

केन्द्रीय विद्यालय धोलपुर, राजस्थान
रेलवे जंक्शन के पास, भामतीपुरा,
धौलपुर (राज.) पिन - 328001
दूरभाष - 05642-220077

ईमेल का पता - kvdholpur@gmail.com

वेबसाइट - www.kvdholpur.org



Kendriya Vidyalaya Dholpur
Raj.
Near Railway Junction, Bhamtipura,
Dholpur (Raj.) PIN - 328001
Contact No. - 05642-220077
E-mail - kvdholpur@gmail.com
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Date: 03/07/2019

F. KV/DHL/Security of School /2019-20/82-88

निविदादस्तावेज/TENDER DOCUMENT

To,

M/s Tez security & Management, bharatpur/Adhitya placement, Dholpur/Icon Security services,
bharatpur/Bhardvaj Security Services Jaipur/harshit contractor & supplier Dholpur/Ramvatar contractor
Dholpur/Rajlal contraction Dholpur

विषय: सेवा अनुबंध के माध्यम से सुरक्षा गार्ड, सफाई कर्मचारी उपलब्ध कराने के लिए सेवा प्रदाता फर्म द्वारा
बोली आमंत्रित करना |

Subject: - Inviting Bid for engaging service Provider firm for providing security, Conservancy (Sweeper) service for
Vidyalaya through service contract.

महोदय/महोदया,

- The Kendriya Vidyalaya Dholpur was established in 2017. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society, 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.
- Sealed competitive Bids are invited by the Kendriya Vidyalaya, Dholpur from the reputed/registered Consultant/Service Provider Firm for providing Security Guards through service contract initially for a period of 01 (one) year w.e.f. (Date of contract) which may be extended by another one year, as indicated below-

A. Area of the Building 1 Acre having Approximately.
12 Rooms and 3 toilets, Meeting Room,
Open areas as well as play ground
Address/Location of the Building & Ground Kendriya Vidyalaya,
Dholpur (Raj.)

S. No.	Category of Manpower	Nos.	Minimum Qualification and Experience
1.	Security Personnel	03/04	Middle, 5 Years' Experience, Preferably Local/ neighboring locality
2.	Conservancy Staff	02/03	Class VIII std., working Experience desired. Local Resident
3.	Gardener	02	Matric, 2 years' experience in Gardening. Local resident

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 Personnel	Total security of the Vidyalaya & entire campus round the clock.
2.	Conservancy staff	Sweeping & cleaning class rooms, Toilets, corridors, staircases, drainage. Removing cobweb, Campus sweeping, clearing toilet blocks, dusting furniture's etc.
3.	Gardener	Tree & saplings plantation, Maintenance of Garden, breeding flower plants, grass cutting etc.

क्रमांक S. No.	वर्ग का श्रम शक्ति Category of Manpower	न्यूनतम योग्यता और अनुभव Minimum Qualifications and experience	कर्मिको की संख्या, आवश्यकता के अनुसार पारियों में Number of personnel required in the shifts	अनुसार निम्नलिखित पारियां As per the following shifts
1.	Security Guards	Middle/VIII Standard	01 (one)	Shift I from- 6.00 AM to 2.00 PM
2.	Security Guards	Middle/VIII Standard	01 (one)	Shift II from - 2.00 PM to 10.00 PM
3.	Security Guards	Middle/VIII Standard	01 (one)	Shift III from - 10.00 PM to 6.00 AM

An outline of tasks to be carried out by different category of manpower provided is details as under-

S. No.	Category of Manpower	Responsibilities
1.	Security Guards without arms	To provide security/Guard of the Vidyalaya wherever he is deputed

- 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)
- The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment expect the statutory.

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 charges etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- The bidder shall enclose a DD for Rs. 10,000/- drawn in favour of "Vidyalaya Vikas Nidhi Kendriya Vidyalaya Dholpur" "Payable at Dholpur as earnest money alongwith the Bid. The earnest money (DD) shall be returned to the unsuccessful bidders after the award of the contract.
- The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs 25,000/- (Rupees Twenty five 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.
- Telex or Facsimile Bids are not acceptable.

