पीएम श्री केन्द्रीय विद्यालय सीआरपीएफ नीमच
(शिक्षा मंत्रालय, भारत सरकार के अधीन)
PM SHRI KENDRIYA VIDYALAYA CRPF NEEMUCH
(UNDER MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)

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KV Code: 1127 | CBSE Affiliation No: 100009 | UBISE Code: 23180720605 | CBSE School Code: 54111

फा.3-37/पीएम श्री के.वि.01नीमच/2026-27/945 दिनांक : 04.11.2026

निविदा-पत्र / TENDER DOCUMENT
OUTSOURCING SERVICES

विषय: 01 वर्ष की अवधि (w.e.f. 01.01.2027) के लिए पीएम श्री केन्द्रीय विद्यालय सीआरपीएफ़ नीमच में सेवा अनुबंध के माध्यम से सुरक्षाकर्मी की सेवा प्रदान करने के लिए सेवा प्रदाता फर्म को नियुक्त करने के लिए बोली आमंत्रित करना।

(Invitation for Bids for Engagement of a Service Provider manpower for Security Guards through Service Contract to PM SHRI Kendriya Vidyalaya, CRPF Neemuch for the period of 01 Year (w.e.f. 01.01.2027)

महोदय/ महोदया,

The PM SHRI Kendriya Vidyalaya, CRPF Neemuch, District Neemuch, Madhya Pradesh having its headquarter at Kendriya Vidyalaya Sangathan, New Delhi (a centrally funded Autonomous Body, under the Ministry of Education, Govt. of India) is a society registered under the Societies' Registration Act, 1860. The Vidyalaya administers the scheme of Kendriya Vidyalaya Sangathan, set up for imparting quality education to the children of transferable Central Govt. Employees among others.

Competitive Bids through GeM portal are invited by the PM SHRI Kendriya Vidyalaya, CRPF Neemuch from the reputed/registered Service Provider Firms for providing Manpower on outsourcing basis through service contract initially for a period of 01 (One) year w.e.f. 01.01.2027 which may be extended for 3 Months by looking into the quality of services and compliance of terms and conditions provided throughout the year, if you are awarded the contract as indicated below. The service charges of selected agency will remain unchanged but minimum wages and VDA may be increase as per Govt. orders in this regard.

A-1. Area of Building:-

PM SHRI Kendriya Vidyalaya, CRPF Neemuch is situated in Neemuch(MP) with address in front of Doordarshan Tower, Kila Road, Neemuch. The Campus is spread in 21 acres of land the School Building is upto second floor and consist of 49 Classrooms and other rooms for various departments, washrooms at every floor, corridors and open area as well as play fields. Prospective bidders are advised to inspect the Vidyalaya premises before submitting their bids.

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A-2. Man power required

क्र	जनबल की श्रेणी	संख्या	न्युनतम योग्यता या/ओर अनुभव	जिम्मेदारी
1-	सुरक्षा कर्मी/चौकी दार (पुरुष)	04	दसवीं उत्तीर्ण एवं अनुभवी व्यक्ति को प्राथमिकता	सम्पूर्ण परिसर की सुरक्षा कार्य, चौकसी एवं निगरानी कार्य (दिन-रात लगातार) 24 घंटे एवं विद्यालय प्रशासन द्वारा दिया गया विद्यालय से संबंधित अन्य कार्य | Round-the-clock security coverage (24 × 7) for whole campus shall be ensured through three 08-hour shifts, with one security guard deployed in each shift and one additional security guard deployed during the night shift. Total 04 Security Guards per day considering 8 hours duty/per man/per day for full month. The Contracting Agency shall ensure uninterrupted security services by arranging suitable relievers or substitutes during weekly rest days, holidays, leave, or absence of deployed personnel, in accordance with applicable labour laws. No Security Guard shall be required to work beyond the permissible working hours without compliance with applicable statutory provisions.

