



केंद्रीय विद्यालय एन ए डी आलुवा  
Kendriya Vidyalaya NAD, Aluva  
एच एम टी कोलनी पोस्ट, कलमशेरि 683503-  
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F. Quotation/KVNAD/2016-2017

Date: 27.03.2017

To

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Sub: Quotation for Security service.

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 Principal, Kendriya Vidyalaya, NAD, Aluva from the reputed/registered Consultant/Service Provider Firm for providing Manpower including through service contract initially for a period of 02 (one) year which may be extended by another one year, as indicated below:-

- A. Area of the building:- 11.28 acres . Parties are advised to see the locations
- B. Address/Location of the Building: Kendriya Vidyalaya, NAD Aluva, HMT Colony PO, Ernakulam, 683503

C. Man power required:-

Sl. No.	Category of Manpower	Minimum qualifications or/ and experience	Number of workers required	In the following way/ timing
1.	Security Guard	Middle standard	03	@8 hrs for 24 hrs.

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

Sl. No.	Category of Manpower	Responsibilities
1.	Security Guard	To provide security/ Guard of the School. (Round the clock)

### 3.. Quoted Price:

(a) The Bidder shall quote unit rate which shall comprise of monthly remuneration of not less than latest minimum wages of state govt., 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 ie %age of profit / service etc. as such the bidder while submitting the bid should specifically quote the rate etc. in this regards.

(d)The Bidder shall deposit Rs 5000/- 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 NAD Aluva as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after award of the contract.

(e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of 50000/- of the quoted amount 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.**

3. Each Bidder must submit only one Bid.

4. Each Bidder must submit Pre Contract Integrity pact. (Enclosed with the call letter).

### 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 Kendriya Vidyalaya, NAD Aluva premises in the presence of representative of KV NAD or its constituent.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV NAD Aluva 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 NAD Aluva office/premises 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, 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 its 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) It is mandatory for the contracting agency to submit the attested copy of license obtained from the labour department, Kerala, failing which the bid will be treated as disqualified non- responsive

(f) The normal office hours of KV NAD Aluva is from 8.30AM to 4.00PM 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.. KVS 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.

(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-A,***

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 KV NAD Aluva. 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 NAD Aluva. 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 shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the Principal, Kendriya Vidyalaya, NAD Aluva. 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 KVS reserve 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 below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen.** The Contracting Agency will also ensure that the Security guards / staff are free from Aids or any other infectious disease before deployment for work.

(m) The KV NAD Aluva shall provide a small room/space for the workers/staff 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.

#### **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 terms & conditions are not fulfilled and related documents are not attached :-

(a) Attested copy of license obtained from the Labour department , Kerala

(b ) Copy of proof of registration of the agency with labour Department of State/Central Govt.

(b) Brief profile of the company and evidence to establish that the bidder has minimum experience of three years.

(c) Audited balance sheet & Profit and loss account.

(c) PAN No. and Current IT clearance certificate.

(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.

(i) The Bidder shall deposit Rs 5000/- 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 NAD Aluva as **earnest money** along with the bid. The earnest money shall be returned to the unsuccessful bidders after award of the contract.

(ii) Remuneration of staff quoted below **minimum wages applicable for security staff in Govt of NCT Delhi** 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. Credential, building capability, quality control systems, past performance after-service, financial background, proof of registration of IT,/TAN/VAT etc. should be mentioned in the bid

**10. Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids through Registered post/ Speed post or tender box by super scribing the envelope as "Bids for providing Services for Security in Kendriya Vidyalaya, NAD Aluva Kalamassery on service charge basis" latest by 2.00 PM of 10.4.17 within 15 days.. The sealed bids/tenders will be opened at 3.00 PM at Kendriya Vidyalaya, NAD Aluva in the presence of bidders on last date of submission of tenders i.e. 10.04.17

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 KVS.

Yours faithfully,

PRINCIPAL