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| --- | --- | --- |
| केंद्रीय विद्यालय शालीमार बाग ए एन ब्लॉक, दिल्ली - 110 088 principalkvshalimarbagh@gmail.com <https://shalimarbagh.kvs.ac.in> |  | KENDRIYA VIDYALAYA,ShalimarBagh, AN Block,Delhi – 110 088Tele. : 27477494principalkvshalimarbagh@gmail.com<https://shalimarbagh.kvs.ac.in> |

Ref.. No. F.Security/Housekeeping/Shalimarbagh/2021-22 Dated: 4/1/2022

***TENDER DOCUMENT***

***Security/House Keeping/Substaff/Mali***

***NOTE: Tender form can be obtained by submitting request on Company letter head by the vendor from vidyalaya between 10 AM to 1.00 PM on working days. Form fees is Rs.1000/-. NO FORM FEES FOR NSIC VENDORS.***

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

Sir/Madam,

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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids( Technical Bid i.e. Annexure A & Price bid i.e. Annexure B) are invited by the KV, Shalimarbagh, New Delhi from the reputed/registered Firms / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f 01.02.2022, which may likely to be extended, as indicated below:

1. Area of Building : 5 Acres (approx.) located in Shalimarbagh, Delhi-88.

 Address/location : Kendriya Vidyalaya, AN BLOCK SHALIMARBAGH,

of the building Delhi-110088

1. Man Power required

SECURITY GUARDS/HOUSE KEEPING SERVICES/SUB STAFF/MALI (AS PER SANCTIONED STRENGTH OR REQUIREMENT)

**3. Quoted Price :**

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA (Over Time Allowance) rate, EPF, ESl & other statutory costs and Service Charges/GST (including Profit and

 Overhead Administrative charges) in the format of quotation only attached **(Annexure —** B**)**.

(b) The service tax/GST 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, if amended. In case of any change in rate due to statutory provision. Only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such the bidder while submitting the bid should specifically quote rate etc. in this regard.

(e) Correction if any shall be made by crossing out, initialing, dating and rewriting.

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(f) The Bidder shall deposit Rs. 60,000**/-** (SIXTY thousand only) in the form of Bank Guarantee valid for 135 days after date of submission of Bids or DD/Pay order drawn in favour of **KV, SHALIMARBAGH, Vidyalaya Vikas Nidhi Account’** payable at Delhi as earnest money along with the **Technical Bid i.e. Annexure A**. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. No other mode of payment will be accepted and quotation received without earnest money will be rejected.

(g) The selected firm has to furnish performance security in the form of Bank Guarantee/Demand Draft for an amount of Rs. 60,000/- 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.

(h) Telex or Facsimile Bids are not acceptable.

(j) Any amount in fraction of rupees is not acceptable. (Except statutory charges).

4. Each Bidder must submit two bids i.e. **Technical Bid and Price bid** in separate envelopes with Superscribed on the envelopes as quotation for Security/Housekeeping/Sub staff/Mali (Technical bid) and quotation for Security/Housekeeping/Sub staff/Mali

**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 disburse remuneration to its employees engaged in the vidyalaya through cashless Method (Cheque/RTGS/NEFT/Net Banking or any other cashless method). Details/Proof of the disbursement of remuneration will be submitted in the Vidyalaya.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Vidyalaya 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 the KV, Shalimarbagh, Delhi supported with the following documents :-

(i) Details of disbursement made to the staff furnishing details for each payment through Cashless method.

 (ii) Proof of payment of statutory obligation such as EPF, ESl, GST and any other applicable tax.

 (iii) no payment will be released without furnishing the valid documents of payments of 6(a) & 6(b).

(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. Liner 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 Deptt, GNCT of Delhi under PSARA Act for running the business of Private security agencies operating in the NCT of Delhi failing which the bid will be treated as disqualified/non responsive.

 (g) The normal office hours of KV is as per KVS guidelines and approx. from 7 am to 5 pm six days from Monday to Saturday. However, KV reserves the right to request the services on Holiday/beyond office hours. The Contracting agency will be compensated by the indenting Agency as per the rate quoted for OTA for working on

Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours. However the contracting agency will provide the security round the clock all the days in a month.

ln case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration —A,**

where A, = Monthly remuneration X Nos. of days of absence

 Nos. of days in the month

No. of days in a month= 26 days for housekeeping, gardner and sub staff

No. of days in a month= 30 days for Security guard service

:3:

(h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Shalimarbagh. 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 KV, Shalimarbagh Delhi. ln 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 the vidyalaya shall be made within 24 hours. The staff deployed/engaged employee should have his/her EPF/ESI number.

