

केंद्रीय विद्यालय

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KENDRIYA VIDYALAYA

OCF AVADI

Chennai - 600 054

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KV Code: 1772

F.No.110331/KV.OCF/2022-23/
To

Dated: 07-04-2023

GEM TENDER DOCUMENT

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

Sir/Madam,

The Kendriya Vidyalaya **OCF AVADI**, 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. Bids are invited through Gem Portal by the **KV, OCF, AVADI, CHENNAI-55** 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 01-05-2023** which may be extended, as indicated below: -

A. **Area of the Building** 15 Acres having
Approximately **50** rooms and **35**
toilets, meeting room, 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,
OCF, AVADI
CHENNAI-55.

B. Man power required: -

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	Middle Standard	02 (Two)	2 person - Total 4 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 Services	<p>There are two gates for the Vidyalaya. The gates will be guarded round the clock by 2 guards (8 hrs each)</p> <ul style="list-style-type: none"> • Between 8.00 am to 8.30 am and from 2.40 pm to 3.10 pm all the gates are kept open and have to be guarded by 3 personnal. During other time only Gate-I will be kept opened for getting in/out for authorised persons. • One mobile phone should be kept available all the time in the Main gate security room, for calling the security any time. <p>Instruction given in SOP (Standard Operating Procedures)</p> <ol style="list-style-type: none"> 1. School gates be kept closed immediately after the arrival of children till the dispersal of children begins, to prevent any easy intrusion 2. The guard at the gate should be alert to notice any suspicious person moving around or standing near the school. 3. Security Guard to be made aware of SOP to deal with any terror attack on students.

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). Minimum wages as prescribed by the Central Government as on date.**
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed monthly remuneration. 30 x 8.
- (d) 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.
- (e) Correction if any shall be made by crossing out, initialling, dating and rewriting.
- (f) The Bidder shall deposit **5% of their quoted price for one year** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD drawn in favour of **VVN A/c KV, OCF, AVADI payable at Chennai** as earnest money shall be returned to the unsuccessful bidders after the award of the contract / RTGS to A/c No. 547802050000008 IFS Code UBIN0810142 (VVN A/c KV OCF Avadi) as earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) The selected firm has to furnish performance security in the form of DD for **10% of the annual total value of the contract** 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.

- (h) 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 at the Vidyalaya premises in the presence of representative of the KV OCF AVADI or its constituent.
(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV OCF AVADI as per the monthly remuneration and OTA charges quoted without any deduction.
(c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KV OCF AVADI office/premises supported with the following documents: -
(i) Details of disbursement made to the staff furnishing bank 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 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
(f) The normal office hours of KV OCF AVADI CHENNAI-55 is from 8.00 am to 5.00 pm five/six days from Monday to Friday/Saturday. The Contracting agency will provide the security services round the clock all the days in month according to the duty timing shown above.
(g) 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 $A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the authorities of KV OCF AVADI CHENNAI-55. 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 OCF AVADI CHENNAI-55 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 KVS shall be made within 24 hours.
(i) The contracting Agency will be required to sign a contract with the KV OCF AVADI CHENNAI-55 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.
(j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV OCF AVADI CHENNAI-55 reserves the right to claim and recover damages from Contracting Agency.
(k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
(l) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are 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 Aid or any other infectious disease before deployment for work.

- (m) **KV OCF AVADI CHENNAI-55** 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.
- (n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (o) Furnishing of rate should be strictly as per the prescribed proforma, any error in totalling/ calculation will be leading the firm to ineligible for bidding.
- (p) Two bid system

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) 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.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration
 - (h) The Bidder shall deposit **5% of their quoted price for one year** 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 **VVN A/c, KV, OCF, AVADI, CHENNAI-55. payable at CHENNAI** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
 - (i) Attested copy of the GST certificate
 - (j) The agency should submit a declaration for not being blacklisted by any Government or other organizations.
 - (k) The agency should have valid security license issued by home department
 - (l) In case two or more firms have quoted the same rate, the selection will be based on validity of documents/ validity of the licence / draw of lot (based on executive committee decision).
 - (m) Declaration on Twenty rupee (Rs.20) Non-Judicial Stamp Paper that all information given in tender are authentic and absolutely true. (As given below)

DECLARATION

It is certified that I/We Shall be responsible for correct deposit of EPF & ESI as per Rules and submit the same with monthly bills. The details submitted for tender is absolutely correct and authentic as per labour law. I/ We will be responsible for incorrect information & discrepancies in future.

Signature _____

Name of the Firm _____

- (n) Valid security licence from concerned state Govt. and labour licence
- (o) Firm should have registered office in Chennai/Tiruvallur.
- (p) The Agency should possess valid ISO 9001 certification for running security service copy should be enclosed.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the **Central Government** (name of the state/UT) 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.

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.
- (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.

9. Last date and time of receipt of Bids

As per GEM portal terms and conditions

Yours faithfully,



Principal I/C

प्राचार्य/PRINCIPAL
केन्द्रीय विद्यालय/KENDRIYA VIDYALAYA
आ.व.नि. आवडि, चेन्नै-54./OCF AVADI, CHENNAI - 54

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service charges/charges of uniforms etc. including overhead profit	Monthly Rate (Col.4+5+6+7)	Unit	Total monthly cost (Col.8X4 nos)
1	2	3	4	5	6	7	8		9

NOTE: 1. Service Tax shall be quoted separately. (if applicable)

2. In case of discrepancy between unit price and total price, the unit price shall prevail.

3. **Service charges/charges of uniforms etc. including overhead profit should be mentioned.**

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

Date:

(Bidder)

Signature: _____

Name: _____

Seal