

पीएम श्री केन्द्रीय विद्यालय क्रमांक 2, गया  
बिहार - 823005  
PM SHRI KENDRIYA VIDYALAYA NO .2, GAYA  
BIHAR-823005

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Website: <https://no2gaya.kvs.ac.in/>



## TENDER DOCUMENT

# **SECURITY SERVICES, CONSERVENCY, SUB-STAFF & GARDENDER 2024-25**

## **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 five 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 "**KENDRIYA VIDYALAYA NO2 GAYA VVN**" payable **at GAYA.**

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.

Bid Documents are also available for viewing on the website of PM SHRI Kendriya Vidyalaya No .2, Gaya i.e. <https://no2gaya.kvs.ac.in/>

**PM SHRI KENDRIYA VIDYALAYA NO.2, GAYA**  
**(BIHAR) 823005**

No. F.28029/ 2024-25/ KV2G

Dated: 03.08.2024

**ISSUED FROM 03.08.2024 TO 18.08.2023 on GeM portal**

**TENDER DOCUMENT**

Sub **Inviting Bid on GeM Portal for engaging Service Provider Firm for providing Manpower (Security Guard, Conservancy like Cleaning/Sweeping and Gardner,Sub-staff etc) through service contract.**

Sir/Madam,

The PM Shri Kendriya Vidyalaya No .2, Gaya (BIHAR), a centrally funded Autonomous Body, 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. (a) Area of Building: 9.97 Acres Having approximately. 50 rooms and 25 Toilets, meeting room, auditorium, corridors, stairs, and open areas as well as enclosed surrounding areas on the ground floor. Advised to visit the location.

(b) Competitive Bids are invited on GeM portal by the **KENDRIYA VIDYALAYA NO.2, GAYA** from **the reputed registered Consultant / Service Provider Firms for providing Manpower through service contract** initially for a period of **01 (One) year with effect from 01/09/2024 (Ist Sept 2024)** as indicated below.

S.No.	Category of Manpower	Nos	Minimum qualifications or /experience	Timings
1.	<b>Watch &amp; Ward (Security Guard)</b>	03	Middle School/ not required	<b>1. 06.00am to 2.00 pm 2. 2.00 pm to 10.00 pm 3. 10.00 pm to 6.00 am</b>
2	<b>Sweeper &amp; Cleaning</b>	04	Primary Standard (One staff should be ladies)	<b>From 7.00 am to 11.40 am and 12.10 pm to 3.30 pm</b>
3	<b>Gardner</b>	02	Primary Standard	<b>DO</b>
4	<b>Sub-Staff</b>	02	Primary Standard/Not Required	<b>Till office time</b>

\*The requirement of manpower may increase or decrease depending upon actual requirement by the Vidyalaya

**An outline of tasks to be carried by the deferent category of manpower provided is detailed as under.**

S.No.	Category of Manpower	Responsibility
1.	Watch & Ward (Security Guard)	Duties all the days including Holiday and round the clock of school building and its premises.
2	Sweeper	All the days except Sunday. Cleaning of school building, Toilet, Class Rooms including dusting of Desk, Bench, Table, Chairs etc.

3	Gardner	All the days except Sunday Cleaning of Gardening
4	Sub-Staff	All the days except Sunday & Holidays.

### 3. **Quoted Price**

- (a) The Bidder shall quote unit rate per month (26 days for security services and 26 days for cleaning and gardening services) which shall comprise of **monthly remuneration, OTA rate, EPF, ESI & other statutory costs and service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure-A enclosed) or as per GEM Portal.**
- (b) **If the firm quotes NIL charges over & above minimum wages, the bid documents shall be treated as unresponsive and will not be considered.**
- (c) **The Service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.**
- (d) Hourly rate of OTA should not exceed **monthly remuneration  
26X8**
- (e) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if mended.
- (f) **Correction if any shall be made by crossing out, initialing, dating and rewriting only will be accepted.**
- (g) Submission of EMD is exempted for all including MSME/SSI/Udhyog Aadhar Registered firms if documentary proof has been uploaded.
- (h) The selected firm must furnish **Performance Security** in the form of an Account Payee Demand Draft, Banker's Cheque or Transfer to a/c through NEFT/RTGS for an amount **of 5 % of tender value for 12 months (lumpsum) or as per rule** 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. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (i) **Telex or Facsimile Bids are not acceptable.**

