

Serial No.....
Price Rs.500/-

**KENDRIYA VIDYALAYA JAMALPUR
AT-EAST COLONY, GOLF MARG
POST –JAMALPUR, Distt. - MUNGER
BIHAR – 811214**

**TENDER DOCUMENT
FOR**

**UTILISATION OF CONSERVANCY SERVICES
(2019-20)**

NOTICE INVITING TENDER

THE TENDER DOCUMENT CONTAINS THREE PARTS, NAMELY;

PART-1 - TENDER DOCUMENTS & TERMS & CONDITIONS

PART-II - TECHNICAL BID PROFORMA WITH CHECK LIST OF DOCUMENTS TO BE

ATTACHED WITH IT

PART- III COMMERCIAL / FINANCIAL BID

KENDRIYA VIDYALAYA JAMAPUR

OPEN TENDER NOTICE

Sealed Tenders are invited for awarding contract for out-sourcing the Conservancy/Sweeper, Gardener, Security Guard unarmed in Kendriya Vidyalaya, Jamalpur, The tender form/document can be obtained from undersigned at the above-mentioned address on all working days (between 10.00 AM to 1.00 PM) against non-refundable payment of Rs.500/- (Rupees Five Hundred only) through Demand Draft/Pay Order to be drawn in favour of " KENDRIYA VIDYALAYA JAMALPUR VIDYALAYA VIKAS NIDHI" payable at Jamalpur. The tender documents can also be downloaded from KV Jamalpur web site www.jamalpur.kvs.ac.in in which case cost of tender should also be remitted together with the tender document, failing which tender may be rejected. The tender is invited under two bid system i.e Technical Bid and Financial Bid. Financial Bid of only those tenderers will be opened who qualify in Technical Bid. The last date for submission of the tender document is 5th August 2019 by 1 p.m.

Sd/-

(K.C. MEENA)
Principal

केंद्रीय विद्यालय जमालपुर
पो. जमालपुर जिला - मुंगेर,
बिहार &811214

☎-06344-243128

ईमेल - kvjmp@yahoo.com

Website: www.kvjamalpur.in



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Website: www.kvjamalpur.in

CBSE School Code-08046, Affiliation No. 300006, Station Code-455, K.V. Code-1827

PART-I

TENDER DOCUMENTS

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (out-sourcing the unskilled Conservancy/Sweeper, Un Skilled Gardener, Security Guard (Without Arms).

Sir/Madam,

1. The Kendriya Vidyalaya Jamalpur, a centrally funded School (Under H.R.D.New Delhi).
2. Sealed competitive Bids are invited by the Kendriya Vidyalaya , Jamalpur from the reputed/ registered / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (One) year applicable from the date of award of contract , which may be extended by another one year, as indicated below:-

A). Area of the Building & Premises –

Area of Building 10.5 acres., Total area of the School (Building) 04 Acres , 50 rooms and Boys toilets-13 & Girls Toilets-13, , 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, Jamalpur at – East Colony, Golf Course Road, Post- Munger, Distt. - Munger, Bihar-811214

B. Man power required:-

Sl. No	Category of Man power	Number	Duty Hours	Remarks
1	Security Guard un armed	06	6 A.M. to 02 PM 2 P.M. to 10 P.M 10 P.M. To 06 A.M	
2	Un Skilled gardener	02	9AM TO 5 PM	
3	Unskilled Conservancy/Sweeper	05	6 A.M. to 02 PM (FS)	

3. 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. percentage of profit / service charges etc. As such the bidder while submitting the bid should specifically quote the rate etc. in this regard.
 - (d) The Bidder shall deposit Rs.30,000/-(Thirty thousand only) 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 JAMALPUR VIDYALAYA VIKAS NIDHI" payable at Jamalpur 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 Rs.50,000/- (Rupees Thirty Thousand only) 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.
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/ECS at KV Jamalpur premises in the presence of representative of the KV Jamalpur.
- (b) The Contracting Agency will ensure payment by the 5th of every -succeeding -month to the employees provided to the KV Jamalpur 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 after making the payment to the employees provided to the KV, Jamalpur supported with the 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, GST and any other applicable tax.
 - (iii). Solvency Certificate from Bank for Fifteen lacs.
 - (iv). The service charges/overhead profit should be quoted such that TDS as per income tax rules may be deducted from service charges/overall profit. The bidder quoting less than 2% of service charges will disqualify.

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 Indenter/Client.
- (f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from to Home Department, / Bihar Govt. for running the business of private security agencies operating in Bihar. Failing which the bid will be treated as disqualified non- responsive.
- (g) The normal office hours of Kendriya Vidyalaya, Jamalpur, is from 7. am to 01.40 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 pre-pages above. Kendriya Vidyalaya, Jamalpur 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

Total Monthly Remuneration = Monthly remuneration-A1

where A- =Monthly remuneration X Nos. of days of absence

Nos. of days in the month

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Jamalpur. 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, Jamalpur. 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 Jamalpur shall be made within 24 hours.
- (j) The contracting Agency will be required to sign a contract with the KV Jamalpur 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/attribution to the personnel deployed, the KV Jamalpur 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 unskilled Conservancy/Sweeper, unSkilled Gardener, Security Guard unarmed , who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the above mentioned personnel are free from any other infectious disease before deployment for work.
- (n) The KV Jamalpur shall provide a small guard room/space for 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 insignia.
- (p) The tender is invited under two bid system i.e **Technical Bid** and **Financial Bid**. The interested Service Provider is advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to KV Jamalpur and "Financial Bid for Providing Manpower Services to KV Jamalpur ". Both sealed envelopes should be kept in a sealed envelope supers scribing "Tender for Providing Manpower Services to KV Jamalpur.

