

**TENDER DOCUMENT**

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

Sir/Madam,

1. The Kendriya Vidyalaya No.3, Agra Cantt functions under the Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body under ministry HRD, Govt. of India.
2. Sealed competitive Bids are invited by Kendriya Vidyalaya No.3, Agra Cantt 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 01.04.2019 which may be extended to another one year, as indicated below:
 - A. **Area of the Building:** 7.5 Acres having approximately 50 Rooms and 15 toilets, meeting room, MP Room, Canteen, Corridors, Stairs and open areas as well as enclosed surrounding areas on the ground floor & First Floor. Parties are advised to see the location.
 - B. **Address / Location of the Vidyalaya Building:**

Kendriya Vidyalaya No.3, Agra Cantt -282001

Sl. No.	Category of Manpower	Minimum qualifications or/and experience	No. of the personnel required in the shifts:	As per the following shifts
1.	Security Guards (Unskilled)	Middle Standard	3	Three shifts in a day .

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

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guards (Unskilled)	To provide security in the Vidyalaya wherever he is deputed

3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure - A).
- (b) The GST 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 provisions, if amended.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (d) The Bidder shall deposit an EMD of Rs. 5,000/- in the form of an Account Payee Demand Draft, FDR, Banker's cheque or Bank guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of Kendriya Vidyalaya No.3, Agra Cantt (VVN), payable at Agra as EMD along with the Bid. 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 an Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee for an amount of RS. 50,000 (Rupees Fifty Thousand only) valid for 60 days beyond the date of completion of all contractual obligations 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 remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff through direct transfers RTGS/NEFT, after obtaining authorization from engaged staff.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya No.3, Agra Cantt** office/premises as per the monthly remuneration quoted without any deduction.
- (c) 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 No.3, Agra Cantt office/premises supported with the following documents:-
 - (i) Details of disbursement made to the staff furnishing through RTGS/NEFT details for each payment.
 - (ii) Copy of Electronic Challan Receipt (ECR) as e-challan for Kendriya Vidyalaya No.3, Agra Cantt Proof of payment of statutory obligation such as EPF, ESI. Service Tax and any other applicable tax individual name wise receipts are required.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfilment of required documentation.

- (d) The Contracting Agency will provide Identity Cards with mention of EPF/ I-JAN and ESI numbers, 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 from the Home Department, UP Police (DGP) under PSARA Act for running the business of private security agencies operating in the UP, failing which the bid will be treated as disqualified/nonresponsive.
- (g) The Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown as mentioned. Kendriya Vidyalaya No.3, Agra Cantt 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.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula: -

$$\text{Total Monthly Remuneration} = \text{Monthly Remuneration} - A_1$$

$$\text{Where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya No.3, Agra Cantt. Therefore, minimum ten 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 No.3, Agra Cantt. 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.
- (j) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya No.3, Agra Cantt 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 No.3, Agra Cantt 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 and submitted to Kendriya Vidyalaya No.3, Agra Cantt Hqrs, before deployment for work.
- (m) The Contracting Agency will deploy the trained/professional security guards who are below the age of 50 years as well as physically & medically fit.
- (n) The Kendriya Vidyalaya No.3, Agra Cantt 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 .
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (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 received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

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) Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, UP for running the business of private security agencies operating in the UP.
 - (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 GST Registration.
 - (i) EMD of Rs. 5,000/- in the form of an Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of Kendriya Vidyalaya No.3, Agra Cantt (VVN) payable at Agra.
- (ii) **Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of UP or Central Govt.(whichever is higher) shall render the Bid disqualified for evaluation (i.e. minimum wages being given should be higher of the rates of Central govt. or UP Govt.). Also the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive. The service charges should be as per norms of Govt. of India and keeping in view the tax liability.**
- (iii) The evaluation will be done on the basis of total for all the items listed at 1-3 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.

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 No.3, Agra Cantt ON SERVICE CHARGE BASIS" within 21 days of publication of this notice in Kendriya Vidyalaya No.3, Agra Cantt Website. The bids completed in all respect should reach in the office of Kendriya Vidyalaya No.3, Agra Cantt on or before 27 March 2019 only through SPEED Post / Registered Post.

The bids will be opened on 28 March 2019 at 2:00 PM in the office of Kendriya Vidyalaya No.3, Agra Cantt before a duly constituted committee and in the presence of present bidders. If the last date of depositing and opening of tenders happens to be declared Holidays 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 is to be deposited along with tender document.

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 No.3, Agra Cantt.

Yours faithfully

Designation: PRINCIPAL
(For and on behalf of the
Kendriya Vidyalaya No.3,
Agra Cantt)

FORMAT OF BID

1	2	3	4	5	6	7	8	
Category of Manpower	Unit remuneration Per person per Day	Monthly Total amount per month per person	Service charge per month per person	Statutory Charges EPF rate as per rule per month per person	Statutory Charges ESI rate as per rule per month per person	Total	GST or any Other taxes per month per person	Total (Sum of Col 7 & 8)
Security Guard (Unskilled)								

NOTE:

1. GST 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 till the format enclosed. Bid Security of Rs.

_____ (Rupees)

_____) is furnished herewith vide Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____