

A SAMPLE GUIDELINE TO FILL UP THE TENDER DOCUMENT

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, AFS,Bidar 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, AFS, Bidar PIN: 585401 from the reputed/registered Consultant / Service Provider Firm for providing Manpower - **SECURITY SERVICES** (Watch and Ward)- through service contract initially for a period of **01 (One) year** which may likely to be extended, as indicated below:

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

Total 10 Acres campus having approximately with Building spread in two blocks in two floors each.

Address/Location of the Building: Kendriya Vidyalaya, AFS,Bidar

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) MALE	Middle Standard (Able to speak Hindi/local language) Preferably Ex-Service man up to 50 years as well as physically & Medically fit.	Shift I (01)(ONE) from 6.00 AM to 2.00 PM. Shift II (1(ONE)) from 2.00 PM to 10.00 PM. Shift III (1)(ONE) 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.

3. Quoted Price:

- 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 - B)** without changing/ modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted.
- 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.
- The Bidder shall deposit **Rs. 5000/-** in the form of **Demand Draft Drawn in favour of PRINCIPAL, KENDRIYA VIDYALAYA, AFS, Bidar payable at Bidar** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- The selected firm has to furnish performance security in the form of Bank Guarantee/ **Demand Draft**

for an amount of **Rs. 50,000/- (Rupees Fifty 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) 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 and State Government rates whichever is higher applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Bidar Dist, Karnataka State shall render the Bid disqualified for evaluation. Bids shall adhere to minimum wage rate of Karnataka in respect of security agency (Industries and Establishments wherein office Staff and Security Guards are appointed by which agency including security guards) 2021-22.**

Note : (i) The Bids not quoting the amount as per the statutory requirements in respect of Minimum wages, E.S.I. and E.P.F. payable shall be automatically disqualified.

- (ii) **As this Vidyalaya is an Educational Institution and as per prevailing rules, payment of Service Tax by the Vidyalaya is exempted. Hence, Service Tax should not be charged by the bidder in the Financial Bid.**

4. **Each Bidder must submit only one Bid.**

5. **Validity of Bid:**

The tenure of Bid shall remain valid for a period not less than **01 year** after the deadline fixed for submission of Bids. Howsoever, with the consent of both the parties the Vidyalaya reserves the right to extend / premature the tenure in exigencies.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through Account Payee cheque to the manpower employed at Vidyalaya premises in the presence of representative of the **Kendriya Vidyalaya, AFS, Bidar** or its constituent.
- (a) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya, AFS, Bidar** as per the monthly remuneration and OTA charges quoted without any deduction.
- (b) **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 Kendriya Vidyalaya, AFS Bidar supported with the following documents :-**
 - (i) Details of disbursement made to the staff furnishing cheque/ details RTGS Payment 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, Service Tax and any other applicable tax.
 - (iii) **This is effective from first month pay bill to till the last month pay bill. It shall be the duty of Agency to first make payment to workers and submit the proof of wage payment & deposit slips of EPF/ESI to Vidyalaya office.**

Payment to the Contracting agency shall be released within 15 days from the date of the receipt of the invoice/bill. Howsoever, due to non-availability of VVN fund, delay may be condoned.

- (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) 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 Karnataka for running the business of private security agencies operating in Karnataka.
- (g) The normal office hours of KV, AFS, Bidar 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. KV AFS Bidar 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, AFS, Bidar**. 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, Bidar** 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, AFS, Bidar** 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.
- (k) **In case of any Loss, Theft / Sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya, AFS, Bidar 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 KVS Regional Office, Bangalore Vide Letter No:F.13079/02/2017-KVS(BGR)/17498 dated 28.03.2017.
- (m) The Contracting Agency will deploy the trained/professional security Guards/security supervisor, preferably ex-servicemen, up to the age of 50 years as well as physically & medically fit.
- (n) The **Kendriya Vidyalaya, AFS, Bidar** shall provide a small guard room/space for Security Supervisor and 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 summer uniform as well as winter uniform with badges.
- (p) The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.
- (q) After the contract period is over, Security deposit shall be returned to the agency only after getting No-Due Certificate signed by all the Security Guard.
- (r) The firm/agency has never been black listed/served termination notice/complaint from workers. Such firms are not eligible to apply.

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) 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 Bidar Dist. for running the business of private security agencies operating in Bidar 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 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.
- (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) Latest Copy of Central Labour Dept. and Karnataka State Labour Dept. Minimum wages rate list.
- (j) The Bidder shall deposit **Rs. 5000/-** in the form of Bank Guarantee valid for 135 days after bidder are instructed to the date of submission of bids or DD drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA, AFS, Bidar** payable at **Bidar** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the Contract.

(II) The evaluation will be done on the basis of all the items put together. Indenting Office will award the contract to the lowest evaluated Responsive bidder. In the event of tie in the quoted rate, the Vidyalaya reserves the right to select the bidder depending upon the profile/work experience etc. of the Agency and the decision of Vidyalaya shall be binding on the bidders.

8.(i) 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 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.

(ii) Award of Contract: -

Evaluation Sheet of participating firm.

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

S. No	Areas of Evaluation	Maximum Marks	Marks Scored
1.	Financial Turnover supported by Bank statement/ Balance Sheet during last financial year, 2020-2021 (i) 10 lakhs to 50 Lakhs - 1Mark. (ii) 50 Lakhs to 1 Crore - 2 Marks (iii) 1 Crore to 1.5 Crore - 3 Marks (iv) Above 1.5 Crore - 5 Marks	5	
2.	Central Govt./state govt/PSU/KVs awarded similar single contract of value more than 1000000/(Ten lakhs) in a financial year - 3 Marks per year .(last three years only)	9	
3.	Private company awarded similar single contract of value more than 1000000 (Ten Lakhs) or less- 1 Mark per year. (last three years only)	3	
4.	Fulfillment of Statutory provision as per Govt. Norms as given in Technical Bid.	8	
5.	Special achievement/ capability of the firm, if any. (Supported by documentary evidence only)	5	
	TOTAL	30 Marks	

(iii) 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 sheet shall get the contract.

iv) The representative of the firm shall fill up the evaluation sheet and submit it in a separate envelope along with the bid documents. Further thereon, the representative of the firm shall present the evaluation sheet to the committee on bid opening day.

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, AFS, Bidar on service charge basis**" due on **06/07/2021 by post only along with Earnest Money.**

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, Bidar. Rates quoted other than in format Annexure-B will be rejected. Bidders shall submit Technical Bid & Financial Bid in separate sealed envelope. **The Sealed Bids received will be opened in Vidyalaya office at 02:00 pm on 07/07/2021. It is mandatory for the firms to attend the session.**

Note: - Incomplete Tender forms shall not be considered.

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