



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

# **TENDER PAPER** निविदा

**KENDRIYA VIDYALAYA NO.3**

**BOKARO STEEL CITY, JHARKHAND - 827010**

**Telephone No: 06542-253694**

**mail:Kv3bokaro@gmail.com/Website:www.kv3bokaro.org.**

**PERFORMA FOR TECHNICAL BID – SECURITY & CONSERVANCY (SWEEPER AND GARDENER)**

**TENDER FOR EMPANELMENT OF SUPPLIERS FOR SUPPLYING  
Security Personals & Conservancy (Sweeper and Gardener)**

1. Name of the Contractor (Tender) : \_\_\_\_\_
2. Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
- CONTACT NUMBER : \_\_\_\_\_
- CELL PHONE : \_\_\_\_\_
- EMAIL : \_\_\_\_\_
- WEBSITE : \_\_\_\_\_
3. PAN NO. : \_\_\_\_\_
4. Registration No. under shop & Estt. Act : \_\_\_\_\_
5. Type of Establishment : \_\_\_\_\_  
Whether Govt/ semi-Govt./Private : \_\_\_\_\_
6. TIN NUMBER / GST NUMBER : \_\_\_\_\_
7. ANNUAL TURN OVER : .....
8. EXPERIENCE : .....
9. AUDITED BALANCE SHEET : .....
10. ESI REGISTRATION NO : .....
11. EPF REGISTRATION NO : .....

Earnest money of Rs \_\_\_\_\_/-has been deposited vide Pay Order/DD NO. \_\_\_\_\_ Dated \_\_\_\_\_ in favour of VVN ACCOUNT, KENDRIYA VIDYALAYA NO.3 BOKARO. All the terms and conditions as mentioned in the tender documents are acceptable to me/us.

SIGNATURE OF TENDERER

Note: - Tender documents along with rates are to be submitted duly signed and dated with this form in every page.

**Kendriya Vidyalaya No.3, Bokaro Steel City-827010**

**Telephone No:06542-253694**

**E-mail:Kv3bokaro@gmail.com/Website:www.kv3bokaro.org.**

**Ref No: F.1-25/KVB-3/2021-22/**

**Date :**

SPEED POST

To,

\_\_\_\_\_  
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Subject: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract"

Sir/Madam,

The Kendriya Vidyalaya (Kendriya Vidyalaya No 3, Bokaro), 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.

Sealed competitive Bids as per the format and conditions indicated below are invited by the Kendriya Vidyalaya No.3 Bokaro Steel City 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** 01-07-2021 (which may be extended by another one year):

**Address/Location of the Building : KENDRIYA VIDYALAYA NO.3**

**NEAR BOKARO RAILWAY STATION BOKARO, JHARKHAND 827010**

A. (i) Man power required:-

<b>S. No.</b>	<b>Category of Manpower</b>	<b>Minimum qualifications or/and experience</b>	<b>Number of personnel required in the shifts</b>
1.	Security Guards ( WITHOUT ARMS)	Middle Standard	04(FOUR)

**Maximum four security guards.**

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

<b>S.No.</b>	<b>Category of Manpower</b>	<b>Responsibilities</b>
1.	Security Guards	To provide round the clock security services for school building located in 15 acres campus and open area as well as enclosed surrounding.

(ii) Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1.	Workers for cleanliness – 01 Man & 01 Woman	Primary standard	02
2.	Gardener	Primary standard	01

Total 02 (Two) Workers for Cleanliness and 01 (One) Gardener.

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.	Workers for cleanliness	To clean the Campus, Class rooms, office wherever he/she is deputed
2.	Gardener	To maintain the school garden.

**B. RESPONSIBILITIES:- SECURITY/GUARD**

1. To provide security/ guard the Vidyalaya/ office wherever he is deputed.

**RESPONSIBILITIES:- Scope of work (Conservancy)**

a. Daily work (from 07 AM to 03 PM) or as may be decided by the Institute.

1. Sweeping of entire area of the Institute and surrounding of Building including residential complex and collection of all waste material and disposal of the same as per the instructions of the Principal.

2. Cleaning and washing of toilets and Cleaning of the floor area with floor duster and mopping with detergent/ disinfectant etc. once in the morning before opening the Institute and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of phenyl etc. in the rooms for keeping the rooms free from mosquitoes, flies etc

**C. Quoted Price: -**

a. The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached {Annexure-A}.

b. The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately.

c. The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

d. The Bidder shall deposit an EMD of Rs 5000/- (Five Thousand only) in the form of an Account Payee Demand Draft, FOR Banker's Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the

same may be drawn in favour of **Kendriya Vidyalaya No. 3, Bokaro,** payable at **Bokaro Steel City** as EMD along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- e. The selected firm must furnish **Performance Security** in the form of an Account Payee Demand Draft, FOR Banker's Cheque or Bank Guarantee for an amount of 10% 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.
- f. Telex or Facsimile Bids are not acceptable.

D Each Bidder must submit only one Bid.

