

केन्द्रीय विद्यालय न.1, रायपुर

डब्लू आर एस कॉलोनी, रायपुर, पिनकोड-

४९२००८ (छत्तीसगढ़) फोन/फैक्सनं:

Tel & Fax : 0771 -2252400,2252866(O)2252833 (R)

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raipur1kv@gmail.com)



Kendriya Vidyalaya, No.1

WRS Colony, Raipur, Pin – 492008

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Ref. F.Out Sourcing/KVR1/2020-21

Dated: 12-11-2020

निविदादस्तावेज / TENDER DOCUMENT

विषय :- सेवा अनुबंध के माध्यम से सुरक्षा गार्ड, सफाई कर्मचारी एवं माली उपलब्ध कराने के लिए सेवा प्रदाता फर्म द्वारा बोली आमंत्रित करना।

Sub : Inviting Bid for engaging Service Provider Firm for providing Security, Conservancy (Sweeper) & Gardening service for Vidyalaya through service contract.

महोदय/महोदया,

1. Kendriya Vidyalaya No.1, Raipur was established in 1982. 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 Kendriya Vidyalaya No.1, Raipur from the reputed/registered Service Providers/Firms for providing Security Guards, Conservancy Staff and Gardener through service contract initially for a period of 01 (one) year w.e.f. (Date of contract) which may be extended further.

A. Area of the Building	14.9 Acres having approximately.
	76 Rooms and 11 toilets, Meeting Room,
	Labs, canteen, corridors, stairs and
	open areas as well as playground surrounding
	areas near Playground & Residential complex.
	Parties are advised to see the location.

Address/Location of the Building & Ground		Kendriya Vidyalaya No.1, Raipur (Chhattisgarh)	
S. No	Category of Manpower	Approx Nos.	Minimum Qualification and Experience
1.	Conservancy Staff	09/10	Class VIII std. Working Experience desired. Local Resident
2.	Security Personnel	06	Middle, 5 Year experience, Preferably local / neighbouring locality
3.	Gardener	04/05	Matric, 2 years' experience in Gardening. Local resident

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

S.No.	Category of Manpower	Responsibilities
1.	Conservancy staff	Sweeping & cleaning class rooms, Toilets, corridors, staircases, drainage. Removing cobweb, Campus sweeping, clearing toilet blocks, dusting furniture's etc.
2.	Security Personnel	Total security of the Vidyalaya & entire campus round the clock.
3.	Gardener	Tree & saplings plantation, Maintenance of Garden, breeding flower plants, grass cutting etc.

क्रमांक S.No	श्रम शक्ति का वर्ग Category of Manpower	न्यूनतम योग्यता और अनुभव Minimum qualifications and experience	कर्मियों की संख्या आवश्यकता के अनुसार पारियों में Number of personnel required in the shifts	निम्नलिखित पारियों के अनुसार As per the following shifts
1.	Security Guards	Middle / VIII Standard	02 (Two)	Shift I -from 6.00 AM to 2.00 PM
2.	Security Guards	Middle / VIII Standard	02 (Two)	Shift II -from 2.00 PM to 10.00 PM
3.	Security Guards	Middle / VIII Standard	02 (Two)	Shift III - from 10.00 PM to 6.00 AM

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

S.No.	Category of Manpower	Responsibilities
1.	Security Guards without arms	To provide security/guard of the vidyalaya wherever he is deputed
	a.	This tender is called in two bids system(Technical Bid & Financial Bid). Bidders/Tenderers are requested to submit the bid in two separate envelope duly marked Technical Bid & Financial Bid.
	b.	Technical Bid envelope should cover tender documents duly singed & stamped on each every page, Annexure-'A' and EMD @ Rs.10,000/- (Rupees ten thousand only) per service (in form of DD).
	c.	Financial Bid envelope should cover duly filled-in Annexure 'B' & 'C' only.
	d.	Financial Bids of those bidders/service providers will be opened only whose Technical Bids will be as per norms.
	e.	The Bidders shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the attached format of quotation only (Annexure-A) .
	f.	The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
	g.	The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory levies in case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. % age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard,
	h.	The Bidder shall enclose EMD in form of Bank Draft for Rs.10,000/- per service drawn in favour of " <u>VVN A/C, Kendriya Vidyalaya No.1(Shift-1), Raipur,</u> " Payable at <u>Raipur</u> as earnest money alongwith the Bid. EMD in other forms except Bank Draft will not be accepted. The EMD shall be returned to the unsuccessful bidders after the award of the contract.
	i.	The selected firms have to furnish security deposit in the form of Bank Draft for an amount of Rs. 1,00,000/- (Rupees 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 Contracting Agency.
	j.	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 120 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

(a) The remuneration to the Conservancy Staff/ Security Personnel/ Gardener shall be disbursed in respective bank accounts only under intimation to Vidyalaya.

