

केन्द्रीय विद्यालय क्रमांक-2 आगरा छावनी



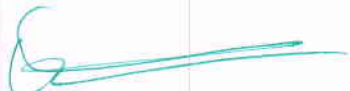
QUOTATION FOR MANPOWER THROUGH SERVICE CONTRACT FOR THE YEAR 2021-22

1. Sealed Quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to **02.00 PM on 23.06.2021 (Date)**. Quotations should be sent under strong sealed cover marked as **Quotation for Manpower through Services 2021-22**. The quotation will be opened in the office of the undersigned at **02.30 PM on 23.06.2021 (Date)**.
2. The quotation shall be submitted according to the terms and conditions specified in paragraphs 3 to 15 unless specified otherwise in the quotation it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rate should not be F.O.R and should include excise duty, sales tax, freight charges, any other taxes, freight etc.; which has been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or correction in the quotation. If a figure is to be amended it should be neatly scored out the revised figure written above and the same attested with full signature and date, In the absence of attested signature the quotation is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and shall be bound by the terms and conditions of the quotation.
7. The person/persons, whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% along with the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation being accepted the earnest money will be adjusted towards security deposit which shall be payable at the rate mentioned below :-
Security Deposit at 10% (Rs. 20,000/- Only through DD in Favor of VVN Account KV No.2, Agra Cantt)
If the contractor is not agreeable to pay Security Deposit. The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.
8. If the contractor fails to supply the articles within the time stipulated in the latter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market to get rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money, Security deposit & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
9. The quantity articles indicated in the attached statement may be increased or decreased the discretion of the undersigned without assigning any reason. In case and order for any articles is placed for quantity 1000 or more one sample shall be retained by the school and no cost will be paid for the same.

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10. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The rate quoted by the contractor shall hold **up to 30.06.2022** No amendment in the rate except increase in the rate of statutory taxes during the period of execution of the contract, will be accepted.
13. The contractor shall be retained by the Vidyalaya for a period of six months from the date of completion of suppliers as a safeguard against any defect appearing in the articles supplied within this period.
14. Quotations which do not comply with the above conditions are liable to be rejected.
15. These instructions to tenders are to be signed by the contractors and returned with the tender.


(Sudhakaran P V)
Principal

ALL THE ABOVE CONDITIONS ARE ACCEPTED BY ME/US

**SIGNATURE OF THE TENDERER
WITH SEAL OF THE FIRM**

DATE: _____



केन्द्रीय विद्यालय क्रमांक-2 आगरा छावनी

TENDER DOCUMENT

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 No.2 Agra cantt 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. 01-07-2021 or as required which may be likely to be extended for further one year.

A. Services are required at:

- (1) Kendriya Vidyalaya No.2, Agra Cantt
(Parties are advised to see the location
Address for Correspondence: Principal, Kendriya Vidyalaya No.2,
Grand Parade, Agra Cantt, Agra- 282001(UP)

B. Man power required

S.No.	Category of Manpower	No. of Persons required	Remarks
1	Security Guard	04	Well trained & experienced
2	Data Entry Operator	01	Experienced

Minimum duty hour of each person is 8 hrs. a day. Security services are required all the days including holidays round the clock. An outline of tasks to be carried out by different category of manpower to be provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1	Security Guard	Safety & security of all movable & immovable property of the Vidyalaya
2	Data Entry Operator	Assisting the office in data entry, handling correspondence etc. experienced person will be preferred.

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. %age 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 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) The bidder shall deposit Rs. 20000/- in the form of DD/Pay order drawn in favour of K.V. No.2 Agra Cantt VVN A/c payable at Agra as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidder after the award of the contract.
- (f) Earnest Money deposited by the successful bidder shall be retain in form of Security Money till the period of contract.

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(g) 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 & Condition:

- (a) The remuneration shall be credited to the accounts of the workers by the agency.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.
- (c) The Contracting agency will submit the invoice alongwith proof of disbursement in triplicate after making the payment to the employees provided to the Vidyalaya supported with the following documents:-
 - (i) Details of disbursement made to the staff.
 - (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.
- (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) The normal office hours of Vidyalaya is six days from Monday to Saturday. However, Vidyalaya reserves the right to request the services on Holiday. The Contracting agency will be compensated by the indenting Agency as per the rate quoted.
- (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 A1= $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

Nos. of days in the month

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 Vidyalaya. 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 Vidyalaya shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract before the start of the work.
- (j) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the Vidyalaya reserve the right to claim and recover damage from Contracting Agency.

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7. Evaluation of Bids

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) Copy of proof of registration of the agency with Labour Department of State/Central Govt.
 - (b) The Agency should have 100 personnel including supervisors on their regular rolls, a proof of which is required to be produced.
 - (c) Brief profile of the company and evidence to establish that the bidder has **minimum experience of Five year** in Security Service.
 - (d) List of clientele if any
 - (e) PAN No. (Photo copy of the PAN Card)
 - (f) Attested copy of proof of EPF registration.
 - (g) Attested Copy of proof of ESI registration.
 - (h) Attested copy of proof of GST registration.
 - (i) DD/Pay order of Rs. 20000/- drawn in favour of K.V.No.2 Agra Cantt VVN A/c payable at Agra 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 should not be less than the minimum wage prescribed by the Central Govt.
 - (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 all the time of award of contract to increase or decrease the requirement of manpower.
- (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 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/DEO on service charge basis" due on **23/06/2019 latest by 2.00p.m.**

The Indenter looks forward to receive the Bids in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

10. 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 and 8.
- b) The Indenter 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 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.

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d) Notwithstanding the above, the Indentor reserves the right to accept or reject any or all the Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

e) It has been observed that many of the Contracting agencies indulge in the illegal practice of quoting impracticably, low service charge and later deducting money from remunerations payable to the workers on award of the contract. Therefore the indenter reserves the right to reject a bid which has quoted zero or impracticably low service charge. Hence bids **quoting service charge less than 2 % of the wages quoted are liable to be rejected.** Principal KV No.2, Agra Cantt reserves the right to reject any or all of the bides without assigning any reason.

Yours faithfully

(Sudhakaran P V)
Principal

Encl:- Format of Bid

FORMAT OF BID



ANNEXURE-‘A’

(All figures in Rs.)

S. No	Category of Manpower	Monthly remuneration Per unit	EPF rate	ESI Rate	GST if applicable	Agency profit including other charge if any	Monthly Unit rate(3+4+5+6+7)	Remarks
1	2	3	4	5	6	7	8	9
1	Security Guard							
2	Data Entry Operator							

नोट:- किसी भी प्रकार की कटिंग एवम् ओवरराईटिंग स्वीकार नहीं होगी ।

Signature of Authorized person _____

Name of the Authorized person _____

Name and Postal Address of the Firm:: _____

List of Enclosure:

- 1...
- 2...
- 3...
- 4...
- 5...