



केन्द्रीय विद्यालय (सी.सु.बल) रामगढ़ जैसलमेर  
**Kendriya Vidyalaya (BSF) Ramgarh Jaisalmer**  
Fax/Phone No. 02991 – 270011(O)  
E-mail: [kvramgarh@rediffmail.com](mailto:kvramgarh@rediffmail.com) Website: [www.kvbsframgarh.org](http://www.kvbsframgarh.org)

Ref No. f.-52/KV/BSFR/2017-18/

Date: 25.01.2018

To

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**TENDER DOCUMENT**

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower – SECURITY SERVICE (Watch and Ward ) - through service contract.**

Sir/Madam,

1. The Kendriya Vidyalaya, Ramgarh BSF is functioning under Kendriya Vidyalaya Sangathan, New Delhi. Kendriya Vidyalaya Sangathan is 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 and others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Ramgarh Distt. Jaisalmer PIN 345022 from the reputed/registered Consultant / Service Provider Firm for providing Manpower SECURITY SERVICES (Watch and Ward)- through service contract initially for a period of 01 (one) year, which may likely to be extended, as indicated below:

**A. Area of the Building : Total School Building and Campus:** Parties are advised to see the location.

**Address/Location of the Building: Kendriya Vidyalaya, BSF Ramgarh**

## B. Man Power required:

S. No.	Category of Manpower	Number of personnel required in the Shifts	Minimum Qualifications or/and Experience	As per the following Shifts	Responsibilities
1.	<b>SECURITY GUARDS (Watch and Ward)</b>	03 (Three)	Middle Standard (Able to speak Hindi language)	<u>Shift I</u> from 6.00 AM to 2.00 PM. <u>Shift II</u> from 2.00 PM to 10.00 PM. <u>Shift III</u> from 10.00 PM to 6.00 AM.	To provide Security Guard for the Vidyalaya Building and campus round the clock. Security Services on all days of the month.

### 3. Quoted Price:

The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A) without changing/ modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted. 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 except the statutory provisions, if amended. Correction if any shall be made by crossing out, initialling, dating and rewriting. The Bidder shall deposit **Rs. 10000/- (Rs. Ten thousand only)** in the form of **DD drawn in favour of Kendriya Vidyalaya, BSF Ramgarh VVN A/c payable at Jaisalmer** as earnest money along with the Bid. The earnest money 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 DD for an amount of **10 % of the value of 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. Telex or Facsimile Bids are not acceptable. No payment for supervisors. It is the responsibility of the agency to monitor the works of their employees.

**The rates quoted shall be as per the payment of Minimum Wages Act (Minimum wages prescribed by the State Govt./Central Govt. whichever is higher will be applicable) as per Government rules applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Ramgarh, Distt. Jaisalmer, Rajasthan State and the rates mentioned in the tender documents shall payable to workers.**

4. Each Bidder must submit only one Bid.

5. Validity of Bid: The Bid shall remain valid for a period not less than **01 (one) year** after the deadline fixed for submission of Bids.

### 6. Terms and Conditions:

(a). The remuneration shall be disbursed through Account Payee cheque to the manpower employed at Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Aasutar road ramgarh, Distt. Jaisalmer. The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Aasutar road ramgarh, Distt. Jaisalmer as per the monthly remuneration charges quoted without any deduction. The Contracting Agency will submit the invoice/bill along with proof of disbursement after making the payment to the employees provided to the Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Aasutar road ramgarh, Distt. Jaisalmer 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, if any.
- (b). Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.
- (c). 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.
- (d). The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (e). The normal office hours of KV,BSF Ramgarh, Distt. Jaisalmer is from 7.30 am to 3.00 pm. However, the Contracting Agency will provide the Security Services round the clock for all the days in a month according to the duty timing shown at pre-pages/above. KV. BSF Ramgarh Distt. Jaisalmer reserves the right to request the services of additional/extra manpower. The Contracting agency will be compensated for the extra manpower provided by the Indenting Agency as per the rates quoted.
- (f). 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, = Monthly remuneration X Nos. Of days in the month of absence  
Nos. of days in the month**

(g). The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Aasutar road ramgarh, Distt. Jaisalmer. 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 Kendriya Vidyalaya, BSF Ramgarh 135 Bn BSF Aasutar road ramgarh, Distt. Jaisalmer. 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 KV shall be made within 24 hours.

(h). The contracting agency will be required to sign a contract with the Kendriya Vidyalaya, BSF Ramgarh as per the Model Contract enclosed **ANNEXERE - B**. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

(i).In case of any Loss, Theft / Sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya, BSF Ramgarh reserves the right to claim and recover damages from Contracting Agency.

(j). The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work as per Head Quarter letter No.5-3/2001-KVS(Admn-1)/1059, Dated 22-09-2008.

(k). The Contracting Agency will deploy the experienced security guards who are below the age of 60 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards/security supervisor is free from Aids or any other infectious disease before deployment for work.

(l) The contract agency shall provide to their Security personnel with impressive uniform.

## **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 Valid for current year obtained from the competent authority for running the business of private security agencies.
  - 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) 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) Pre-contract Integrity Pact placed at Annexure 'B' is also required to be attached.
  - i) Requisite Licence from the Ministry of Home Affairs Govt. of Rajasthan, DIG Police.
- (ii) The Bidder shall deposit **Rs. 10000/- (Rs. Ten Thousand Only)** in the form of DD drawn in favour of **KENDRIYA VIDYALAYA, BSF RAMGARH VVN A/c payable at JAISALMER** earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (iii) Remuneration of staff, quoted below minimum wages (Minimum wages prescribed by the State Govt./Central Govt. whichever is higher will be applicable) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Ramgarh Distt. Jaisalmer, Rajasthan State shall render the Bid disqualified for evaluation.
- (iv) The evaluation will be done for all the items put together. Indenting Officer 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 as per Para 7 and who has offered the lowest price as per Appendix "A".
- (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.
- (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 SERVICES"** by registered post only latest by **09.02.2018, along with Earnest Money and other necessary documents stated above.**

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 Kendriya Vidyalaya, BSF Ramgarh Rates quoted other than in format Annexure-A will be rejected.

*The Sealed Bids received will be opened at 11:00 AM on 12-02-2018 in the Office of the Principal KV BSF Ramgarh.*

**Note:- Incomplete Tender forms shall not be considered.**

**Name: Om Singh**  
**Designation: I/C Principal**  
**For and on behalf of the**  
**Kendriya Vidyalaya , BSF**  
**Ramgarh**

**Signature of Bidder,**

**(AgencySeal)**

**ANNEXURE-'A' Number of Security Guards :- 3 FORMAT OF BID**

(All figures in Rs.)

S. N.	Category of Manpower	Monthly remuneration per Guard as per Govt. wages Act.	EPF Rate per Guard	ESI Rate per Guard	Service charges / overhead profit per Guard	Monthly Unit Rate (Col.3+4+5+6)	Total monthly cost (Col.7X3)
1	2	3	4	5	6	7	8
1	Security Guards (Watch and Ward) for Vidyalaya (Round the clock security services - one guard in each shift for all days of the month).						

**NOTE:**

1. The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages (Minimum wages prescribed by the State Govt./Central Govt. whichever is higher will be applicable) of Government rates existing at present in the Ramgarh Distt. Jaisalmer.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. In case of not quoting any rate the reasons and justification (with proof) should be given.
4. Service charges must not be less than 1 Rupee.

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (Bidder)

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Dated: \_\_\_\_\_

(Agency Seal)