

KENDRIYA VIDYALAYA I.S.A Mount Abu

Distt.SIROHI, RAJASTHAN PIN: 307501,Phone 02974-237208 (O)
Fax : 02974-2372008 , Website: <http://www.kvmountabu.org>
E-mail:kvmountabu@rediffmail.com CBSE AFFILIATION NO. 1700017

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,

The Kendriya Vidyalaya, I.S.A Mount Abu 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,I.S.A Mount Abu Distt. Sirohi, PIN: 307501 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 w.e.f 01.12.2021**, which may likely to be extended, as indicated below:

A. Area of the Building : Total School Building and Campus:

Total 3 Acres campus having approximately 23 Class Rooms & 15 other Rooms & 7 Toilets in Ground & other floors of the Vidyalaya Building, corridors, stairs, 11 Staff quarters and open areas. Parties are advised to see the location.

Address/Location of the Building:

Kendriya Vidyalaya, I.S.A Mount Abu

B. Man Power required:

Sl. No.	Category of Manpower	Number of personnel required in the Shifts	Minimum Qualifications or/and Experience	As per the following Shifts	Responsibilities
1.	SECURITY GUARDS (Watch and Ward)	03 (Three)	Middle Standard (Able to speak Hindi language)	Shift I from 6.00 AM to 2.00 PM. Shift II from 2.00 PM to 10.00 PM. Shift III from 10.00 PM to 6.00 AM.	To provide Security/ Guard the Vidyalaya Building & Staff Quarters and 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) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed monthly remuneration
30X8
- (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, initialing, dating and rewriting.
- (f) The Bidder shall deposit **Rs. 5000/-** (Rs. Five thousands 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 I.S.A, Mount Abu** payable at **I.S.A, Mount Abu** 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 of Bank Guarantee/DD for an amount of **Ten percent of total contract value** 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.
- (i) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (j) **The rates quoted shall be as per the payment of Minimum Wages Act as per Government rules applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Mount Abu of Sirohi Dist, Rajasthan State and the rates mentioned in the tender documents shall payable to workers.**

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, I.S.A Mount Abu Distt. Sirohi** premises in the presence of representative of the KV, I.S.A Mount Abu of Sirohi Dist. 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, I.S.A Mount Abu** 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, I.S.A mount Abu 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, Service Tax and any other applicable tax, **if any**.

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) The normal office hours of KV,I.S.A mount Abu 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. I.S.A mount Abu 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.
- (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 -A₁
where A₁ = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya,I.S.A Mount Abu**. 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,I.S.A mount Abu**. 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.
- (i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya, I.S.A Mount Abu** 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/attribution to the personnel deployed, the Kendriya Vidyalaya, I.S.A Mount Abu 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 as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.
- (l) 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.
- (m) The **Kendriya Vidyalaya, I.S.A Mount Abu** 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.
- (n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with badges.
- (o) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

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) Attested copy of license obtained from the competent authority for running the business of private security agencies.
 - (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. 5000/-** 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, I.S.A Mount Abu** payable at **I.S.A Mount Abu** 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 Mount Abu of Sirohi Dist, Rajasthan State shall render the Bid disqualified for evaluation.**
- (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 1 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.
- (e) **Vidyalaya reserves the right to do lottery in case of same amount of bids received.**

9. Last date and time of receipt of Bids

You are requested to submit the Sealed Bids super scribed on the Envelope as "**Bids for providing SECURITY SERVICES**" due on 16.11.2021 **latest by 1:30 PM along with Earnest Money.**

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, I.S.A Mount Abu. Rates quoted other than in format Annexure-A will be rejected.**

The Sealed Bids received will be opened at 2.00 PM on 17.11.2021.

Note:- Incomplete Tender forms shall not be considered.

Yours faithfully

(Agency Seal)

Signature of Bidder

Name:

Designation:

