



निविदा दस्तावेज  
TENDER DOCUMENT

एक नजर में निविदा के महत्वपूर्ण बिंदु /Important points of the tender at a glance:

निविदा का शीर्षक/Title of the Tender:	Out-sourcing of the Watch & Ward and Housekeeping Services
निविदा का प्रकार /Type of the tender	Open and advertised
निविदा की कोटि/Tender Category	Services
निविदा प्रकाशन की तिथि /Date of publication of tender	26/08/2020
निविदा दस्तावेज डाउनलोड/ आरम्भ करने की तिथि /Tender Document Download	26/08/2020 to 15/09/2020
निविदा प्रपत्र जमा करने की आरम्भिक तिथि / Bid submission start date	26/08/2020
निविदा जमा करने की अंतिम तिथि एव समय Last date and time of submission of tender	Date: 15/09/2020 up to: 1400Hrs.
निविदा प्रक्रिया /Bidding System	Technical and Financial Bid
निविदा दस्तावेज का मूल्य /Price of Tender document	NIL.
वायदा राशी /Earnest Money Deposit	Rs.10,000/-(Rupees Ten Thousand Only) refundable without interest.
निविदा जमा करने का माध्यम/Mode of deposit of tender documents	Registered Post or deposited in drop box kept at school for this purpose Only.
निविदा जमा करने का पता /Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA, A-7 SECTOR- 24, NOIDA DISTRICT- GAUTAM BUDH NAGAR UTTAR PRADESH-201301
निविदा दस्तावेज का मूल्य एव वायदा राशी को जमा करने का माध्यम /Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT(DD) or BANKER'S CHEQUE or PAY ORDER for tender document & EMD in Favour of <b>Kendriya Vidyalaya Noida 1<sup>st</sup> Shift Vidyalaya Vikas Nidhi and payable at Noida.</b>
निविदा खोलने की तिथि एव समय /Date & Time of opening tender	16/09/2020 at 1300Hrs

निविदा दस्तावेज /TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budu Nagar, Uttar Pradesh, Pin-201301, 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 Principal, Kendriya Vidyalaya A-7, Sector -24, Noida, District–Gautam Budu Nagar, Uttar Pradesh, Pin-201301 from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

A.

Area of the Building	Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, Pin-201301 is having three Blocks viz. Primary Block, Secondary & Sr. Secondary Block and Main entrance block. There is an assembly ground inside the campus, Between each block there are open space and separate courtyards in each blocks. Parties are advised to see the location before quoting.
Address/Location of the Building	Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budu Nagar, Uttar Pradesh, Pin-201301

B. Man power required:-

S. No.	Category of Manpower	Number of personnel required	Remarks
1.	Security Guards (without Arms)	Seven/Six	1 day off for each security person & in the off day substitute person will be provided
4.	Housekeeping Personal	12 (Twelve)*	*Can be changed as per requirement and can be reduced during breaks & vacation

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide round the clock security guard in the Vidyalaya for the safety security of the Vidyalaya property.
2.	Housekeeping Personnel	Cleanliness of entire building, playground & toilets etc.

C. Material to be used for cleanliness will be supplied by the vidyalaya.



Quoted Price:

- (a) The Bidder shall quote unit rate, which shall comprise of monthly remuneration (not below minimum wages as per Govt of State/ Govt of India latest notification whichever is higher), EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.
  - (b) **Service charges quoted less than TDS or NIL such bids would be summery rejected.**
  - (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.
  - (d) The Bidder shall deposit Rs.10,000/- in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of VVN A/C, Kendriya Vidyalaya, Noida payable at UBI Noida as Earnest Money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - (e) **Exemption from payment of EMD:** The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and **holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'. The firm must have to submit enclose documentary proof of this effect.**
  - (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.1,00,000/- (Rupees One Lakh 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.
  - (g) Telex or Facsimile Bids are not acceptable.
3. Each Bidder must submit only one Bid.
4. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.
5. **Terms and Conditions:**
- (a) The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.
  - (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Vidyalaya office/premises as per the monthly remuneration quoted without any deduction.
  - (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents :-
    - (i) Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.
    - (ii) Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.

