

PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR

**THE SERVICE PROVIDER FIRMS SHOULD BE REGISTERED at
UNDER GUJARAT STATE
UPLOAD THE DOCUMENTS AS GIVEN INSTRUCTION IN
SERIAL NO.6 (1) TO (9) WITH APPLICABLE DOCUMENTS WITHPROOF.**

GEM BID NOTICE

E-Tenders are invited from eligible Security agencies having experience of handling the Security Services, House-keeping and Gardening work in reputed organizations preferably in Government or Public Sector for at least three years and providing Certificate of Satisfactory and Outstanding Performance from such clients to be enclosed. The interested bidder should have previously provided service to at least five central government/ state government/ public sector/autonomous body including at least five KVS Institutions.

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

Documents required for the Bid are also available for viewing on the website of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar i.e. www.crpfgandhinagar.kvs.ac.in

(Dr Mamta Singh)

PRINCIPAL

**TENDER DOCUMENT FOR FOR SECURITY SERVICES / CONSERVANCY /
GARDENING**

To,

TENDER DOCUMENT

Subject: "Inviting Bid for engaging Service Provider Firm for providing Manpower "For security services/Housekeeping/Gardening Through service contract

Sir/Madam,

PM SHRI Kendriya Vidyalaya No. 2 CRPF Gandhinagar run by Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, (a Society registered under Societies Registration Act 1860) The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable central Govt. Employees among others.

Tender Schedule:

You have to apply online through gem portal within the 21 days after publishing of bid.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

Details of school building and premise –

A. Area of the Building : Vidyalyaya building situated in 8.01 Acres of land having Approx. 43 Rooms including labs & departments and 15 Toilet, corridors, stairs and opp. areas as well as enclosed surrounding areas in the ground floor. Bidders are advised to see the location.

Scope of work:

1. The following manpower required on monthly basis which may increase/decrease in any/ all the categories as per need of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar.

Sl. No.	Category of Manpower	Minimum Qualifications or / and experience	Number of personnel required in the shifts	As per the following shifts.
1.	Security Guard (Unskilled)	Middle Standard Unskilled	03 Persons (in three shifts of 8 Hrs each)	For Round the clock
2.	Workers for cleanliness Gents & Ladies (Unskilled)	Primary standard Unskilled	2 Gents and 01 Female (Total -3)	Workers for cleanliness Gents & Ladies (Unskilled)
3.	Gardner(s) (Unskilled)	Primary Standard Unskilled	01 Person	07.30 am to 03.30pm.

2. PM SHRI Kendriya Vidyalaya CRPF Gandhinagar requires the services of reputed, well established and financially Sound Manpower Service Provider having experience in providing services of Security Staff/housekeeping staff/ gardening staff on contract basis for their engagement in PM SHRI Kendriya Vidyalaya CRPF Gandhinagar.

3. The contract for providing the aforesaid manpower is for a period of **ONE** year from the date of effectiveness of the contract (w.e.f. 08.02.2025 to 07.02.2026) i.e. the date of deployment of the required manpower (May be extended as per KVS Guidelines). The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar however, reserves right to terminate this initial contract at any time after giving one month's notice if services are not found satisfactory by the tenderer to the selected Service Provider.

4. Address for Correspondence:

PM SHRI Kendriya Vidyalaya
Lekawada Gam GC CRPF Gandhinagar – 382042 (Gujarat)

5. The successful selected tenderer will have to deposit a Performance Security Deposit of **10%** of Gross Amount of Work in the form of Bank Gurantee in favour of “Kendriya Vidyalaya CRPF Gandhinagar Vidyalaya VVN Account” payable at Gandhinagar covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee shall be accordingly renewed by the tenderer.

6. The tendering service Providers are required to upload photocopies of the following documents (duly self attested) **ALONG WITH THE Technical Bid, (Annexure-A)** failing which their bids shall be summarily rejected and will not be considered any further.

7. **UPLOAD THE FOLLOWING DOCUMENTS ON GEM PORTAL SERIAL WISE AND GIVE THE NAME OF FILE AS BOLD HIGHLIGHTED IN RED COLOUR)**

The bid will be treated as non-responsive if following documents are not uploaded on GeM portal with technical Bid duly stamped and self-attested by the bidder.

