



F.No.46/13090(1)/KVCKD/2021-22/
To

Dated: 08/04/2021

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower – (SECURITY SERVICE Watch and Ward-without arms)- through service contract.

Sir/Madam,

The Kendriya Vidyalaya Chikodi is functioning under Kendriya Vidyalaya Sangathan, New Delhi. Kendriya Vidyalaya Sangathan is 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 Chikodi -591201 from the reputed/registered Consultant / Service Provider Firm for providing Manpower - **SECURITY SERVICES** (Watch and Ward) -without arms - through service contract initially for a period of **01 (one) year w.e.f 01.05.2021** which may likely to be extended, as indicated below:

A. Area of the Building: Total School Building and Campus:

KV New Building Near RTO Office Chikodi

Total 8 Acres having approximately 24 Class Rooms, 20 other Rooms & 9 Toilets in Ground First & second floor of the Vidyalaya Building, corridors, stairs, Playground, Assembly stages, open areas on the ground floor campus and 9 staff quarters .

At present Vidyalaya is running in temporary building of MLA Govt Model Building Near mini Vidhan Soudha Chikodi its Area is 2.5 Acres having approximately 17 rooms, 05 other rooms and toilets in ground and first floor of the Vidyalaya Building, corridors, stairs, and open areas. Vidyalaya will start functioning in K V New Building Near RTO Office Chikodi in the coming Months. Parties are advised to see both locations.

Address/Location of the Building:

KENDRIYA VIDYALAYA CHIKODI DISTRICT: BELAGAVI – 591201, KARNATAKA

B. Man Power required:

Sl. No.	Category of Manpower	Number of personnel required in the Shifts	Minimum Qualifications or/and Experience	As per the following Shifts	Responsibilities
1.	SECURITY GUARDS (Watch and Ward)	03 (Three)	Middle Standard (Able to speak Hindi language)	Shift I from 6.00 AM to 2.00 PM. Shift II from 2.00 PM to 10.00 PM. Shift III from 10.00 PM to 6.00 AM.	To provide Security/ Guard the Vidyalaya Building & Staff Quarters and campus - Round the clock Security Services on all days of the month.

Note: The requirement of man power may increase or decrease as per requirement of the Vidyalaya /as per KVS rules.

3. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration (Including 1 day weekly Off), 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.

- (a) Taxes if any liable to be paid by the client shall be quoted by the bidder separately.
- (b) 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.
- (c) Correction if any shall be made by crossing out, duly signed.
- (d) The Bidder shall submit a “**Signed Bid Security Declaration**” accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of **three years** in favour of **PRINCIPAL, Kendriya Vidyalaya Chikodi- 591201** along with the Bid.
- (e) The selected firm has to furnish performance security in the form of Demand Draft /Bankers Cheque for an amount of **Rs. 3%** 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 Bid security money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (f) Telex or Facsimile Bids are not acceptable.
- (g) 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 / State Government rates whichever is higher applicable for SECURITY SERVICES (Watch and Ward) _ without arms, in the Chikodi City of Belagavi 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 premises in the presence of representative of the PRINCIPAL, KENDRIYA VIDYALAYA Chikodi or its constituent.**
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya Chikodi** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) **The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the PRINCIPAL, KENDRIYA VIDYALAYA Chikodi- 591201 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 Indent or /Client.
- (f) **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 BELAGAVI. Dist. for running the business of private security agencies operating in BELAGAVI Dist, Karnataka.**
- (g) The normal office hours of **Kendriya Vidyalaya Chikodi -591201** 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. **Kendriya Vidyalaya Chikodi- 591201** also 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 - A₁