3. **Each Bidder must submit only one Bid.**

4. **Validity of Bid:**

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

5. **Terms and Conditions:**

- The remuneration to the security guards shall be disbursed through cheque at Kendriya Vidyalaya, Dholpur premises in the presence of representative of the K.V. Dholpur.
- The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Kendriya Vidyalaya, Dholpur office/premises as per the monthly remuneration quoted without any deduction.
- 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 K.V., Dholpur office/premises supported with the following documents :-
 - Details of disbursement made to the staff furnishing cheque details for each payment.
 - 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.

- 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. -
- The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Police Authorities, Govt. of Rajasthan for running the business of private security agencies operating in Rajasthan, failing which the bid will be treated as disqualified/non-responsive.
- The normal office hours of Kendriya Vidyalaya, Dholpur is from 7.30 am to 3.00 pm Six days form 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. K V Dholpur 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.
- In case of absence on any working day, the monthly remuneration will be regulated as per the following formula: **Total Monthly Remuneration = Monthly remuneration-A,**

$$\text{Where A,} = \frac{\text{Monthly remuneration} \times \text{Nos of days of absence}}{\text{Nos. of days in the month}}$$

(j) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, Dholpur.

Therefore, minimum Three-Fold 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 Kendriya Vidyalaya, Dholpur. 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 K.V., Dholpur shall be made within 24 hours.

(K) The Contracting Agency will be required to sign a contract with the Kendriya Vidyalaya, Dholpur as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document as well as in (Annexure-II) and accepted bid will also form the part of the Model Agreement.

(L) In case of any loss, theft / sabotage caused by /attributable to the personnel deployed, the Kendriya Vidyalaya, Dholpur reserves the right to claim and recover damages from Contracting Agency.

(M) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(N) The Contracting Agency will deploy the experienced security guards, 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 supervisors are free from Aids or any other infectious disease before deployment for work.

(O) The Contractor shall be directly responsible for the payment of wages which should not be less than the minimum wages prescribed by the State Govt./Central Govt. which is higher will be applicable and will include such that benefits as may be available to its employees under the relevant acts and regulations applicable.

The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.

It is also clarified that where both State Govt. and Central Govt. has fixed the minimum wages, the rates of wages whichever is higher will be applicable. Rates should be quoted accordingly. Rates quoted less than minimum wages will be treated as non-responsive.

(P) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

(Q) Income Tax (T.D.S.) will be deducted as per rules.

(R) Pre-contract integrity pact is to be submitted (duly signed by contractor) along with quotation to the Vidyalaya positively.

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 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) List of clientele during last 3 year along with cost of assignment.

(c) PAN No.

(d) Attested copy of proof of EPF registration.

(e) Attested copy of proof of ESI registration.

(f) Attested copy of proof of Service Tax Registration.

(g) Attested copy of proof of registration of firm to run security Agency.

(h) The Bidder shall deposit Rs. 10,000/- 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, Dholpur (Vidyalaya Vikas Nidhi Kendriya Vidyalaya Dholpur A/c) payable at Dholpur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(i) 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 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 or decrease the requirement of manpower indicated in Para 2 above.

(c) The indenter prior to the expiration of the Bid validity 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.
- (e) Adequate amount if not quoted towards the service charges/charges of uniforms/bonus overheard-profit, etc. may render the Bid disqualified for evaluation.
- (f) The agreement shall be deemed to expire on completion of the period, unless extended by both the parties.

8. Last date and time of receipt of Bids

You are requested to submit the sealed Bids super scribed on the big envelope as "Bids for providing Security Services in Kendriya Vidyalaya, Dholpur on service charge basis".

The Tenders Will be received upto through speed post/Regd. Post 1.30 PM on 20.07.2019 and opened at 1.30 PM on 21.06.2019 in K. V. Dholpur in the presence of bidders on last date of submission of tenders. If the last of depositing and opening of tenders happen to be declared Holiday, then the tender will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs. 10,000/- (Rupees Ten Thousand only) is to be deposited alongwith tender document by Multicity cheque.

The Indenter 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. Dholpur

भवदीय/Yours faithfully,

हस्ताक्षर/ Sig:.....

नाम/ Name: Yogesh Kumar Meena

पदनाम/Designation: -प्राचार्य/Principal / Principal

For and on behalf of the केन्द्रीय विद्यालय / Kendriya Vidyalaya

केन्द्रीय विद्यालय, धौलपुर (राज.) / DHOLPUR (Raj)

Kendriya Vidyalaya, Dholpur (Raj.)

