

केन्द्रीय विद्यालय
सैनिक विहार
दिल्ली-34



KENDRIYA VIDYALAYA
SAINIK VIHAR, DELHI-34
TELEPHONE: 27025480
FAX: 27022979

F. No.38/KVSV/2021-22/

दिनांक: 09.08.2021

Bid security (EMD): Rs. 30,000 (Thirty Thousand Only)

Sale Price of Tender document: Rs.500.00

Security deposit: Rs. 100000/- (One Lakh Only)

Last date to submit by speed post 25.08.2021 by 12.00 Noon

Issued from 09.08.2021 to 25.08.2021

To,

TENDER DOCUMENT

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

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 Kendriya Vidyalaya Sainik Vihar, Delhi from reputed/registered Consultant/Service Provider Firm for providing Manpower (Security) through service contract initially for a period of 01 (one) year w.e.f the date of agreement (which may be extended for another One year), as indicated below:-

A. Area of the Building

8.5 Acre (Building Area and Ground)

Class Rooms, Other Rooms, Rooms in the barrack, Laboratories, Computer Labs, Staff Room, office, Principal office Library, Exam Room, Corridors, Play Ground, etc.

Parties are advised to see the location.

**Address/Location of the
110034
Building**

Kendriya Vidyalaya, Sainik Vihar, Delhi-

2 (B)

S. No.	Category of Manpower	Nos	Minimum qualifications or and experience
1.	Unarmed Security Guards	04	Middle Standard (Tentative)

Total 04 security guards and contracting agency to supervisor

An outline of tasks to be carried out by Security of manpower provided is detailed as under:-

S.N	Category of Manpower	Responsibilities
1	Unarmed Security Guard	Entire responsibility for taking security measures of the building/ premises of Kendriya Vidyalaya Sainik Vihar and will be responsible for any loss of property, complete continuous security measures round the clock by changing the personnel in rotation and replacement.

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**) The minimum wages which will not be less than the maximum of the two minimum wages– 1. Central govt. labour commissioner rate 2. Collector rate for Distt. North West Delhi as declared time to time for security guards will be payable. EPF, ESI will be paid at the rate applicable. Any other tax liable to be paid by the client shall be quoted by the bidder separately in Annexure 'A'.
- b) Service tax is not applicable for services provided to educational institutions.
- 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.
In case of change in rate due to statutory provisions only such changes will be accepted and not any additional liability i.e. % of profit/service charge's etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- e) Correction if any shall be made by crossing out, imitating dating and rewriting.
- f) The Bidder shall deposit Rs.30,000/- (Thirty Thousand Only) 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 **VVN A/c K.V. Sainik Vihar**, payable at New Delhi 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 **Rs.1,00,000/- (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 Contingency Agency.

- h) Telex or facsimile bids are not acceptable. Each page of tender document must be compulsorily and properly signed by the bidder in ink.
- i) The bidder shall quote service charges including overhead and profit in column 7 of Annexure 'A' in Indian rupees only and this should not be zero or derivative of zero.

4. Each bidder must submit only one bid in original format downloaded from Vidyalaya website <http://sainikvihar.kvs.ac.in> along with price of Tender document Rs.500=00 in the form of DD drawn in favor of “VVN A/C KENDRIYA VIDYALAYA SAINIK VIHAR” payable at Delhi (**Technical bid** in one sealed envelope and **Commercial bid**) in another sealed envelope, **both together sealed** in a single sealed envelope superscripted as “**Bids for providing security guards in KV Sainik Vihar**”).

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 account payee cheque provided at the premises of Kendriya Vidyalaya Sainik Vihar in the presence of representative of the Kendriya Vidyalaya Sainik Vihar, Delhi /its constituent or through pay advise to bank by RTGS/NEFT in the account of his deployed employees along with submission of copy of bank passbook statement of his employees as proof of payment of salary. The Contractor shall be directly responsible for the payment of wages, will include such other benefits as applicable to its employees under the relevant Acts and Regulations. The Kendriya Vidyalaya Sainik Vihar Delhi, shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.
- b. (i) The contracting agency will ensure payment by the 5th of every succeeding month to their employees through account payee cheque provided in the office/premises of Kendriya Vidyalaya Sainik Vihar, Delhi or through pay advice to bank for RTGS/NEFT in the account of his deployed employees along with submission of copy of bank passbook statement, as per the monthly remuneration of contract i.e. minimum wages which should not be less than the maximum of the two minimum wages – 1. Central govt. labour commissioner rate 2. Collector rate for Distt. Delhi North West as declared time to time **without any deduction** except the statutory provisions.
(ii) It is further stressed upon that, as defined in section 21 (1) of the Contract Labour (Regulation & Abolition) Act 1970, it is the responsibility of the contractor for payment of wages to each worker employed by him as contract labour in the presence of a duly authorized representative as nominated by the Principal employer. However, in case, the contractor fails to make payment of wages or makes short payment within the prescribed period, the principal employer shall be liable to make payment of wages in full.
- c. The Contracting Agency will submit the invoice along with proof of disbursement in triplicate upto 10th of every month after making the payment to the employees provided to the agreement supported with the following documents:-

- i. Details of monthly disbursement made to the staff furnishing account payee cheque details/ pay advice to bank for RTGS/NEFT in the account of his deployed employees along with copy of up-to-date bank passbook statement for each payment.
- ii. Daily wages register properly signed by deployed employees and countersigned by representative of contractor.
- iii. Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax. Verification of payment of EPF, ESI will be done through web-sites of EPF & ESI along with messages received on mobile phone of deployed employees before releasing payment of these statutory obligations.

Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice complete in all respect.

- 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 valid registrations/license obtained from the authorized/competent department of Delhi/Central govt. for deploying security guards (I.G. License), failing which the bid will be treated as disqualified/non-responsive.**
- 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,

Where A, = $\frac{\text{Monthly Remuneration}}{\text{Nos. of days in the month}} \times \text{Nos of days of absence}$

Over time rate will be in proportionate with the normal duty time hour rate as per daily wages rates.

- h. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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 the Vidyalaya. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours.
- i. The replacement of a candidate on account of absence/unsuitability for Kendriya Vidyalaya Sainik Vihar, Delhi shall be made within 24 hours. Contracting agency will be penalized by Rs.100 (Rs. Hundred only) per day per manpower in case of absence of more than one manpower on a particular day or continuous absence for more than one day by any one manpower without replacement for absence and this amount will be adjusted by the security deposit.
- j. The contracting agency will be required to sign a contract with the Kendriya Vidyalaya Sainik Vihar, Delhi in Rs. 100/- Non Judicial Stamp Paper as per the model contract enclosed (**Annexure-B**) 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 KV 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 and sufficient number of workers who are below the age of 50 years and above the age of 21 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aid or any other infectious disease before deployment for work.
 - n. Kendriya Vidyalaya Sainik Vihar, Delhi shall provide a small room for goods and Security guard tools. No name plate of agency shall be allowed on the room and nobody from contracting agency side will be allowed to stay in the Vidyalaya campus except the staff of contracting agency **on duty**.
 - o. The Contracting Agency shall provide to their personnel deployed for cleanliness and with impressive summer uniform as well as winter uniform with insignia.
 - p. TDS will be deducted from monthly payment to contractor as per rules.
7. 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.