For and on behalf of the
Kendriya Vidyalaya, I.S.A Mount Abu

केन्द्रीय विद्यालय आबू पर्वत

सुरक्षा कि निविदा के लिए आवश्यक नियम एवं शर्तें

1. फर्म प्रपत्र 3 (राजस्थान दूकान एवं वाणिज्य संस्थान अधिनियम - 1958) का धारक हो | (प्रमाण पत्र संलग्न करें)
2. फर्म प्रपत्र 4 (Rule 5) शासन सचिव गृह (सुरक्षा), विभाग शासन सचिवालय जयपुर राजस्थान द्वारा जारी लाइसेंस का धारक होना जरूरी है | (प्रमाण पत्र संलग्न करें)
3. कार्य की निविदा के साथ अमानत राशि के रूप में रुपये 5000/- का बैंकर्स चैक अथवा डी.डी. KENDRIYA VIDYALAYA "VIDYALAYA VIKAS NIDHI के पक्ष में पर देय हो अवश्य संलग्न करना होगा अन्यथा निविदा स्वीकार नहीं होगी |
4. विद्यालय में सुरक्षा संबंधी कार्य हेतु दी गई निविदा के आधार पर कार्य आदेश मिलने स्थिति में फर्म को वर्षभर की अनुबंध राशि का 10 % तक अनुबंध के समय KENDRIYA VIDYALAYA "VIDYALAYA VIKAS NIDHI के पक्ष में बैंकर्स चैक अथवा डी.डी द्वारा जमा करनी होगी |
5. सुरक्षा कार्य के लिए दरें प्रति व्यक्ति प्रति दिन के हिसाब से विद्यालय द्वारा जारी निर्धारित प्रपत्र में ही भरकर देनी होगी अन्यथा स्वीकार नहीं की जाएगी |
6. दरें भरने से पूर्व यह सुनिश्चित कर ले कि आपकी फर्म द्वारा कार्मिको को भुगतान केंद्र/राज्य सरकार द्वारा जारी न्यूनतम मजदूरी दर के अनुसार जो भी ज्यादा होगी, करना होगा | यदि केंद्र/ राज्य सरकार न्यूनतम मजदूरी/EPF/ESI राशि बढ़ाती है तो उसका भुगतान नियमानुसार किया जायेगा | सर्विस चार्ज में अनुबंध अवधि के दौरान कोई परिवर्तन नहीं किया जायेगा |
7. विद्यालय में इयूटी के दौरान किसी भी निविदा कर्मी को किसी भी प्रकार की हानि/ दुर्घटना होने पर विद्यालय जिम्मेदार नहीं होगा |
8. मोहरबंद निविदारे पंजीकृत डाक/सपीड पोस्ट / द्वारा दिनांक 16.11.2021 , 1:30 बजे तक सवीकार की जाएगी, तथा दिनांक 17.11.2021 , 2:00 PM बजे प्राचार्य कक्ष में खोली जाएगी |
9. फर्म की पात्रता तथा निविदाओं को स्वीकार करने का पूर्ण अधिकार विद्यालय समिति का होगा | ठेका देने का सम्पूर्ण अधिकार विद्यालय समिति के पास सुरक्षित है |
10. विद्यालय के पास समान दर की निविदा प्राप्त होने पर लाटरी सिस्टम के आधार पर ठेका देने का अधिकार सुरक्षित है |
11. विद्यालय द्वारा केन्द्रीय विद्यालय संगठन के नियमानुसार प्रत्येक बिल कि राशि में से TDS काटकर भुगतान किया जायेगा |
12. कार्मिको का चरित्र उत्तम एवं विद्यालय कि गरिमा के अनुकूल होना चाहिए |
13. EPF एवं ESI कि राशी कार्मिकों के खाते में प्रतिमाह जमा करवाने कि जिम्मेदारी फर्म की होगी तथा उसकी रसीद विद्यालय को प्रतिमाह हस्ताक्षर एवं मोहर लगाकर प्रस्तुत करनी होगी | EPF एवं ESI रसीद प्रस्तुत नहीं करने पर सम्बंधित फर्म का ठेका रद्द कर आवश्यक कानूनी कार्यवाही की जायेगी |
14. फर्म द्वारा नियुक्त किए गए सभी कार्मिको का पुलिस द्वारा चरित्र सत्यापन एवं सम्बंधित कर्मी को अनुबंधित फर्म द्वारा पोस्को अधिनियम (POSCO Act) की जानकारी एवं ट्रेनिंग देकर ही नियुक्त किया जायेगा सम्बंधित नियुक्त कर्मी को पोस्को अधिनियम (POSCO Act) की जानकारी का प्रमाण पत्र फर्म द्वारा विद्यालय में प्रस्तुत करना होगा |
15. इयूटी पर नियुक्त किया जाने वाला कोई भी कर्मी 18 वर्ष से कम तथा 50 वर्ष कि आयु से अधिक नहीं होना चाहिए |
16. प्रत्येक कार्मिक को सप्ताह में एक दिन का अवकाश देना जरूरी है |
17. सेवाओं में किसी भी प्रकार कि कमी पाए जाने पर विद्यालय द्वार ठेका रद्द करने तथा जमानत राशि जब्त करने का पूर्ण अधिकार विद्यालय के पास सुरक्षित रहेगा |
18. उपर्युक्त सहित अन्य सभी शर्तें केन्द्रीय विद्यालय संगठन के नियमानुसार मान्य होगी |
19. विद्यालय में किसी भी समय चोरी या सम्पदा को नुकसान पहुँचने की स्थिति में समस्त नुकसान की वसूल सम्बंधित अनुबंधित फर्म से की जायेगी |

