



केन्द्रीय विद्यालय संगठन

(मानव संसाधन विकास मंत्रालय : भारत सरकार)

Kendriya Vidyalaya Sangathan

(Ministry of HRD Deptt of Education Govt. of India)

जबलपुर सम्भाग : जी०सी०एफ० इस्टेट , साईंस कॉलेज के पीछे, जबलपुर - ४८२ ०११ (मध्य)

Jabalpur Region :: GCF Estate, Behind Science College, Jabalpur – 482 011 (MP)

(URL: www.kvsrojabalpur.org :: e-Mail: acjabalpur@gmail.com)

F. 22029/Security/2012/KVS(RO)/JBP/
.11.2012

Dated

To,

M/s.....

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TENDER DOCUMENT

Sub : "Inviting Bid for engaging Service Provider Firm for providing Security Services through service contract.

Sir/Madam,

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 **Deputy Commissioner, KVS(RO), GCF Estate, Behind Science College, Jabalpur** (herein after referred to as indenter) from the reputed/registered Consultant / Service Provider Firm for providing round the clock security through service contract initially for a period of **01 (one) year**, from the date of award of contract (which is likely to be extended), as indicated below:

S.No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Security Services by Civilian	(Minimum 3 person)	Class-VIII passed.
2.	Security Services by Ex-Serviceman	(Minimum 3 person)	Class-VIII passed.

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 Services	As mentioned in Annexure-B

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**).
 - (b) The service tax and any other such tax 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. 10,000/- (Rupees Ten 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 **Deputy Commissioner, KVS(RO), Jabalpur**, payable at **JABALPUR** 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 Bank Guarantee/DD for an amount of **Rs.25,000/- (Rupees Twenty Five Thousand 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.
 - (g) Telex or Facsimile Bids are not acceptable.
 - (h) The bidder shall also provide details of Security Services being provided by them in other places (along with copy of contracts)
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 Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **satisfactory work/actual attendance of their employees** as per the monthly remuneration.
- (b) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the **satisfactory work/actual attendance of their employees** 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.

- (c) 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.
- (d) The Contracting Agency shall comply with all statutory obligations.
- (e) 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 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (f) The contracting Agency will be required to sign a contract with the **Deputy Commissioner, KVS (RO), Jabalpur (who is head of the indenting office)**.
- (g) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.

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) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) The Bidder shall deposit **Rs. 10,000/- (Rupees Ten 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 the **Deputy Commissioner, KVS (RO), Jabalpur**, payable at **JABALPUR** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (ii) Remuneration of staff, quoted below **minimum wages** applicable for clerical and non-technical supervisory staff, in the **STATE OF MADHYA PRADESH**.(name the state/UT) shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder but mere lowest price will not confer any right for awarding the contract.

8. Award of Contract:

- (a) The Indentor may 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 but mere lowest price will not confer any right for awarding the contract.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (c) Notwithstanding the above, the Indentor reserves the right to accept or reject any one or 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 superscribed on the envelope as "**Bids for providing round the clock Security Services as whole job**" on service charge basis" by **15.11.2012** latest by **1.00 pm**.

The Indentor looks forward to receiving the Bid in the format of Bid attached only and appreciates the interest of the service provider in the KVS.

Yours faithfully,

(V.K.SRIVASTAVA)
DEPUTY

Encl:- As above.
COMMISSIONER

APPENDIX-I

1. सुरक्षा कर्मी द्वारा केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, जबलपुर के मेन गेट से जो भी आगन्तुक एवं अन्य व्यक्ति आते है, उनकी प्रविष्टि आगन्तुक रजिस्टर में आवश्यक रूप से करना ।
2. सुरक्षा कर्मी द्वारा केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, जबलपुर के पूरे कार्यालय की सुरक्षा करना ।
3. सुरक्षा कर्मी द्वारा कार्यालय बंद होने के उपरान्त एवं खुलने के समय उनके ताले/ लाईट चेक करना ।
4. सुरक्षा कर्मियों को वर्दी में रहना होगा। उनके पास लाठी /डंडा एवं रात में टार्च आवश्यक रूप से होना चाहिए ।
5. कोई सुरक्षा कर्मी ड्युटी पर गुटखा, तम्बाखू एवं नशेवाली किसी चीज का सेवन नहीं करें।
6. यदि कोई दुर्घटना / चोरी होती है , तो पूरी जिम्मेदारी कॉन्टैक्टर की होगी।
7. सभी सुरक्षा कर्मियों का ब्यक्तिगत विवरण (**Bio-data**) कॉन्टैक्टर को केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय में जमा करना होगा ।
8. जो सुरक्षा कर्मी तैनात किये जायेगें उनका चरित्र से संबंधित पुलिस थाने द्वारा प्रमाणित करवा कर देना होगा ।
9. केन्द्रीय विद्यालय संगठन द्वारा समय-समय पर दिये गये निर्देशों का पालन करना होगा ।

FORMAT OF BID

(All figures in

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	
								

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

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 _____.

