



डॉ.नतेसन सलाई ,अशोक नगर , चेन्नै -८३.

KENDRIYA VIDYALAYA

Dr.Natesan Salai, Ashoknagar, Chennai -83.

Tel: 044-24892067 / 24740011.

Website: kvashoknagar.com

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## TENDER NOTICE

Sealed Bids/Tenders are invited for awarding contract for out-sourcing Security Services in Kendriya Vidyalaya, Ashoknagar. The tender forms/documents can be downloaded from our vidyalaya website [www.kvashoknagar.ac.in](http://www.kvashoknagar.ac.in). Sealed Tender forms can be sent through post only along with a non refundable Registration fee of Rs.200/- (Rupees one hundred only ) by Demand Draft drawn in favour of “VIDYALAYA VIKAS NIDHI A/C, KENDRIYA VIDYALAYA, ASHOKNAGAR” payable at Chennai. Last date for submission of sealed tender document is 20.10.2018. Hand delivery of quotation is not accepted. Tender forms will be re-opened on 22.10.2018 at 3.00 p.m.

V.SIVAJI  
PRINCIPAL



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## TENDER DOCUMENT

### **Sub: Inviting bid for engaging service provider firm for providing Manpower (Security Guard) through service contract.**

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 among others.

2. Sealed competitive bids are invited by the Kendriya Vidyalaya Sangathan, Regional Office, IIT. Campus, Chennai - 36 from the reputed consultant/Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f. 1.12.2016 which may be extended by another one year, as indicated below:

- |                                |   |   |
|--------------------------------|---|---|
| <b>A. Area of the building</b> | : | <b>3 grounds having approximately 16 rooms and 6 toilets, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor and First Floor. Parties are advised to see the location before quoting.</b> |
| <b>Address/Location of the</b> | : | <b>Kendriya Vidyalaya,<br/>Dr. Natesan Salai, Ashok Nagar<br/>Chennai-600 083.</b>  |
| <b>Contract Period</b>         | : | <b>01.11.2018 to 31.10.2019</b>   |

**B. Man power required:-**

S.No	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required in shift	Shift timings
1	Security Guards	Middle Standard	01 (one)	<u>Shift-I</u> 6.00 am to 2.00 pm
2	Security Guards	Middle standard	01 (one )	<u>Shift-II</u> 2.00 pm to 10.00 pm
3	Security Guards	Middle Standard	01(one)	<u>Shift-III</u> 10.00 pm to 6.00 am

**Total 03 (three) Security Guards.**

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 Guards	To provide security/guard to the office/area wherever he is deputed.

**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 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 in wage/DA 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.

(c) The selected firm has to furnish performance security in the form of Demand Draft for Rs.50,000/- (Rupees Fifty thousand only) drawn in favour of "Principal, Kendriya Vidyalaya, Ashok Nagar" payable at Chennai valid for a period of 06 months from the date of notification of Award.

(d) Telex/Facsimile Bids are not acceptable.

4. Each bidder shall submit only one Bid.

5. **Validity of Bid:**

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

6. **Terms and Conditions:**

(a) Remuneration shall be disbursed through cheque.

(b) The Contracting Agency will ensure payment by 5<sup>th</sup> of every succeeding month to their employees through bank 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 KV Ashoknagar 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) The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the client.

(f) 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.

(g) The normal office hours of the Office 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 timings shown at pre-pages/above. KV Ashoknagar Chennai 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 A1 =  $\frac{\text{Monthly remuneration}}{\text{No. of days in the month}} \times \text{No. of days of absence}$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Ashoknagar Chennai. Therefore, minimum three-four 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 Ashoknagar Chennai. 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.
- (j) The contracting Agency will be required to execute a contract with the KV Ashoknagar Chennai. The other terms and conditions specified in the Bid document and accepted bid will also form part of the agreement.
- (k) In case of loss, theft/sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.
- (l) The character and 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 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
- (n) The KV Ashoknagar Chennai shall provide a small guard room with separate bath and wash room for the Security Guards deployed by the Contracting Agency. No name plate of the 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 with insignia.

## **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.

- (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
- (ii) Rates quoted should be the minimum wage of Central/State Government approved labour rates, whichever is higher, applicable for un-skilled, Semi-Skilled and Non-technical supervisory staff.
- (iii) 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 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 7.
- (b) The Indenter reserves the right at the time of award of contract to increase/decrease the requirement of manpower indicated in para(2) above.
- (c) 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.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject any/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 Security Services” latest by **20.10.2018**. The Sealed bids/tenders will be opened on **22.10.2018** at **3.00 pm** in the presence of bidders.

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 KV. Ashok Nagar, Chennai - 83.

Yours faithfully,

V.SIVAJI  
PRINCIPAL

Encl: Annexure-A

## FORMAT OF BID

Name of the Firm :

S.No	Category of Manpower	Number	Unit Monthly Remuneration	EPF Rate	ESI Rate	Service Charges including Charges for Uniform, bonus etc & including overhead profit	Unit Rate (Col.4+5+6+7) Per Security Guard per day	Total Monthly Cost Per Security Guard for 30 days (Col.8 x 30)
1	2	3	4	5	6	7	8	9
1	Security Guard	1						

- NOTE:
1. Monthly remuneration quoted above is the Central Government approved minimum wages rate.
  2. Service Tax is not applicable for educational institution.
  3. In case of discrepancy between unit price and total price the unit price shall prevail.
  4. If the rates quoted are less than the minimum wages it will be Summarily rejected.
  5. In case the minimum wages are revised during the currency of the Contract the difference in amount of wages shall be reimbursed.

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.

(Bidder)

Signature:

Name :

Date:

Seal of the Firm: