



केन्द्रीय विद्यालय केन्द्रीय विश्वविद्यालय,जम्मू
राया-सुचानी, जिला-सांबा (जम्मू एवं कश्मीर) -181143
KENDRIYA VIDYALAYA CENTRAL UNIVERSITY OF JAMMU
RAHYA SUCHANI DISTRICT SAMBA (J&K) -181143
Email:- kendriyavidyalayacuj@gmail.com
Website: www.kvcuj.org
Phone No. 01923-249500

F- /KVCUJ/2019-20/

Date: 05-03-2019

TENDER DOCUMENT

Sub: -"Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (Security Services)".

Sir/Madam,

Sealed competitive Bids are invited by the Kendriya Vidyalaya Central University of Jammu Rahya Suchani 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. 01-04-2019 which may be extended by another one year, as indicated below:

A. Area of the Building 10 rooms, corridor, ground.
Address/Location of the Building Kendriya Vidyalaya Central University of Jammu Rahya Suchani Distt. Samba Pincode-181143.

B. Man power required:

S.no.	Category of Manpower	Minimum qualifications or/ and experience	Number of workers required
1.	House keeping	Primary Standard	02
2.	Gardener (Mali)	Primary Standard	01

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.	House keeping	Sweeping of entire area of the building, surroundings and toilets, cleaning of carpets, regular dusting/cleaning of furniture, provision of soap and liquid soap, cleaning of carpets and durries.
2.	Gardener (Mali)	Gardening, maintenance of lawn, plantation, watering of plants, grass cutting, etc.
3.	Security Guard	

3. 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 GST 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 Bidder shall deposit an EMD of Rs.10,000/- in the form of an Account Payee Demand Draft, FOR, Banker's Cheque or Bank Guarantee valid for 135 days after the date of submission of bids the same may be drawn in favour of KV CUJ, payable at KV CUJ as EMD along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish Performance Security in the form of an Account Payee Demand Draft, FOR, Banker's Cheque or Bank Guarantee for an amount of 5% of the whole amount valid for 14 months beyond the date of completion of all contractual obligations 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.

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 and Conditions:

(a) The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directly through RTGS/NEFT, after obtaining authorization from engaged staff.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the KV CUJ's 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 CUJ's office/premises supported with the following documents: -

(i) Details of disbursement made to the staff furnishing RTGS/NEFT details for each payment,

(ii) Copy of Electronic Challan Receipt(ECR) as a e-challan for KV CUJ 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 on fulfilment of required documentation.

(d) The Contracting Agency will provide Identity Cards with mention of EPF/ UAN and ESI numbers, 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) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home Department, GNCT of Delhi under PSARA Act for running the business of private security agencies operating in the NCT of Delhi, failing which the bid will be treated as disqualified/non-responsive

(g) The normal office hours of KV CUJ is from 7:00 am to 3:00 pm in summer and 8:00 a.m. to 4:00 p.m. six days from Monday to Friday. 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. KV CUJ 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 - A1

where A 1 = Monthly remuneration / (Nos. of days in the month) x Nos. of days of absence

(i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV CUJ. 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 CUJ. 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 CUJ shall be made within 24 hours.

(J) The contracting Agency will be required to sign a contract with the KV CUJ as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

(k) In case of any loss, theft I sabotage caused by/attribution to the personnel deployed, the KV CUJ reserves the right to claim and recover damages from Contracting Agency.

(I) The antecedents-of all the workers will be got verified from the police by the Contracting Agency and submitted to KV CUJ, before deployment for work.

(m) 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 & medically fit.

(n) The KV CUJ shall provide a small guard room/space for Security Supervisor and Security Guards 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.

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

(p) The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers so as to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

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 under (PSARA Act.) Private Security Agency Regulation Act obtained from the Home Department, GNCT of Delhi for running the business of private security agencies operating in the NCT of Delhi/J&K Govt.

(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) Audited Balance Sheet & Profit and Loss Account.

(d) List of clientele during last 3 years along with cost of assignment.

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

(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) EMD of Rs.10,000/- in the form of an Account Payee Demand Draft, FOR, Banker's Cheque or Bank Guarantee valid for 135 days after the date of submission of bids the same may be drawn in favour of KV CUJ, payable at KV CUJ.

(ii) Remuneration of staff, quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of NCT of Delhi/J&K State Govt. shall render the Bid disqualified for evaluation. Also the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.