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

**F. Terms and Conditions:**

- a. The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directs them cheque/RTGS/NEFT, after obtaining authorization from engaged staff.
- b. The Contracting Agency will ensure payment by the 5 (fifth) of every succeeding month to their employees provided to the KV NO.3, BOKARO office/premises as per the monthly remuneration quoted without any deduction.
- c. The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate and making the payment to the employees provided to the KV NO.3, BOKARO office/premises 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 K V No3, Bokaro as Proof of payment of statutory obligatory 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.
- d. The Contracting Agency will provide Identity Cards with mention of EPF/ UAN and ESI numbers, to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- e. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Inventor/Client.
- f. It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home Department, Govt of JHARKHAND under PSARA Act for running the business of private security agencies operating in the state of JHARKHAND, failing which the bid will be treated as disqualified/non-responsive.
- g. The normal office hours of KV NO.3, BOKARO is from 07.00 am to 03.00 pm five/ Six days from Monday to Friday/ 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. Kendriya Vidyalaya No3, Bokaro 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.

- h. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A1$$

where  $A1 = \frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

1. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV NO.3, 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 the KV. 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 KV shall be made within 24 hours.
- k. The contracting Agency will be required to sign a contract with the KV NO.3, BOKARO 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.
- l. The antecedents-of all the workers will be got verified from the police by the Contracting Agency and submitted to KV NO.3, BOKARO before deployment for work.
- m. The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, and cleaner sufficient SC/ST workers who are below the age of 50 years as well as physically & medically fit.
- n. The KV NO.3, BOKARO shall provide a small guard room/space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office, except the staff of Contracting Agency on duty.
- o. The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with all the security equipment (Torch, Lathi ect)
- p. The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.
- q. In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency. The entire responsibility for taking security measures of the said building/ premises is of the agency and the vidyalaya will not be liable pay any things for the security lapses as provided. The agency will be responsible for any loss of property etc for negligence of persons employed by the agency.

#### **G. Evaluation of Bid:**

Sealed Competitive Bids are invited by Kendriya Vidyalaya No 3, Bokaro under Two Part Bid System containing Technical Bid and Financial Bid from reputed registered Service Provider firms. Technical Bid and Financial Bid should be deposited separately.

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

- i. The bid will be treated as non-responsive if following documents are not attached: -
  - a. Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, 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.15 lacs during last three years in case tender process is done at Vidyalaya level and Rs. One Crore in case tender process is done at Central level.
  - c. The agency should possess valid ISO 9001 certification.
  - d. Audited Balance Sheet & Profit and Loss Account.
  - e. List of clientele during last 3 years along with cost of assignment.
  - f. PAN No. and Current IT clearance certificate. - 3 Years
  - g. Attested copy of proof of EPF registration.
  - h. Attested copy of proof of ESI registration.
  - i. Attested copy of proof of GST Registration.
1. EMD of Rs...5000/-..... (Five Thousand only) in the form of an Account Payee Demand Draft, or Banker's Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of Kendriya Vidyalaya No.3, Bokaro, payable at Bokaro Steel City
2. Remuneration of staff quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, in the Govt. of India shall render the Bid disqualified for evaluation. Also, the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.
3. The evaluation will be done based on total for all the items listed at 1-3 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**H. Award of Contract:**

- 1 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 para H.
2. 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.
3. 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.
4. Notwithstanding the above, the Indent or 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.

**I. Last date and time of receipt of Bids: -**

You are requested to submit the Sealed Bids super scribed on the envelope as "BIDS FOR PROVIDING SECURITY SERVICES, CLEANLINESS AND GARDENER IN KV No.3, Bokaro ON SERVICE CHARGE BASIS" within 21 days of publication of this notice in KV Website. The bids completed in all respect may be deposited at KV No.3, Bokaro latest by 03-06-2021 up to 03.00PM.

The bids will be opened at 12.00 PM on 14-06-2021, at KV No.3, Bokaro before a duly constituted committee and in the presence of present bidders, if attend 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 earnest money of Rs. 5000/- (Rupees Five Thousand Only)** is to be deposited along with tender document.

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.

Yours Sincerely,



Signature

प्राचार्य/Principal  
कवि न-3, बोकारो / K V NO-3 Bokaro  
एखण्ड-827010 / Jharkhand-827010

Name: Dr. (Mrs) Gopa Mukherjee

Designation: PRINCIPAL I/C

For and on behalf of the  
Kendriya Vidyalaya No.3, Bokaro

**Note:- If the rates of all the firms are same then experience and previous accomplishment / track record of the firm will be considered for awarding the contract.**



**PERFORMA FOR FINANCIAL BID – SECURITY & CONSERVANCY (SWEEPER AND GARDENER)**

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit per day remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms/bonus etc. including overhead profit
1	2	3	4	5	6	7
1	Security Guard without arms	01	As per minimum wages act of government of india / Gov. of Jharkhand whichever is higher	As per government notification.	As per government notification.	
2	Gardener	01	As per minimum wages act of government of india / Gov. of Jharkhand whichever is higher	As per government notification.	As per government notification.	
3	Cleaner	01	As per minimum wages act of government of india / Gov. of Jharkhand whichever is higher	As per government notification.	As per government notification.	

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 Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

<b>DETAILS OF CONTRACTS FOR PAST THREE 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/ 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//

*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 .....