- (iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
- (iv) Muster roll for the month.  
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 Indenter /Client.
- (f) The normal office hours of Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budu Nagar, Uttar Pradesh, and Pin-201301 is from 7.00 am to 6.00 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 pre-pages/above. Vidyalaya also 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.
- (g) 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> =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 A-7, Sector -24, Noida, District – Gautam Budu Nagar, Uttar Pradesh, and Pin-201301. 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 Kendriya Vidyalaya A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, and Pin-201301 shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of 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 A-7, Sector -24, Noida, District – Gautam Budh Nagar, Uttar Pradesh, Pin-201301 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.

- (I) The Contracting Agency will deploy the trained/professional security guards/security supervisor, 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 are free from any infectious disease before deployment for work. The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.

## 6. BIDDING PROCEDURE:

- A. The bidder should submit the Bid as per **Annexure-I-V** in a sealed cover, super scribed with the words "BID" and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA A-7, SECTOR-24, NOIDA, DISTRICT, GAUTAM BUDH NAGAR, UTTAR PRADESH PIN-201301, along with covering letter at Annexure-IV.** EMD or not fulfilling the prescribed conditions, will be summarily rejected at any level and decision of The Principal, KV, Noida in this regard shall be final and binding. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open bid on 16/09/2020 at 01.00p.m.

## 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm 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.
  - c) List of clients during last 5 years along with cost of assignment.
  - d) PAN No. and copy of last assessment order / copy of IT return.
  - e) Attested copy of proof of EPF registration.
  - f) Attested copy of proof of ESI registration.
  - g) Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
  - h) Attested copy of License to engage in the business of Private Security Agency for Security Services Only (License PSARA of NCR)
  - i) Attested copy of Labour registration certificate.
  - j) Attested copy of valid Labour License.
  - k) Copy of current labour rate issued from the Competent Authority.
  - l) DD/Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD / Pay Order of Rs.10,000/- drawn in favour of Kendriya Vidyalaya Noida Ist Shift Vidyalaya Vikas Nidhi payable at Noida )

m) Attested copy of Registration of (MSME) Provide UAN No.

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:

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 3. In case of tie between two or more than two qualified bidders following criteria of assessment would be followed:

- a. **Firm having experience in provided similar services to Kendriya Vidyalaya's in case two or more firms have the experience in Kendriya Vidyalaya's the the firm having more experience and more Kendriya Vidyalaya's will be preferred.**
- b. **If there is a minor difference in rate due to rounded off the amount rates will be considered same as per rounded off nearest whole number (if less than .50 P will read previous Rs and .50 p and above to the next higher in Rs.).**
- c. **Firm having all documents as mentioned in point No. 5 (Term & Conditions)**
- d. **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.**
- e. **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.**
- f. **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.**

#### 9. Last date and time of receipt of Bid:

You are requested to submit the sealed Bid superscripted on the Envelope as Bid for Providing Watch & Ward and Housekeeping Services in KV, Sector 24 Noida Distt Gautam Budh Nagar Uttar Pradesh Pin-201301 on **or before 15/09/2020 by 2.00 P.M.** **The tenders will be opened on 16.09.2020 at 01.00 P.M.** at KV Noida Gautam Budh Nagar UP in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative). 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 look forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

PRINCIPAL  
KENDRIYA VIDYALAYA,  
SEC-24 NOIDA UP

Letter head of the bidding firm

Annexure-I  
Part-(i)

**COVERING LETTER OF TENDER FORM**

Date \_\_\_\_\_

Ref. No.

To,  
The Principal  
Kendriya Vidyalaya, A-7, sector-24 Noida  
Distt Gautam Budh Nagar  
Uttar Pradesh  
Pin-201301

Ref. Your Tender Document No. \_\_\_\_\_ Dated \_\_\_\_\_.

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Watch & Ward and Housekeeping staff to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
6. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of  
\_\_\_\_\_  
(Name of Tenderer)



**In Letter Head of the firm**

**Annexure-I**  
**Part-(ii)**

**Declaration**

1. I, ..... son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s ....., am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person  
(Name, designation and seal)

Date:

Place:



**PROFORMA FOR TECHNICAL SPECIFICATIONS**

Sl.No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Labour License Number (copy to be enclosed)	
8.	Service Tax/GST Registration Number (copy to be enclosed)	
9.	EPF Registration Number (copy to be enclosed)	
10.	ESI Registration Number (copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)	
12.	Whether all the pages of tender document are duly signed by authorised signatory, in token of acceptance of the same, is Attached.	
13.	Whether agency profile is attached?	
14.	Length of experience in the field.	
15.	Current status of No's of staff/supervisor registered with ESI/EPF and their details (Documentary proof )	
16.	(MSME) Registration UAN No Provide (Copy to be enclosed)	
17.	Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of April 2016 to March 2020 in <b>Annexure-III</b> along with documentary proof.	
18.	License to engage in the business of private Security Agency for Security services only.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks
1)	Covering letter for Bid: <b>Annexure: I [Part-(i)]</b>		
2)	Declaration by the firm: <b>Annexure: I [Part-(ii)]</b>		
3)	Copy of proforma for Technical Specification: <b>Annexure: I [Part-(iii)]</b>		
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of Tender.		
5)	Copy of Registration certificate of EPF		
6)	Copy of Registration Certificate of ESI		
7)	Copy of Labour license		
8)	Copy of Income Tax Return for last 5 years		
9)	Copy of Service Tax Registration & GST Registration		
10)	Copy of ISO-9001-2008 Certificate		
11)	Copy of PAN/TAN Card		
12)	Rs.10,000/- 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 Noida 1 <sup>st</sup> Shift VVN ACCOUNT payable at Noida		
13)	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.		
14)	List of clients indicating quantum of work executed with Them [Last 3 Years]— attach <b>Annexure-III</b> and documentary proof.		
15)	Covering letter for submission of Financial Bid. <b>Annexure-IV</b>		
16)	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. <b>Annexure-V</b>		

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

**'ANNEXURE-III'**

Name of Govt/Semi Govt agencies,PSU to whom the bidder has extended similar services during last five years [ April 2016-March 2020]

Name of the Agency and address: - .....

Sl No	Financial Year	Name of the Govt/Semi Govt agencies,PSU	Period of contract (From..... To.....)	Total number of employee engaged altogether
1.	2015-16	i.		
		ii.		
		iii.		
2.	2016-17	i.		
		ii.		
		iii.		
3.	2017-18	i.		
		ii.		
		iii.		
4.	2018-19	i.		
		ii.		
		iii.		
5.	2019-20	I		
		II		
		III		

(Signature with date)  
(Name and designation) Duly authorised to sign tender for and on behalf of \_\_\_\_\_  
(Name of Tenderer)



Letter head of the bidding firm

Annexure IV

**Covering letter for submission of Financial Bid**

Letter No: \_\_\_\_\_

Date: \_\_\_\_\_

To,

The Principal  
Kendriya Vidyalaya  
A-7, Sector 24 Noida District Gautam Budh Nagar UP  
Pin-201301

Dear Sir,

We, the undersigned, offer to provide Watch & Ward, Housekeeping services in accordance with your request dt. \_\_\_\_\_. Our attached financial Proposal is for the sum of \_\_\_\_\_ (in words and figures).

This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive. Yours sincerely,

Authorized Signature [In full and initials] : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Name of Firm : \_\_\_\_\_

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

**FORMAT OF FINANCIAL BID**

**ANNEXURE- 'V'**

Name of bidding Firm:.....

S. No.	Category of Manpower (as per requirement)	Number	All figures in Rupees			Service charges in whole Rupees (not less than the rate of TDS at the time of submitting bid)
			Unit monthly Remuneration	*EPF Rate (in % percentage)	ESI Rate(in % percentage)	
1	2	3	4	5	6	7.
01	Security Guard (Without Arms)	01				
02	Housekeeping (unskilled workers for Sweeping & Cleaning )	01				

\*EPF : (a) If the monthly wages of Watch & Ward for 30 days exceed Rs 15000.00 EPF will not be applicable  
 (b) If the monthly wages of Housekeeping for 26 days exceed Rs 15000.00 EPF will not be applicable.  
 Ref Letter : Coord/3(6)2011/Amendment Scheme/9235 Dated 14.07.2014 Para 2

**NOTE:**

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for SI No.1) and 26 for (SINo2).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. **Filling up of Col.No.4 to 7 is mandatory.**
4. Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.
5. **Rates will be revised as per Govt Notification from time to time but service charges will remain fixed during the validity of the contract. Service Charges should be quoted in whole rupees (rounded off nearest whole number if less than 0.50 Paise will read previous rupees and above to the next higher in rupees) should not be less than the rate of TDS Service Charge, if less than TDS or Nil such bids would be summarily rejected.**

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. Earnest Money Deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_  
 Dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Bidders seal

Signature of the authorized signatory: \_\_\_\_\_

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