(i) The contracting Agency will be required to sign a contract with the KV Shalimarbaghna, Delhi 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) ln case of any loss, theft / sabotage caused by/attributable to the personnel deployed, the KV Shalimarbagh Delhi 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 trained /professional Security/housekeeping/Sub staff/Mali who are below the age of 50 years as well as physically fit. The contracting agency will ensure that the workers are free from AIDS or any other infectious disease before deployment for work.

(m) The Vidyalaya shall provide a small room /space for storing the housekeeping material to the Contracting agency. The vidyalaya shall also 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 no body will be allowed to stay in the vidyalaya except the staff of contracting agency on duty.

(n) The Contracting agency shall provide their workers with uniform with insignia.

(o) The Contracting agency will ensure that no worker will be on duty in state of intoxication.

(p) The Contracting agency will have to comply with labour laws.

(q) The Contracting agency will not expose the various risks related to the health of the staff engaged for cleanliness and conservancy services for this the contracting agency will give /provide necessary kits viz. gloves, face-masks, jackets with reflectors, proper shoes etc.

(r) The Contracting agency will not sub-tender the job.

**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) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 5 (five) years.

 (b) Audited Balance Sheet & Profit and Loss Account.

 (c) List of clients during last 5 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 of proof of GST Registration.

(h) The Bidder shall deposit Rs 60,000/- (Rs. Sixty Thousand only) in the form of Bank Guarantee for 135 days after the date of submission of bids or DD/Pay order drawn in favour of **KV, SHALIMARBAGH, Vidyalaya Vikas Nidhi Account**, payable at Delhi as earnest money along with the **Technical Bid**. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

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(ii) Remuneration of staff, should not be quoted below minimum wages applicable for Housekeeping staff/Security staff/ sub staff , in the Delhi State (name the state/UT) or for Central Govt. (whichever is higher).

(iii) Copy of license under (PSARA Act) Private security agency regulation act obtained from the home department of GNCT of Delhi for running business of private security agency operating the NCT of Delhi.

(ivi) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

(v) Service Charges should be reasonable as it include charges of uniforms, bonus etc. and overhead profits. If service charges are not reasonable (minimum 2% of the monthly wages**),** the bid will be disqualified for evaluation. **Service charges should be quoted in rupees only, this amount mention/written in fraction of rupees or in percentage (%) is not acceptable**.(upto two decimal point will only be valid)

**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**

You are requested to submit the Sealed Bids in two envelops one for Technical Bid i.e. Annexure A and another for Price bid i.e. Annexure B, super scribed on the envelope as **"Bids for providing HOUSEKEEPING/Security services/ sub staff/ Gardner on service charge basis"** due on 24.1.2021 latest by 1.00 pm govt. post (speed post or regd. Post).The Technical bid shall be opened on 25.1.2021 at 12.00 noon and after technically qualified Price bid will be open on 27.1.2021 at 12.00 noon. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

 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 KVS.

 Yours faithfully,

 Signature

 Name:

 Designation:

 For and on behalf of the

 Kendriya Vidyalaya Sangathan

**(FOR SECURITY/Housekeeping Services/SUB STAFF/ MALI )**

**(To be enclosed with Technical Bid i.e. Annexure A)**

To

The Principal

Kendriya Vidyalaya

SHALIMARBAGH

DELHI-110088

Sir,

This has reference to your Quotation/tender dated \_\_\_\_\_\_\_\_\_\_\_\_\_ inviting sealed tender for contract of **Housekeeping/SECURITY/SUB STAFF/MALI**  for the period of twelve months.