B-1. General Terms and Conditions for Security Guard :-

1. कम्पनी/संस्था से संबंधित सामान्य शर्तें-

- कम्पनी/संस्था की संक्षिप्त जानकारी एवं स्थापना जिसमें निविदाकार के पिछले 03 वर्ष से समान प्रकृति का सफलतापूर्वक कार्य करने के प्रमाण होना चाहिए।
- पिछले 03 वर्ष के अंकेक्षित तुलन-पत्रक एवं लाभ-हानि खाता की सत्यापित प्रति।
- पिछले 03 वर्ष की ग्राहक-गण सूची मय दिये गये कार्य की कीमत सहित की सत्यापित प्रति।
- प्रायवेट सुरक्षा अभिकरण का कारोबार करने के लिए अनुज्ञप्ति पत्र की सत्यापित प्रति अनिवार्य है।
- पेन संख्या एवं वर्तमान आयकर अनापत्ति प्रमाण-पत्र की सत्यापित प्रति।
- श्रम विभाग में पंजीयन प्रमाण-पत्र की सत्यापित प्रति।
- वस्तु एवं सेवाकर तथा मध्यप्रदेश शासन द्वारा जारी वैध पसारा पंजीयन प्रमाण-पत्र की सत्यापित प्रति।
- कम्पनी/संस्था को किसी शासकीय विभाग द्वारा ब्लेकलिस्ट तथा शासन द्वारा दिवालिया घोषित ना किए जाने संबंधी स्वघोषणा पत्र

2. वस्तु एवं सेवाकर और अन्य कोई ऐसा कर जो नियमानुसार देय है, निविदाकार द्वारा अलग से अंकित किया जावेगा जिसे खरीददार/सेवा प्राप्तकर्ता द्वारा दिया जावेगा, अपितु वर्तमान में केन्द्रीय विद्यालयों पर वस्तु एवं सेवाकर लागू नहीं है अतः वस्तु एवं सेवाकर का फर्म को भुगतान नहीं किया जाएगा।

3. टेंडर में सेवा शुल्क एवं लाभ में शून्य होने पर एवं तर्कसंगत नहीं होने पर टेंडर पर विचार नहीं किया जावेगा।

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4. टेंडर के स्वीकृति के बाद ईपीएफ एवं ईएसआईसी विभाग में फर्म/एजेन्सी के खिलाफ किसी भी प्रकार का वैधानिक प्रकरण लंबित पाये जाने पर या किसी भी प्रकार की प्रमाणित शिकायत की स्थिति में ठेका तुरंत निरस्त किया जा सकता है।

5. टेंडर भरने वाली फर्म/एजेन्सी के प्रोप्रायटर/साझेदारी/सदस्य का पीएम श्री केन्द्रीय विद्यालय सीआरपीएफ़ नीमच में किसी कर्मचारी के परिवार का सदस्य (Blood Relation) नहीं होना चाहिए।

6. ठेका प्राप्त होने के पश्चात् अनुबंध से पहले 01 मजदूर के अनुपात में 04 नाम की सूची देनी होगी जिनका कि ईपीएफ एवं ईएसआईसी में पंजीयन होना अनिवार्य रहेगा। साथ ही सूची अनुसार समस्त मजदूरों का पुलिस वेरिफिकेशन एवं चिकित्सा प्रमाण-पत्र जमा करना अनिवार्य होगा।

7. ठेका प्राप्त होने के पश्चात् टेंडर में भरी गई निर्धारित कम-से-कम मजदूरी का भुगतान श्रमिक को केवल धनादेश/आरटीजीएस/एनईएफटी के माध्यम से कर प्रमाण प्रस्तुत करना अनिवार्य होगा जिसमें किसी भी प्रकार की अनियमितता होने पर ठेका तुरंत निरस्त कर दिया जायेगा।

8. ठेका प्राप्त होने पर सभी कर्मचारियों को निर्धारित गणवेष एवं जूते इत्यादि प्रदान करना अनिवार्य होगा साथ ही सुरक्षा कर्मचारी को लाठी एवं टार्च भी प्रदान करना होगी।

9. अनुबंधीय एजेन्सी को अपने लगाये गये कर्मचारियों को इन्डेन्टिग कार्यालय द्वारा बताये अनुसार ठेका अवधि तक के लिए पहचान-पत्र जारी करना होगा।

10. लगाये गये कर्मचारी से किसी भी प्रकार का नुकसान चोरी/छुपाव की स्थिति में पीएम श्री केन्द्रीय विद्यालय सीआरपीएफ, नीमच को अनुबंधीय एजेन्सी से नुकसान का दावा करने एवं वसूल करने का अधिकार रहेगा।

11.लगाये गये कर्मचारी का पता एवं मोबाईल नंबर एवं बचत बैंक खाते का नंबर इत्यादि का प्रमाण देना होगा।

12.मांगकर्ता के अधिकार होगा कि जिस निविदाकार की निविदा ठेका प्रदान के लिए स्वीकृत है उस निविदा की वैधता अवधि को सूचना देकर कभी भी समाप्त कर सकता है।

