



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, एरणाकुलम

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, ERNAKULAM
(An Autonomous Body Under MoE, Govt. of India)

कड़वन्त्रा पी.ओ. कोच्ची - २०

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F 31087/2023-24/KVS (EKM)/manpower hiring/security

Date :15.01.2024

To

Sub:-Inviting bid for engaging Service Provider firm for providing manpower Round the clock -Security guards through service contract-2024-25-reg

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan is an Autonomous Organisation under Ministry of HRD, Govt. of India. One of its Regional Office is functioning at Kadavanthra, Ernakulam. The Competent authority is Deputy Commissioner KVS RO Ernakulam.

2. Sealed competitive Bids(re) are invited by Kendriya Vidyalaya Sangathan Regional Office, Ernakulam from the reputed/registered Service provider firms for providing manpower through service contract initially for a period of 01 (one) year w.e.f. 01.03.2024 for Security guards -(round the clock), which may likely to be extended.

A. Address/ Location of the building:-

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, ERNAKULAM, KADAVANTHRA -PO, 682020

B. Manpower required:-

S.N	Category of Manpower	Nos.	Minimum qualification or /and experience	Timings
1	Security Guard	03 male	1.VIII standard having minimum 01 year experience. 2. Preferably local/neighbouring locality.	08.00 hours shift duty

3.EMD- The successful bidder shall submit Bank Guarantee in favour of "Deputy Commissioner KVS RO ERNAKULAM" as Bid Security also known as earnest money along with the bid.

4. The bidding agency should have valid "PASARA" Security License /registration.

5. Last date and time of closing of Bids. 08.02.2024 by 12.00 pm.
The quotation will be opened/finalised on 08.02.2024 at 12:30 pm .

Yours faithfully,

(SANTHOSH KUMAR N)
DEPUTY COMMISSIONER

Encl: Bid Format (Annex-A)

PART II
ANNEXURE A (FINANCIAL BID)

FINANCIAL BID FOR PROVIDING MAN POWER-SECURITY STAFF(ROUND THE CLOCK SECURITY)

a) Bid

Name of Firm			M/S.				
Sl.No	Category of service	No.of employee /Quantity	Daily wage per head as per Govt of India /State Govt rate whichever is higher*(Rs)	Unit monthly remuneration per head (for 31 days) as per Govt of India (Rs)	EPF@13 % for Rs.1500 0/	ESI @3.25% upto Rs. 21000/as per Govt rule applicable	Service Charge Min-3.85%
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Security Guard	03	832	25792	1950	682.5	

***Bidders have to notice-Central Govt rate for Security 31 days(For max. of full month may vary according to attendance).Bidder has to fill column No:(8)- Service Charges only. The monthly rates will change as per the order of the Government,if any.**

** Bidder should have valid "PASARA" Security License/Registration.

b) Exemption of GST

****Vide S.No.66.b(iii) of Notification No. 12/2017- Central Tax (Rate) dated 28.6.2017, Housekeeping/Security service is exempted from GST. Kindly make sure that GST is included only to the extent applicable.**

NOTE: 1. 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 _____ only) is furnished herewith as Bank guarantee . No: _____ dated _____ drawn on _____

2. Please submit the quotation/bid as per this proforma in your firm letter head.

Signature of Bidder: _ Name:
Date & Time

IMPORTANT INFORMATION TO BIDDERS

- a) Break-up of minimum wages in Bid document- Wages per day, Monthly for Security Guard.

Service	Security	Please see (b) Exemption of GST
Daily wage per head(Rs)	832	
Wages for 31 days(as per Govt rate)(Rs)	25792	
EPF Employer's Share (13% of Rs.15000)(Rs)	1950	
ESI Employer's Share (3.25%)(Rs) Upto Rs.21000/as per Govt rule	682.5	
Sevice Charge @Rs.3.85(Min)		

Maximum monthly EPF share shall be as applicable for wages on Rs.15000/-ESI- upto Rs.21000/or as per Govt rule applicable.

- b) Exemption of GST

1. Vide S.No.66.b(iii) of Notification No. 12/2017- Central Tax (Rate) dated 28.6.2017, Housekeeping/Security service is exempted from GST.

Kindly make sure that GST is included only to the extent applicable.

- c) Payment of wages to the personnel engaged

Monthly Wages	EPF Employer's Share	ESI Employer's Share	Gross Amount	EPF Employer's Share	EPF Employee's Share	ESI Employer's Share	ESI Employee's Share	Any other statutory deduction like Profession Tax etc	Net amount to be disbursed to the personnel engaged
A	B	C	D = A+B+C	E	F	G	H	I	J = D-E-F-G-H-I

- d) Amount payable to agency

Amount at Column D + Service Charges as per bid + applicable GST. TDS as per rules,

- e) Documents required with Bills

Kindly note that this office requires proof of:

1. Disbursement of wages through bank as indicated at COLUMN "J"
2. Remittance of EPF, ESI, any other statutory deduction and GST

Timely payment shall be made by this office

Advisory

Bidders are advised in their own interest to quote sufficient service charges for smoothly carrying out the contract . Bidders are requested to co-operate for flawless completion of the contract.