4. Each Bidder must submit only one Bid.

### 5. **Validity of Bid:**

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

### 6. **Terms and Conditions:**

- (a) **The remuneration shall be disbursed through NEFT/RTGS ONLY.**
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees account provided to the PM Shri Kendriya Vidyalaya No.2, Gaya as per the monthly remuneration and OTA charges quoted 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, Gaya supported with the following documents: -
- (i) **Details of disbursement made to the staff furnishing bank details for each payment.**
- (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.
- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contact.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (f) The normal office hours of KVS is from 07.00 AM to 3.00 PM six days from Monday to Saturday. However, KVS reserves the right to request the services on Sunday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/Holiday/beyond office hours. However, **overtime hours in a month will not exceed 54 hours.**
- (g) 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 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only **after scrutiny by KV NO.2, GAYA**. 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 Kendriya Vidyalaya, No.2, Gaya. 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 shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the PM Shri **KV NO.2, GAYA** 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 KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) The characters & antecedents of the Candidates/Manpower provided by the Contracting Agency should be verified.

## 7. **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) **(i) Brief profile of the company and evidence to establish that the bidder has Successfully executed contracts of similar nature i.e working in Kendriya Vidyalaya in the last 3 (Three) years. (ii) Include affidavit that not black listed by any govt. orgization on legal paper.**
  - (b) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clientele during last 5 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 BIHAR GST Registration.
  - (h) Attested Copy of license under **(PASARA Act.) Private Security Agency Regulation Act. 2005 obtained from BIHAR DGP for running the business of private security agencies operating in the BIHAR and BIHAR PASARA should be enforce till the currency of contract and must be shown on Bihar Gov. appropriate portal.**
  - (i) **It is mandatory for the Contracting agency to submit/upload the attested copy of Valid registration certificate obtained from the competent department of BIHAR /Central Govt. for deploying Security Guard, Conservancy and Gardner Works, failing which the bid will be treated as disqualified/non-responsive.**
  - (j) List of Clienteles during last 5 years along with cost of assignment.
  - (h) Remuneration of staff quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, in the **Govt. of INDIA/Govt. of Bihar (Whichever is Maximum)** shall render the Bid disqualified for evaluation. **Also, the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.**
  - (J) The evaluation will be done based on total for all the items listed at 8 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.
  - (K) **Bidder Office (Registered) location must be in BIHAR on basis of valid paper.**
  - (L) **Bidder local office location must be in Gaya(Bihar).**

## 8. **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 as per rate on Gem Portal (Government rate)
- (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 is accepted for the award of contact. 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 the contract.

(e) **RECOVERY**- PM Shri Kendriya Vidyalaya No .2, Gaya shall have right to impose cash penalty on the agency or deduct such amount from its Performance Security deposit in case of Kendriya Vidyalaya No .2, Gaya being put to any financial loss directly or indirectly by any act of commission on the part of agency.

(f) **Termination of Contract: - The Contract can be terminated without assigning any reason.**

## 9. Last date and time of receipt of Bids

You are requested to submit the bid for providing Security Guard, Conservancy and Gardner worker in PM Shri Kendriya Vidyalaya No .2, Gaya on **GeM Portal within stipulated time of 15 days.**

## 10. Opening of Bid:

**Bid will be opened in the presence of nominated authority by Chairman and Vidyalaya tender Committee notified for this purpose after last date and time of submission of Bid on GeM Portal.**

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- (a) **Yearly/ Annual Turn Over of Agency must be 2 Crore.**  
 (b) **Performance Security @ 5% of Total Tender Value.**  
 (c) **Experience must be 10 years in any Educational Institutes.**  
 (d) **The Rate of Sub-Staff/attendant quoted as per Sweeping & Cleaning.**  
 (e) **The site visit is necessary before opening the technical bid.**