13. ठेकेदार के कार्य की संतुष्टी पर ठेकेदार एवं खरीददार/सेवा प्राप्तकर्ता की आपसी सहमति पर ठेका कार्य 3 माह के लिए बढ़ाया जा सकता है। जिसके लिए ठेकेदार को ठेका समाप्ति के 15 दिवस पूर्व अपना लिखित आवेदन देना होगा जिस पर प्राधिकृत अधिकारी की स्वीकृति के पष्चात निर्णय लिया जा सकता है।

14. तथापि उपर्युक्त, मांगकर्ता के पास यह अधिकार आरक्षित है कि ठेका प्रदान करने से पूर्व समस्त निविदा को स्वीकार एवं निरस्त एवं निविदा प्रक्रिया को रद्द एवं समस्त निविदा को निरस्त कर सकता है।

15. किसी भी कर्मचारी के बिना सूचना के अनुपस्थित होने एवं चयनित फर्म द्वारा वैकल्पिक कार्मिक उपलब्ध न करवाए जाने पर विद्यालय को होने वाली असुविधा की स्थिति में समिति सदस्यों के निर्णय अनुसार पेनल्टी के रूप में फर्म द्वारा जमा किये गए मासिक बिल में से 500 रुपये प्रतिदिन के हिसाब से कटौती की जा सकती है|

16. केन्द्रीय विद्यालय संगठन के निर्देशानुसार अनुबंधकर्ता फर्म द्वारा नियुक्त सभी कर्मचारियों की बायोमेट्रिक उपस्थिति अनिवार्य होगी | अनुबंधकर्ता फर्म के द्वारा स्वयं के खर्च पर ही बायोमेट्रिक मशीन विद्यालय में स्थापित किया जाना होगा|

B-2. अतिरिक्त नियम एवं शर्तें / Additional Terms & Conditions

1. Remuneration shall be disbursed to the concerned personnel through NEFT/RTGS. and the receipt should be enclosed with bill of same month.

2. The Contracting Agency shall ensure that the wages/remuneration payable to all personnel deployed at PM SHRI Kendriya Vidyalaya CRPF, Neemuch, are credited to their respective bank accounts on or before the 5th day of the succeeding month, in accordance with the quoted monthly remuneration and applicable statutory provisions. No deductions shall be made except those permitted under applicable law.

3. Payment shall not be made in cash. The Contracting Agency shall submit documentary proof of payment, such as bank transfer statements or transaction records, along with its monthly invoice/bill.

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4. Payment to the Contracting Agency shall be released within 15 days from the date of physical receipt of the complete invoice/bill, along with all prescribed supporting documents, subject to verification and acceptance by the Vidyalaya.

5. The Contracting Agency will submit the invoice along-with following documents: -

i. Details of disbursement made to the staff furnishing NEFT/RTGS details for each payment.

ii. Proof of payment of statutory obligations EPF (EPF contributions shall be calculated/deposited as per applicable EPF law, scheme, notified wage ceiling and employee membership rules), ESI and any other applicable taxes.

6. ESI coverage and contribution shall be governed by the applicable ESI Act/rules, notified wage ceiling and relevant instructions in force.

7. The detailed bio-data and identity card for each employee will also be submitted to the office of Vidyalaya before deployment of the staff.

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

9. The normal school hours of PM SHRI Kendriya Vidyalaya, CRPF Neemuch is from 07:00 AM/ 08.00 AM to 03:00 PM / 04.00 PM six days from Monday to Saturday. Kendriya Vidyalaya, CRPF Neemuch also reserves the right to request for the services of additional/extra /reduction in manpower subject to requirement. The Contracting agency will be compensated, for the extra manpower provided by this Vidyalaya as per the rate quoted.

10. In case of absence of any deployed personnel on a scheduled working day, the remuneration payable shall be calculated on the basis of the actual number of days worked at the approved daily wage rate, subject to applicable labour laws and the terms and conditions of the contract.

11. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by PM SHRI Kendriya Vidyalaya, CRPF Neemuch, Therefore, minimum four-five bio-data shall be made available. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by the PM SHRI Kendriya Vidyalaya, CRPF Neemuch. 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 PM SHRI Kendriya Vidyalaya, CRPF Neemuch shall be made within 24 hours.

12. The Contracting Agency will be required to sign a contract with the PM SHRI Kendriya Vidyalaya, CRPF Neemuch, on a stamp paper of appropriate value as per the Model Contract provided by the Vidyalaya. The other terms and conditions specified in the Bid document / tender document will also form the part of the Model Agreement. The cost of stamp paper will be borne by contracting agency.

