

# KENDRIYA VIDYALAYA NADAUN(H.P) 177033

Phone No. 01972-233088,233123

**Sub:- TENDER for engaging service provider Firm for providing Manpower Through service Contract.**

**Sir/Madam,**

1. The Kendriya Vidyalaya Nadaun, is a vidyalaya run by KVS an autonomous body under ministry of HRD, Govt. Of India. The vidyalaya is imparting education to the children of transferable central Govt employees among others.
2. Sealed quotation are invited by the Kendriya vidyalaya Nadaun from the registered consultant/service provider firm for providing Manpower through service contract initially for a period of 01(one ) year w.e.f 01.04.2017 which may be extended by another one year,subject to the satisfactory services :

**A. Area/location of the building:** KV-Nadaun has a temporary building and is situated at two different locations having a distance of approximately 300 meters . Parties are advised to see the location.

Kendriya Vidyalaya Nadaun Near , SBI Nadaun	05 Class Rooms with furniture , Principal Room, 02 Staff Room, 04 Toilets, Fully equipped Science Lab, Library with Approx. 4000 books, Computer Lab equipped with 25 Computers, 03 Interactive Board, 03 Projectors, 03 scanner and 03 printers , 01 Photocopier and 01 Multicopier, Corridors Stair, Store and open areas.
Kendriya Vidyalaya Nadaun, At Rehan Basera, near Court	05 Class rooms with Furniture , 01 staff room , 01 Jr. computer Lab, 01 office (equipped with computers and other important items) and store

**B. Man Power required:-**

- a. 03 security Guards for round the clock Security of the above mentioned premises of Vidyalaya with maximum 08 hrs. Duty.
- b. 03 Person s for cleanliness services of the above mentioned premises of vidyalaya with standard duty hours from 07:30AM to 04:00PM

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

Sr. No.	Category of Responsibilities
<b>Security Guards(Without Arms)</b>	Security Guards to provide security/guard the office wherever he is deputed (As per the details above at 2 (A)
<b>Manpower for cleanliness services</b>	Persons deployed to provide cleaning of vidyalaya premises (As per the details above at 2 (A)

### **3. Quoted prices:**

- (a)** The bidder shall quote unit rate which comprises of monthly remuneration, EPF,ESI & other statutory costs and service charges including profit in the prescribed BID Format **(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 provision, if amended, in case of change in the rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. % change of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d)** The firm shall deposit Rs. 15000-/(Fifteen Thousand Only) in the form of demand draft drawn in favour of Kendriya Vidyalaya Nadaun VVN Account, Payable at Nadaun as earnest Money along with Cost of Tender and other documents. 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 Bank Guarantee/DD for an amount of Rs. 15,000-/ (Rupees Fifteen thousand only) valid four 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.
- (f)** Telexes of 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 bids.

### **6. Terms and condition :**

- a) The remuneration shall be disbursed through cheque at KV- Nadaun premises in the presence of representative of the KV-Nadaun or its constituent.
- b) The contracting agency will ensure payment by the 5<sup>th</sup> every succeeding month to their employees provided to the KV Nadaun/premises as per the monthly remuneration 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 KV office/premises supported with the following documents.
  - i) Details of disbursements made to the staff furnishing cheque details of each payment.
  - ii) Proof of payment of statutory obligation such as EPF,ESI, service tax and any other applicable tax.
  - iii) Payment to the contracting agency will be released preferably within 15 days from the date of the receipt of the invoice/bill.
- d) The contracting agency will provide identity card / Dress with logo/ Torch/ whistle and other essential items 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 for running the business of private security agencies, failing which the bid will be treated as disqualified/nonresponsive.
- g) The normal office hours of KV Nadaun is from 07:30 AM to 03:40 PM six days from Monday to Saturday. However the contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at above. KV-Nadaun also reserves the right for the services of additional/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 formula :

**Total Monthly Remuneration: Monthly remuneration-A**

**Where A = Monthly remuneration X Nos. of day**

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**Nos. of days in the Month of absence**

- i) The Candidates/Manpower provided by the contracting Agency shall be accepted only after scrutiny by KV-Nadaun. Therefore, minimum three bio-data shall be made available against each slot in each category. The candidate may be invited for proposal discussion also. No convene or any other charge will be paid by the 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.
- j) The contracting agency will be required to sign a contract with the KV\_Nadaun as per the model contract enclosed for ready reference. The other terms and conditions specified in the document will also from the part of the model agreement.
- k) In case of any loss, theft/sabotage caused by/attribution to the personal deployed, the vidyalaya 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.
- m) The contracting agency will deploy the trained/professional security guards/security supervisor, preferably ex-serviceman, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen.
- n) The contracting Agency will also ensure that the security Guards/manpower of cleaning are free from AIDS or any other infectious disease before deployment for work.
- o) No name plate of agency shall be allowed in the vidyalaya and nobody will be allowed to stay in the office except the staff contracting Agency on duty.
- p) The contracting Agency shall provide to their security personnel/Manpower of cleaning with impressive summer uniform as well as winter uniform with insignia.

