

## TENDER DETAILS

1. **Area of the Building :** **Total School Building and Campus:**  
Approx. 08 Acres campus having 29 Class-Rooms & 41 more rooms and 12 Toilets in Ground & First floor of the Vidyalaya Building, corridors, stairs, and open areas.  
Parties are advised to see the location.

**Address/Location of the Building:**

**Kendriya Vidyalaya, Donimalai, Sandur (Tq),  
District: Bellary, PIN: 583 118**

2. **Man Power required:**

Sl. No.	Category of Manpower	Number of personnel required	Minimum Qualifications or/and Experience
1.	SECURITY GUARDS (Watch and Ward)	04	Middle Standard (Able to speak Hindi / English language)
2.	SAFAI KARMACHARI	05	Primary Standard
3.	GARDENER	01	Primary Standard

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) Taxes if any liable to be paid by the client shall be quoted by the bidder separately.
- (c) 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.
- (d) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (e) The Bidder shall deposit **Rs. 10000/-** (Rs. Ten thousand 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, DONIMALAI** payable at **DONIMALAI** as earnest money alongwith 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 deposit in the form of Bank Guarantee/DD for **10% of the annual contract 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.
- (g) Telex or Facsimile Bids are not acceptable.
- (h) No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.
- (i) **Remuneration of staff, quoted below minimum wages fixed by Central and State Government rates whichever is higher applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Bellary Dist, Karnataka State shall render the Bid disqualified for evaluation.**

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, Donimalai** premises in the presence of representative of the KV. Donimalai or its constituent.
- (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, Donimalai** 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, Donimalai 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, 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 Indentor/Client.
- (f) **It is mandatory for the contracting Agency to submit the attested copy of license obtained from the competent authority along with a licence from the additional Director general of Police (internal security division) and concerned local authorities of Bellary Dist. for running the business of private security agencies operating in Bellary Dist, Karnataka.**

- (g) The normal office hours of KV, Donimalai 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. Donimalai 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.
- (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 -A<sub>1</sub>***

**where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$**

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **Kendriya Vidyalaya, Donimalai**. 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, Donimalai**. 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.
- (j) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya, Donimalai** 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 Kendriya Vidyalaya, Donimalai 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 as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.
- (m) 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.
- (n) The **Kendriya Vidyalaya, Donimalai** 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.
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with badges.
- (p) **Tenders/Quotations quoting Service Charges less than 1% on wages shall not be taken into account as a responsive tender/quotation.**

**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 responsive only if following documents are attached :-**
  - (a) It is mandatory for the contracting Agency to submit the Attested copy of license obtained from the competent authority along with a license from the additional Director general of Police (internal security division) and concerned local authorities of Bellary Dist. For running the business of private security agencies operating in Bellary Dist. Karnataka.
  - (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. 10000/-** (Rupees Ten thousand 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, DONIMALAI** payable **at DONIMALAI** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.