

केंद्रीय विद्यालय दीपाटोली
पोस्ट – सुगनू बी.ओ., भाया – टाटीसिल्वे
राँची – 835103 (झारखण्ड)

KENDRIYA VIDYALAYA DIPATOLI
POST – SUGNU B.O., VIA – TATISILWAY
RANCHI – 835103 (JHARKHAND)

Phone – 0651-6566686
EMAIL: kvdipatoli1234@gmail.com
Website: www.kvdipatoli.edu.in



सत्यं त्वं पूजनं ज्ञानायतुम्
केंद्रीय विद्यालय संगठन

TENDER DOCUMENT

SECURITY SERVICES

2019-20

प्राचार्य / Principal
विद्यालय दीपाटोली / Kendriya Vidyalaya Dipatoli
भाया-टाटीसिल्वे / Via-Tatisilway
पो-सुगनू बी.ओ. / P.O. Sugnu B.O.
राँची / Ranchi, 835103



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय दीपाटोली

KENDRIYA VIDYALAYA DIPATOLI

(An Autonomous Body Under MHRD, Govt. of India)

भाया- टाटीसिल्वे, पो०-सुगनु बी०ओ०, राँची -835103 (झारखण्ड)

Via-Tatisilway, P.O. – Sugnu B.O., RANCHI – 835103 (JHARKHAND)

दूरभाष सं०: 0651-2265292, फैक्स: 0651-2265323

Email: kvdipatoli123@gmail.com, Website: www.kvdipatoli.edu.in

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दिनांक: ____ .2019

TENDER DOCUMENT

Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (SECURITY SERVICES) – reg.

Sir/Madam,

1. 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.
2. Sealed competitive Bids are invited by the KV DIPATOLI from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f 01.09.2019, which may likely to be extended, as indicated below:
 - A) Area of the building: **Entire campus of the Vidyalaya having approximately 55 rooms, 06 laboratories and 12 toilets, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.**

Address/Location of the building

Kendriya Vidyalaya Dipatoli, Ranchi

P.O. SUGNU B.O., Via – Tatisilway, Ranchi - 835103

B. Manpower required for Security Services:

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	Remarks
1.	Security Guards	Middle Standard	02 (One)	Shift I - from 6.00 AM to 2.00 PM
2.	Security Guards	Middle Standard	01 (One)	Shift II - from 2.00 PM to 10.00 PM
3.	Security Guards	Middle Standard	01 (One)	Shift III – from 10.00PM to 6.00 PM

Total 04 Security Guards.

प्राचार्य / Principal
विद्यालय दीपाटोली / Kendriya Vidyalaya Dipatoli
भाया-टाटीसिल्वे / Via-Tatisilway
पो-सुगनु बी०ओ० / P.O. Sugnu B.O.
राँची / Ranchi 835103

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 the Tender document
- b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately
- © 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., percentage of profit/service charges etc., as such the bidder while submitting the bid should specifically quote the rate etc., in this regard.
- (d) The Bidder shall deposit Rs. 25,000/- in the form of DD / Pay Order drawn in favour of **VVN A/c. Kendriya Vidyalaya Dipatoli payable at Ranchi** 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 Bank Guarantee/DD for an amount equivalent to 10% of the total annual bid 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.
- (g) The rates quoted shall be as per the payment of Minimum Wages Act as per Govt of India rules and the rates mentioned in the tender documents shall payable to workers
- (h) Correction if any shall be made by crossing out, initialing, dating and rewriting


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 KV Dipatoli premises in the presence of representative of the KV Dipatoli or its constituent.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Dipatoli as per the monthly remuneration quoted without any deduction and Hourly rate of OTA should not exceed 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 KV Dipatoli supported with the following documents :-
- (i) Details of disbursement made to the staff furnishing Cheque details for each payment,


बिना अंकन / अनंशित
बिना अंकन / Kendriya Vidyalaya Dipatoli
मार्ग-राजपिपरा / Via Rajpiperia
को-डू 835003 / P.O. Sugnu P.O.
रांची / Ranchi 835103

- (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 actual calculation will be borne by the Inventor/Client.
- (f) It is mandatory for the contracting agency to submit the attested copies of license obtained from the Govt. of Jharkhand for running the business of Private Security agencies operating in Jharkhand failing which the bid will be treated as disqualified / non responsive.
- (g) The normal office hours of KV Dipatoli are from 7.30 AM to 3.00 PM six days and round the clock for security service from Monday to Sunday. However the contacting 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. KV Dipatoli also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated 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 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Dipatoli. 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 Dipatoli. 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 Dipatoli shall be made within 24 hours.
- (ii) The contracting Agency will be required to sign a contract with the KV Dipatoli 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/attributionable to the personnel deployed, the KV Dipatoli 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 / professional security guards /


Principal
Kendriya Vidyapeetha Darbar
Via Fatehkeer
P.O. Sugnu B.O
Ranchi 835103

security supervisor preferably Ex-servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards / security supervisor are free from AIDS or any other infectious disease before deployment for work.

- (n) The K.V shall provide a small room / space for 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 insignia.

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) 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) Registration certificate of the firm
- (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 of Rs. 25,000/- in the form of DD / Pay Order drawn in favour of **VVN A/c Kendriya Vidyalaya Dipatoli payable at Ranchi** 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 unskilled, semiskilled, skilled, clerical and non-technical supervisory staff, in the Govt. India shall render the Bid disqualified for evaluation. **The proof of minimum wages should also be enclosed.**

(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 2 above.


Principal / Pimpalgar
Kendriya Vidyalaya Dipatoli
Ranchi
Via - Ranchi
Sushil Kumar
Ranchi

- (d) 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.
- (e) 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.
- (f) The decision of Chairman, VMC, Kendriya Vidyalaya Dipatoli, Ranchi will be final and binding on all issues related to the award of contract.

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

The last date of submission of the Sealed Bids is on or before 21.08-2019 (upto 03.00PM) superscripting the envelope as "Bids for providing Security Services in Kendriya Vidyalaya Dipatoli, Ranchi" through Speed Post / Registered Post.

The tenders will be opened on 22-08-2019 at 11.00 AM in the Office of the Principal, Kendriya Vidyalaya Dipatoli, Ranchi in the presence of bidders (if any). If the last date happens to be declared Holiday, then the tenders will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

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 Kendriya Vidyalaya Dipatoli, Ranchi.

Yours faithfully,

(S.PRIYADARSHI)
PRINCIPAL

KENDRIYA VIDYALAYA
DIPATOLI, RANCHI

विद्यालय दीपाटोली / Kendriya Vidyalaya Dipatoli
वाय-टाटीसिलव / Via-Tatrasilav
पो-सुगनु बी.ओ. / P.O. Sugnu B.O
रैंची / Ranchi 835103

CHECK LIST

Please tick, whether the following is attached or not with the bid :-

1. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 03 (three) years. YES / NO
2. Registration Certificate of the firm mentioning date of validity of Registration. YES / NO
3. Audited Balance Sheet & Profit and Loss Account. YES / NO
4. List of clientele during last 03 years along with cost of assignment. YES / NO
5. PAN No. and Current IT return certificate. YES / NO
6. Attested copy of proof of EPF registration. YES / NO
7. Attested copy of proof of ESI registration. YES / NO
8. Attested copy of proof of Service Tax Registration. YES / NO
9. EMD of Rs. 25000/- in the form of Bank Guarantee / DD. YES / NO


(Bidder)

Signature :.....

Name :

Seal :.....

Date:


Principal
Kendriya Vidyalaya Dipatoli
Ranchi