

केन्द्रीय विद्यालय
वायु सेना स्टेशन
मेल वस्ताचावडी पोस्ट
पुदुकोट्टे रोड
तंजावूर-613005
फोन नं.- 04362-226868



KENDRIYA VIDYALAYA
AIR FORCE STATION
Mela Vastha Chavadi Post,
Pudukkottai Road, Thanjavur – 613005.
FAX – 04362 - 226868
E-MAIL–thanjavurkv@yahoo.com
WEB–thanjavurafs.kvs.ac.in

फा : 2-14 & 3-31 / केवि / तंजाऊर/ 2019 -20 /

दिनांक :

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Sub: “Inviting Bid for engaging Service Provider Firm for providing Manpower (Security Services) through Service contract.

Sir/Madam,

The Kendriya Vidyalaya **AFS. Thanjavur** a centrally funded Autonomous Body, is a society registered under Societies’ Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

1. Sealed competitive Bids are invited by the K.V.AFS, THANJAVUR 613005 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 .01.04.2020** which may likely to be extended, as indicated below:

A. Area of the Building : 03 Acres Sq.Mtr. having Approximately **35** rooms and **30** toilets, **4** wash rooms meeting room auditorium,,.corridors, and open areas as well as enclosed surrounding areas. Parties are advised to see the location.

Address/Location of the Building : Kendriya Vidyalaya, AFS. THANJAVUR
PUDUKKOTTAI ROAD, 613005.

B. **Man power required:-**

S.No.	Category of Manpower	Nos.	Minimum qualification or / and experience	Responsibilities
1	Security Guards	01	Middle Standard	Security Services

Contd.pg.2/-

2. Quoted Price:

- a) **The Bidder shall quote unit rata which shall comprise of monthly remuneration, EPF, ESI & other statutory cost 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) Hourly rate of OTA should not exceed monthly remuneration
30 x 8
- d) 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.
- e) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- f) The Bidder shall deposit Rs.**10000/-** in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD / Pay Order drawn in favour of **THE PRINCIPAL,K.V. AFS. THANJAVUR** payable at **THANJAVUR** as earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- g) No payment for supervisors. It is the responsibility of the Agency to monitor the works of their employees.
- h) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount **5% of Annual payment** valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days form the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the contracting agency.
- i) Telexes of Facsimile Bids are not acceptable.

3. Each Bidder must submit only one Bid.

4. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

5. Terms and Conditions:

- a) The remuneration shall be disbursed through bank account or cheque at the Vidyalaya premises in the presence of representative of **K.V. AFS. THANJAVUR**, or its constituent.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to **K.V. AFS. THANJAVUR**, as per the monthly remuneration and OTA charges quoted without any deduction.
- c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to **K.V. AFS. THANJAVUR's Office /premises** supported with the following documents:-
 - i) Details of disbursement made to be 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/bill along with proof of payment of all the statutory obligations like EPF, ESI etc to the Govt. for the previous month.
- 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 Indentor /Client.
- f) The normal office hours of **Kendriya Vidyalaya , AFS. Thanjavur is from 8.00 am to 4.10 pm** five/six days from Monday to Friday /Saturday. However, **Kendriya Vidyalaya AFS, Thanjavur** reserves the right to request the services on Saturday/Holiday/beyond office hours. The contracting agency will be compensated by the indenting Agency as per the rate quoted.
- g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula.

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$
$$\text{Where } A1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , AFS. Thanjavur**. 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 , AFS. Thanjavur** 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 KVS shall be made within 24 hours.

Contd.pg.4/-

- i) The contracting Agency will be required to sign a contract with **Kendriya Vidyalaya , AFS, Thanjavur** as 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.
- j) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from contracting Agency.
- k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- l) The Contracting Agency will deploy the trained/professional security guards preferably ex-servicemen, who are physically fit and mentally alert. Preference will be given to the Ex-Servicemen. The Contracting Agency will also ensure that the security guards are free from Aid or any other infectious disease before deployment for work.
- m) **The K.V.AFS, Thanjavur** shall provide a small room/space for the workers/staff 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.
- n) The Contracting Agency shall provide to their **Security personnel** with impressive uniform as well as insignia.

6. Evaluation of Bid:

The Vidyalaya will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and confirm to the terms & conditions in the following manner.

- 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 proof of Service Tax Registration.
 - h) GST No. & Details
- I) The bid will be treated as non- responsive if the aforesaid documents are not attached: -
- II) Remuneration of staff, quoted below minimum wages enforced under the Government of India's minimum wages act 1948 applicable for Un-skilled, Semi Skilled, Skilled clerical and non-technical supervisory staff, falling in the **zone of the establishment** 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.

7. Award of contract:

- a. The Vidyalaya 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 Vidyalaya reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- c. The 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.
- d. Notwithstanding the above, the indentor 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.

(IV) Last date and time of receipt of Bids.

You are requested to **submit** the sealed Bids **superscribed on the envelope as “Bids for providing Security services on service charge basis” due on or before 23.03.2020. latest by 3.00pm.”**

The Indentor 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, AFS. Thanjavur – 613 005.**

The Sealed Bids received will be opened at 2.00p.m on 24.03.2020

Yours faithfully,

Signature:

Name:

Designation:

For and on behalf of the

Kendriya Vidyalaya AFS, Thanjavur

FORMAT OF BID

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)	Total monthly cost (Col.8x3)
1	2	3	4	5	6	7	8	9

- NOTE :1. Service Tax/ GST if applicable 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 and 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 _____

SECURITY SERVICES

01.	NAME OF COMPANY Whether Govt./Semi Govt./Private.	
02.	ADDRESS	
03.	CONTACT PERSON'S NAME	
04.	TEL. LAND LINE MOBILE Email ID	
05.	PAN NO. (Please enclose attested photocopy and attach copy of IT clearance certificate)	
06.	SERVICE TAX No. (Please enclose attested photocopy)	
07.	EPF REGISTRATION No. (Please enclose attested photocopy)	
08.	ESI REGISTRATION No. (Please enclose attested photocopy)	
09.	GST No. with Details	
10.	ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)	2017 2018..... 2019.....
11.	Please enclose photocopies of attested balance sheet and P& L A/c.	
12.	Experience of work during the last three years along with the cost of assignment (Please enclose copy of documents)	

SIGNATURE OF TENDERER