

KENDRIYA VIDYALAYA ADRA

Ref No. F.250222/2019-20KVAdra/

Date:-

To

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

Sir/Madam,

1. Sealed competitive Bids are invited by the Kendriya Vidyalaya Adra from the registered Service provider firm for providing Manpower through service contract for a period of (one) 1 Year w.e.f 01-12-2019.

A. Area of the Building : 34 Rooms, 12 toilets 12 Urinals, Corridor and open areas(Field & Garden) as well as enclosed surrounding areas on the ground floor ,first floor & roof. Parties are advised to visit the site of working.
/ Work area

Address/Location of the Building :

Kendriya Vidyalaya Adra

P.O. ADRA, DIST. PURULIA (W.B.)PIN- 723121

| S.No | Category of Manpower | Minimum qualifications or/and experience | Number of personnel required in the shifts | As per the following shifts |
|------|----------------------|--|--|-----------------------------|
| 1. | Security Guards | Unskilled | 03(three) | Round the clock |
| 2. | Sweeper | Unskilled | 02(One) | 7:00am to 4:00pm |
| 3. | Mali | Unskilled | 01(One) | (One Hour Lunch Break.) |

2. 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 service tax 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 duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
 - d. The bidder shall deposit Rs.10,000/- 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 Kendriya Vidyalaya Adra Payable at SBI, Adra as earnest money along with the Bid. The earnest Money shall be returned to the Unsuccessful bidders after the award of the contract.

- e. The selected firm has to furnish performance security in the form of Bank Guarantee/ DD for an amount of 10% of the bid 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 security is submitted by the contracting Agency.
- f. Telex or Facsimile Bids are not acceptable.
3. Each Bidder must submit only one Bid.
4. Validity of Bid.
The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of bids.
5. Terms and Conditions:
- a. The remuneration shall be disbursed through cheque at KV Adra's Premises in the presence of representative of the Principal or its constituent.
- b. The contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV Adra's office as per the monthly remuneration quoted without any deduction.
- c. The Contracting Agency will submit the invoice /bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KV Adra's office supported with the following documents :-
1. Details of disbursement made to the staff furnishing cheque details of each payment.
 2. 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. It is mandatory for the contracting Agency to submit the attested copy of license obtained from the govt. of Kolkata for running the business of private security agencies operating in the Adra failing which the bid will be treated as disqualified/nonresponsive.
- g. The normal office hours of KV Adra is from 8:00 am to 4:00 pm six days from Monday to 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 prepares/above. KV 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 the following formula:
Total Monthly Remuneration = Monthly remuneration-A1
where $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{nos. of days of present}$

- i. The Candidates / Manpower provided by the Contracting Agency Shall be accepted only after scrutiny by KV Adra. 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 KV Adra. 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 candidates on account of absence / unsuitability for KV shall be made within 24 hours.
- j. The contracting Agency will be required to sign a contract with the KV Adra 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.
- k. In case of any loss, theft/sabotage caused by / attributable to the personnel deployed, the KV Adra reserves the right to claim and recover damages from contracting Agency.
- l. The antecedents of all the workers will be got verified from the police by the contracting Agency before deployment for work.
- m. 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 Aids or any other infectious & dreadful disease before deployment for work.
- n. The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

6. 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:

1. The bid will be treated as non-responsive if following documents are not attached:
 - a. Attested copy of license obtained from the Home Department Govt. of Kolkata /West Bengal for running the business of private security agencies operating in the Kolkata /West Bengal.
 - 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.
 - c. Audited Balance Sheet & Profit and Loss account.
 - d. List of clientele during last 3 Years along with cost of assignment.
 - e. PAN No. and Current Income Tax clearance certificate.
 - f. Attested copy of proof of EPF registration.
 - g. Attested copy of proof of ESI registration.
 - h. Attested copy of proof of Service Tax Registration.
 - i. The Bidder shall deposit Rs. 10,000/- 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 KendriyaVidyalaya Adra payable at SBI Adra as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract .
 - ii. Remuneration of Staff, quoted below the minimum wages applicable for in the Central Govt. of India . shall render the Bid disqualified for evaluation.
 - iii. the evaluation will be done for all items put together indenting office will award the contract to the lowest evaluated responsive bidder.

7. 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 para 6
- b. The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para above.
- c. The indenter prior to the expiry 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 Bid and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

8. Last date and time of receipt of Bids

You are requested to submit the sealed Bids superscribed on the envelope as "Bids for providing Security Services & conservancy in Kendriya Vidyalaya Adra on service charge basis" up to 27-11-2019. The tender will be opened on 28-11-2019 at 12.00 Noon at Kendriya Vidyalaya Adra in the presence of bidders. If the last date of depositing and opening of tenders happens to be declared Holidays, then the tenders will be opened on the next working days, other terms and conditions and the time schedule will remain unchanged. An earnest money of 25000/- (Rupees Twenty Five Thousand only) is to be deposited along with tender documents.

The Indenter looks forward to receive the Bid in the prescribed format of Bid attached only appreciate the interest of the service provider in the KV.

Yours faithfully,

(J.BANERJEE)
PRINCIPAL
KV ADRA

FORMAT OF BID.

(All figures in Rs.)

| S.No | Category of Manpower | Number of Manpower | Unit monthly remuneration | EPF Rate | ESI Rate | Service charges/charges of uniforms/bonus etc. including overhead profit | Monthly Unit rate (Col.4+5+6+7) | Total monthly cost(Col.8X3) |
|------|----------------------|--------------------|---------------------------|----------|----------|--|---------------------------------|-----------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Note : 1. 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 documents and also agree to enter into the agreement as per the specification of the format enclosed. Bid Security money of Rs. _____ (Rupees _____)

_____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on

SBI Adra.

(Bidder)

Signature: _____

Name: _____