## 7. Evaluation of Bid:

The indenter will evaluate and compare that bids determined to be substantially responsive i.e which are properly signed and confirm to the terms and 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 obtained from the Home Department, for running the business of private security Agencies.
  - 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 three (3) years.
  - c) Audited balance sheet and 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 ₹15000-/- in the form of Demand Draft drawn in favour of Kendriya Vidyalaya Nadaun VVN Account, payable at Nadaun as earnest Money along with the Quotation. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - j) The rate should be filled up in all the column of the enclosed Annexure-A, only duly signed and stamped. The bid will be rejected if any of column of the Annexure –A left blank.
  - k) Duly filled Annexure-B
  
- ii) **Remuneration of staff, if quoted below the latest Minimum wages prescribed by the Govt. of India shall render the Bid disqualified for evaluation.**

## 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 reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2(B) 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.
- e. **Award of Contract will be given solely on the guidelines and Terms and Conditions of Kendriya Vidyalaya Sangathan and no outside influence will be accepted either in terms of documents or person.**

## 9. Last date and time of receipt of bids

Your are requested to submit the Sealed Tender superscripted on the envelop as quotation for Providing Manpower Through service contract by 20.03.2017 (through Speed Post/registered post only). **The sealed Tenders will be opened at 03:00PM at Kendriya Vidyalaya Nadaun in the presence Members of VEC on 21.03.2017 (date)**. If the last date of receiving and opening of quotation happens to be declared Holiday, then the quotations will be received/open on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest Money of Rs. 15000-/(Rupees Fifteen Thousand Only) is to be deposited along with Tender documents.

Model Agreements of security and cleanliness service can be downloading from Vidyalaya website **[www.kvnadaun.org](http://www.kvnadaun.org)**.

The indentor looks forward to receive the Bid in the format attached only and appreciate the interest of the service Provider in the Kendriya Vidyalaya Nadaun.



**PRINCIPAL  
KV-NADAUN**

**Annexure-A**

**FORMAT OF BID**

S.No.	Category of Manpower	Number of Manpower	Unit monthly remuneration (for 01 Person)	EPF RATE (for 01 person) As per rules	ESI RATE (for 01 person) As per rules	Service charges/Charge of Uniform including overhead profit(for 01Person)	Monthly Unit rate (col 4+5+6+7) (for 01 person)	Total monthly cost (col8)x(col3) For three persons
1	2	3	4	5	6	7	8	9
1	Security Services	03						
2	Manpower for Cleaning services	03						

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Service tax shall be quoted Separately.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and agree to enter into the agreement in the format enclosed. Bid Security of Rs.15000-/(rupees Fifteen Thousand Only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Signature \_\_\_\_\_  
(Bidder)

SEAL / STAMP

Name \_\_\_\_\_

Date & Time \_\_\_\_\_

(The rates should be filled up in all the column of annexure –A  
The bid will be rejected if any of column of the Annexure-A left blank)



**FORM FOR SECURITY / CONSERVANCY SERVICES AT KENDRIYA VIDYALAYA,  
NADAUN DIST.- HAMIRPUR (HIMACHAL PRADESH), PIN - 177033**

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1	Name of Agency submitting the Tender	.....
2	Postal Address of the agency	..... ..... .....
3(a)	Agency's registration number	.....
3(b)	Registration valid up to	.....
3(c)	Service Tax Registration No.	.....
3(d)	EPF/ESI No.	.....
4	Agency's Telephone number with STD code.	STD code..... Tel. number..... Mobile..... Fax..... Email.....
5	Bankers cheque/DD no. with date for security money drawn in favour of "Kendriya Vidyalaya Nadaun-VVN ACCOUNT "for Rs.15000/(Rs. Fifteen Thousand only) submitted with Tender	Banker's Cheque/ DD No.....  Dated.....for Rs 15000/- (Rupees Ten Thousand only)  Drawn at Bank : SBI NADAUN
<b>UNDERTAKING</b>		
<p>I have read and fully agree to comply with the terms &amp; conditions mentioned on the tender Form and model agreement (uploaded at <a href="http://www.kvnadaun.org">www.kvnadaun.org</a>)</p> <p>Date:..... Signature of Head of agency .....</p> <p align="right">Stamp of the Agency.....</p>		