

केंद्रीयविद्यालयवायुसेनाअवस्थानसरसावासहारनपुर -247232 फ़ोननंबर 01331--244859

निविदासूचना

विद्यालय में सुरक्षा गार्ड, माली, तथा सफाई कर्मचारी की सेवायें उपलब्ध कराने हेतु पंजीकृत फर्मों से सील बंद निविदाएं आमंत्रित की जाती है। निविदा फार्म विद्यालय कार्य दिवसों में विद्यालय कार्यालय से दिनांक 01.06.18 से 16.06.18 तक प्रातः 9:00 बजे से 11:00 बजे तक राशि 100/-के डिमांड ड्राफ्ट (प्राचार्य, केंद्रीय विद्यालय वायुसेना अवस्थान सरसावा के पक्ष में देय हो) (प्रति सर्विस) जमा कर प्राप्त किया जा सकता है। निविदा जमा करने की अंतिम तिथि 19.06.18 को दोपहर 12:00 बजे तक होगी। निविदा खोलने की तिथि 20.06.2018 प्रातः 11:00 बजे है। निविदा फार्म विद्यालय की वेब साईट (www.kvsarsawa.edu.in) से भी डाउन लोड किया जा सकता है। इसके लिए राशि 100/-के डिमांड ड्राफ्ट (प्राचार्य, केंद्रीय विद्यालय वायुसेना अवस्थान सरसावा के पक्ष में देय हो) (प्रति सर्विस) निविदा फार्म जमा कराते समय विद्यालय में जमा करना अनिवार्य होगा। किसी भी परिस्थिति में बिना कारण बताये किसी भी निविदा को या सभी निविदाओं को निरस्त करने का अधिकार प्राचार्य के पास होगा।

प्राचार्य
केविसरसावा

No. Quotation/ 2018-19/ KV/ Sarsawa/

Dated : _____

.....
.....
.....

TENDER DOCUMENT

Subject: Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

Sealed competitive Bids are invited by the **Kendriya Vidyalaya , AFS Sarsawa** from the reputed/registered Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year. An out of tasks to be carried out by different category of manpower provided is detailed as under:

S No	Category of Manpower	No. of manpower required	Responsibility
1.	Security Guards	03	Providing round the clock Security Services to Vidyalaya and its fittings & fixture of the Vidyalaya to check pilferage theft & will full damage during school hrs.
2.	House Keeping	03	1. Sweeping of entire area of the school building and surrounding of building. 2. Cleaning of the floor area with wet floor dusters and detergent disinfectants. 3. Cleaning and washing of toilets & urinals. 4. Sweeping & Cleaning of open areas road passage & lawn etc. 5. Regular dusting/cleaning of furniture & other equipment, door, windows, fans and other equipment. 6. The choking of the sanitary installation is to be cleaned.
3	Gardening	02	Maintenance of lawn, flower pots, sowing of seeds of flowers/plants & maintaining the hedges/garden etc in Vidyalaya campus.

3. Quoted Price:

- The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached as (Annexure-A).
- The Service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- 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.
- Correction if any shall be made by crossing out, initialing, dating and rewriting.

- (e) The Bidder shall deposit the earnest money through Demand Draft only Drawn in favour of **“Principal KV , AFS SARSAWA ” Rs.20,000/-(Ten Thousand only)** for Security Guard , Rs. **10,000/-** for House Keeping/ Conservancy and **Rs. 10,000/-** for Gardening along with the technical Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. The Earnest money in the form of Cheque will not be accepted in any case and such bid will be treated as nonresponsive and will not be considered. Earnest money can be deposited in **VVN Account No.11543042714 IFSC code-SBIN0006391 through NEFT/ RTGS** **and** Proof of NEFT/ RTGS must be attached with the technical Bid.
- (f) The selected firm has to furnish performance security through DD for an amount equivalent to 5% to 10% of the total cost of award of the contract valid for 14 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 and the agreement will be executed only after that. 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) **A latest copy of Wages of Central Government & UP State Govt (Saharanpur area) must be attached with bids.**
- (i) **Service charges quoted by the firm @ 0% will not be accepted and such type of bids will be treated as non-responsive & rejected. Service charge should be quoted in percentage of total amount and must be in round figure.**
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 remuneration shall be disbursed by contracting agency through RTGS to bank account of the employee engaged by the agency.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya as per the monthly remuneration quoted without any deduction.
- © The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya supported with the following documents: -
- i) Details of disbursement made to each staff furnishing transaction details for each payment.
 - ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax to individual employee engaged by contracting agency.

