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| **केंद्रीय विद्यालय संख्या – 1, ईशापुर**  (मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)  4, द पार्क, ईशापुर,पत्रालय - नवाबगंज, ईशापुर, ज़िला – 24 परगना (उ.), प. बं. पिन –743144नगर कोड –160, विद्यालय कोड – 1275 (स्थापित-1971),सी.बी.एस.ई. की सम्बद्धता संख्या – 2400007, सी.बी.एस.ई. विद्यालय कोड – 08403, ई-मेल –[ishaporeno1@gmail.com](mailto:ishaporeno1@gmail.com) , वेबसाइट –[www.kvno1ishapore.org](http://www.kvno1ishapore.org),  दूरभाष – 033-25938318 | Description: http://1.bp.blogspot.com/-l0fsWdfiqYU/UzFdKVPPKtI/AAAAAAAABs8/VGpNqT5Be54/s1600/kvs+new+logo+black-white.jpg | **KENDRIYA VIDYALAYA No. 1, ISHAPORE**  ( Under Ministry of H.R.D. Govt. of India )  4, The Park, Ishapore, P.O. Nawabganj, Ishapore  Dist. 24 Parganas( N ), PIN – 743144, ( W.B.)  Station Code: 160, School Code : 1275 ( Esst. 1971 )  CBSE Affiliation No. 2400007, CBSE School Code : 08403,  e-mail : [ishaporeno1@gmail.com](mailto:ishaporeno1@gmail.com), Visit us at : [www.kvno1ishapore.org](http://www.kvno1ishapore.org) Telephone : 033-25938318 |

F.25089/2018-19/Ishapore-1/ Date: 22 .11.2019

TENDER DOCUMENT

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

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government Employees among others.

2. Sealed competitive Bids are invited by Kendriya Vidyalaya No.1 Ishapore from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

The Vidyalaya is having 36 class rooms and 9 toilets, Lab(09 no), Departments, Library, Staff room, office, Principal’s chamber, corridors, stairs and open areas as well as surrounding areas on the ground floor etc. for which Security Personnel, Conservancy services & Gardening Services are required. Parties are advised to see the Address/Location of the Vidyalaya Building at Kendriya Vidyalaya No.1 Ishapore inside Metal & Steel factory, Ishapore.

**B. Man power required:-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Category of man power** | **Minimum qualification** | **No. of Personnel required** | **Duration of Contract** | **No. of Working Days** | **No of person to be engaged in shift** |
| 1 | Security personnel | Literate | 04 | 01 year | 365 days | 1st- shift:- 6.00 am to 2.00 PM- 02 nos.  2nd shift – 02.00 P.M. 10.00 PM- 01no.  3rd shift – 10.00 P.M. to 06 A.M- 01no. |
| 2 | Conservancy personnel | Literate | 05 | 01 year | 313 days | Out of these 05 contract personnel 04 gents and 01 lady are to be mandatorily deployed in a single shift from 7.00 A.M. to 3.00 P.M. |
| 3 | Gardener | The individual should be literate and the agency having prior experience of gardening service | 01 | 01 year | 313 days | 01 no in a single shift from 7.00 A.M. to 3.P.M. |

Note: Suitable uniforms clearly indicating the identity of individual and the contractor shall be provided by the contractor for all the three Man power services.

**C. Responsibility of man power is detailed here under**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Category of man power** | **Responsibility** |
| 1 | Security personnel | To provide security services wherever is deputed for round the clock service in 24 hours for **365 days** |
| 2 | Conservancy personnel | Cleaning of the class rooms , toilets, Lab (09 no.), Department, Library, Staff room, office, Principal’s chamber , corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor etc. **for 313 days (Excluding Sundays**) |
| 3 | Gardener | To render services as gardener towards proper looking after the garden of the School **for 313 days (Excluding Sundays**) |

**3. Quoted Price:**

**(a)** **The Bidder shall quote only Service Charge/ Profit amount as mentioned in** **Format of the quotations(Annexure-A). The Contractor shall have to make Payment of Minimum wages and other statutory payments and levies as per latest prevalent rates on monthly basis as per statutory provisions of various labour norms.**

