**KENDRIYA VIDYALAYA INA COLONY NEW DELHI-110023**

Dated:- 16/11/2019

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**TENDER DOCUMENT**

**Sub:- Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (Security Services. House Keeping and man power etc)**

Sir/Madam,

1. Sealed competitive Bids are invited by the Kendriya Vidyalaya, INA Colony, New Delhi 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. 02/12/2019, which may be extended by another one year, as indicated below:-

**(A)Area of the Building** 04 acres having approximately 45 rooms 08 toilets, departments’ corridors, stairs and open areas as well as enclosed surrounding areas in the ground floor, Parties are advised to see the location.

Address/Location of the Kendriya Vidyalaya, INA Colony, New Delhi

Building Opp. Vikas Sadan

**(B) Man Power Required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Category of Man power** | **Age** | **Minimum qualifications or/and experience** | **Number of Personnel required in the shifts** | **As per the following**  **Shifts** |
| 1. | **Security Guard** | 25-40 Years only | Middle Standard | 01 | Shift-I, from 6.00 AM to 2.00 PM |
| 2. | **Security Guard** | 25-40 Years only | Middle Standard | 01 | Shift-II, from 2.00 PM to 10.00 PM |
| 3. | **Security Guards** | 25-40 Years only | Middle Standard | 02 | Shift-III, from 10.00 PM to 6.00 AM |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Category of Man Power** | **Required Number of man power** | **Responsibility** |
| 1. | **Gardening** | 25-40 years only  02 | As per mentioned in Annexure-I |

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| --- | --- | --- | --- |
| **Sl. No.** | **Category of Man Power** | **Required Number of man power** | **Responsibility** |
| 1. | **Cleaning & Sweeping** | 25-40 years only  05 (03 male and 02 female) | As per mentioned in Annexure-I |

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

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Category of man power** | **Responsibilities** |
| 01 | **Security Supervisor** | To supervise the security Guards and housekeeping persons in the Vidyalaya premises. |
| 02 | **Security Guards** | To provide security //Guard the office wherever he is deputed. |
| 03 | **Housekeeping** | To keep the campus/area clean where she/he is deputed. |
| 04 | **Gardening** | Maintenance & development of gardens plantation of new trees and other beautification related work |

**3. Quoted Price:-**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and service charges in the format of quotation only attached (Annexure-A).

(b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately. (GST exempted by GOI for Educational Institutes and hence no GST to be mentioned)

(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.

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 charge/s etc. As such, the bidder while submitting the bid should specially, quote the rate etc. in this regard.

(d) The bidder shall deposit an EMD of Rs. 1,25,000/- in the form of an Account Payee Demand Draft/Pay Order in favour of Vidyalaya Vikas Nidhi, KV-INA Colony, New Delhi payable at New Delhi along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish Performance Security in the form of an Account Payee Demand Draft/ pay order for an amount of 10% of value of 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.

(f) 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 Bid.

**6. Terms and Conditions:-**

(a) The remuneration of the engaged staff at Kendriya Vidyalaya, INA Colony, New Delhi shall be disbursed by the agency into Bank account of the engaged staff directs them cheque/RTGS/NEFT, after obtaining authorization from engaged staff.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya, INA Colony, New Delhi office/premises as the monthly remuneration quoted without deduction.

(c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the Kendriya Vidyalaya, INA Colony, New Delhi office/premises supported with the following documents:-

(i) Details of disbursement made to the staff furnishing cheque/RTGS/NEFT details of each payment.

(ii) Copy of Electronic Challan Receipt (ECR) as a e-challan for Kendriya Vidyalaya, INA colony, New Delhi proof of payment of statutory obligation such as EPF. ESI, Service Tax and any other applicable tax.

Payment of the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfilment of required documentation.

(d) The contracting Agency will provide identity Cards with mention of EPF/UAN and ESI numbers, 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 Home Department, GNCT of Delhi under PSARA Act for running the business of private security agencies operating in the NCT of Delhi, failing which the bid will be treated as disqualified/non-responsive.

(g) The normal office hours of Kendriya Vidyalaya, INA Colony, New Delhi is from 7.00 AM to 6.00 PM six days from Monday to Saturday.

However, the Contracting Agency will provide the security service round the clock all the days in a month according to the duty timing shown at pre-pages/above. Kendriya Vidyalaya, INA Colony, New Delhi also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower. The Contracting agency will be compensated for the extra manpower provided by the indenting Agency as per the rate 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

Where A = Monthly remuneration x Nos. Of days of absence

Nos. of days in the month

(i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, INA Colony, New Delhi. 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, INA Colony, New Delhi. 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 Kendriya Vidyalaya, INA Colony, New Delhi shall be made within 24 hours.