- I. Attested copy of license **(PSARA)** obtained from the Govt. of Gujarat, for running the business of private security agencies operating in the Ahmedabad district/Gujarat State for security service bidding.
- II. **Registration certificate** of firm from requisite authority.
- III. Attested copy of **Labour license/Registration under the Contract Labour (Regulation & Control) Act 1970.**
- IV. **PAN No.** and Current IT clearance documents/certificate.
- V. Attested copy of proof of **GST/CST/Service Tax** as applicable.
- VI. Attested copy of proof of **EPF registration.**
- VII. Attested copy of proof of **ESI registration.**
- VIII. **Experience of bidder** in tabular format only (with column Name of Institution where bidder provided services, Duration of Years and Month of service in Institution, Total experience) Brief profile of the firm and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the past years supported by copy of supply orders/bills, past experience certificate regarding service provided in various institutes.
- IX. The bidders may also enclose the experience certificate of past 3 years (2022-2023, 2023-2024 and 2024-25) previously served in Kendriya Vidyalaya.

**1. Experience of Security Service/housekeeping/ Gardening services
(upload the experience certificate in sequence as you mention in following table)**

NAME OF THE SERVICE PROVIDER BIDDER: _____

NAME OF THE SERVICE PROVIDE FIRM: _____

S. No.	Name of Kendriya Vidyalaya / Institution where bidder provided the services	Total Years and Months of service	Remark if any
1			
2			
3			

4			
5			
Grand Total of above years and months of service			

2. Turnover of 3 three years in following format only

(with proof of Audited Balance Sheet & Profit and Loss Account of last three years)

NAME OF THE SERVICE PROVIDER BIDDER: _____

NAME OF THE SERVICE PROVIDE FIRM: _____

Turnover of Last 3 three years

S. No.	Assessment Year	Financial Year	Total turnover in Rupees
1	2022-23	2021-22	
2	2023-24	2022-23	
3	2024-25	2023-24	
Grand total of turnover in Rupees of above 3 years			

- a) List of clients during last minimum of 3 years along with **cost of assignment**.
- b) An affidavit regarding that the firm has **never been blacklisted** on Non-Judicial Stamp Paper of requisite value (Rs 100/-).
- c) Bid money in the form of Bank Guarantee (for exemption from Bid Money upload **MSME certificate**)

Tender fees and Earnest / Bid money will be as under –

(For exemption from BID MONEY service provider has to upload the valid MSME Registration Certificate)

Tender fees and Earnest / Bid money will be as under – Rs **5000/-**

- X. Certified extracts of the Bank Account containing transactions during last three consecutive years/ Audited balance sheet and profit & loss account for last three years.
8. The technical bids would first be taken into consideration by a Vidyalaya Committee.
9. The **Financial Bid** of only those tenders will be opened whose Technical bids are found to be in order.
10. The Principal of the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar reserves the right to reject all bids without assigning any reason following KVS norms.

11. While quoting the rates, the bidders are to note that:

WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE.

The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Principal, PM SHRI Kendriya Vidyalaya CRPF Gandhinagar shall not be liable to pay dues for availing the services of the personnel. The Performance Security Deposit and the monthly bills will not be released until the service provider produces the proof of up-to-date payment of EPF & ESI contribution.

12. All documents submitted shall be consecutively numbered having signature of the authorized-signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is not signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.
13. The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfill the following specifications:

- 1.The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.
- 2.The Service Provider should have at least **three years'** experience in providing manpower to Government Department/KVS/Public Sector Companies/Banks etc. The Service Provider should have executed a minimum of three such manpower deployed contracts in Gujarat during the preceding three years period.
3. The bidder firm should be a profit making one in the preceding two financial years.
- 4.There should be no case pending with the police against the proprietor / Firms/ Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
- 5.The Service Provider should have valid labour Registration license under Contract Labour (Regulation & Control) Act,1970.
- 6.The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- 7.The Service Provider should have its own Bank Accounts.