Tender is hereby submitted for award of contract as per terms and conditions given by the School. The brief resume of the firm/company is as given below:

1. Name of the applicant/company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone No. (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.Constitution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Whether individual/Firm/Company/Co-op. Society)

5. Date of Establishment & Regd. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Tax & Other Regn. Nos.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ( i) GST Regn. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Income Tax PAN no\_\_\_\_\_\_\_\_\_\_\_

 (iii) PF Regn. No. \_\_\_\_\_\_\_\_\_\_\_\_\_

 (iv) ESI Reg No.\_\_\_\_\_\_\_\_\_\_\_\_\_

 (v) Liscence obtained from the concerned deptt of Delhi for running the business of pvt security agency in NCT of Delhi under PSARA

7. No. of years of experience (please attach separate sheet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Earnest Money/Bid Security, Rs 60,000/- ( Rs. SIXTY thousand only) vide Demand Draft No. \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_.

9. Detailed specification of the work and terms & conditions are annexed herewith. I/We declare that the above information with annexure is true to the best of my knowledge. In the event of the contract being awarded to me/us. I/We undertake to abide by the terms and conditions given with the tender form and in the advertisement

Date:

Place: Signature of the bidder with stamp.

**KEDNRIYA VIDYALAYA, SHALIMARBAGH DELHI-110088**

 Annexure - A

**Technical Bid of SECURITY/Housekeeping/SUB STAFF/MALI Service**

The bidder shall furnish the self attested photocopies of the following documents:-

1. GST Registration Certificate

2. Income Tax registration Certificate (Please quote PAN ………………..)

3. ESI registration No………………………………

4. P.F. registration No…………………………….

5. Enclosed satisfactory performance report from the client/organizations, where services/supplies have been rendered.

6. Minimum Annual turn over should not be less than 50 lacs per annum for last five years. Enclosed

 Relevant documents.

7. Experience of working in Government organization & Educational institutes at least for five years. The bidder must have successfully executed/completed at least one single order of 35 lakh or 2 orders of 25 lakh and 3 orders of 20 lakh for similar service(s) in last three years to any Central/ state Govt organization/PSU/Public listed company or Institutions

8. Technical Bid shall be opened and examined first and if necessary, Physical verification shall be

 made and if found in order then only financial bid will be opened.

9. Demand Draft of Rs 60,000/- in Favour **KV, SHALIMARBAGH, Vidyalaya Vikas Nidhi Account**, as Bid Security.

 **General Terms & Conditions**

1. The KV SHALIMARBAGHna, Delhi reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.

2. Sub-tendering of the job will not be allowed. If the rate on comparison is found same/equal, the decision of the Vidyalaya Committee shall be final.

3. The workers provided by the bidder shall be as per the specifications given in the tender document and be medically fit.

4. No deviation in qualifications of the workers will be permitted.

5 KV, SHALIMARBAGH, Delhi is not bound to give the work to L 1 bidder and decision of the Committee shall be final.

Dated ............................ Signature of the Tenderer .....................................

Place ……………………….. Name of Tenderer ...................................................

 Seal of the Firm ………………………………………………………

**Kendriya Vidyalaya Shalimar Bagh, New Delhi-88**

**FORMAT FOR FINANCIAL BID**

**(For 8Hours Duty)**

 Annexure - B

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Category of Manpower** | **Monthly remuneration per person** | **EPF @...... Amount** | **ESI@.... Amount** | **Service charges including, overhead profit & other expenses** | **Monthly Unit Rate (Col.3+4+5+6)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Security Guard (Without Arms) |  |  |  |  |  |
|  2. | Housekeeping (Un-Skilled) |  |  |  |  |  |
|  3. | Gardening (Un-Skilled) |  |  |  |  |  |
|  4. | Sub-Staff (Skilled) |  |  |  |  |  |

**NOTE:**

 1.Taxes shall be quoted separately.

2. Minimum wages are quoted as per KVS guidelines/norms for Manpower service bidders quoted (Govt of India/NCT Delhi minimum wages rates, which are higher are applicable (valid circular No.F 11079-12/2012-KVS(HQ)/Admn.1 dated 13.6.2012 and KVS Delhi Region ref No.F.19080/2012/Admn/ KVS(DR/7696-7778 dated 28.6.2012.

3 If any firm/agency quotes Nil Charges/consideration/Negotiable, the bid shall be treated as unresponsive and will not be considered. In terms of GOI, Min. Of Finance, Dept. of Expenditure OM NO. 29(1)/2014-PPD DATE 28.01.2014. So that the bidder/Agency quoted services charges less than TDS @ 2% or as Nil such Bids would be summarily rejected.

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 in the format enclosed. Bid Security of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_ drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_