(j) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, INA Colony, New Delhi as per the Model Contract enclosed for the 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 attributable to the personnel deployed, the Kendriya Vidyalaya, INA Colony, New Delhi 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 and submitted to Kendriya Vidyalaya, INA Colony, New Delhi before deployment of work.

(m) The Contracting Agency will deploy the trained/professional security permeably ex-servicemen, who are below the age of 50 years as well as physically & medically fit.

(n) The Kendriya Vidyalaya, INA Colony, New Delhi 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 insignia.

(p) The contracting agency will get allowed with activated UAN (Universal Account Number) for all members/staff duly linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

**7. Evaluation of Bid**

The indenter will evaluate and compare the Bid 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 under (PSARA Act.) Private Security Agency Regulation Act. Obtained from the Home Department, GNCT of Delhi for running the business or private security agencies operating in the NCT of Delhi.

(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 03 (Three) years.

(c) Audited Balance Sheet & Profit and Loss Account.

(d) List of clientele during last 03 years along with cost of assignment.

(e) PAN No. & 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 GST registration.

(i) The Bidder shall deposit 2% estimated value works in the form of an Account Payee Demand Draft/pay order in favour of Vidyalaya Vikas Nidhi, Kendriya Vidyalaya, INA Colony, New Delhi payable at New Delhi as EMD along with the bid. The earnest will 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 Govt. Of NCT of Delhi shall render the Bid disqualified for evaluation. Also the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.

(iii) The evaluation will be done on the basis of total for all the items listed at 1-3 only in the Financial Bid. Indenting office will award the contract to the lowest evaluated responsive bidder. Pertaining to GST/Administrative charges quoted by the bidder necessarily has to be over and above zero percent. Further zero percent includes all derivates of zero upto 2% and above thereof. Any service charge adhering to the above guidelines should be considered unresponsive and such bid will not be considered.

8. **Award of Contract:-**

(a) The indenter 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 indenter reserve 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.

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, HOUSEKEEPING AND MANPOWER IN KENDRIYA VIDYALAYA, INA COLONY, NEW DELHI ON SERVICE CHARGE BASIS”** within 10 days or publication in the newspaper of this notice or in the Vidyalaya Website. The bids completed in all respect may be sent to this office through registered post only latest by on or before 30/11/2019 1.00 PM.

The bids will be opened at 3.00 PM on 30/11/2019 at Principal’s chamber before a duly constituted committee and in the presence of present bidder, if they attend the opening of Bids. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tender will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs. 50,000/-(Rs. Fifty Thousand only) is to be deposited along with tender document.

The Indenter looks forward to receiving the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya, INA Colony, New Delhi.

Yours faithfully,

**(REENA CHAKRAVORTY)**

**Principal**

**KENDRIYA VIDYALAYA, INA COLONY, NEW DELHI**

**Annexure-A**

**FORMAT OF BID (All figures in Rs.)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Category of man power** | **Number** | **Unit monthly remuneration per person** | **EPF Rate** | **ESI Rate** | **Service charges/charges of uniforms/bonus etc. including overhead profit** | **Monthly Unit Rate**  **(Col. 4+5+6+7)** | **Unit OTA hour** | **Total monthly cost**  **(Col. 8x3)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **1.** | **Supervisor** | **1** |  |  |  |  |  |  |  |
| **2.** | **Security Guards** | **4** |  |  |  |  |  |  |  |
| **3.** | **Housekeeping** | **5** |  |  |  |  |  |  |  |
| **4.** | **Electrician** | **1** |  |  |  |  |  |  |  |
| **5.** | **Plumber** | **1** |  |  |  |  |  |  |  |
| **6.** | **Gardener** | **2** |  |  |  |  |  |  |  |
| **7.** | **Office boy/peon** | **2** |  |  |  |  |  |  |  |

**NOTE:-**

1. GST shall be quoted separately.

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

3. Please enclosed the list of employee wise name, EPF No. And ESI No. Etc.

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.\_\_\_\_\_\_\_\_\_\_ (Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) is furnished herewith vide Account Payee Demand Draft/Pay Order No.\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_ drawn on\_\_\_\_\_\_\_\_\_\_\_\_.

(Bidder) Signature

Name