8. Each Bidder must submit only one Bid.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN PM SHRI K V CRPF GANDHINAGAR

Sl.No	Designation of the Employee	Age	Qualification
1	Security Guards (without Arms) for round the clock Security Service	He/She should be between 25 to 55 years of age	He must be physically fit and mentally sound and should be fit to work even in odd hours.
2	Unskilled Worker (for cleaning & sweeping work)	He/She should be between 25 to 55 years of age	He must be physically fit and mentally sound and should be fit for work even in odd hours.
3	Unskilled Worker (for Gardening work)	He/She should be between 25 to 55 years of age	He must be physically fit and mentally sound and should be fit for work even in odd hours. The person who will be deployed as Gardener should have knowledge about gardening

The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR. Therefore, minimum **seven-eight** biodata shall be made available against each category of Work. The candidate may be invited for personal scrutiny also. No Conveyance or any other charges will be paid by PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR. In case, none is found suitable then additional biodata 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 GANDHINAGAR shall be made within 24 hours.

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a period of one-year w.e.f. the date of its effectiveness unless extended further. It may be extended for another 01 year as per KVS Guidelines.
4. The Agreement may be extended, on the same terms and conditions or with some addition/deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar.
6. The Service Provider will be bound by the details furnished by it to the competent authority of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The competent authority of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar reserves the right to accept or reject any or all bid without assigning any reasons thereof and also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to pay loss whatsoever it may cause to the bidder in the process.
8. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Departments so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid to the person deployed.
10. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar shall, in no way, be responsible for settlement of such issues whatsoever.
11. The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the function/duties, or for payment towards any compensation.
12. The Service Provider shall provide biometric attendance sheet of its employees to verify the attendance at the workplace.
13. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service

Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

15. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act, 1970 if any, at his own part and cost.

16. In the event of any engaged personnel being on leave/absent, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.

17. 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

$$A1 = \frac{(\text{Monthly Remuneration} \times \text{No of days absent})}{(\text{No of days in month})}$$

18. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them. Also submit Police verification of all persons deployed for services, at the time of contract.

19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good-will and enhance the image of the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

20. The remuneration to the persons deployed by the agency shall be disbursed through RTGS/NEFT. TDS will be deducted as per rules from the billed amount.

21. The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees deployed at PM SHRI Kendriya Vidyalaya CRPF Gandhinagar as per the monthly remuneration quoted without any deduction.

22. 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 PM SHRI KV CRPF Gandhinagar supported with the following documents: -

- (i) Details of disbursement made to the staff furnishing details for each payment (provide bank statement).
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax 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.

23. The contracting Agency will provide identity card and Uniform to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.

24. The normal office hours of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar are from 7.30 am to 3.30 pm six days from Monday to Saturday (except 2nd Saturday). However, the contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre pages/above. PM SHRI Kendriya Vidyalaya CRPF Gandhinagar 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. The contracting agency will provide

conservancy and gardening services throughout the month (as per requirement of the Vidyalaya) with one day weekly off to the persons deployed by them.

25. A reliever must be provided to relieve each Security Guard atleast one day per month.

26. In case of absence on any working day, the monthly remuneration will be regulated as per day basis.

27. In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar reserves the right to claim and recover damages from Contracting Agency.

28. The antecedents of all the workers will be got verified from the police by the Contracting Agency.

29. The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-Serviceman, who are below the age of 55 years as well as physically fit and mentally alert. Preference will be given to the ex-servicemen. The contracting Agency will also ensure that the security guards/security supervisors are free from AIDS or any other infectious disease before deployment for work.

30. The contracting agency shall provide to their security with impressive summer uniform as well as winter uniform with Insignia.

31. Detailed technical requirements, terms and conditions to include legal and financial are as per tender documents.

Quoted Price:

- a. The Bidder shall quote unit rate which shall comprise monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (Annexure-B).
 - I. The Service Tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
 - II. 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.
 - III. 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(s), etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- b. The Earnest Money shall be returned to the unsuccessful bidders after the award of the contract.
- c. The Earnest Money shall be returned only after the Performance Security is submitted by the Contracting Agency.
- d. Each Bidder must submit only one Bid. Telex or Facsimile Bids are not acceptable.

Bid Criteria:

LEGAL

1. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as when called for by the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar.

2. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar is put to any loss/obligation, monetary or otherwise, the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

3. The Service Provider shall be held responsible for any loss/damage to the equipment and instrument of the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar

4. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar will have no liability towards non-payment of remuneration of the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

5. The decision of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

1. The successful tenderer will have to deposit a Performance Security Deposit of **10%** of annual contract value for a period of 14 months in the form of BANK GUARANTEE drawn from any Nationalized Bank in favour KENDRIYA VIDYALAYA CRPF GANDHINAGAR VVN ACCOUNT covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenders. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the Service Provider.
2. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
3. The successful bidder will enter into an agreement with PM SHRI Kendriya Vidyalaya CRPF Gandhinagar for supply of suitable and qualified manpower and materials etc. as per requirement on the above terms and conditions.
4. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar for whatever reason. The Agency shall also be responsible for the insurance of its personnel.
5. **Penalty will be levied and recovered @ Rs. 1000/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.**
6. The PM SHRI Kendriya Vidyalaya CRPF Gandhinagar reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
7. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
8. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and condition.

Note: These terms and conditions are part of the contract/Agreement as indicated in the Agreement between PM SHRI Kendriya Vidyalaya CRPF Gandhinagar the Service Provider and any non-compliance shall be deemed as breach of the contract/Agreement.

NATURE & SCOPE OF WORK:

(A) For Security Services:

- i) A minimum of THREE Security guards- One in each shift of 8 hrs shall be provided.
- ii) Provision of the Labour law shall be strictly adhered to regarding working hours of the security personnel.
- iii) As the service involves security, the manpower proposed shall be interviewed and valid identity proof examinee by PM SHRI Kendriya Vidyalaya CRPF Gandhinagar before approving deployment.
- iv) The contract agency/service provider shall provide identity cards to all his employees engaged for the security services at PM SHRI Kendriya Vidyalaya CRPF Gandhinagar as per the format suggested by the officer in charge which shall be valid for the period of contract or till the engagement of the employee whichever is earlier.
- v) The Security shall maintain a register of visitors entering and exiting the premises as per the format provide by the Officer in charge. The register will be provided by PM SHRI Kendriya Vidyalaya CRPF Gandhinagar
- vi) The normal vidyalaya hours of PM SHRI Kendriya Vidyalaya CRPF Gandhinagar is from 7:30 AM to 3:30 PM on Monday to Saturday. However, the contract agency/service provider shall provide security services on all days in a month without interruption.
- vii) The contract agency/service provider shall, at his own cost, provide to the security personnel deployed impressive summer and winter uniforms with insignia, Torch light, Whistle, Lathi and bicycle.
- viii) During the execution of the contract, if any security staff is found unsuitable on account of absenteeism, improper behavior or ill health, such workers shall be withdrawn by the Contract agency/ Service Provider and suitable replacements shall be made within 24 hrs.

(B) For Housekeeping:

Work will have to be got done in the following way:

- ix) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the PM SHRI K V CRPF GANDHINAGAR
- x) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter every 2 hours especially in the areas like corridors, stairs, reception and washrooms etc. Spraying of flit treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/departments free from mosquitoes, flies pests/rats etc.
- xi) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- xii) Cleaning of carpets of the officer's room.
- xiii) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls etc. within the boundary of the PM SHRI K V CRPF GANDHINAGAR
- xiv) Building wall surrounding the premises.
- xv) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors & windows including before opening of the PM SHRI K V CRPF GANDHINAGAR i.e.7.30 AM.
- xvi) Also cleaning of fans and tubelights, removal of cobwebs every week
- xvii) The choking of the sanitary installations e.g. w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- xviii) All complaints of leakage in the GI & CI pipes etc. are also to be informed to the office.

- xix) Filling of water bottles during training courses and workshops.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Harpic cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any Undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of water coolers.
- vi) Cleaning of name plates and number plates (on each floor) and cleaning of all other name plates/Boards.
- vii) Dusting and cleaning of fans, electrical fittings, window panes with
- viii) Glass cleaning chemical/agents and cleaning of partition, paneling etc.

WORK TO BE DONE QUARTERLY IN A YEAR

1. Cleaning of water storage tank, water coolers, Desert Coolers etc. After cleaning, the date of cleaning is to be painted on water storage tank, water coolers & Desert coolers.