(iii) The evaluation will be done on the basis of total for all the items listed at 1-3 only in the Financial Bid. 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. 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 IN KV CUJ ON SERVICE CHARGE BASIS" **within 21 days of publication of this notice in KV CUJ Website**. The bids completed in all respect may be deposited at KV CUJ Rahya Suchani latest by **25-03-2019 up to 1.00 PM**.

The bids will be opened at **2:00 PM** on **26-03-2019**, KV CUJ before a duly constituted committee and in the presence of present bidders, if attend the opening of bids. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders 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/- is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KV CUJ.

Yours faithfully,

Signature

Name: Dr. J. S. Malhotra

Designation: PRINCIPAL

For and on behalf of the Kendriya Vidyalaya Central University of Jammu, Rahya

House Keeping Services (Sweepers/Gardners / Security Services)

1. Name of the Company : _____

Whether Govt./Semi Govt./Private : _____

2. Address: _____

3. Contact Persons: _____ (Designation)

Name: _____

Tel. Land line _____ Mobile _____

Email ID _____

4. PAN No. _____

(please enclose attested photocopy and attach copy of IT clearance certificate)

5. GST No. _____

(Please enclose attested photocopy)

6. EPF REGISTRATION NO.

(please enclose attested photocopy)

7. ESI REGISTRATION NO. _____

(Please enclose attested photocopy)

8. ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)

2016: _____

2017: _____

2018: _____

9. Please enclose photocopies of attested balance sheet and P&L A/C.

10. Experience of work during the last 3 years along with the cost of assignment (Please enclose the copy of documents)

FORMAT OF BID

S.no.	Category of Manpower	Number	Unit Monthly remuneration per person per month	Total Amount per month (Rs.)	Remarks
1.	House keeping	02			
2.	Gardener (Mali)	01			
3.	Security Guard	03			
			TOTAL		
4.	Statutory Charges EPF rate as per rule				
5.	Statutory Charges				
			TOTAL		
			GST		
			GRAND TOTAL		

NOTE:

1. GST shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.)

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 Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee No. dated _____ drawn on _____.

(Bidder)

Signature: _____

Name: _____

FORMAT OF BID

ANNEXURE- B

S. No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate 14.2%	ESI rate 4.75%	Service charges (including overhead uniform etc)	Monthly unit rate (Col. 4+5+6+7)	Unit OTA rate (per hour)	Total monthly cost (Col. 8x3)
1	2	3	4	5	6	7	8	9	
1	House keeping	02							
2	Gardener (Mali)	01							
3	Security Guard	03							

NOTE:

1. Service charges shall be quoted reasonably should not be counted/added for existed minimum higher wage rate of Central/ State Govt.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. Contractor will be liable to provide 2 sets of Uniforms complete in all respect to all Security Guards big torch, stick etc. and suitable uniform to all sweepers from his side and will not claim any amount form the Vidyalaya.
4. Contractor must physically monitor the works of the employees personally or through his representative (only one) and will not claim for any payment for his work.
5. Contractor will take prompt action for filling up of the vacant/ leave post with quality services.
6. KV CUJ falls in Samba municipal area hence the rates for category 'B' cities only will be applicable for the contract.
7. No service tax / GST is applicable for these services in KVS from 2014-15 onwards.

We agree to provide the above service of man power and to abide by the terms and conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. 10,000/- (Rupees ten thousand) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____ in favour of Principal KV CUJ payable at Rahya Suchani.

(Bidder)

Signature: - _____

Name: - _____

Date & Time: - _____

(This contract paper is to be neatly typed on a Non-Judicial Stamp Paper of Rs. 10/- and will be signed by the proprietor/authorised signatory of the Agency and the Principal of KV Along and will be kept with the Vidyalaya for record purpose)

**AGREEMENT FOR ENGAGING OF AGENCY FOR PROVIDING SERVICES FOR CONSERVANCY,
SECURITY AND GARDENING IN KENDRIYA VIDYALAYAS**

This Agreement is made the _____ day of _____ of _____ BETWEEN Kendriya Vidyalaya (Name of the Vidyalaya) _____ (hereinafter called the Vidyalaya) of the One Part and _____ (hereinafter called the Contractor) of the OTHER PART.

WHEREAS the Vidyalaya desires to have certain services as mentioned in the Appendix-I/II/III to this Agreement executed on the basis of specification/schedule/rates and each of which documents has been kept signed in duplicate by on behalf of the parties hereto for the purpose of identification and shall be treated as part or parts of this Agreement.