8. Evaluation of bid:-

Every bidder needs to submit **Technical bid** in one sealed envelope and **Commercial bid** in another sealed envelope, **both together sealed** in a single sealed envelope superscripted as “**Bids for providing security guards in KV Sainik Vihar**” with following details :-

8 (A) Technical bid:

The bids will be treated as responsive if the following documents are attached and properly signed & submitted in the sealed envelope for bid and confirms to the terms and condition in the following manner:-

- I. Tender document in original format downloaded from Vidyalaya website <http://www.sainikvihar.kvs.ac.in> along with price of Tender document Rs.500/- in the form of DD drawn in favor of “**VVN A/C KENDRIYA VIDYALAYA SAINIK VIHAR**” payable at DELHI. Each page of tender document must be compulsorily and properly signed by the bidder in ink.
- II. Deposit of Rupees **30,000 (Thirty Thousand Only)** in the form of bank guaranty valid for 135 days after the date of submission of bids or account payee DD/pay order drawn in favor of “KENDRIYA VIDYALAYA SAINIK VIHAR A/C” payable at DLEHI as earnest money along with the bid.
- III. **Live and valid License issued from competent authority to supply security guards at Distt. North West, Delhi [I G license].**
- IV. Copy of Pasara to be enclosed.
- V. Self attested live Establishment Registration certificates.
- VI. Self attested Latest copy of proof of EPF Registration.
- VII. Self attested Latest copy of proof of ESI Registration.
- VIII. Self attested Live Pan No. along with photocopy and currant Income tax clearance certificate.
- IX. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years (**Priorities will be decided on this basis if all other conditions are same**).

- X. List of clientele during last 3 years along with cost of assignment and attested copy of Experience certificates.
- XI. Self attested Copy of any other documents which supports the good performance of the firm.

8 (B) Commercial bid:-

The commercial bid will be examined only for those bidders who are technically satisfied by the Vidyalaya committee through their technical bid. The evaluation and comparison of properly signed substantially responsive bids will be done on the following basis-

- I. The amounts to be quoted for providing the service(s) under various heads as per Annexure-“A”. However, the cost of materials, if any, should be shown separately / specifically for every bid.
- II. **Each column of Annexure-“A” should be compulsorily filled. Reasonable service charges should be filled compulsory in column No. 7 of Annexure A.** The remuneration to the unit manpower will not be less than the maximum of the two minimum wages– 1. Central govt. labour commissioner rate 2. Collector rates for North West, Delhi [as declared time to time, applicable for *Unskilled Manpower* whichever is applicable as per rule.
- III. ***As per rule, for Kendriya Vidyalaya’s the rate applicable is the higher of the two minimum rates declared by Govt. of India Labour commissioner / Collector rate for North West, Delhi.***
- IV. The evaluation will be done for all the items put together for annexure “A”. Indentor office will award the contract to the lowest evaluated responsive bidder.
- V. Properly signed annexure “A” and Annexure-I, in ink.

9. 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 8(B).
- b) The indentor reserves the right at the time of award of contract to increase and decrease the requirement of manpower indicated in Para 2.B 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) If two bidders have quoted the same lowest price then selection of bid will be done on the basis of quality of past services provided by them/experience or any other valid ground.

10. Last date and time of receipt of Bids

You are requested to submit the sealed bids by **Speed Post / Registered Post** (Technical bid in one sealed envelope and Commercial bid in another sealed envelope, both together sealed in a single sealed envelope) in a single sealed envelope superscripted as “*Bids for providing*”

security guards in KV SAINIK VIHAR, DELHI” due on date **25-08-2021** latest by 12:00 Noon to the Kendriya Vidyalaya Sainik Vihar, Delhi.

11. Opening of bid: - The bids will be opened by the Vidyalaya tender committee notified for this purpose in presence of bidders/authorized representatives of the bidders, if present, on **25-08-2021 at 01.00 PM** in the Principal Chamber of KV Sainik Vihar, Delhi.

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 KV Sainik Vihar, Delhi.

PRINCIPAL
Kendriya Vidyalaya Sainik Vihar.

KENDRIYA VIDYALAYA SAINIK VIHAR, DELHI

ANNEXURE B

DUTIES OF GUARDS

- I) To provide watch and ward and security cover to the entire premises of KV Sainik Vihar, Delhi-110034.
- II) The contractor shall be responsible for all security measures and for safeguarding all movable and immovable property of the school from pilferage, loss, riots, arson. Fire, natural calamities etc. which includes :
 - a) Prompt action in managing fire extinguishing and preventing any internal or external intrusion in to the premises/building of the KV.
 - b) Proper reception / regulation and guidance of visitors to the KV.
 - c) Prevention of unauthorized entry of personnel in the premises of the KV.
 - d) Prevention of unauthorized entry of vehicles and to ensure that vehicles are part at the designated parking space/ slots. Separate movement (entry and exit) register should be kept for school vehicle and for personal / private vehicle.
 - e) Controlling and coverage of all the strategies points by guards both in day / night shifts.
 - f) Gathering intelligence about anti-social / anti organizational/ undesired activities which will have any bearing on the KV day to day functioning.
 - g) Security staff deployed and strategic and picket/patrolling points / duty in all through day and night shifts should be available at their designated duty points.
 - h) The contractor shall be responsible to provide immediate replacement of any security guard who is not present on duty at the place of posting and such other additional as may be required at any given occasion for which prior information will be given.
 - i) The contractor staff shall work under the overall direction of officers authorized by the principal KV.
 - j) The contractor shall provide round the clock (24 hours) security on 8hr basis. The shift times be fixed in consultation with an approval of principal KV.
 - k) The contractor shall oversee the performance for the watch and ward and security staff deployed by their field officers regularly. Reports of any incidents should be lodged within the next 24 hours with the principal. The contractor shall have weekly briefing with the principal normally with prior appointment. Any suggestions/ proposal for improvement of the arrangement or reform by the contractor will be viewed.
- III. To guard entrance and exit points and control the movements of the visitors and control/regulate the movement of visitors. He should be cordial and diligent in performing his duties. Every visitor should be guided to the reception. If need arises, visitors to the KV and employees shall be requested to reveal their identity when they are at the entrance. There should be a distinctive approach in dealing with non-official and VIPs visiting the KV.
- IV To check all property/goods moving in and out of the premises and to the ensure that they are accompanied by proper gate pass/authority letter. A copy of such gate pass/authority letter is required to be kept in safe custody of the security supervisor/guard.
- V To prevent any incident of theft, pilferage, fire or arson etc. report it promptly. There should be no exaggeration in any report.
- VI To check the movement of office vehicles by noting down their entry and exit timings. Such separate registers be kept for private vehicles and vehicles for staff.
- VII To get acquainted with the operation of firefighting/extinguishing system.

Security Guard Services

1. NAME OF COMPANY/FIRM : _____

2. ADDRESS (With Address Proof) : _____

3. CONTACT PERSON'S NAME :- _____

TELEPHONE LAND LINE: _____ MOBILE _____

E-MAIL ID :- _____

4. PAN NO. :- _____

(Please enclosed attested photo copy and attach copy of IT clearance certificate)

5. EPF REGISTRATION NO. : _____ Valid up to date- _____

(Please enclose attested photocopy)

6. ESI REGISTRATION NO. : _____ Valid up to date _____

(Please enclose attested photocopy)

7. Pasara No. _____ (Copy to be enclosed)

8. ANNUAL TURNOVER FOR THE LAST 3 YEARS

(Please enclose copy of documents)

2018-19:- _____

2019-20:- _____

2020-21:- _____

9. Experience of work during the last three years along with yearly cost of assignment-

(Please enclose copy of documents)

I)

II)

iii)

SIGNATURE OF TENDERER

KENDRIYA VIDYALAYA SAINIK VIHAR NEW DELHI -34

ANNEXURE-'A'

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Unit	Unit monthly remuneration	EPF	ESI	Service charges	Monthly Unit Rate (Col.4+5+6+7)
1	2	3	4	5	6	7	8
1	Semi-Skilled Guard (Man)	1					

NOTE:

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

We agree to provide the above service of manpower including material 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: _____