(C) For Gardening Work:

- (i) the person who will be deployed as Gardener should have knowledge about gardening and he will work during school hours 7:30 AM to 3:30 PM. He may be assigned any other work during school time by the authority.
- (ii) Maintenance and up keeping of garden, play-fields and campus area of the PM SHRI Kendriya Vidyalaya CRPF Gandhinagar Terms and Conditions for Providing Services of Gardening in the PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR
- (iii) That the Agency shall provide Gardening arrangements for PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR with effect from the date of signing of agreement.
- (iv) That the agency would engage, Employ and provide the requisite number of trained gardeners for the purpose and also be responsible for payment of their emoluments and dues, & discipline and work.
- (v) That the entire responsibility for taking maintenance measures of the gardens, play fields and compound of said premises is of the agency.
- (vi) That the Agency shall provide, complete continuous gardening measures throughout the year to the PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR by changing the personnel in rotation or replacement, if necessary.
- (vii) That the Agency shall provide proper gardening tools to the Gardner such as favda, gainti, khurpi, khuladi, penia, tasla, talvar, rose cutter, huge cutter, 02 no's water pipe (100+100 feet) and garbagetrolley with wheel etc. Grass cutting machines should be properly operated and the expenditure on petrol and maintenance of machine will be borne by the Agency.
- (viii) Trimming of plants & trees, removal of grass, bushes etc. should be done properly and regularly so that the entire campus looks neat and clean. The removed material should be disposed of outside and away from the institute and any cost for waste disposal shall be borne by the Agency.
- (ix) The materials of the garden- fruits, vegetables, flowers, wood etc. – available is the property of the PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR GUJARAT Taking them out / removing them by the security Guards are strictly prohibited. If it is found to be done by the Agency Men strict penalty will be imposed in the form of wage cut. They are duty bound to them and hand it over to the institute.

Evaluation of Bid:

- (i) The Tenderer will evaluate and compare the quotations Technical and Financial terms and conditions. Firms complying Technical terms and conditions will be only eligible for the evaluation of

financial bids. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.

(ii) Remuneration of staff, quoted below minimum wages applicable for Watch & Ward without arm, conservancy staff and gardener for the Central Government offices issued by the Government of India, Ministry of Labour and Employment shall render the Bid disqualified for evaluation. Where both the Central and State Government has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.

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

(iv) The quotation/ bid will be treated as non-responsive under the following conditions and will be liable for rejection:

- a) Not received at GeM Portal before the due date and time.
- b) Not duly signed.
- c) EMD not deposited (for exemption from Bid Money upload **MSME certificate**).
- d) Multiple quotations are submitted.
- e) Required enclosures are not provided.
- f) The tender format not filled up or partly filled up.
- g) If sent through FAX/TELEX/Email.
- h) Quotations with corrections, strikethroughs and overwriting not duly authenticated by signature/ seal.
- i) If tender conditions are modified and/or new conditions are inserted (counter offers)
- j) Brief profile of the bidder and evidence to establish that the bidder has executed contracts of similar nature and magnitude in the last three years is not furnished.
- k) List of clientele during last 3 years along with costs of such assignment not furnished
- l) PAN number and copy of last assessment order/ copy of IT return
- m) Attested copy of proof of EPF registration not furnished.
- n) Attested copy of proof of ESI registration not furnished.
- o) Undertaking confirming adherence to minimum wages act at all times not furnished.
- p) Any non-conformity to the instructions, job specifications, terms and conditions detailed above.

The evaluation will be done for conservancy and Gardening on job contract basis and security guards separately. PM SHRI K V CRPF GANDHINAGAR will award the contract to the lowest evaluated responsive bidder. However, PM SHRI K V CRPF GANDHINAGAR reserves its right to reject the bids or partial award of contract as already brought in clauses mentioned in the "Instruction to Bidders" above.

