



केन्द्रीय विद्यालय वेल्डिंग्टन

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KENDRIYA VIDYALAYA WELLINGTON

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन/

Under the Ministry of HRD, Govt. of India)

पो.ऑ. बैरेक्स, नीलगिरी/ BARRACKS (PO) THE NILGIRIS, तमिलनाडु/ TAMIL NADU,

PIN - 643 231

E-Mail: kvw\_principal@yahoo.com , Website: www.kvwellington.ac.in

फोन नं./Phone : 0423 - 2234797, फैक्स/ Fax : 0423 - 2234797

DATE: 02.01.2021

## TENDER NOTICE

Sealed Bids/Tenders are invited for awarding contract for out-sourcing. House Keeping / Gardening / Security Services in Kendriya Vidyalaya Wellington - 643231. The Tender forms/documents can be downloaded from our Vidyalaya website <https://wellington.kvs.ac.in/work> and Sealed Tender forms should be submitted. The cost of application form for the tender is Rs. 500/- to be deposited in the form of DD on the name of "KV Wellington VVN A/c". Last date for submission of sealed tender document is 18.01.2021 (Monday) by 2.00 pm. Tender forms will be opened on 19.01.2021 by 11.30 am.

PRINCIPAL

**TENDER DOCUMENT**

Sub: Inviting bid for engaging service provider firm for providing Manpower through service contract-REG.

Sir/Madam,

The Kendriya Vidyalaya Sangathan 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 and others.

1. Sealed competitive bids are invited by the Kendriya Vidyalaya Wellington from the reputed consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year i.e., from 01.02.2021

**Address/Location of the : Kendriya Vidyalaya Wellington  
Barracks (PO) The Nilgiris- 643 231**

S. No.	Category of Manpower	No. of personnel required
1	Security Guard without arms	03 Gents
2	Workers for cleanliness	03 Ladies

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

S. No.	Category of Manpower	Responsibilities
1	Security Guards	To provide round the clock security services for school building, campus and assembly ground and open areas as well as enclosed surrounding.
2	Workers for cleanliness ( WITHOUT MATERIAL )	Sweeping & Cleaning the entire area of the school building having rooms and toilets, open area and its surroundings, and such other related work as per the instruction of the Principal. Parties are advised to see the location. (excluding Activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993.

## 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 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.
- (d) The selected firm has to furnish performance security in the form of Demand Draft for Rs.10,000/- (Rupees ten thousand only) drawn in favour of “ VVN A/c Of K V Wellington”, payable at Coonoor valid for a period of 6 months from the date of notification of Award / or Bank Guarantee
- (e) Telex/Facsimile Bids are not acceptable.

3. Each bidder shall submit only one Bid.

4. Validity of Bid:

The Bid shall remain valid for a period of not less than 90 days after the deadline fixed for submission of bids.

5. **Terms and Conditions:**

- (a) Remuneration shall be disbursed through Cheque at Vidyalaya premises in the presence of representative of the firm or it's constituent.
- (b) The Contracting Agency will ensure payment by 5<sup>th</sup> of every succeeding month to their employees provided to the K V Wellington as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees provided to the K V Wellington supported with following documents:
  - (i) Details of disbursement made to the 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 receipt of the invoice/bill.

- (d) The Contracting Agency will provide Identity Cards to all the employees valid for the period of contract.
- (e) It is obligatory on Contracting Agency to ensure that the wages paid should not be less than the minimum rates fixed by the Government, from time to time.
- (f) The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be absorbed by the contracting agency.
- (g) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home/ Labour Dept, failing which the bid will be treated as disqualified/non-responsive.
- (h) The normal office hours of K V Wellington is from 08:00 am to 5.00 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 timings shown at pre-pages/above. K V Wellington also reserves the right to request for the services of additional/extra manpower on Sundays / Holidays / beyond school hours. The Contracting Agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (i) 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 =  $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

- (j) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by K V Wellington. Therefore, minimum three bio-data shall be made available against each slot. The candidates may be invited for personal discussion also. NO Conveyance or any other charges will be paid by KV Wellington. In case none is found suitable then additional bio-data shall be made available by the Contracting Agency promptly 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 execute a contract with the K V Wellington. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
- (l) In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the K V Wellington reserves the right to claim and recover damages from Contracting Agency.
- (m) The character and antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work. It is mandatory for contract Agency to submit The Police Verification and Medical fitness Certificate of the employees to the office within 7 days of their appointment.
- (n) The Contracting Agency will deploy the trained/professional Security Guards preferably Ex-servicemen, who are physically fit and mentally alert. Preference will be given to the Ex-servicemen
- (o) The K V Wellington shall provide a small guard room/space for Security Guards deployed by the Contracting Agency. Nobody will be allowed to stay in the office except the Staff of Contracting Agency on duty.
- (p) The Contracting Agency shall provide to their security personnel, Housekeeping persons and Gardener with impressive uniform with insignia.
- (q) If the work is not up to the standard, the head of the Institution and the core committee of this Vidyalaya have rights to cancel the Deed.
- (r) Minimum Service charge should be Rs. 1.
- (s) Price bid should be submitted in sealed covers separately.

## 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.

- (i) The bid will be treated as non-responsive if following documents are not attached :-
  - a) Attested copy of license obtained from the Home/Labour Department for running business of private security agencies in Chennai.
  - 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 and Profit and Loss Account.
  - d) List of clientele during the last three years along with cost of assignment
  - e) PAN No and current IT 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 firm should submit the performance / Bid security in the form of Bank Demand Draft for Rs.10,000/- (Rupees ten thousand only) drawn in favour of " VVN A/c Of K V Wellington", payable at Coonoor valid for a period of 6 months from the date of notification of Award / or Bank Guarantee
  - j) License to engage in the Business of Private Security Agency (PSA).
  - k) EPF should be quoted per day basis.
- (ii) Remuneration of staff, quoted below minimum wages applicable for un-skilled, Semi-Skilled and Non-technical supervisory staff by the **State/Central Govt.** 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 evaluated responsive bidder.

**7. 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.
- (b) The Indentor reserves the right at the time of award of contract to increase/decrease the requirement of manpower indicated 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.

**8. Last Date and time of receipt of Bids.**

You are requested to submit the sealed quotations / Bids, super scribed on the envelope as **“Quotation for providing Security Services/ House Keeping”** latest by **2.00 pm on 18<sup>th</sup> January, 2021**. The Sealed bids/tenders will be **opened on 19<sup>th</sup> January, 2021 at 11.30 am** in the Office of K V Wellington. The bidder or their representatives who choose to be present at the time of opening of Quotations are invited to do so.

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 K V Wellington.

Yours faithfully

**PRINCIPAL**

Encl: Annexure-A

## FORMAT OF BID

S. No	Category of Manpower	Number	Unit Monthly Remuneration	EPF Rate	ESI Rate	Service Charges/ Charges of Uniform/ bonus etc including overhead profit	Monthly Unit Rate (Col.4+5+6+7)	Total Monthly Cost (Col.8 x Col.3)
1	Security guard without arms	3						
2	Workers for House Keeping	03 Ladies						

- NOTE: 1. Service Charges shall be quoted separately (Minimum Rs. 1).  
2. In case of discrepancy between unit price and total price the unit price shall prevail.

(f) 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. 10000/- (Ten thousand only) is furnished herewith vide Bank Demand Draft No. \_\_\_\_\_ Date: \_\_\_\_\_ or Bank Guarantee copy

SEAL

Signature

Name