



KENDRIYA VIDYALAYA NO.1 BOKARO

TENDER FORM



DATE & TIME OF TENDER DOCUMENT AVAILABLE IN WEBSITE (www.no1bokaro.kvs.ac.in)	30.05.2021
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 23-06-2021 (Friday) BY 14.00 hrs.
DATE & TIME FOR OPENING OF TENDER DOCUMENT TECHNICAL / FINANCIAL BID	24.06.2020 (Monday) AT 11:00 hrs.

ADDRESS:

Kendriya Vidyalaya No.1, Bokaro Steel City-827004
Near Maruti Showroom Sector IV D, Bokaro Steel City, Jharkhand

दूरभाष : **9404934686**.

ईमेल - kv1bscity@gmail.com वेबसाईट - <https://no1bokaro.kvs.ac.in>

Cost of form Rs. 500/- to be deposited at the time of submission of tender form.
Every Page and Document must be signed by the Proprietor of the firm.

TENDER DOCUMENT

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

1. The Kendriya Vidyalaya NO 1, BOKARO is a unit of Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body and a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya's set up for imparting education to the children of transferable Central Govt. Employees, among others.
2. Sealed competitive Bids are invited by the Kendriya Vidyalaya No.1, Bokaro, from the reputed / registered consultant / Service Provider Firm for providing Security Services through service contract initially for a period of 01 (one) year w.e.f. 01.07.2021 which may be extended one more year if found to be satisfied, as indicated below.

- | | |
|-------------------------------|--|
| (i) Name of the KV: | Kendriya Vidyalaya No.1 Bokaro |
| (ii) Address/ Location of KV: | Sector IV D, Near Maruti Showroom
Bokaro Steel City 827004, Jharkhand |
| (iii) Area of the building: | 2 acres (approx.) |
| (iv) Area of the Campus: | 13 acres |
| (v) E-mail: | kv1bscity@gmail.com |
| (vi) Website: | https://no1bokaro.kvs.ac.in |
| (vii) Phone Number: | 9404934686 |

DATE & TIME OF TENDER DOCUMENT AVAILABLE IN SCHOOL WEBSITE	30.05.2021
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 23.06.2021 BY 2:00 PM
DATE & TIME OF OPENING OF TENDER DOCUMENT	24.06.2021 AT 11:00 AM (At the office of the Principal, K V No 1, Bokaro)

3. The tender form can be downloaded from the Kendriya Vidyalaya No.1 Bokaro website (<https://no1bokaro.kvs.ac.in>) from 30.05.2021 to 23.06.2021 and bidder must submit a Demand Draft of Rs 500.00 (Rupees Five Hundred only) drawn in favour of Vidyalaya Vikas Nidhi, Kendriya Vidyalaya No.1 Bokaro payable at Bokaro towards the cost of tender.
4. The tender shall be accepted under bid system. The interested service providers are advised to submit technical and financial bids in sealed envelope subscribing **TECHNICAL /FINANCIAL BID** for providing Security services to Principal, Kendriya Vidyalaya No.1 Bokaro by Registered post/ speed post/courier/by hand latest by 23.06.2021 up to 02:00 PM.

5. **Manpower required:** Three (03) Security guards working 8 hours shift wise for 26 days and One (1) reliever security guard for the rest of days of the month. The following manpower (for six days in a week from Monday to Saturday during the whole month) is to be deployed in such a way that the workers may be available up to 4.00 PM.

S.No.	Designation of the Employee	Age	Qualification
1	Security Guards (without Arms) for round the clock Security Service	21 to 40 years	Educational Qualification Middle Standard Passed. He must be physically fit and mentally sound and should be fit to work even in odd hours.

6. **Responsibilities:** The Security guard will provide security to Vidyalaya premises and property. The security guard deployed at main gate will make record of entry of visitors to the Vidyalaya. The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.

7. **General Terms and Conditions:**

- (i) The Bidder shall quote unit rate which shall comprise of monthly remuneration (for 26 days) and Service Charges in the format of quotation only attached (Annexure-E). EPF, ESI and other statutory cost will be paid by the indenting office as per central government norms. Contracting agency must disburse EPF, ESI and other statutory liability and submit the same to the indenting office for payment within 15 days to contracting agency.
- (ii) **The GST/ Service tax is exempted by Govt. of India for Educational Institutions.** However, the GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (iii) 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., percentage of

profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (iv) The Bidder shall deposit a bid security of **Rs 5000.00** in the form of an Account Payee Demand Draft of bids the same may be drawn in favour of Kendriya Vidyalaya NO 1, BOKARO VVN Account payable at Bokaro as Bid Security along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (v) **Conditional bids will not be considered and will be outrightly rejected.**
- (vi) The bidder may be a Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the **CERTIFICATE OF REGISTRATION of firm** should also be enclosed along with the tender along with the name of authorized partner to interact with Kendriya Vidyalaya No.1, Bokaro.
- (vii) Telex or mailed or facsimiled bids are not accepted.
- (viii) Each bidder must submit only one bid.
- (ix) The bid shall remain valid for a period of 90 days after the dead line fixed for submission of bids.
- (x) No firm can withdraw bid submitted. If any firm intends to withdraw its bid, bid security will be forfeited.
- (xi) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the **Technical Bid Application**, the same must be attested by the person authorized to sign the tender bids.
- (xii) Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.
- (xiii) The **TECHNICAL BID** if not qualified will be summarily rejected.
- (xiv) The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.