where A₁ = **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 Chikodi -591201**. Therefore, **minimum three-four bio-data shall be made available against each slot in each category**. The candidate may be invited to verify the authenticity of documents submitted and for personal discussion also. No Conveyance or any other charges will be paid by **Kendriya Vidyalaya Chikodi -591201**. 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 Chikodi -591201** 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/attribution to the personnel deployed, the Kendriya Vidyalaya Chikodi 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 is free from Alcoholic habits, Aids or any other infectious disease before deployment for work.
- (n) The **Kendriya Vidyalaya Chikodi-591201** shall provide a small guard room/space for 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 uniform.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed on each page 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 :-**
1. As per the Govt. rule the firms which quotes less than the Govt. minimum wages and quotes without any service charges /Zero profit basis will be disqualified (after deducting Income tax 2%). After deducting applicable Income tax and other taxes if any the service charge/profit should be in rupees not in decimals.
 - 2.(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 BELAGAVI Dist.for running the business of private security agencies operating in Belagavi 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 /Certified 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 / copy of IT Return filed.
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested copy of proof of ESI registration.
 - (h) Attested copy of proof of GST/Service Tax Registration.
 - (i) Bidder shall submit a **“Signed Bid Security Declaration”** accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of **three years**, in favour of **PRINCIPAL, Kendriya Vidyalaya Chikodi-591201** along with the Bid.

(ii) **Remuneration of staff, quoted below minimum wages fixed by Central / State Government rates whichever is higher applicable (copy of latest Govt. Order to be enclosed) for SECURITY SERVICES (Watch and Ward) -without arms in the CHIKODI CITY of BELAGAVI Dist, Karnataka State 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.

8. Award of Contract:

(a) The Committee will evaluate the Bid in basis of the following criteria:

S.no	Areas of Evaluation	Maximum Marks	Marks Awarded
1	Financial Turnover supported by Bank statement /Balance Sheet during last 3 years. (i) 10 Lakhs to 50 Lakhs - 1 Marks (ii) 50 Lakhs to 1 Crore -2 Marks each year (iii) 1 crore to 1.5 Crore - 3 Marks each year (iv) Above 1.5 Crore - 5 Marks each year	15	
2	ITR last three years supported by form 16- 10 Marks each year	30	
3	No of Clients Served per year for last 3 years in (i) Govt/PSU /Kvs awarded similar single contract of value 5000000(fifty lakhs) or more in a financial year -5 marks per client per contract. (ii) Govt/PSU /Kvs awarded similar single contract of value 1000000(ten lakhs) but less than 5000000(fifty lakhs) or more in a financial year -5 marks per year per client per contract in a financial year – 3 Marks per year per client per contract. Private company awarded similar contract of value more than 1000000- 1 Marks per year per client per contract.	35	
4	Fulfillment of Statutory provision as per Govt Norms as given in Technical Bid	20	
	Total	100	

(b) The firm getting a minimum of 50 or more marks will be eligible for competing in next round that is Financial Bid. Fulfillment of statutory provision as per Govt norms is mandatory falling which tender will be rejected, in spite of firm getting more than 50 marks in above evaluation.

(c) 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 in Financial Bid If two or more firms are equal in Financial Bid the firm who get more marks in the evaluation awarded.

(d) 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.

(e) 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.

(f) 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 without assigning any reason.

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 SERVICES in Kendriya Vidyalaya Chikodi-591201 on service charge basis**" due on **30.04.2021** latest by **02.00 pm** along with "**Signed Bid Security Declaration**".

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 **Kendriya Vidyalaya Chikodi-591201**. Rates quoted other than in format Annexure-A will be rejected.

The Sealed Bids received will be opened at 2.30 PM on 30.04.2021

Note:- Incomplete Tender forms shall not be considered.

Yours faithfully

Signature:

Name: Sudhir Sharma

Designation: I/c Principal

For and on behalf of the

Kendriya Vidyalaya Chikodi-591201

(TO BE TYPED ON THE LETTER HEAD OF THE AGENCY)

To
The Principal
Kendriya Vidyalaya
Chikodi

Sub: (1) **"Inviting Bid for engaging Service Provider Firm for providing Manpower –
(SECURITY SERVICE Watch and Ward)- through service contract.**

(2) **"Inviting Bid for engaging Service Provider Firm for providing Manpower –
(SWEEPING & CLEANING and GARDENING SERVICES through service
contract.**

Ref: Tender Notification No._F.No.46/13090(1)/KVCKD/2021-22/ Dated: 08/04/2021

Sir,

I/We have gone through the terms and conditions appended to the Tender Form in detail and submitting my/our Tender with Bio-Data, Terms and conditions, Annexures **'A to C'** duly signed with the seal.

Yours faithfully

PLACE:

Date:

For Proprietor/Partner/Director.

Signature of the tenderer
with seal & full address.

