

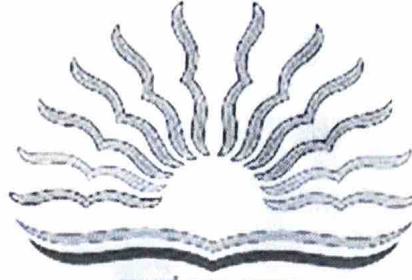
PM SHRI KENDRIYA VIDYALAYA

NO-2 SATNA

Ward No-17, Kripalpur , Near Govt. Medical Collage Gate no.-1
SATNA, MADHYA PRADESH - 485113

EMAIL: satna2@kvsrojabalpur.in

Website : <https://no2satna.kvs.ac.in>



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

TENDER
DOCUMENT

SECURITY SERVICES,
CONSERVENCY & OTHER
MANPOWER

2026-27

GEM BID NOTICE

E-Tenders are invited from eligible Security Agencies having experience of handling the Security Services work in reputed organizations preferably in Government or Public Sector for at least three years and providing Certificate of Satisfactory Performance from such clients to be enclosed.

Bidders have to deposit the Earnest Money Deposit (EMD) of requisite amount, if applicable, as per bid details on GEM portal in the form of Demand Draft drawn in favour of "PM SHRI KENDRIYA VIDYALAYA No-2 SATNA, VVN ACCOUNT" payable at SATNA.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids duly signed on the GEM portal within the stipulated / last date of BID.

TENDER DOCUMENT

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

Sir/Madam,

1. PM SHRI Kendriya Vidyalaya, NO-2 SATNA, is run by the Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, which 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. Competitive Bids are invited on GeM Portal by the Principal, Kendriya Vidyalaya, NO2 SATNA 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. _____, which may likely to be extended as per GeM Guidelines, as indicated below:

Sl. No.	Category of Manpower	Expected Nos.	Minimum qualifications or/and experience
01	Conservancy Services	3	Not required
02	Gardner	1	Not required
03	Caretaker	1	At least class 10 th qualified
04	Security Services	3	At least class 10 th qualified

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

SL. NO.	Category of Manpower	Responsibilities
01	Conservancy Services	As mentioned in Scope of work
02	Security Services	As mentioned in Scope of work

4. Quoted Price:

- a) 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 charge etc. As such, the bidder while submitting the

- bid should specifically, quote the rate etc. in this regard.
- b) Submission of EMD is exempted for all including MSME/SSI/Udhyog Aadhar Registered service provider (Non-consultancy) firms if documentary proof has been uploaded.
 - c) The selected firm has to furnish Performance Security in the form of an account payee Demand Draft for an amount of 3% (Three) of tender value for 12 months (lumpsum) drawn in favour of the M/s PM SHRI KENDRIYA VIDYALAYA NO-2 SATNA VVN A/c payable at SATNA 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.
 - d) Telex or Facsimile Bids are not acceptable.
5. Each Bidder must submit only one Bid.
6. Validity of Bid:

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

7. Terms and Conditions:

- a) The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directs them RTGS/NEFT, after obtaining authorization from engaged staff.
- b) The Contracting Agency will ensure payment by the 10 of every succeeding month to their employees provided to the PM SHRI Kendriya Vidyalaya NO-2 SATNA's office/premises on satisfactory work/actual attendance of their employees as per the monthly remuneration 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 PM SHRI Kendriya Vidyalaya NO-2 SATNA's office/premises on satisfactory work/actual attendance of their employees supported with the following documents:
 - i) Details of disbursement made to the staff furnishing Cheque/RTGS/NEFT details for each payment.
 - ii) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax.
 - iii) Biometric Attendance Sheet.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.
- d) The Contracting Agency will provide Identity Card with mention of EPF/UAN 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 of States under PSARA act, for running the business of private security agencies, failing which the bid will be treated as disqualified/non-responsive.
- g) The normal office hours of the Principal, PM SHRI Kendriya Vidyalaya NO 2 SATNA , are 24 hours for seven days from Monday to Saturday. However, PM SHRI Kendriya Vidyalaya, NO2- SATNA , reserves the right to request the services on Sunday/Holiday/beyond office hours and 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) The Candidates/Manpower provided by the Contracting Agency

after scrutiny by PM SHRI KV, NO-2 SATNA. 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 PM SHRI K.V. NO-2 SATNA. 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 KV, NO-2 SATNA, shall be made within 24 hours.

- i) The contracting Agency will be required to sign a contract with the Principal, PM SHRI Kendriya Vidyalaya NO-2 SATNA (who is Indenting Office) 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) In case of any loss, theft/sabotage caused by/attributable to the personnel deployed, the PM SHRI K.V. NO 2 SATNA, 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 and submitted to PM SHRI K.V. 2 SATNA before deployment for work.
 - l) The Contracting Agency will deploy the trained security guards, who are physically & medically fit.
 - m) The PM SHRI K.V. 2 SATNA 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) 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.
8. **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, State of MP for running the business of private security agencies valid up to 31.09.2026 is mandatory.
 - (b) Brief profile of the company and evidence to establish that the bidder successfully executed contracts of similar nature and magnitude in the last 3 (three) years. Include affidavit that not blacklisted by any govt. organization on legal paper.
 - (c) Audited Balance Sheet & Profit and Loss Account of last 3 years.
 - (d) List of clientele during last 3 years along with cost of assignment.
 - (e) PAN No. and Current INCOME TAX Clearance Certificate.
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested copy of proof of ESI registration.
 - (h) Attested copy of proof of Madhya Pradesh GST Registration.
 - (i) Attested copy of proof of Shop & Establishment, Madhya Pradesh State.
 - (j) Attested copy valid Labour License Contract labour Act 1970.
 - (k) Attested copy of ISO 9001:2015, ISO 37500:2014, ISO 45001:2018 & ISO 18788:2015 Certificate.

(l) Work Experience must be in Educational Institution.

(m) Geographic Presence: Office registration certificate: Bidder should have one registered office in Madhya Pradesh.

(n) Submission of EMD is exempted for all including MSME/SSI/Udhyog Aadhar Registered firms/Service provider (documentary proof must be uploaded)

(o) Remuneration of staff, quoted below minimum wages applicable for Un- skilled, Semi- skilled, skilled staff, in the Govt. of India shall render the Bid disqualified for evaluation. Also the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.

(p) It is mandatory for the Contracting agency to submit/upload the attested copy of Valid registration certificate obtained from the competent department of MADHYA PRADESH /Central Govt. for deploying Security Guard and Conservancy Works, failing which the bid will be treated as disqualified /non-responsive.

Xal *27/07/26*

प्राचार्य/Principal

पीएम श्री केंद्रीय विद्यालय क.-2, स.ना
वार्ड-17, कृष्णा (म.प्र.)
PM SHRI KENDRIYA (A No.-2, SATNA)
Ward No.-17, Khandwa, SATNA (M.P.)