AWARD OF CONTRACT:

- a) PM SHRI K V CRPF GANDHINAGAR will award the contract to the bidder whose bid/quotation has been determined to be substantially responsive, in compliance with minimum wages act, with proper credentials and who has offered the lowest price.
- b) PM SHRI K V CRPF GANDHINAGAR reserves the right to award the contract to the bidder who has fulfilled the given terms and conditions of bid right at the time of award of contract to increase or decrease the quantities or manpower requirement.
- c) PM SHRI K V CRPF GANDHINAGAR prior to expiration of the bid/quotation validity period, will notify the bidder whose bid/quotation is accepted for award of the contract. The accepted terms and conditions shall be incorporated in the contract.
- d) Successful bidder has to submit the self attested copy of all documents (which were uploaded on gem portal for the award of bid) and also show his all original documents for physical verification at Vidyalyaya level before signing the final work order.
- e) Notwithstanding the above, PM SHRI K V CRPF GANDHINAGAR reserves the right to accept or reject all bids/ quotations and to cancel the bidding process and reject all bids/ quotations at any time prior to the award of the contract.
- f) Successful bidder will have to submit Security deposit of **10%** of Gross Amount in the form of Bank Guarantee in favour of "KENDRIYA VIDYALAYA CRPF GANDHINAGAR VVN ACCOUNT" payable at Gandhinagar covering the period of contract within seven days from the date of signing of the agreement.

Last date and time of receipt of Bids

You have to apply online through gem portal within the 21 days after publishing of bid on gem portal.

Yours faithfully,
(DR. MAMTA SINGH)
PRINCIPAL

APPLICATION- TECHNICAL BID Annexure: A

(For-Providing Manpower Services to PM SHRI Kendriya Vidyalaya CRPF Gandhinagar)

1.Name of Tendering Service Provider: _____

(Whether Govt./Semi Govt./Pvt.) _____

2.Status (Proprietor/Partner/Director): _____

3.Details of Earnest Money Deposit: DD No. _____ Date _____

of Rs. _____ drawn on Bank _____

(For exemption from BID MONEY upload the MSME Registration Certificate)

4.Full Address of Registered Office _____

Telephone No. : _____

Fax No. : _____

E-Mail Address : _____

5. Full address of Operating/ Branch Office: _____

Telephone No. : _____

Fax No. : _____

E-Mail Address : _____

6.Name & telephone no. of Authorized: _____

Officer/person to liaise with Field Office(s) _____

7.Banker of the Service Provider: _____

(Attach certificate copy of statement of _____

A/c. for the last 3 consecutive years)

Telephone Number of Banker: _____

8.PAN/GIR No. (Attach attested copy): _____

9.GST Registration No: _____

(Attach attested copy)

10.E.P.F. Registration No: _____

(Attach attested copy)

11.E.S.I. Registration No: _____
(Attach attested copy)

12. Labour License/Registration under: _____
The Contract Labour (Regulation & Control) Act, 1970.

13. Service Tax number _____
(Attach attested copy)

14. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years. (Provide attested copies)

Financial Year	Amount in Rs.	Remarks, if any
2021-22		
2022-23		
2023-24		

15. Additional information if any:
(Attach separate sheet if space provided is insufficient)

16. Give details of minimum 3 such contracts/housekeeping/outsourcing (both work) in Autonomous body, Central/State Govt. handled by the tendering Service Provider during the last three consecutive years in the following format.

(if the space provided is insufficient, a separate sheet may be attached):

S. No.	Name of client address, telephone & Fax no.	Whether Govt./Semi Govt./Pvt.	Manpower service provider		Amount of contract (Rs.)	Duration Contract		Remarks
			Type of manpower provided	No.		From	To	

17. Certificate of work satisfactorily completed in above mentioned contracts.

18. Additional information, if any (Attach separate sheet, if required)

Date: _____

Signature of the authorized person

Place _____

Name: _____

Seal:

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____

_____ Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to a bid by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am/are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____

Signature of authorized person

Place: _____ Name: _____ Seal: _____

FINANCIAL BID

Annexure: B

PM SHRI KENDRIYA VIDYALAYA CRPF GANDHINAGAR

Name of the work: Contract for providing Security, Conservancy (Cleaning & Sweeping) & Gardening Services to PM SHRI Kendriya Vidyalaya CRPF Gandhinagar