13. As per Kendriya Vidyalaya Sangathan (HQ), New Delhi, Letter No. 110225/70/2013/KVS (HQ)/Audit dated 02.08.2017, and Government of India Notification No. 12/2017-Central Tax (Rate) dated 28th June 2017, security and housekeeping/cleaning services provided to Kendriya Vidyalayas and educational institutions are stated to fall under the GST-exempt category. Therefore, if the GST amount is automatically included in the calculation of the total contract value on the Government e-Marketplace (GeM) Portal due to any technical reason, the service provider

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shall not be entitled to receive the GST amount, subject to the applicable GST exemption provisions.

14. The contracting firm shall ensure regular monitoring and supervision of the services provided at the Vidyalaya. For this purpose, the firm shall arrange for a supervisor to visit and inspect the work at least twice a month. No separate remuneration, honorarium, or additional payment shall be made by the Vidyalaya for such supervision.

15. The contracting firm shall be responsible for providing appropriate uniforms, aprons, safety equipment, torches, batons (lathis), and other necessary items to all employees/workers deployed at the Vidyalaya, according to the nature of their duties. All such items shall be provided by the contracting firm at its own expense, without any additional financial liability on the part of the Vidyalaya.

16. Upon selection for providing the aforementioned services at the Vidyalaya, the concerned service-providing agency shall be required to submit a duly executed affidavit declaring and undertaking that:

a) The agency shall not engage in any form of financial exploitation of its employees, labourers, or workers.

b) All wages, salaries, and other statutory or contractual dues payable to the deployed employees/workers shall be paid directly into their respective bank accounts.

c) The agency shall not make any unauthorized deductions or recoveries or collect any unauthorized amount from its employees/workers under any circumstances.

d) In the event of any untoward incident, dispute, accident, injury, or other unpleasant situation involving any worker deployed by the agency at the workplace the Vidyalaya Administration shall not be held responsible for such incidents.

e) The concerned service-providing agency shall be responsible for addressing such matters and for providing any applicable compensation, damages, or other payments arising therefrom, in accordance with the relevant laws and contractual provisions.

17. The contractor shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

18. The contractor's staff shall not disturb the employees of the PM SHRI Kendriya Vidyalaya, CRPF Neemuch or make any sort of nuisance noise in the school premises.

19. The contractor's workers shall be polite, courteous, well behaved and honest.

20. The contractor shall be fully responsible and liable for theft, burglary, fire or any other mischievous deed done by its workers.

21. The Contracting Agency shall ensure police verification of all deployed personnel before their deployment. by the agency before deployment for work and submit to the PM SHRI Kendriya Vidyalaya, CRPF Neemuch.

22. The contractor's workers shall not enter into any unlawful activity within the school premises and shall have a good moral character.

23. PM SHRI Kendriya Vidyalaya, CRPF Neemuch shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the PM SHRI Kendriya Vidyalaya, CRPF Neemuch is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Contractor's workers.

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24. The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the Central and State Govt. where both have fixed the minimum rates of wages, (The rate of wages whichever is higher will be applicable) and will include such other benefits as may be as available to its employees under the relevant Acts and Regulations applicable in the State. PM SHRI Kendriya Vidyalaya CRPF Neemuch shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.

25. Insurance and accident risks of the workers will be the responsibility of the Contractor only.

26. All the workers of the Contractor shall be free from infectious diseases.

27. The Contractor shall in no case transfer the services it is required to perform under this agreement to any other contractor or person without prior permission from the PM SHRI Kendriya Vidyalaya CRPF Neemuch .

28. The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the PM SHRI Kendriya Vidyalaya, CRPF Neemuch. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.

29. PM SHRI Kendriya Vidyalaya CRPF Neemuch reserves the right to order any worker of the contractor to leave the premises if his presence at any time is felt undesirable.

30. The Contractor will ensure that proper license/ permission from the concerned authorities, wherever applicable are obtained promptly.

31. Every bidder has to provide the certified complete bank details of his/her firm (Bank Account Name, Account No., IFSC, Name of Bank and Branch etc.). The bank account details must be supported with appropriate proof.

32. The service providing firm must have its registered office in **Madhya Pradesh.**

C-1. Quoted Price:

a) The bidder shall quote the rate of the services required for the Vidyalaya as per conditions best suited in Vidyalaya.

b) The Bidder shall quote unit rate which shall comprise of daily remuneration, EPF, ESI & other statutory costs and Service charges (including profit and administration charges) in the formats of quotations.

