

F: 3-37/KV1TBM/2017-18/

Date: 17.01.2018

To

TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya No.1.AFS. Tambaram a centrally funded Autonomous Body, is a society registered under Societies' Registered 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.

2. Sealed competitive Bids are invited by the K.V.NO.I, AFS TAMBARAM, CHENNAI-73 from the reputed / registered consultant / service provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f .01.03.2018 which may likely to be extended, as indicated below:

A. Area of the Building : 3500 Sq.Mtr having approximately 66 rooms and 36 Toilets, meeting room, auditorium. Canteen, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the Building: Kendriya Vidyalaya No.1, AFS Tambaram
Madambakkam Camp, Selaiyur, Chennai-600073.

B. Man power required:-

S.No.	Category of Manpower	Minimum Qualifications or and experience	Nos. of personnel required in the shifts	Shift Timings
1.	Security Personnel	Primary Std	06 (Six)	7.00 am to 4.30 pm

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

S.No.	Category of Manpower	Responsibilities
1	Security Services	There are two gates for the Vidyalaya. The gate near to principal room will be guarded round the clock by 3 people(8hrs each)
		The gate near to cycle stand will be guarded between 8.00 a.m. to 4.00 p.m.(8 hrs).
		To provide security from theft /damage to School Property
		To monitor the incoming / outgoing students / parents / other.
		To abide by the instruction given by the Principal or anyone authorized by him from time to time.

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

- i) Closely monitoring their assigned location. Guards to spot suspicious behavior and prevent problems including illegal activity. Security personnel who guard entrances & exist must thoroughly screen people.
- ii) One of the most important duties of school security guard is to provide facility to building and the surrounding grounds.
- iii) To check whether lights & fans are switched off in all the classrooms after the school hours.

3. Quoted Price:

- a) The Bidder shall quote unit rata which shall comprise of monthly remuneration EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure –A).
- b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- c) Hourly rate of OTA should not exceed monthly remuneration
30 x 8
- d) 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.
- e) Correction if any shall be made by crossing out, initialing, dating and rewriting.

- f) The Bidder shall deposit **Rs.7500/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **PRINCIPAL, Kendriya Vidyalaya No.1, AFS Tambaram, Chennai,** payable at Chennai as earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- g) No payment for the supervisors, it is the responsibility of the Agency to monitor the works of their employees.
- h) The selected firm has to furnish performance security in the form of Bank Guarantee / DD for an amount of **Rs.25000/-** valid for fourteen months 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.
- i) Telex of Facsimile Bids are not acceptable.
4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid 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 cheque at the Vidyalaya premises in the presence of representative of the Vidyalaya firm/Agency or its constituent .
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Kendriya Vidyalaya, No.1. AFS. Tambaram, Chennai,** as per the monthly remuneration quoted without any deduction.
- c) The Contracting Agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the **Kendriya Vidyalaya, No.1. AFS. Tambaram, Chennai,** supported with the following documents:-
- i) Details of disbursement made to be staff furnishing cheque 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/bill.

- 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 contract.

- e) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor /Client.
- f) The normal office hours of **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73 is from 8.30 am to 4.30 pm** five/six days from Monday to Friday /Saturday. However, **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73** reserves the right to request the Contracting Agency will provide the security services round the clock all the days in month according to the duty timing shown at pre-paes/above. **Kendriya Vidyalaya, No.1.AFS. Tambaram, Chennai-73 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.
- 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 = $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- h) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73**. 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 **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73**. 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 **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73** 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 **Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73.**, reserves the right to claim and recover damages from contracting Agency.
- k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

- l) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are below the age of 50 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 supervisor are free from Aid or any other infectious disease before deployment for work.
- m) The Kendriya Vidyalaya , No.1.AFS. Tambaram, Chennai-73., shall provide a small guard room/space for security guards deployed by the Contyractin Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insingnia.

7) Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and confirm to the terms & conditions in the following manner.

- i) The bid will be treated as non- responsive if following documents are not attached : -
 - a) Brief profile of the company and evidence to establish that the bidder has Successfully executed contracts of similar nature and magnitude in the last 3(three) years.
 - b) Audited Balance Sheet & Profit and Loss Account
 - c) List of clientele during last 3 years along with cost of assignment.
 - d) PAN No. and Current IT clearance certificate.
 - e) Attested copy of proof of EPF registration.
 - f) Attested copy of proof of ESI registration
 - g) Attested copy proof of Service Tax Registration
 - h) The Bidder shall deposit **Rs.7500/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **PRINCIPAL, KENDRIYA VIDYALAYA.NO.1.AFS. TAMBARAM payable at Chennai** as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, skilled, clerical and non-technical supervisory staff, in the **TAMIL NADU** (name the state / UT) shall render the Bid disqualified for evaluation.
- iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluation.

8. Award of contract:

- a) The Indentor 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 para 7.
- b) The Indentor reserves the right at the time of award of contract to

Increase or decrease the requirement of manpower indicated in para I above.

- c) The indentor 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 indentor 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.

9. Last date and time of receipt of Bids.

You are requested to send the Sealed Bids superscribed on the envelope as "Bids for providing Security services on service charge basis" by Speed Post to be received latest by 10.00 a.m on or before 29.01.2018"

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya, No.1, AFS Tambaram, Chennai – 600 073.

The Sealed Bids received will be opened at 3.00p.m on 29.01.2018

Yours faithfully,

Signature:

Name:

Designation:

For and on behalf of the

Kendriya Vidyalaya No.1.AFS.Tambaram,Chennai.

ANNEXURE: A

FORMAT OF BID

Sl.No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Monthly unit rate (Col.4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col.8x3)
1	2	3	4	5	6	7	8	9	10

NOTE : 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 and 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 Draft No. _____ dated: _____ drawn on _____.

(Bidder)

Signature:

Name _____

Date & Time _____