



ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ, ದೋಣಿಮಲೈ

केन्द्रीय विद्यालय दोगिमलै

KENDRIYA VIDYALAYA DONIMALAI

बल्लारी जिला, कर्नाटक - ५८३ ११८ BELLARY DIST. KARNATAKA- 583 118

Tele : 08395 274604, E-mail : kvdoni_malai@rediffmail.com

Website : <https://ndmcdonimalai.kvs.ac.in>

F. 13510/KVD/2020-21/

Date: _____

To

TENDER DOCUMENT

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

Sir/Madam,

Kendriya Vidyalaya, Donimalai 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, Donimalai, Distt. Bellary, PIN: 583 118** 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** which may likely to be extended, as indicated below:

A. Area of the Building :

Total School Building and Campus:

Total 08 Acres campus having approximately 29 Class-Rooms & 41 more rooms and 12 Toilets in Ground & First floor of the Vidyalaya Building, corridors, stairs, and open areas.

Parties are advised to see the location.

Address/Location of the Building:

Kendriya Vidyalaya, Donimalai, Sandur (Tq),

District: Bellary, PIN: 583 118

B. Man Power required:

Sl. No.	Category of Manpower	Number of personnel required	Minimum Qualifications or/and Experience	Responsibilities
1.	SECURITY GUARDS (Watch and Ward)	04 (Four)	Middle Standard (Able to speak Hindi / English language)	To provide Security / Guard the Vidyalaya Building & 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) Taxes if any 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 provisions, if amended.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit **Rs. 10000/-** (Rupees Ten thousand 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, DONIMALAI** payable at **DONIMALAI** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (f) The selected firm has to furnish performance security deposit in the form of Bank Guarantee/DD for **10% of the annual contract 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.
- (g) Telex or Facsimile Bids are not acceptable.
- (h) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (i) **Remuneration of staff, quoted below minimum wages fixed by Central and State Government rates whichever is higher applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Bellary Dist, Karnataka State shall render the Bid disqualified for evaluation.**
- (j) A demand draft drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA, DONIMALAI** payable at **DONIMALAI** towards cost of Tender Document i.e Rs. 500/- (Rupees Five Hundred Only), should be enclosed along with the bids in sealed envelope and should be forwarded by post/courier only.

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, Donimalai** premises in the presence of representative of the KV. Donimalai or its constituent.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya, Donimalai** 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, Donimalai 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, 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 competent authority along with a licence from the additional Director general of Police (internal security division) and concerned local authorities of Bellary Dist. for running the business of private security agencies operating in Bellary Dist, Karnataka.
- (g) The normal office hours of KV, Donimalai 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 Donimalai 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.
- (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 = Monthly remuneration X Nos. of days of absence
Nos. of days in the month
- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya, Donimalai**. 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, Donimalai**. 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 **Kendriya Vidyalaya, Donimalai** 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 Kendriya Vidyalaya, Donimalai 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 as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.
- (m) 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.
- (n) The **Kendriya Vidyalaya, Donimalai** 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.
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with badges.
- (p) Tenders/Quotations quoting Service Charges less than 1% on wages shall not be taken into account as a responsive tender/quotation.

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) It is mandatory for the contracting Agency to submit the Attested copy of license

obtained from the competent authority along with a license from the additional Director general of Police (internal security division) and concerned local authorities of Bellary Dist. For running the business of private security agencies operating in Bellary Dist. Karnataka.

- (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. 10000/-** (Rupees Ten thousand 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, DONIMALAI** payable at **DONIMALAI** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (j) A demand draft drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA, DONIMALAI** payable at **DONIMALAI** towards cost of Tender Document i.e Rs. 500/- (Rupees Five Hundred Only), should be enclosed along with the bids in sealed envelope and should be forwarded by post/courier only.
- (ii) 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 2 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 superscribed on the Envelope as **"Bids for providing SECURITY SERVICES in Kendriya Vidyalaya, Donimalai on service charge basis"** due on **05-09-2020** latest by **11.00 am** along with **Earnest Money and cost of tender document. (by post)**

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, Donimalai**. **Rates quoted other than in format Annexure-A will be rejected.**

The Sealed Bids received will be opened at 1:00 pm on 05-09-2020.

Note:- Incomplete Tender forms shall not be considered. Technical bid is to be duly accepted and signed with all the required documents and should be sealed in an envelope. The duly filled Financial Bid (Annexure- A) should be sealed in a separate envelope both the envelopes alongwith DD for Rs. 500/- (Rupees Five Hundred Only) are to be further sealed in a big envelope, which may be submitted to the Vidyalaya Office through post/courier.

Yours faithfully

Signature

Name: S K Bordia
Designation: Principal
For and on behalf of the
Kendriya Vidyalaya, Donimalai.

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number of Security Guards required.	Monthly remuneration per Guard as per Minimum wages Act of Central and State Govt. rates whichever is higher (Rs.)	EPF Rate per Guard (Rs.)	ESI Rate per Guard (Rs.)	Service charges/ charges of uniforms and other charges if any etc. including overhead profit per Guard (Rs.)	Monthly Unit Rate (per guard)(Col.4+5+6+7) (Rs.)	Total monthly cost (Col.8X3) (Rs.)
1	2	3	4	5	6	7	8	9
01	Security Guards (Watch and Ward) for Vidyalaya (Round the clock security services)	04						

NOTE:

1. The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages Act of Central Government and State Government rates **whichever is higher** existing at present in the Bellary Dist. Karnataka.
2. Taxes if any shall be quoted separately. Service Tax not applicable as per rules.
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. In case of not quoting any rate the reasons and justification (with proof) should be given.
5. Tenders/Quotations quoting service charges **less than 1% on wages shall not be taken into account** as a responsive tender/quotation.

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

Signature: _____

Name : _____

Dated: _____

(Agency Seal)