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 (change in minimum wages, VDA as per Govt orders).

d) The selected firm shall deposit Performance Security equivalent to **3% of the accepted contract value**, as specified in the GeM Contract and applicable procurement rules. The accepted contract value shall be considered as the basis for calculating the Performance Security, including taxes and the value of any optional quantity or extension only to the extent provided for in the GeM Contract and applicable rules.

The Performance Security shall be deposited within 10 days from the date of issue of the Notification of Award, or within the period prescribed in the GeM Contract, whichever is applicable.

The Performance Security shall be furnished in an acceptable form permitted under the GeM Contract and applicable procurement rules, such as a Bank Guarantee or another permitted instrument. Where

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सीआरपीएफ, नीमच (म.प्र.)/CRPF, NEEMUCH (M.P.)

applicable, the instrument shall be issued by a scheduled commercial bank and shall remain valid for the prescribed period, including any additional claim period required under the contract.

The Performance Security shall be released after satisfactory completion of the contract and fulfilment of all contractual obligations, subject to verification by the Vidyalaya and settlement of any outstanding dues or claims. In the event of breach of contract, non-performance, or failure to fulfil contractual obligations, the Performance Security may be forfeited or invoked, wholly or partly, in accordance with the terms of the GeM Contract and applicable rules.

Bank Account Details for Deposit, wherever applicable:

Account Name: VIDYALAYA VIKAS NIDHI (VVN) ACCOUNT, NIMACH

Account Number: 467802050000152

Bank: Union Bank of India

Branch: Neemuch

IFSC Code: UBIN0910651

e) Each Bidder must submit only one Bid.

C-2. Evaluation of Bid

i. The Technical bid will be treated as non-responsive, if following valid 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 three years.

b) Proof of Registration of firms (The firm must be registered in Madhya Pradesh State under Labour act of the state).

c) In the case of security services (watch and ward), the agency must possess a valid licence under the Private Security Agencies (Regulation) Act, 2005 (PSARA), issued by the competent authority of the Government of Madhya Pradesh. The licence must remain valid throughout the entire contract period, i.e., from 01.01.2027 to 31.12.2027. The agency shall be responsible for ensuring timely renewal of the licence, wherever required, to maintain its validity throughout the contract period.

d) Audited Balance Sheet and Profit and Loss Account of 2023-24,2024-25,2025-26.

e) List of clienteles served for security services during last three-year w.e.f. 01.04.2023 in tabular form having details of Name of organization served, form of organization (Central/State/KVS etc.) nature of service,period of services, Completed Year, cost of assignment.

Important note: Please note that this list must be supported by experience certificate issued by organization served. Work order will not be accepted.

f) Self-attested copy of PAN No. and Current Income tax clearance certificate (A. Y. 2026-27)/ITR of F.Y. .2023-24, 2024-25 and 2025-26.

g) Self-attested copy of proof of EPF registration with validity throughout the contract period from 01.01.2027 to 31.12.2027.

h) Self-attested copy of proof of ESI registration with validity throughout the contract period from 01.01.2027 to 31.12.2027.

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i) Self-attested copy of proof of GST registration.

j) Antecedent report of the agency from the concerned police station.

k) Duly signed undertaking on the letter head of organisation to the effect that the agency has not been blacklisted by the Government or other organization)

ii. The indenter will evaluate and compare the financial Bids of only those bidders who are determined to be substantially responsive (i.e. fulfil the criterion mentioned under C-2.i)

iii. The financial bid shall be treated as non-responsive under the following circumstances (will not be accepted): -

- If the service charge is Quoted Zero or NIL.
- Remuneration of staff, quoted below minimum wages applicable for engaging manpower for concerned services, in Madhya Pradesh State (WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE)

C-3. Award of Contract

a) This Vidyalaya (Indenter) will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price, but mere lowest price will not confer any right for awarding the contract.

b) In case of more than one L1, GeM portal will auto select the firm by running auto select option.

c) The decision of Bid evaluation and contract award committee constituted with the approval of competent authority will be final in respect of award of contract.

d) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.

e) 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.

f) 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.

g) The awarded Contract can be terminated by the 1st Party (PM SHRI Kendriya Vidyalaya CRPF Neemuch) at any time without assigning any reason. The 2nd Party (Contractor), if so desires, may terminate the awarded Contract by giving one month's notice.

The indenter looks forward to receive the Bid and appreciate the interest of service provider in the PM SHRI Kendriya Vidyalaya, CRPF Neemuch.

04.11.2026

प्राचार्य

पीएम श्री केन्द्रीय विद्यालय क्रमांक 01 नीमच

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