**सब-स्टाफ (MTS) के लिए नियम व शर्तें:-**

1. सब-स्टाफ का कार्य **MTS (MULTI TASKING STAFF)** के रूप में रहेगा।
2. सब-स्टाफ के लिए एजेंसी के तरफ से अलग से वर्दी उपलब्ध कराना अनिवार्य होगा।
3. सब-स्टाफ का कार्य अवधि सरकार द्वारा निर्धारित मापदंड एवं समय-समय पर प्राचार्य के आदेश के अनुसार मान्य होगा।
4. सरकारी अवकाश के दिन सब-स्टाफ के लिए छूट्टी रहेगा।
5. सब-स्टाफ के मजदूरी का गणना 26 दिन के आधार पर होगा।
6. चयनित फर्म को सम्बंधित सब-स्टाफ का आधार कार्ड की छायाप्रति एवं पुलिस सत्यापन प्रमाण-पत्र जमा करना होगा।

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(RAJESH SRIVASTAVA)  
 PRINCIPAL

PM Shri Kendriya Vidyalyaya No.2, Gaya



## Annexure - A

<b>PERFORMA FOR TECHNICAL BID – GARDENER/CONSERVANCY/SECURITY SERVICES/SUB STAFF</b>		
1	<b>Name of Agency</b>	
2	<b>Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)</b>	
3	Full Address of <b>Registered Office</b> 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 Bankers certificate of account maintenance for the last three years 2019-20 to 2021-22) 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 2019-20 2020-21 2021-22	<b>Rs.</b> <b>Rs.</b> <b>Rs.</b>
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2019-20 2020-21 2021-22	_____ _____ _____
15	Attested Copy of License obtained from Govt	

of BIHAR under PSARA Act to run private security agency (attach a copy)	
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**Signature of authorized person.....**

**Date:.....**

**Place:.....**

**Name:.....**

**Seal:.....**

<b>DETAILS OF CONTRACTS FOR PAST FIVE YEARS</b>
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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 SERVICES/GARDNER 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				

(If the space provided is insufficient, a **separate** sheet may be attached)

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal .....

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

*Annexure-C*

**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//

**Annexure-D**

**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 .....

## CHECK LIST OF DOCUMENTS TO BE UPLOADED

<b>Sl.No</b>	<b>Document</b>	<b>Uploaded/Not Uploaded</b>
1	Tender document signed and stamped ( Terms & Conditions and Other Instructions etc.)	
2	Audited Account Statement (2021-22, 2022-23, 2023-24)	
3	EMD	
4	Proof of Exemption Certificate if exempted from EMD	
4	Registration / Incorporation Certificate	
5	Labour License under the Contract Labour Act (1970)	
5	ESIC Registration with latest paid challan	
6	EPFO Registration with latest paid challan	
7	GST Registration	
8	PAN Number	
9	Declaration Form	
10	Technical Bid	
11	Financial Bid	
12	Satisfactory Performance Certificate from the previous Employer	

## Annexure – ‘A’

## Kendriya Vidyalaya, No.2, Gaya

Format of Bid for watch &amp; ward (Security Guard), Mali, Sweeper &amp; Sub-Staff

Sl. No	Category of Manpower	Number							
			Unit monthly remuneration per person per month (26 Day's)	EPF rate (As per Govt. rules)	ESI Rate (As per Govt. rules)	Service charges including overhead and profit (As per Govt. rules)	Monthly Unit rate (Col. 4+5+6+7)	Total monthly cost (Col. No. 8x3)	OTA per hour
1	2	3	4	5	6	7	8	9	10
01	Security Guards (Watch and Ward) - Male	03							
02	Sweeper/Cleanliners (Male)	03							
03	Sweeper/Cleanliners (Female)	01							
04	Gardener (Mali)	02							
05	Sub-Staff/Attendant	02							

- Note:** 1. Rate quoted as per Central Govt./State Govt. (whichever is Maximum) for 26 days and remaining days claimed as OTA.  
2. Taxes shall be quoted separately (if applicable)  
3. In case of discrepancy between unit price and total price, **the unit price shall prevail.**

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. .... (Rs. ....) is furnish herewith vide Bank Draft No ..... Dated ..... Drawn on **Gaya**

Signature:.....  
(Bidder)  
Name : .....  
Seal of Firm

Date : .....

Place : .....