(b) **The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed in Kendriya Vidyalaya, Raipur office/premises as per the monthly remuneration quoted without any deduction.**

(c) The Contracting Agency will submit the invoice/bills in duplicate along with proof of disbursement of payment after making the payment to the employees deployed in **K.V. No.1, Raipur** office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque details for each payment,

(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/bills.

(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 Police Authorities, Govt. Of Raipur for running the business of private security agencies operating in Raipur, failing which the bid will be treated as disqualified/non-responsive.**

(g) The normal office hours of Kendriya Vidyalaya, Raipur is from 7.30 am to 3.00 pm Six days from Monday to Saturday. However, the Contracting

(h) 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. **K.V. No.1, Raipur** 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.

(i) 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, = *Monthly remuneration X Nos. of days of absence*

Nos. of days in the month

(j) The Candidates/Manpower provided by the. Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, Raipur.

Therefore, minimum three-Fold 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, Raipur. 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 K.V. No.1, Raipur shall be made within 24 hours.

(k) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Raipur as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document as well as in (**Annexure-II**) and accepted bid will also form the part of the Model Agreement.

(l) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya, Raipur reserves the right to claim and recover damages from Contracting Agency.

(m) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(n) The Contracting Agency will deploy the experienced security guards, 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 supervisors are free from Aids or any other infectious disease before deployment for work.

(o) The Contractor shall be directly responsible for the payment of wages which should not be less than the **minimum wages prescribed by the State Govt./ Central Govt. which is higher will be applicable and will include such that benefits as may be available to its** employees under the relevant acts and regulations.

Kendriya Vidyalaya No.1, Raipur shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.

It is also clarified that where both State Govt. and Central Govt. has fixed the minimum wages, **the rates of wages whichever is higher will be applicable.** Rates should be quoted accordingly. Rates quoted less than minimum wages will be treated as non responsive.

(p) The Contracting Agency shall provide to their personnel with impressive summer uniform **as well as winter** uniform with **insignia**.

(q) Income Tax (T.D.S.) will be deducted as per rules.

(r) Pre-contract integrity pact is to be submitted (duly signed by contractor) along with quotation to the Vidyalaya positively.

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) List of clientele during last 3 years along with cost of assignment.

(c) PAN No.

(d) Attested copy of proof of EPF registration.

(e) Attested copy of proof of ESI registration.

(f) Attested copy of proof of GST Registration.

(g) Attested copy of proof of registration of firm to run security Agency.

(h) The Bidder shall deposit EMD in form of Bank Draft for Rs.10,000/- per service along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(j) The evaluation will be done for all the items put together. Indenting Office will award the contract to the bidder whose Bid will be determined to be substantially responsive and who has offered the lowest price as per Para 7.

8. Award of Contract:

(a) The Indenter will award the contract to the bidder whose Bid will be determined to be substantially responsive and who has offered the lowest price as per Para 7.

(b) The Indenter 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 indenter 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 Indenter 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) Adequate amount if not quoted towards the service charges/charges of uniforms/bonus, overhead-profit, etc. may render the Bid disqualified for evaluation.

(f) The Agreement shall be deemed to expire on completion of the period, unless extended by both the parties.

9. Last date and time of receipt of Bids

Bidders are requested to submit the Sealed Bids super scribed on the big envelope as "Bids for providing Security Services/Con in Kendriya Vidyalaya No.1, Raipur on service charge basis".

The tenders will be received upto 5.00 pm on 28/11/2020 through speed post/Regd. Post/drop box and to be opened at 1100 HRS on 01.12.2020 in **K.V.No.1, Raipur premises** in the presence of bidders. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.10,000/- (Rupees Ten Thousand only) per service is to be deposited along with tender document by way of Demand Draft.

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.

भवदीय / Yours faithfully,

हस्ताक्षर / Sig:

नाम / Name : **UMA SHANKAR MISHRA**

पदनाम / प्राचार्य / Designation: Principal I/C

For and on behalf of the

केन्द्रीय विद्यालय न.1, रायपुर
Kendriya Vidyalaya No.1, Raipur (CG)