20. अनुबंध प्राप्त फर्म का दायित्व होगा कि वह विद्यालय की सुरक्षा में लगे कार्मिकों का विवरण मय पता, मोबाईल न., इयूटी की अवधि, EPF, ESI कार्ड की सत्यापित प्रति, पुलिस चरित्र सत्यापन आदि सहित 07 दिन पूर्व प्रस्तुत करना होगा | यदि अनुबंध अवधि में किसी कार्मिक को हटाया या नया कार्मिक लगाया जाता है, तो इसकी सूचना व उचित कारण 07 दिन पूर्व इसी पैरा (19) में वर्णित सभी विवरणों सहित विद्यालय में देना होगा अन्यथा विद्यालय द्वारा अनुबंध रद्द किया जा सकता है | साथ ही हटाये गये कार्मिक को हटाने का उचित कारण अनुबंधधारी फर्म को बताना होगा ।
21. अनुबंधधारी फर्म प्रत्येक सुरक्षा कार्मिक को उचित गणवेश मय सीटी,टोपी,डंडा,बेल्ट,जूते,टॉर्च आदि के साथ नियुक्त करेगा अन्यथा अनुबंध निरस्त कर अनुबंधधारी फर्म पर कार्यवाही की जा सकती है ।
22. अनुबंधधारी फर्म के द्वारा नियुक्त सुरक्षाकर्मी मुस्तैदी से सुरक्षा का कार्य करेंगे विशेषतया रात में सोयेंगे नहीं तथा समस्त विद्यालय परिसर में सीटी बजाते हुए गश्त करेंगे, अन्यथा अनुबंध निरस्त कर अनुबंधधार फर्म पर कार्यवाही की जा सकती है ।
23. आबू पर्वत जंगली जानवरों जैसे सांप, बिच्छू, लोमड़ी, तेदूआ एवं विशेषतः भालू का निवास स्थल है अतः अनुबंधधारी फर्म प्रत्येक सुरक्षा कार्मिक को जंगली जानवरों से बचाव हेतु आवश्यक निर्देश एवं सुरक्षा उपकरण उपलब्ध करावे । जंगली जानवरों द्वारा सुरक्षा कार्मिकों को हुई किसी भी जान-माल की हानि के लिए विद्यालय जिम्मेदार नहीं होगा ।

निविदा प्रस्तुत करते समय फर्म का शपथ पत्र

मैं तथा मेरी फर्म निविदा प्रपत्र के साथ संलग्न सभी नियम एवं शर्तें तथा केन्द्रीय विद्यालय संगठन द्वारा निर्धारित सभी नियमों को स्वीकार करते हुए मेरी फर्म विद्यालय में सुरक्षा कार्य कि सेवाओं के लिए सहमत है ।

प्रोपाइटर के हस्ताक्षर

फर्म का नाम एवं पता

रबड़ की मोहर

सेवा में,
श्रीमान प्राचार्य महोदय,
केन्द्रीय विद्यालय आबू पर्वत

दिनांक :

विषय :- विद्यालय में हेतु सुरक्षा कार्य के लिए निविदा प्रस्तुत करने बाबत |
सन्दर्भ :-

महोदय,

उपरोक्त विषय के संदर्भ में प्राप्त निविदा प्रपत्र के साथ संलग्न सभी नियम एवं शर्तों को मानते हुए मेरी फर्म कि दरे पुरे वर्ष के लिए निम्न प्रकार रहेगी |

(दरें प्रति दिन / प्रति व्यक्ति देंवें |)

FORMAT OF BID

S.NO	Category	Remuneration Per Day per Person (in Rs.)	EPF Rate (in Rs. Per day Per Person	ESI Rate (in Rs. Per day Per Person	Service Charge/including Overhead profit (in Rs.) Per day per person	Total (Col. No. 3+4+5+6) in Rs.
1	2	3	4	5	6	7
1	सुरक्षा कर्मी (कुशल)		As per GOI	As per GOI		

नोट :

1. सर्विस चार्ज की न्यूनतम राशि नियमानुसार होनी चाहिए एवं शून्य अथवा दशमलव (fraction) में नहीं होनी चाहिये अन्यथा निविदा रद्द कर दी जाएगी ।

में तथा मेरी फर्म निविदा प्रपत्र के साथ संलग्न सभी नियम एवं शर्तों को स्वीकार करते हुए सहमत हूँ | जिसके लिए निविदा प्रपत्र के साथ जमानत राशि के रूप में रूपये की राशि का बैंकर्स चैक/ डी डी संख्या दिनांकसंलग्न है |

भवदीय

प्रोपाइटर के हस्ताक्षर

फर्म का नाम एवं पता

रबड़ की मोहर