



केन्द्रीय विद्यालय, राजेंद्र रोड , उदुमलपेट

तिरुपुर जिल्ला 642126

KENDRIYA VIDYALAYA

RAJENDRA SALAI UDUMALPET 642126

(Under MHRD, Dept. of Education: Govt. of India)

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Phone No. 04252-296300

Ref : F./SEC & HK/ KV-Udt/ 2020-21/

Date :- 21.12.2020

To

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**TENDER DOCUMENT**

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through Service contract(SEcurity SERVICES)/ HOUSE KEEPING / GARDENING

Sir/Madam,

The Kendriya Vidyalaya Udumalpet , a unit of Kendriya Vidyalaya Sangathan NewDelhi is a centrally funded Autonomous Body, is a society registered under Societies' Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya 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.. Udumalpet 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 \_\_\_\_\_ which may likely to be extended for one more year depending on the satisfying service of the service provider:

S.No.	Category of Manpower	Minimum Qualifications or and experience	Nos.of personnel required	As per the following shifts
1	Security Guards FOR THE VIDYALAYA (Un skilled)	Middle Standard	03	Round the clock security. He is expected to provide security to office wherever he is deputed inside the premises.
2	House Keeping		02	Cleaning of class rooms, Vidyalaya surroundings, Play Ground and other utilizing areas
3	Gardening		01	Maintenance of the Garden in the Vidyalaya premises

3. Quoted Price:

- The Bidder shall quote unit rata which shall comprise of monthly remuneration , OTA,EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) as per Central Govt. minimum wages act in the format of quotation only attached (Annexure –A,B,C.)
- The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- Hourly rate of OTA should not exceed monthly remuneration



(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 as in the attached proforma /- ) in the form of DD drawn in favour of KV UDUMALPET VIDYALAYA VIKAS NIDHI ACCOUNT, payable at UDUMALPET as earnest money along with 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 in the form of DD for an amount of as in the attached proforma from the date of award of the contract. The Performance security shall be submitted within 15 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.

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 to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directly through cheque/RTGS/NEFT, after obtaining authorization from engaged staff.
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **Kendriya Vidyalaya, Udumalpet** as per the monthly remuneration quoted without any deduction.
- 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 **Kendriya Vidyalaya, Udumalpet**, supported with the following documents:-
- i) Details of disbursement made to be staff furnishing cheque/RTGS/NEFT..etc details for each Payment.
- ii) Copy of Electronic Challan Receipt(ECR) as a e-challan for K.V.Udumalpet 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 Indenter /Client.
- f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the competent authority for running the business of private security agencies failing which the bid will be treated as disqualified/non-responsive

**Kendriya Vidyalaya, Udumalpet 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 - A1

Where A1 = Monthly remuneration x Nos. of days of absence  
no of days in the month



- h) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of Kendriya Vidyalaya , Udumalpet . 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 , Udumalpet . 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.
- i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya Udumalpet 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 / attributable to the personnel deployed, the Kendriya Vidyalaya , Udumalpet 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.
- l) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are 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 Aid or any other infectious disease before deployment for work.
- m) The Kendriya Vidyalaya , Udumalpet shall provide a small guard 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.
- n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

#### **5. 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 for last three years**
  - c) **List of clientele during last 3 years along with cost of assignment.**
  - d) **PAN No. and Current IT clearance certificate.**
  - e) **Attested copy proof of Service Tax/GST/other applicable tax paid for the last quarter.**
  - f) **Proof for EPF/ESI Contribution paid for the last quarter with name of employees as mentioned in Electronic Challan Receipt(ECR)**
  - g) **D.D. for Rs 25000/= (Twenty five Thousand only)**



- iii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, skilled, clerical and non-technical supervisory staff, in the **TAMIL NADU State or Any central Govt offices as applicable** shall render the Bid disqualified for evaluation. Also if the rates for service charges/profit are quoted as NIL, then the bid will be treated unresponsive.
- iv) The evaluation will be done following the standard procedure. Indenting Office will award the contract to the lowest evaluated responsive bidder.
- v) In case of tie between two bidders in terms of rate, the evaluation will be done based on the number of years of service they have rendered in this field and the proof of documents submitted as mentioned in clause 6(i) above.
- vi) **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 above.
  - The Indentor reserves the right at the time of award of contract to Increase or decrease the requirement of manpower indicated in para I above.
  - 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.
  - Notwithstanding the above, the inventor reserves the right to accept or reject all Bids and to cancel the biding 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 **drop** the sealed Bids **superscribed on the envelope as "Bids for providing SECURITY SERVICES / HOUSE KEEPING/ BY SPEED POST/ REGISTER POST ONLY on service charge basis" due on 03/01/2021 latest by 4.00 pm and tender will be opened on 04.01.2021 at 1.00pm.**

The Intender looks forward to receive the Bid in the format of Bid attached only and and appreciate the interest of the service provider in THE KVS.

Yours faithfully

  
PRINCIPAL 21/12/2020

For and on behalf of the

**Kendriya Vidyalaya Sangathan**

प्राचार्य / Principal

केन्द्रीय विद्यालय

Kendriya Vidyalaya

उदुमलपेट - 642 126

Udumalpet - 642 126



FORMAT OF BID FOR SECURITY SERVICE

Annexure A

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit Monthly remuneration	EPF rate @.....	ESI Rate @.....	Service charges including overhead and profit	Monthly Unit Rate (Col.4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

NOTE : 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

2. Service Tax shall be quoted separately.

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 : \_\_\_\_\_

Date & Time : \_\_\_\_\_



**FORMAT OF BID FOR MAN POWER FOR HOUSE KEEPING**  
Annexure B

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit Monthly remuneration	EPF rate @.....	ESI Rate @.....	Service charges including overhead and profit	Monthly Unit Rate (Col. 4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

**NOTE :** 1. In case of discrepancy between unit price and total price, the unit price shall prevail.  
2. Service Tax shall be quoted separately.

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 : \_\_\_\_\_  
Date & Time : \_\_\_\_\_



**FORMAT OF BID FOR MAN POWER FOR GARDENING**  
Annexure C

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit Monthly remuneration	EPF rate @.....	ESI Rate @.....	Service charges including overhead and profit	Monthly Unit Rate (Col. 4+5+6+7)	Unit QTA rate per hour	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	10

**NOTE :** 1. In case of discrepancy between unit price and total price, the unit price shall prevail.  
2. Service Tax shall be quoted separately.

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 : \_\_\_\_\_

Date & Time : \_\_\_\_\_