1. Name of tendering Company/Firm/Agency _____

2. Day basis immediate requirement/ as per required per person per day (8 hours).

FORMAT OF BID

S.No.	Description of wages/Statutory Components	For Security Guard without arms Amount in Rs.(Figure & words)	For Cleaning & Sweeping Services Amount in Rs. (Figure & words)	Gardening Services Amount in Rs. (Figure & words)	Remarks
		A	B	C	
1.	Basic Rate of Wages per day, per head				
2.	VDA per day, per head				
3.	Total for 30 days per month, per head for Security Services & 26 days for Cleaning, Sweeping and Gardening Service				
4.	E.P.F charges if applicable (Pls. enclose the proof of rates of concerned authority)				
5.	ESI charges if applicable (Pls. enclose the proof of rates of concerned authority)				
6.	Service tax if applicable (Pls. enclose the proof of rates of concerned authority)				
7.	Total monthly charges				

Note:

1. While quoting the rates, **the bidders are to note that: WHERE BOTH CENTRAL AND STATE GOVERNMENT HAS FIXED THE MINIMUM RATES OF WAGES, THE RATE OF WAGES WHICHEVER IS HIGHER WILL BE APPLICABLE.**
2. 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.
3. Duly filled in format should be typed in the letter head of the firm.
In case of discrepancy between unit price and total price the unit price shall prevail.
5. **Each Bidder must submit only one Bid.**

6. I 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.

Bidders Signature:

Place: -

Full Name:

Date: -

Office Seal:

Annexure C

Declaration by the Tenders

This is to certify that I before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Address:

Phone No:

Seal:

Date:

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted by service provider for deployment in PM SHRI Kendriya Vidyalaya CRPF Gandhinagar, containing full details i.e. date of birth, marital status, address, educational qualification, photo Identity Card, Aadhar Card provided by the service provider etc.
2. Bio-data of all persons
3. Police Verification of Man Power
4. Bank Details of Man Power
3. Any other document considered relevant or required by the institution

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

(8) The Contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the State Govt. and will include such other benefits as may be available to its employees under the relevant Acts and Regulations applicable in the State. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the Contractor and shall not be liable for it.

(9) Insurance and accident risks of the workers will be the responsibility of the Contractor.

(10) All the workers of the Contractor shall be free from infectious diseases.

(11) The Contractor will ensure that proper licence/permission from the concerned authorities, wherever applicable, are obtained promptly.

(12) 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 Kendriya Vidyalaya in writing.

(13) The Contractor shall employ sufficient number of workers to ensure that the work is done in time to the satisfaction of the Kendriya Vidyalaya. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work.

(14) The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his presence at any time is felt undesirable.

D. General Conditions:

(1) **Agreement:** For one year extendable for one year with the consent of both parties and outstanding performance of the work done during last year by the Contractor.

(2) **Terms of Payment:** The Kendriya Vidyalaya shall pay the agreed amount to the contractor on monthly basis after completion of the month and submission of a certificate by the Principal of the Vidyalaya that the work has been done satisfactorily. In case the work is found unsatisfactory 50% payment will be withheld and it will be released only when the work is found as of quality and to the satisfaction of the Kendriya Vidyalaya.

(3) **Room Facility:** The Kendriya Vidyalaya shall provide a small room/pace for the supervisor and storage of material etc. to the contractor free of cost during the period of contract. No name plate of the contractor shall be allowed on the room and nobody will be allowed to stay in it after school hours.

E. Notice of Termination of Contract

(1) The contract can be terminated without assigning any reasons by giving two months notice in writing by either side.

F. Stock and Supplies

The contractor shall maintain sufficient stocks of various items such as towels, dusters, soaps, phenyle, detergent, odour, naphthalene balls etc. so as to meet normal requirement. The contractor shall not be permitted to stop supplying any items for any reason.

G. Supervision

The contractor shall authorise a person to supervise the cleaning and maintenance service who will report to the designated officer or any other officer of the Kendriya Vidyalaya so authorised as and when he is required to do so by the Kendriya Vidyalaya.

H. Rates

Rates must be fixed on per week basis for the whole unit (covered area, open area, surroundings, stairs, lobbies, corridors, toilets etc.) and for all items of work including cost of material. At times when work is taken for a period less than a week because of closure of the school etc., rates would be calculated for a day and payment made accordingly.

I. Arbitration

In case of any dispute between the Contractor and the Kendriya Vidyalaya arising out of or in relation to the agreement, the dispute shall be referred to a sole Arbitrator to be appointed by the Kendriya Vidyalaya and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940.