**(b)Firms are required to quote only lumpsum service charge/ profit for the whole contract as per given format (Annexure-A) which shall be firm and fixed during whole duration of contract. All the required materials for execution of contract shall be provided by KV No.1 Ishapore.**

**(c) Order will be placed taking the prevalent minimum wages rate per day for unskilled labour/skilled labour. Due to increase of Minimum Labour Rate, cost of the contract (only minimum labour charge, EPF, ESI) will be increased as per notification issued by labour commissioner.**

(d) The Bidder shall deposit Rs. 25,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of **bids or DD/ Pay Order drawn in favour of Kendriya Vidyalaya No1 Ishapore payable at Ishapore as earnest money along with the Bid**. The earnest money willl be returned to the unsuccessful bidders after the award of the contract. Micro & Small enterprises having Udyog Aadhar Memorandum (UAM), Firms registered with any Ministry/ Deptt. of Govt. of India shall be exempted from paying EMD. However, such EMD exemption shall be granted on submission of valid documents only, at the time of submission of Bids.

(e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs. 75,000/- (Rupees Seventy Five 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.

(f) Telex or 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 Conditions:**

a) The Contracting Agency will ensure the payment by the 5th of every succeeding month to their employees through cheque/bank transfer in their bank account through NEFT/RTGS as per the monthly remuneration quoted without any deduction.

b) The Contracting Agency will submit the Monthly invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya premises supported with the following documents:-

(i) Details of disbursement made to the staff furnishing cheque/NEFT/RTGS details for each payment,

(ii) Proof of payment of statutory obligation such as EPF, ESI as per applicable rates.

iii) Any other applicable tax.

c) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill. The Contracting Agency will provide Identity Card to all the employees deputed as per the format suggested by the indenting Office valid for the period of contract.

d) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

e) It is mandatory for the Contracting Agency to submit the -attested copy of license obtained from the concerned Department for running the business of private security agencies/ providing man power operating in this state, failing which the bid will be treated as disqualified/nonresponsive

f)The normal School hours of the Vidyalaya is from 8:00 AM to 2:10 PM six days from Monday to Saturday (except 2nd Saturday). The Vidyalaya also reserves the right to request 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.

g) In case of absence on any working day payment shall be done on proportionate to manpower deployed basis.

h) The contractor must deploy/ depute the suitable contract worker as required. In case of any deviation / deficiency the contractor must replace the candidate within 02 working days after receipt of complaint from KV No.1 Ishapore. The contracting Agency will be required to sign a contract with the 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.

i) 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.

j) **The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.**

k) The Contracting Agency will deploy the trained/professional security guards who are below the age of 50 years as well as physically fit and mentally alert.

l) The Contracting Agency will also ensure that the security guards/other employees are free from **AIDS** or any other infectious disease before deployment for work.

m) The Vidyalaya 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.

n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with Insignia.

**o) TDS shall be deducted @ 2% on wages while making payments to the contractor as per Govt. Rules.**

**p) Service Charge should not be less than 1% of Wages.**

**7. Evaluation criteria of Bids:**

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) Attested copy of license obtained from the concerned department of this state for running the business Private security agencies / providing man power operating in the state.

(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) GST registration certificate.**

(g) Attested copy of proof of EPF registration.

(h) Attested copy of proof of ESI registration.

**(i) If a bidder quotes Nil or absurd charges/consideration, the bid shall be treated as unresponsive and will not be considered.**

**(j) Offers without valid EMD as required in Tenders shall be rejected.**

(ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Security, in the Govt. of WB/ Central Govt. which is higher) in Calcutta (UA) shall render the Bid disqualified for evaluation.

**(iii) L1 Bid shall be decided on the basis of minimum lumpsum profit / service charges quoted by Firms separately for all the three services i.e. Security Guard, Conservancy and Gardening.**

**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 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 biding process and reject all Bids at any time prior to the award of the contract.