8. **Evaluation of Bids:** The indenter will evaluate and compare the bids determined to be substantially responsive i.e., which are properly signed and conform to terms and conditions. The bids will be treated non-responsive if the following documents are not attached

- a. Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, Govt. of Jharkhand for running the business of private security agencies operating in the Govt. of Jharkhand.
- b. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years with annual turnover of Rs.1 crore or more during last three years.
- c. Audited Balance Sheet & Profit and Loss Account.
- d. List of clienteles during last 3 years along with cost of assignment.
- e. PAN No. and IT Return of 2020-21 and preceding two year (2018-19, 2019-2020).
- f. Attested copy of proof of EPF registration.
- g. Attested copy of proof of ESI registration.
- h. Attested copy of proof of GST Registration.
- i. The Bidder shall deposit Rs 5000.00 in the form of DD drawn in favour of Kendriya Vidyalaya NO 1, Bokaro VVN Account Payable at Bokaro as Bid Security with the bid. The EMD shall be returned to the unsuccessful bidders after the award of contract.
- j. Rates of Remuneration for staff quoted below minimum wages applicable, in the State or as per Central Govt. Labour Dept. notification (whichever is higher), shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and agency must submit the copy of the notification with request to revise the wages from the effective date. Any delay on the part of the agency, will be borne by the agency. **If, the rates for service charges/profit are quoted as NIL or less than Rs.1.0, the bid will be treated unresponsive.**
- k. The evaluation will be done based on total for all the items listed at 'a to j'. Indenting Office will award the contract to the **lowest evaluated substantively responsive bidder.**
- l. In Case of Tie in the L1 Vendor/ Service provider, evaluation will be done based on the number of years of excellent service provided in Kendriya Vidyalaya and annual turnover of the firm in the same order. (Copy of Experience Certificate/Work Contract in KVS should be attached.) If the tie situation prevails, the decision of Chairman, VMC will be binding.

9. Award of Contract:

- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of **Rs.100/-** to be signed by both the parties.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids/ cancel the bidding process depending on the merit of circumstances.
- (e) By virtue of this agreement, no relationship will be created between the Conservancy staff/ Workers and Kendriya Vidyalaya No.1 Bokaro / KVS. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards meeting all statutory obligations and no complaints by any of its Security Guards in this regard will be entertained by the Kendriya Vidyalaya No.1 Bokaro.
- (f) The successful tenderer will have to deposit **performance security** in the form of **D.D./ Bank Guarantee** for an amount to **Rs. 70,000.00** (Rupees Seventy Thousand only) for one year. The **performance security** shall be submitted within 10 days from the date of Notification of Award. The performance security will be retained for a period of **90 (ninety) days** beyond the date of cessation of the contract (initial one year) for completion of all contractual obligations of the bidder including warranty obligations and till providing the NOC from all the employees about the settling of their dues. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer as per new labour rates and will be returned as per the condition stated above.
- (g) The contract can be short closed without any prior notice on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya No.1 Bokaro. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Kendriya Vidyalaya No.1 Bokaro.
- (h) The agreement can be terminated earlier by giving one month written notice on Kendriya Vidyalaya No.1 Bokaro side and three months' notice on the side of Service Provider without assigning any reason and the decision of the

Vidyalaya authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.

- (i) The Security Personnel should be of age group between 21 to 40 years. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya No.1 Bokaro. 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 Indenting Office. 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 Kendriya Vidyalaya No.1 Bokaro, shall be made within 24 hours.
- (j) The Contractor shall get the Security Guard screened for **visual, hearing and major physical defects and contagious diseases** and will provide a certificate to this effect to the Vidyalaya. Only physically and mentally fit Security Guard shall be deployed for duty by the service provider.
- (k) The Security Guard should be well versed with local languages.
- (l) 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. **The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Security Guards.**
- (m) The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guards employed by it and deployed in Kendriya Vidyalaya No.1, Bokaro.
- (n) Verification of **CHARACTER AND ANTECEDENTS** of the Security Guards through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Security Guards provided are of good character, duly verified by the Police from security angle should be provided to the Vidyalaya immediately after award of Contract. The Security Guard shall not enter into any unlawful activity within the KV premises and shall have a good moral character.
- (o) 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 = Unit Daily wage X No. of days of Absence
- (p) Losses caused to the Vidyalaya due to negligence on the part of Security Guards will be recovered from the Agency/Contractor.
- (q) The Security Guard provided by the Service Provider should be well mannered, courteous and polite. The Security Guard should not smoke or consume liquor

while on duty and should not play cards, etc. in the Vidyalaya. The Vidyalaya shall not provide any accommodation or living facilities to the Security Guard.