NOW, it is hereby agreed by and between the parties as follows :-

1. For the consideration here in after mentioned, the Contractor shall, upon and subject to the condition annexed hereto, execute and complete the works as shown and described.
2. That this Agreement/Contract is valid for a period of ONE YEAR from 01.04.2018 to 01.04.2019
3. The Vidyalaya will pay the contractor a lump sum Rs. _____ (Rupees _____ only) for security services, Rs. _____ (Rupees _____ only) for conservancy services and Rs. _____ (Rupees _____ only) for providing a gardener for the Vidyalaya per month (or such other sum as shall become due and payable hereunder) in accordance with the rates or acceptances of schedule of rates at the time and in the manner specified in the conditions :-
4. The other terms and conditions specified in the Bid document and accepted Bid will also form the part of this Agreement.

CONDITIONS :-

1. The said contractor shall execute/provide the services as mentioned in Appendix-I/II/III with his own efforts and labour according to the directions of the Vidyalaya or its duly appointed person/against given from time to time.
2. The said contractor shall during the currency of the agreement provide such labour as is required for carrying out the services as contained in the Appendix I/II/III.
3. The said contractor shall execute the said services under his direct personal supervision and in the best workman like manner and shall not on any account whatsoever, employ a sub contractor except with the prior written consent of the Vidyalaya, which the Vidyalaya may in its absolute discretion withhold without assigning any reason.
4. That the Vidyalaya shall pay to the said contractor on the _____ day of _____ each month against his running bills 50% of such sum as he claims or entitled to on the satisfaction of services rendered and according to the approved rates mentioned in the schedule/rates appended hereto.
5. The Vidyalaya shall not be liable to pay any sum of money to the contractor or any one else claiming under this contract over and above what is payable under this contract to the contractor.

6. The contractor will pay 10% of total bill amount of the year {i.e (monthly bill X 12) X 10%} to the Vidyalaya in the last week of March 2018 as Security Deposit. All moneys which the said contractor shall be liable to pay the Vidyalaya on account of the breach of this agreement/contract or on any other account shall be deducted by the said Vidyalaya from and set off against any money or moneys which may be due to the said contractor on account of the carrying out the services of the contractor or from the Security Deposit paid to the Vidyalaya at the commencement of the contract. The Security Deposit will be returned to the contractor on successful completion of the contract.

7. The contractor shall remain liable to and shall indemnify the Vidyalaya in respect of all courses of actions, claims, damages, compensation or costs, charges and expenses arising out of any accident or injury sustained by the students or employees of the Vidyalaya or anyone else in the Vidyalaya, caused directly or indirectly by anyone in the employment of the contractor or any person claiming to be the agent of the contractor etc. while in or upon the services being rendered out of any act default or negligence, error in judgment on his part.

8. The Vidyalaya shall be entitled to determine this agreement/contract and discharge the contractor without prejudice to other rights and remedies available to it, if the contractor shall become insolvent or fails and/or neglects to carry out instruction on its behalf or to complete the services or suspend the same or delay the progress thereof without reasonable cause. It is made clear that the essence of this contract is the satisfaction of the Vidyalaya regarding the performance and proper execution of the services.

9. In case of termination of this Agreement or contract and or discharge of the contractor as herein-before stipulated, the Vidyalaya shall be entitled to appoint a new contractor or contractors to continue according to the Vidyalaya's specifications and authorities the contractor/contractors to use any plants, materials and property of the contractor left upon and the contractor shall in such case lose and forfeit all the interest whatsoever under this Agreement or Contract, except his claim for money unpaid on settlement of account between the parties and security of all his bills.

10. The contractor shall at all point of time, during the currency of the Agreement/Contract; follow the laws applicable for the purpose of carrying out the services for the Vidyalaya.

11. The contractor shall carry out any work that may arise directly or indirectly for executing the services which may be incidental for the purpose of rendering the said services.

12. The services of the contractor will be liable to be terminated immediately without any notice if found to employ children below the age of 14 (fourteen) years for working at this Vidyalaya.

13. In case any dispute or difference shall arise between the parties during the currency of or after the agreement/contract has come to an end after the period of this agreement gets over whichever to the meaning of this contract or touching or relating either to the services or to any other matter or thing arising directly or indirectly under this agreement/contract, then and in such an event, the same shall be referred to Arbitrator and final decision of a single Arbitrator to be appointed by the Vidyalaya who alone shall consider and determine the same and shoes certificate or award shall be binding and conclusive upon both the said parties.

14. The other terms and conditions specified in the Bid document and accepted Bid will also form the part of This Agreement.

IN WITNESS WHEREOF THE SAID VIDYALAYA AND THE CONTRACTOR HAVE HERETO RESPECTIVELY SIGNED ON THIS THE _____ DAY OF _____ AND _____ YEAR