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:
- (A) The bid will be treated as non-responsive if following documents are not attached:-
- (a) Attested copy of license obtained from the Home Department, of Bihar Govt. for running the business of private security agencies operating in the State of Bihar.
 - (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) The Annual Turnover statement for the last 3 years should be enclosed along with the qualifying bid certified by a Chartered Accountant.
 - (d) Audited Balance Sheet & Profit and Loss Account last three years.
 - (e) List of clientele during last 3 years along with cost of assignment.
 - (f) PAN No. and IT returns certificate last three years.
 - (g) Attested copy of proof of EPF registration.
 - (h) Attested copy of proof of ESI registration.
 - (i) Attested copy of proof of G.S.T Registration.
 - (j) ISO certificate (for Manpower Only).
 - (k) Attested copy of proof of MSME registration.
 - (l) Registration no. of the firm under Contract Labour (Regulation & Abolition) Act. With supporting document.
 - (m) The total turnover of the agency should not be less than Rs.02 Crore per annum and must have at least 3 years of experience in Housekeeping & Security services.
 - (n) The Agency should have registrations in PSARA Act 2005.
 - (o) The Agency should have at least 100 employees on their payroll.
 - (p) Remuneration of staff quoted below minimum wages applicable for out-sourcing the unskilled Conservancy/Sweeper, unSkilled Gardener, Security Guard un armed in the latest Central Government rates of minimum wages shall render the Bid disqualified for evaluation.
- (B) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

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 2 above. 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. 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 submit the Sealed Bids super scribed on the envelope as "Bids for providing all mentioned services in KV, Jamalpur on service charge basis" within 21(i.e. up to 05.08.19 1.00 pm) days of publication of this notice in the Hindi daily News Paper i.e. " हिन्दुस्तान ". The tenders will be opened at 1.00 PM at KV Jamalpur on 05.08.2019 in the presence of bidders or their representative. 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. First Technical bid will be evaluated. The Financial Bid of only those firms will be opened who qualify in the Technical Bid. Other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.30,000/- Rupees Thirty Thousand only is to be deposited along with tender document. 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 KVS

K C Meena
Designation: Principal
For and on behalf of the
KendriyaVidyalaya Jamalpur

Part – II

Annexure 'A'

TECHNICAL BID PROFORMA WITH CHECK LIST OF DOCUMENT TO BE ATTACHED WITH IT.

The bidder will provide following document in separate envelop marked as "A: TECHNICAL BID" and failing to which the commercial tender will not be open and rejected.

Sl.No	Description	Attached / Not Attached
(a).	Attested copy of license obtained from the Home Department, of Bihar Govt. for running the business of private security agencies operating in the State of Bihar	
(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 last three years	
(d).	List of clientele during last 3 years along with cost of assignment.	
(e).	PAN No. and IT returns certificate last three years.	
(f).	Attested copy of proof of EPF registration.	
(g).	Attested copy of proof of ESI registration.	
(h).	Attested copy of proof of G.S.T Registration.	
(i).	ISO certificate (for Manpower Only).	
(j)	The Annual Turnover statement certified by a Chartered Accountant for the last 3 years should be enclosed.	
(k).	Attested copy of Labour License	
(l)	Attested copy of registrations in PSARA Act 2005.	
(m)	Attested copy of proof of MSME registration.	
(n).	The Bidder shall deposit Rs.30,000/- 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 JAMALPUR VIDYALAYA VIKAS NIDHI" payable at JAMALPUR as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract	D.D.No..... Date: Name of Bank

Note :- Technical bid and Commercial bid should be kept in separate envelope marked as "Envelop – A" & "Envelop –B" respectively and both the envelopes A and B kept in one big envelop. First the technical bid will in opened and evaluated. The commercial bid of only those firms will be opened which qualify in the technical bid.

Signature of the Bidder

Will Full Name & Seal

PART - III

Annexure 'B'

FORMAT OF COMMERCIAL/FINANCIAL BID

Man power required: -

Sl. No.	Category of Man power	Number	Unit per day remuneration per person	Unit monthly remuneration per person	EPF Rate as per rule	ESI Rate as per rule	Service charges including overhead and profit	Monthly Unit rate (Col 5+6+7+8)	Unit OTA rate per hour	Remarks
1	2	3	4	5	6	7	8	9	10	
1	Security Guard un armed	01								
2	Un Skilled gardener	01								
3	Unskilled Conservancy/ Sweeper	01								

Note :- 1. GST shall be quoted separately: -

2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. The bidder quoting less than 2% of service charges in the column no.8 will disqualify.
4. Technical Bid and Commercial Bid should be kept in separate envelope marked as “Envelope – A” & “Envelope – B” respectively and both the envelope A & B kept in one big envelope. First the Technical Bid will be opened and evaluated. The Commercial/Financial Bid of only those firms will be opened which qualify in the technical bid.

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. 30,000/- (Rupees Thirty Thousand Only) is furnished herewith vide Band Draft No. Dated

..... Drawn on

(Bidder)

Signature :-

Name :-

Date & Time