9. **Last date and time of receipt of Bids:- 07.12.2019 up to 12.00 Noon**

The firms to submit the Sealed Bids super scribed on the envelope as **"Bids for providing Security/ conservancy/ gardening Services in K.V.No.1 Ishapore “**. **The sealed Bids are to be deposited in the Tender Box or to be sent only by Speed post at**

**Kendriya Vidyalaya No.1 Ishapore**

**4, The Park, Ishapore, P.O. Nawabganj, Ishapore**

**Dist. 24 Parganas( N ), PIN – 743144, ( W.B.)**

The tenders will be opened at 1.00 PM at the chamber of the Principal of this Vidyalaya in the presence of bidders on last date of submission (07.12.2019) of tenders. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. **An earnest money of Rs. 25,000/- (Rupees Twenty five Thousand only)** is to be deposited along with tender documents. The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in this Kendriya Vidyalaya.

(B.B. MAHATO)

PRINCIPAL

**Format of the quotations ANNEXURE-A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Security Services** | | | | | |  | | |  | | |  | |  |  |  |  |
| Duration of Contract | No of Security Guards Required | | Daily Minimum Wages | | | Currency | | | Total Period in No of Days | | | Total Wages for 04 Security Guards for 365 Days in Rs (4\*673\*365) | | EPF @ 13% | ESI @ 4.75% | Service Charge/ Profit in Lumpsum for deploying 04 Security Guards for 365 days. This charge will be fixed during whole duration of contract. | Total Value of Contract in Rs.(F+G+H+I) |
| A | B | | C | | | D | | | E | | | F | | G | H | I | J |
| 01 Year | 4 | | 679 | | | INR | | | 365 | | | 991340 | | 128874 | 47089 | \* |  |
| \* firms to quote the Service Charge/ Profit in Lumpsum amount | | | | | | | | | | | |  | |  |  |  |  |
| This rate will determine L1 Vendor | | | | | | | |  | | | |  | |  |  |  |  |
| **2. Conservancy Services** | | | | | | | |  | | | |  | |  |  |  |  |
| Duration of Contract | No of Security Guards Required | | Daily Minimum Wages | | Currency | | | Total Period in No of Days | | | | Total Wages for 04 Security Guards for 365 Days in Rs (4\*553\*313) | | EPF @ 13% | ESI @ 4.75% | Service Charge/ Profit in Lumpsum for deploying 05 conservancy for 313 days. This charge will be fixed during whole duration of contract. | Total Value of Contract in Rs. (F+G+H+I) |
| A | B | | C | | D | | | E | | | | F | | G | H | I | J |
| 01 Year | 5 | | 558 | | INR | | | 313 | | | | 873270 | | 113525 | 41480 | \* |  |
| \* firms to quote the Service Charge/ Profit in Lumpsum amount | | | | | | | | | | | |  | |  |  |  |  |
| This rate will determine L1 Vendor | | | | | | | | | |  | |  | |  |  |  |  |
| **3. Gardening Services** | | | | | | |  | | |  | |  | |  |  |  |  |
| Duration of Contract | | No of Gardener Required | | Daily Minimum Wages | | | Currency | | | Total Period in No of Days | | Total Wages for 04 Security Guards for 365 Days in Rs (1\*553\*313) | | EPF @ 13% | ESI @ 4.75% | Service Charge/ Profit in Lumpsum for deploying 01 gardener for 313 days. This charge will be fixed during whole duration of contract. | Total Value of Contract in Rs. (F+G+H+I) |
| A | | B | | C | | | D | | | E | | F | | G | H | I | J |
| 01 Year | | 1 | | 558 | | | INR | | | 313 | | 174654 | | 22705 | 8296 | \* |  |
| \* firms to quote the Service Charge/ Profit in Lumpsum amount | | | | | | | | | | | |  | |  |  |  |  |
| This rate will determine L1 Vendor | | | | | | | | | | |  | |  |  |  |  |  |

* **TDS shall be deducted @ 2% while making payments to the contractor as per extent Govt. Rules.**
* **KVS organization are exempted from paying GST for hiring such services. Accordingly, no GST shall be paid by KVS.**

-Sd-

Signature of the Tenderer with date and Seal