DEPUTY COMMISSIONER

Part I

ANNEXURE-B

Additional Terms and Conditions- Technical bid:-

- 1.The agency should have a valid License issued by Govt of Kerala during the period of contract to engage in the business of Private Security Agency-PASARM Registration/license. and copy of license should be enclosed. Agency should be reputed one and should confirm to the standards prescribed by the Government of India.
- 2.The agency office should be in Kerala and have a registered office in Ernakulam District.
- 3.The agency shall provide complete round the clock security arrangements with 08 hours shift duty for the entire premises of **KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, ERNAKULAM** and premises situated in the old building of **K V Ernakulam**.
- 4.The agency would undertake to engage employees and provide the requisite number of trained security(men) and also would be responsible for their punctuality ,discipline, integrity ,quality of work and payment of their emoluments on time.
- 5.The rates quoted should not be less than the minimum wages and cost of living allowance payable under Minimum wages Act.The hike in the VDA/wages as per Govt order, will applicable in the wages to the employees.
- 6.The agency will be responsible for any loss of property or damage for negligence of persons employed by them.
- 7.The agency shall provide complete and continuous security services throughout 08 hours in a day and the entire month by changing personnel in shifts on rotation/replacement.
- 8.Security/Watch and ward work will have to be get done in the following way:-
 - i) Safe guard of RO office, assets and premises, entrance duty, opening and closing of rooms of RO, helping the office for smooth functioning as per instructions of the Deputy Commissioner, KVS RO Ernakulam.
- 9.The period of agreement will be for one year. Initially the agreement shall be entered on experimental basis for a period of one month. If the services are found satisfactory, the same shall be continued for the rest of the year, ie for the next 11 months.
- 10.The RO on its part shall not be liable to pay any charges/dues or compensation under any of the industrial laws or other laws applicable in this behalf to the personnel which shall be the responsibility of the agency only who shall be the employer of such personnel.
- 11.Any dispute arising out of /or in relation to this agreement shall be referred to a sole arbitrator to be appointed by Deputy Commissioner, KVS RO Ernakulam and shall be at Ernakulam and proceeding shall be governed by Indian Arbitration Act 1940.
12. Not with standing anything contained in the terms and conditions mentioned here, if the agency fails to provide the requisite personnel to the satisfaction of this office, this office shall exercise the right to terminate the contract forthwith without assigning any reason whatsoever.
- 13.Any other added advantage/benefit which may be catered by the agency may be mentioned clearly in the bid format.
- 14.The quotations to be sent should invariably conform to the terms and conditions mentioned above.
- 15.The quotations should be legible, neat and clear. There should not be any corrections or over-writings in the quotations.
- 16.This office is not bound to accept only lowest quotation but reserves the right to accept quotation in whole or part.
17. KVS RO reserves the right to increase or decrease the requirement of Security at the Office with a notice of one day.
- 18.The ESI share will not be admissible for those who are presently availing ECHS facilities.
19. **Terms and Conditions -payment/remuneration:-**
 - (a) The agency shall pay minimum wages quoted in the tender to employees account through NEFT/RTGS by 5th of every month as per employee attendance.

- b) The agency shall ensure that the EPF/ESI paid by KVS RO Ernakulam and deducted from the employees are remitted in respective Govt agencies.
- (c) The Contracting Agency will submit the invoice along with the proof of disbursement after making the payment to the bank account of the employees provided to the KVS RO Ernakulam supported with the following documents:-
 - (i) Details of disbursement made to the staff in their bank account along with their signature.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, and any other applicable tax. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice /bill.
- (d) The Contracting Agency will provide identity Card to all its employees deputed as per format suggested by the indenting office valid for the period of contract and police verification is required in respect of the staff appointed.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the indenter /Client.
- (f) 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 = $\frac{\text{Monthly Remuneration X Nos. of days of absence}}{\text{Nos. of days in the month}}$

- (h) The Candidates /Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS RO Ernakulam. 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 the KVS RO. 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 RO Ernakulam shall be made immediately .
- (i) The Contracting Agency will be required to sign a contract with KVS RO Ernakulam as per the model contract/annexure I, II & III. The other terms and conditions specified in the bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/ sabotage caused by /attributable to the personnel deployed, KVS RO Ernakulam reserves the right to claim and recover damages from contracting Agency.

20. Evaluation of Bid:-

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm 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 last bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance sheet & Profit and Loss Account.
 - (c) List of clienteles during last 3 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 Service Tax registration.
- (h) The Bid security declaration should be submitted along with the bid .

- (i) Remuneration of staff, quoted below minimum wages applicable for Security in the state of Kerala/ Central government (whichever is higher) shall render the Bid disqualified for evaluation.
- (ii) The evaluation will be done for all the items put together. Indenting office will award the contract to the lowest evaluated responsive bidder.

21. Award of Contract:-

- (a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive as per para 7 and who has offered the lowest Price.
- (b) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 1 above.
- (c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid 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 contract.
- (e) The selected bidder has to submit **Performance Bank Guarantee from any Nationalised Bank** @3% of contract value should be submitted to "Deputy Commissioner, KVS RO ERNAKULAM" within 10 days of award of contract and **original** of Performance Bank Guarantee should be submitted to "Deputy Commissioner, KVS RO ERNAKULAM"

Note: Incomplete Tender forms shall not be considered.

Yours faithfully,



(SANTHOSH KUMAR N)
DEPUTY COMMISSIONER