प्रारुप 'ए' (Annexure-A)

क्रमांक S. No.	जनशक्ति की श्रेणी Category of Manpower	नंबर Number	यूनिट मासिक पारश्रमिक Unit Monthly remuneration (for 26 days)	प्रतिमाह प्रतिव्यक्ति ईपीएफ की रेट Unit Monthly EPF Rate @..... (as per norms)	प्रतिमाह प्रतिव्यक्ति ईएसआई की रेट Unit Monthly ESI Rate @..... % (as per norms)	प्रतिमाह प्रति व्यक्ति सेवा शुल्क /चाजेजवर्दी/बोनस/टीडीएस Unit monthly Service charges/Charges of Uniforms/bonus/TDS etc. including overhead profit	मासिक यूनिट दर (4+5+6+7) Monthly Unit Rate Col. (4+5+6+7)	कुल रुपए मासिक खर्च में सभी आंकड़े (कॉलम 8x3) All figures in Rs. Total Monthly Cost (Column 8x3)
1	2	3	4	5	6	7	8	9
1	Security Guards (Without Arms)	01						
2	Conservancy (Sweepers)	01						
3	Gardening	01						

नोट/NOTE:

इकाई मूल्य और कुल कीमत के बीच विसंगति के मामले में यूनिट मूल्य मान्य होगा। हम मानव भक्ति के ऊपर सेवा प्रदान करने के लिए और नियम व शर्तों के बोली दस्तावेज में निहित का पालन करने के लिए सहमत और यह प्रारुप भी संलग्न में समझोते में प्रवेश करने के लिए सहमत है। रुपए(रुपये) की बोली सुरक्षा के साथ डी.डी. सं.दिनांक प्रस्तुत करें।

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.....) is furnished herewith vide multicity cheque No. dated..... drawn on.....



दिनांक

बोलीदाता/(Bidder)

हस्ताक्षर / Signature:
नाम एवं फर्म की मोहर / Name & Seal of Firm.....

केन्द्रीय विद्यालय धोलपुर, राजस्थान
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Raj.**

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फाइल सं. 1सक्यूरटा/क.व./धोलपुर/2019-20

दिनांक 03/07/2019

ANNEXURE-B

बोली दाता आवश्यक जानकारी उपलब्ध कराने के लिए फार्मसेवा उपलब्ध कराने के लिए निविदा प्रपत्र

**Form for providing necessary information by bidder
TENDER FORM FOR PROVIDING SERVICES**

1	Name of Bidder		
2	Due date for tender		
3	Opening time and date of tender		
4	Names, address of firm/Agency and Telephone numbers		
5	Registration No. of the Firm/Agency.		
6	Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency.		
7	Please specify as to whether Tenderer is sole proprietor/Partnership Firm. Name and Address and Telephone No. of Directors/partners should specified.		
8	Copy of PAN card issued by Income Tax Department and copy of previous Financial Year's Income Tax Return.		
9	Provident Fund account No.		
10	ESI Number		
11	(a) Licence number under Contract Labour (R&A) Act.		
11	(b) Service Tax Registration No.		
12	(a) Amount		
	(b) Multicity cheque in favour of		
	(c) Date of issue		
	(d) Name of issuing authority (Name of Bank)		
13	Any other information		
14	Declaration by the bidder		

TENDER FORM FOR PROVIDINGSERVICE

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(बोली दाता के हस्ताक्षर)

नाम व पता

दिनांक

मय मोहर



केन्द्रीय विद्यालय, धौलपुर

Kendriya Vidyalaya, Dholpur

वर्ष 2019 के लिए लागू न्यूनतम मजदूरी की संशोधित दरें

Revised Rates of Minimum wages applicable for the year 2019

Rates which higher will be applicable

Please see point no. 6 (0) bid form

S. No.	Name of Scheduled Employees	Category of work	Minimum wages Effective per Day in Rupees	
			In Rajasthan w.e.f. 01.04.2019 (This Column will be filled by the firm)	In Central Sphere w.e.f. 1.04.2019 (This column will be filled by the firm)
1	Security Guards (Without Arms)	Without Arms		
2	Conservancy (Sweepers)	Sweeping		
3	Gardener	Gardening		

As per direction of KVS, the higher rate of the State Govt. and the Central Govt. is to be paid.