J. Jurisdiction

The courts at the station will have jurisdiction over all legal disputes under this agreement.

TERMS AND CONDITIONS FOR SECURITY SERVICES

1. Name of K.V.
 2. Address/Location
 3. Area of the Building/other Details
 4. No. of days during the month. All the days including holidays and rest days except _____
- SCORE OF WORK**
- Providing Guard the above security services

Terms and Conditions to be Executed between the Agency and Kendrya Vidyalaya for Providing Security Services

1. That the agency shall provide security arrangements for Kendrya Vidyalaya building/premises located at _____ with effect from _____
2. That the agency would undertake to engage, employ and provide the requisite number of trained Ex-Servicemen for the purpose and also be responsible for payment of their emoluments and dues, discipline and work instructions where Ex-Servicemen are not available others can be engaged for the purpose by the Agency.
3. That the vendor responsible for taking security measures at the said building/premises is the agency and the Vidyalaya will not be liable to pay anything for the security lapses as provided. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the agency shall provide continuous security measures throughout the 24 hours by changing the personnel in rotation or replacement.
5. That the Vidyalaya on its part shall at no time directly or indirectly employ the services of or deal with any person introduced by the Agency for a period of one year from the date of termination of the contract.
6. The relationship fee for providing security services will be as per the rates prescribed by the Director General Resettlement/Dir. Soldier Board or any other body of Ex-Servicemen recognised for the purpose by the State Govt. as the case may be.
7. That the tenure of the service agreement shall be initially for a period of one year with effect from _____ and thereafter it shall continue till further

said intends to terminate giving one month's notice in advance to the other side or paying one month dues in lieu of the notice.

8. That the Vidyalaya on its part shall not be liable to pay any charges, dues, compensation under any of the Industrial Disputes Act or other laws applicable to this behalf to the personnel which shall be the responsibility of the Agency and who shall be the employer of such personnel.

9. Any dispute arising out of or in relation to this agreement shall be referred to a single arbitrator to be appointed by the Ex-officio Chairman of Kendrya Vidyalaya _____ as per the Indian Arbitration Act. The seat of the arbitration shall be at _____ side of the proceedings shall be governed by the Indian Arbitration Act, 1940.

TERMS AND CONDITIONS FOR PROVIDING SERVICES OF GARDENING IN THE VIDYALAYA

1. Name of the V
2. Address/location
3. Area of the site/lot/plot/field
4. No. of days during the month. All working days and as described by the Vidyalyaya

SCOPE OF WORK

Maintenance and upkeep of gardens, playfields and compound of the Vidyalyaya.

Terms and Conditions for Providing Services of Gardening in the Vidyalyaya

1. That the agency shall provide Gardening arrangements for Khandiyal Vidyalyaya premises located at _____ with effect from _____.
2. That the agency would engage, employ and provide the requisite number of trained gardeners for the purpose and make the responsible for payment of their emoluments and dues, discipline and work.
3. That the entire responsibility for taking maintenance measures of the gardens, play fields and compound of said premises is of the agency. The agency will be responsible for any loss of property etc. for negligence of the persons employed by it.
4. That the Agency shall provide complete suitable gardening measures throughout the year to the Vidyalyaya by changing the personnel/rotation or replacement if necessary.
5. That the Vidyalyaya on its part shall at no time directly or indirectly employ the services of or deal with the person introduced by the Agency for a period of one year from the date of termination of the Contract.
6. That the tenure of the service agreement shall be initially for a period of one year with effect from _____ and thereafter it shall continue till either side intends to terminate giving one month's notice in advance to the other side or paying one month's dues in lieu of the notice.
7. That the Vidyalyaya on its part shall not be liable to pay any charges, dues, cesses or taxes under any of the industrial laws or other laws applicable in

the field to the personnel who shall be the responsibility of the Agency only who shall be the employee of such personnel.

If Any dispute arising out of or in relation to this agreement shall be referred to a sole arbitrator to be appointed by the Executive Committee of Khandiyal Vidyalyaya _____ as per the Indian Arbitration Act. The seat of the arbitration shall be at _____ and the proceedings shall be governed by the Indian Arbitration Act, 1940.