- (r) During the period of leave of any of the Security Guards, the Service Provider shall deploy another Security Guard with prior intimation to the Vidyalaya.
- (s) The Service Provider shall be responsible for complying with obligations under Income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.
- (t) **All the employees employed should be issued with Identity card with a mention of allotted UAN number provided by the EPF department and ESI No. within 15 days from the date of contract.**
- (u) It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract. Minor variations as per actual calculation will be borne by the contracting agency.

10. Payments: The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory.

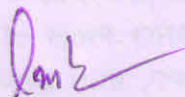
- a. The Contracting Agency will ensure payment by the fifth of every succeeding month to their employees provided to the satisfactory work/actual attendance of their employees as per the monthly remuneration quoted without any deduction into their bank accounts or by cheque/ NEFT/ RTGS.
- b. The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya NO 1, Bokaro supported with the following documents: -
 - (i) Details of disbursement made to the staff furnishing cheque RTGS /NEFT details for each payment.
 - (ii) Copy of Electronic Challan Receipt (ECR) as a e-challan for Kendriya Vidyalaya NO 1, BOKARO Proof of payment of statutory obligatory in such as EPF, ESI. Service Tax and any other applicable tax.
 - (iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfilment of required documentation.
 - (iv) **In any case, no payment shall be made in advance.**
- c. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
- d. **The Kendriya Vidyalaya reserves the right to order any worker of the Service Provider to leave the premises of the Kendriya Vidyalaya if his/her presence at any time if felt undesirable.**
- e. In case of dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya No.1, Bokaro. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be

Bokaro / any other place decided by KVS HQs. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at Bokaro.

- f. Any other provision may be incorporated by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Agency.
- g. The contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.

11. You are requested to submit the Sealed Bids **super scribed on the envelope as "BIDS FOR PROVIDING SECURITY SERVICES "** within 25 days of publication of this notice at K V No. 1, Bokaro Website. The bids completed in all respect may be deposited at Kendriya Vidyalaya No. 1, Bokaro, latest by 23.06.2021 up to 2.00 PM.
12. The bids will be opened at 11.00 AM on 24.06.2021, at Kendriya Vidyalaya No. 1, Bokaro before a duly constituted committee and in the presence of present bidders, if attending the opening of bids. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An amount of Rs.500.00 as tender cost and earnest money of Rs 5000.00 (**Rupees Five thousand only**) is to be deposited along with tender document.
13. The Indenter looks forward to receiving the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Regards



(Signature)

Lalit Mohan Bisht

Principal

For and on behalf of K V No.1 Bokaro

PERFORMA FOR TECHNICAL BID – SECURITY SERVICES		
1	Name of Agency	
2	Nature of the concern: (i.e., Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Bokaro Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Banker's certificate of account maintenance for the last three years 2018-19 to 2020-21) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (Attach attested copy of the Registration)	
7	GST Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (Three years) with government bodies/ KVS	
10	Self- certificate for non-blacklisting and Declaration	
11	Total No's of employees in the Agency	
12	Annual Turnover 2018-19 2019-20 2020-21	Rs. Rs. Rs.
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2018-19 2019-20 2020-21	_____ _____ _____
15	Earnest Money of Rs..... in favour of "Kendriya Vidyalaya NO 1, BOKARO VVN Account" payable at Bokaro is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch.....
16	Attested Copy of License obtained from Govt of Jharkhand under PSARA Act to run private security agency (attach a copy)	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

DETAILS OF CONTRACTS FOR PAST THREE YEARS
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DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY/CONSERVANCY/ HOUSE KEEPING/ GARDENING SERVICES DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(Attach separate sheet for more years of experience in providing security/ conservancy/ gardening services.)

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

Ref: F. No.....

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....

.....
(name & address of Agency/firm) is neither blacklisted by any Government Department/
Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

DECLARATION BY THE TENDERERS:

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed. (Latest EPF/ESI statement attached)

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

ANNEXURE- E
FORMAT OF FINANCIAL BID

(All figures in Rs.)

Sl. No	Category of Manpower	No. of manpower required	Unit monthly remuneration (for 26 days)	EPF	ESI	Service charges /profit (Per unit)	Total monthly remuneration per unit (4+7)	Total Monthly Cost
1	2	3	4	5	6	7	8	9
1	Security Guard			Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			

NOTE:

1. GST/ **Service Tax** is not chargeable from educational institutions.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. EPF and ESI will not be considered while preparing the comparative statement.

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of **Rs. (Rupees.....)** is furnished herewith vide Bank Guarantee / Demand Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Date:

Seal: