

केंद्रीय विद्यालय क्रमांक.1
कुलाबा मुम्बई - 05



KENDRIYA VIDYALAYA No.1
Colaba, Mumbai - 05

TELEPHONE: 022-22152268, FAX No. 022-22152268
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दि: 06.08.2018

SPEED POST

To

OFFICE COPY
TO BE PUT ON SCHOOL WEBSITE
LIST OF ADDRESS FOR WHOM ENQUIRIES SENT
BY SPEED POST

Sub : Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (For Security) for Kendriya Vidyalaya No 1 Colaba Mumbai

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 and Kendriya Vidyalaya No 1 Colaba Mumbai is a branch/arm of Kendriya Vidyalaya Sangathan.

Sealed competitive quotations are invited by the Principal Kendriya Vidyalaya No 1 Colaba Mumbai from the reputed/registered Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year from the date of agreement which may be extended if required.

Address/Location of the

Kendriya Vidyalaya No 1, Dr. Homi Bhabha Road Navy Nagar Colaba Mumbai – 5

Man power required:

05 (five.).

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of workers required
1.	Security Guards	Middle Standard	05 (five) for Building premises & However, additional person may be engaged during some period which will be informed 3 days in advance

S. No.	Category of Manpower	Responsibilities
1.	Security Guards	To provide round the clock Security of movable and immovable property in the Kendriya Vidyalaya No 1 Colaba premises including beginning of main gate (Annexure-B attached). DETAILS REGARDING TERMS AND CONDITIONS MAY BE COLLECTED AND BUILDING MAY BE INSPECTED ON ANY WORKING DAYS (MONDAY TO SATURDAY BETWEEN 9.00 AM &

3. Quoted Price:

- a) The Bidder shall quote rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of attached quotation only **(Annexure - A) for 8 hours.**
 - b) The service tax and any other such tax are not liable to be paid by the client, as this being an education vidyalaya is exempted from service tax.
 - c) Hourly rate of OTA should not exceed monthly remuneration.
 - 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.
4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period of 1 year, extendable if agreed to by the vidyalaya.

6. Terms and Conditions:

- a) As per the latest instructions of KVS HQ the payment has to made by RTGS/NEFT only.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees, provided to the Kendriya Vidyalaya No 1 Colaba premises as per the monthly remuneration quoted without any deduction except EPF/ESIS/applicable taxes.
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in duplicate after making the payment to the employees in the Kendriya Vidyalaya No 1 Colaba premises supported with the following documents :-

- (1) Details of disbursement made to the staff furnishing Cheque/NEFT details for payment/remuneration.
- (2) Proof of payment of statutory obligation such as EPF, ESI & any other applicable tax in respect of individual staff with Name, A/c Number, for the Month of and Amount must be submitted, failing which concerned payment for the month will be held up.

Payment to the Contracting agency will be released within 10 working days from the date of the receipt of the invoice/bill along with supporting document as said above after deducting 2% TDS certificate. A certificate of the same will be issued at the end of financial year.

- 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 Indenter/Client.
- f) Though the normal office hours are from 07.30 am to 03.30 pm from Monday to Saturday. However, the Contracting agency will deploy their guards and provide the services round the clock on 8 hour basis in shifts i.e., Shift 1 – 7.00 to 3.00 pm Shift 2 – 3.00 pm to 11 and Shift 3 – 11.00 pm to 7.00 am and they will report at least 15 minutes before for handing over and taking over of the charge during shift change.

Kendriya Vidyalaya No 1 Colaba also reserves the right to request for the services of additional/extra manpower at any time. The Contracting agency will

be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

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- g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

(d) ***Total Monthly Remuneration = Monthly remuneration - A₁***

where $A_1 = \frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by the Principal Kendriya Vidyalaya No 1 Colaba. 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 No 1 Colaba. 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 the job shall be made within 24 hours.
- i) The contracting Agency will be required to sign a contract with the Principal Kendriya Vidyalaya No 1 Colaba as per the Model Contract. 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 Principal Kendriya Vidyalaya No 1 Colaba 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 trained and sufficient workers who are physically fit and mentally alert.
- m) The Kendriya Vidyalaya No 1 Colaba 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 personnel deployed for security 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 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 years.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) PAN No. and Current IT clearance certificate in the name of the firm.
 - (d) Attested copy of proof of EPF registration.
 - (e) Attested copy of proof of ESIC registration.
 - (f) Attested copy of proof of Service Tax Registration/GST No.

- (h) The Bidder shall deposit Rs.5,000/- in the form of DD/Pay Order drawn in favour of the Principal Kendriya Vidyalaya No 1 Colaba VVN Account A/c payable at Mumbai 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 below minimum wages applicable for Watch & Ward without arm for the Central Government offices issued by the Government of India, Ministry of Labour and Employment shall render the Bid disqualified for evaluation. Where both the Central and State Government has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
- (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 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 Watch & Ward (Security) Services on or before 24.08.2018, by 04.00 PM.** An earnest money of Rs. 5000/-(Rupees Five Thousand) is to be deposited along with tender document and the tender will be opened on **24.08.2018 at 05.00 PM.**

Yours Sincerely,

(Roopa Katiyar)
PRINCIPAL

Encl : Annexure 'A' & 'B'

FORMAT OF BID FOR SECURITY SERVICES (For 8 Hours Duty)

S. N o.	Category of Manpower	Rate should be quoted for one person	Monthly remuneration per person	EPF @..... Amt	ESI @... Amt	Sub Total (4+5+6)	Service charges including, overhead profit & other expenses	Monthly Unit Rate (Col.7+8)
1	2	3	4	5	6	7	8	9
1	SECURITY GUARDS	01						

(No. of persons required will be finally decided by the Committee)

(All figures in Rs.)

1. Registration No. of the agency : _____
2. Permanent Account No. (PAN) : _____
3. Service Tax Registration/GST No.: _____

It is to certify that I/We have carefully gone through all the contents of the tender documents, thereby fully understood the terms & conditions therein and undertake myself/ourselves to abide by the same.

Further, I/We agree to provide the above service of manpower and also agree to enter into the agreement if found to be the lower bidder Bid Security of Rs.5,000 (Rupees Five thousand only) i.e., 10% or (as decided by the committee members) of the total contract is furnished herewith vide Bank Draft No._____ dated _____ drawn on _____

NOTE :

Service Tax/GST is not applicable to the vidyalaya, Educational Institution as per Government of India, Ministry of Finance (Department of Revenue) New Delhi Notification No 12/2017 – Central Tax (Rate) dated 28.06.2017 (Chapter 99 - Heading 9992) are exempted and are not liable to pay the GST.

Payment to the Contracting agency will be released within 10 working days from the date of the receipt of the invoice/bill after deducting 2% TDS. A Certificate pertaining to this will be issued at the end of financial year.

(Bidder)

Signature :

Name :

Company Seal

DUTIES OF GUARDS :

- i) To provide watch & ward and security cover to the entire premises of Kendriya Vidyalaya No 1 Colaba
- ii) The contractor shall be responsible for all security measures and for safeguarding all movable and immovable property of the Vidyalaya from pilferage, loss, riots, arson. Fire, natural calamities etc. which includes :
 - a) Prompt action in managing fire extinguishing and preventing any internal or external intrusion in to the premises/building of the Vidyalaya.
 - b) Proper reception/regulation and guidance of visitors to the Vidyalaya.
 - c) Prevention of unauthorized entry of personnel in the premises of the KV.
 - d) Prevention of unauthorized entry of vehicles and to ensure that vehicles are parked at the designated parking space/slots. Separate movement (entry and exit) register should be kept for Vidyalayas vehicle and for personal/private vehicle.
 - e) Controlling and coverage of all the strategic points by guards both in day/night shifts.
 - f) Gathering intelligence about anti social/anti organizational/undesired activities which will have any bearing on the Vidyalayas day to day functioning.
 - g) Security staff deployed and strategic and picket/patrolling points/duty in all through day and night shifts should be available at their designated duty points.
 - h) The contractor shall be responsible to provide immediate replacement of any security guard who is not present on duty at the place of posting and such other additional as may be required at any given occasion for which prior information will be given.
 - i) The contractor staff shall work under the overall direction of officers authorized by the Principal.
 - j) The contractor shall provide round the clock (24 hours) security on 8 hrs basis. The shift times be fixed in consultation with an approval of Principal.
 - k) The contractor shall oversee the performance for the watch & ward and security staff deployed by their field officers regularly. Reports of any incidents should be lodged within the next 24 hours with the Principal. The contractor shall have weekly briefing with the Principal normally with prior appointment. Any suggestions/ proposal for improvement of the arrangement or reform by the contractor will be viewed.
- iii) To guard entrance & exit points and control the movements of the visitors and control/regulate the movement of visitors. He should be cordial and diligent in performing his duties. Every visitor should be guided to the reception. If need arises, visitors to the Vidyalaya and employees shall be requested to reveal their identity when they are at the entrance. There should be a distinctive approach in dealing with non official and VIPs visiting the Vidyalaya.
- iv) To check all property/goods moving in and out of the premises and to ensure that they are accompanied by proper gate pass/authority letter. A copy of such gate pass/authority letter is required to be kept in safe custody of the security supervisor/guard.
- v) To prevent any incident of theft, pilferage, fire or arson etc. reports it promptly. There should be no exaggeration in any report.
- vi) To check the movement of office vehicles by noting down their entry and exit timings. Such separate registers be kept for private vehicles and vehicles for staff.
- vii) To get acquainted with the operation of fire fighting/extinguishing system.