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 Kendriya Vidyalaya 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) The normal office hours of **KV, AFS, SARSAWA** is from 7.00 am to 3.00 p.m. for six days from Monday to Saturday. The contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (g) 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 = $\frac{\text{Monthly remuneration}}{\text{Nos of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV. 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. 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.
- (i) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya as per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (k) The contracting agency will be liable/fully responsible for any undesirable act/ misbehave done by your employee provided to the Kendriya Vidyalaya, with the students, staff or any other person.

7. Evaluation of Bid:

The Kendriya Vidyalaya 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) Conditional Bids shall not be considered will be out rightly rejected.

(II) The tenders shall be accepted under two bid systems. The interested service providers are advised to submit technical and financial bids in two separate sealed envelopes super scribing 'TECHNICAL BID' for providing "SECURITY SERVICES /CONSERVANCY SERVICES/GARDENING SERVICES"(Tick whichever is applicable) to Kendriya Vidyalaya, AFS, SARSAWA and 'FINANCIAL BID' for providing " SECURITY SERVICES/CONSERVANCY/GARDENING SERVICES"(Tick whichever is applicable) to Kendriya Vidyalaya, AFS, SARSAWA respectively. Both sealed envelops should be kept in a third bigger sealed envelope super scribing "TENDER FOR PROVIDING SECURITY SERVICES/CONSERVANCY/GARDENING SERVICES"(Tick whichever is applicable) to Kendriya Vidyalaya, AFS, SARSAWA.

(III) The Tender (Technical Bid and Financial Bid) duly completed in all respect may be submitted through Speed Post/ Regd post / by hand up to 19.06.2018 at 12.00 noon.

(IV) There should not be any change in the format of the financial bid. In such case the tender shall be summarily rejected.

(V) The technical Bid shall be opened on the scheduled date and time on 20.06.2018 at 11.00 am and the financial bid of only those tenderers will be opened who qualify in the technical bid. The financial bid will be opened on the same day. Both the bids will be opened in the

presence of the representative of the agency/ firm, if any who have qualified in the technical bid.

- (VI) The bidding firm has to give a self – certificate that the firm has not been black listed by any central government Department/ Autonomous body/ PSU/ Banks etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents etc the earnest money/ security deposit of the firm/ agency will be fore-fitted and the bid/ contract will be rejected/ cancelled.
- (VII) The bid will be treated as non-responsive if following documents are not attached in the technical bid.
- (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.
 - © List of clientele during last 3 years alongwith 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) Earnest money in the form of Demand Draft as mentioned in column- e of Sr. no. 3.
 - (i) Latest valid registration certificate of firm.
- (VIII) Remuneration of staff, quoted below minimum wages approved by Central Govt/ UP Govt.(whichever is higher) shall render the Bid disqualified for evaluation.
- (IX) The evaluation will be done for all the items put together. Kendriya Vidyalaya will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- (a) The Kendriya Vidyalaya will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price L1 as per para 7.
- (b) The Kendriya Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- © The Kendriya Vidyalaya, 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.
- (c) Notwithstanding the above, the Kendriya Vidyalaya 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. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya, AFS, SARSAWA in case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrate under Arbitration and conciliation Act 1996. The place of settlement of dispute shall be Saharanpur. In the case of Settlement of dispute is in the court, it will be in the jurisdiction of courts at Saharanpur (UP).

10. 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 Guard/House Keeping/Gardening Services in KV SARSAWA(Tick whichever is required) on service charge basis” latest by 19.06.2018 at 12.00 noon through Speed Post/Registered post.** The sealed

bids/Tenders will be opened at 11.00 am in KV, AFS, SARSAWA in the presence of interested bidders **on 20.06.2018**. If the opening date of sealed bids/tenders happens to be declared holiday then the sealed bids/tenders will be deposited/received/opened on the next working day. Other terms and conditions and the time schedule remaining unchanged. 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 KV.

Yours faithfully,

PRINCIPAL

KENDRIYA VIDYALAYA AFS SARSAWA
Format of Bid (ANNEXURE-A)

S. N	Category Of manpower	Number	Unit monthly remuneration)	EPF Rate(as per latest govt.rate)	ESI rate (as per latest Govt.rate)	SERVICE CHARGES Including overhead and profit	Monthly unit rate (co.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 _____.

(Bidder)

Signature:- _____

Name:- _____

Date & Time _____