of clientele during last 3 years along with cost of assignment.
 - PAN No. and Current IT clearance certificate.
 - Proof of registration with the Labour Dept.
 - Attested copy of proof of EPF registration.
 - Attested copy of proof of ESI registration.
 - Attested copy of proof of Service Tax/GST Registration.
 - The bidder shall deposit Rs.20000/- in the form of DD drawn in favour of **KVS ACCOUNT**, payable at IIT Campus, Chennai 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 Tamil Nadu/Central Government shall render the Bid disqualified for evaluation.
- (iii). Adequate amount if not quoted towards service charges, overhead-profit, etc. may render the bid disqualified for evaluation.
- (iv). Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- 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.
- 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.
- 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.
- 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 superscribed on the envelope as "Bids for providing services for security at KVS RO Chennai". The duly completed bid along with enclosure can be submitted **till 4.00 pm on 19.12.2017**. The tenders will be opened **at 11.00 AM at KVS RO Chennai** in the presence of bidders **on the next working day 20.12.2017**. An earnest money of Rs.20000/- (Rupees Twenty thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS RO Chennai.

Yours faithfully,


(C. Mani)

Deputy Commissioner

ANNEXURE-A

FORMAT OF BID (SECURITY SERVICES)

(All Figures in Rupees Only)

S.No.	Category of Manpower	Number	Unit Monthly Remuneration (Rate Per Person) (in Rs.) (As per Govt. of India, Office of the Chief Labour Commissioner(C) Order No.1/13(5)/2017-LS-II dt. 20.04.2017 for Minimum wages)	EPF Amount (13.16%) (in Rs.) (Based on the eligibility as per EPF Act)	ESI Amount (4.75%) (in Rs.) (Based on the eligibility as per ESI Act)	Service Tax/GST as applicable	Service Charges including overhead and profit (Rate per person)	Monthly Unit rate (Rate per person) (Col 4+5+6+7+8)	Total Monthly Cost (3 X Col.9)
1	2	3	4	5	6	7	8	9	10
1	Security Without Arms	1							

NOTE: 1. Rates shall be quoted as per the rates prescribed by the central govt. rates w.e.f. 01.04.2017.

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. Please enclose the list of employee-wise name, UAN No., EPF No. & ESI No., etc.

4. If a Firm quotes 'Nil Charges/Consideration', the bid shall be treated as unresponsive and will not be considered.

5. EPF will be paid as per the eligibility of the employee deployed with reference to EPF Act

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) dated _____ drawn on _____ only) is furnished herewith vide Bank Draft No. _____

Signature _____
Name: _____
Date & Time: _____

Bidder