FORMAT OF BID - 2021

(All figures in Rs.)

S. No.	Category of Manpower	No. Security Guard required	Monthly (30 days) remuneration per Guard as per Minimum wages Act of Central /State Govt. rates whichever is higher (Rs.)	EPF Rate per Guard (Rs.)	ESI Rate per Guard (Rs.)	Service charges and other charges including overhead profit per Guard (Rs.)	Monthly Unit Rate (Col.4+5+6+7) (Rs.)	Total monthly cost (Col.8X3) (Rs.)
1	2	3	4	5	6	7	8	9
01	Security Guards (Watch and Ward-without arms) (Round the clock security services - one guard in each shift for all days of the month).	3						

NOTE:

1. The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages Act of Central Government / State Government rates **whichever is higher** existing at present in the Chikodi City of Belgaum Dist. Karnataka. The rates applicable are as per the cities classified in recent gazette notification given by Ministry of Labour Govt. of India. EPF and ESI SHOULD AS PER PRESENT PREVAILING RATES. Service Charges should be higher than the TDS to be deducted @2% on total amount and should be in rupees not in decimals
 2. Taxes if any shall be quoted separately. Service Tax not applicable as per rules.
 3. In case of discrepancy between unit price and total price, the unit price shall prevail.
 4. In case of not quoting any rate the reasons and justification (with proof) should be given.
- 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. **“Signed Bid Security Declaration”** accepting that if they withdraw or modify their Bids during period of validity etc., they will be suspended for a period of **three years**, in favour of **PRINCIPAL, Kendriya Vidyalaya Chikodi-591201** along with the Bid

(Bidder)

Signature: _____

Name : _____

Dated: _____

(Agency Seal)

BIO-DATA OF THE TENDERER-2021

1. Office name & full postal Address of the tenderer :
2. Branch office if any with Address :
3. (1) Telephone/telex/fax no.
(a) Office :
(b) Residence :
(c) Mobile no. :
4. Whether the tenderer is a Regular security agent doing Similar work to govt.dept/ Undertakings. If so three years details to be furnished with Certificates :
5. E.M.D. details
D.D.NO.Bank's name & date for Rs...../- :
6. E.S.I.NO.
(a copy of the certificate shall be enclosed) :
7. P.F.NO.
(A copy of the certificate Shall be enclosed) :
8. Agency Registration No. & Authority as per labour laws , with validity (A copy of the certificate of Registration)
09. I.T. PAN NO. :
(A copy of the certificate shall be enclosed)
10. Service Tax Registration Number :
(A copy of the certificate Shall be enclosed)
11. Confirmation of the tenderer about his willingness on the Right of K.V. Chikodi.to terminate the contract and to forfeit the Security deposit for violation of terms & conditions of contract. :

12. Name, address & telephone nos. of authorized attorney :
13. Name & address of partners :
14. Residential address and phone Nos. & mobile no. Of partner(s)/ Proprietor. :
15. Name, address & telephone nos. and attested signatures of Authorized representative (in 4 sets) :
16. One set of photos of the Partner(s)/proprietor & their Authorized representative would be furnished after acceptance of tender. :
17. Bank name, address & a/c no. of agency should be furnished. :

Signature of the tenderer
with seal & full address.

ANNEXURE – C

ENCLOSURE CHECKLIST

ATTESTED COPIES OF THE FOLLOWING DOCUMENTS TO BE
ENCLOSED AT THE TIME OF SUBMISSION OF TENDER.

Sl. No.	Particulars	Enclosed / Not enclosed	Page Nos.
1)	E.M.D. Payment		
2)	E.S.I. Registration Certificate copy		
3)	Copies of P.F. Registration Certificate & Service Tax Regn. Certificate.		
4)	Agency Registration Certificate copy.		
5)	I.T. Pan Certificate copy		
6)	I.T. Clearance certificate		
7)	Audit Report copies for the last 3 years.		
8)	Previous Three years experience certificate & Work Orders copy.		
9)	Satisfactory Service certificate from Three Organisations.		
10)	List of clientele during last 3 years along with cost of assignment.		
11)	The security agency should produce the copy of registered document with police department along with the tender documents		

**Signature of the tenderer
with Seal & full address.**